



County Council Meeting – Regular Meeting
March 20, 2013 – 9:00 a.m.
The Frontenac Room, 2069 Battersea Road, Glenburnie, ON

AGENDA

Page

- 1. CALL TO ORDER**
- 2. ADOPTION OF THE AGENDA**
To Adopt the March 20, 2013 County Council Agenda as Circulated
- 3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
- 4. DEPUTATIONS AND/OR PRESENTATIONS**
 - a) Mr. Jim Pine will provide County Council with a presentation on the Eastern Ontario Wardens' Caucus.
 - b) Ms. Lisa Severson will provide County Council with a presentation on the Eastern Ontario Regional Network.
- 5. CLOSED MEETING**
As Authorized under Section 239 of The Municipal Act, to consider:
(d) labour relations and employee negotiations
- 6. ADOPTION OF MINUTES**
Adoption of Regular and Special Meeting Minutes;
 - a) February 20, 2013 Regular Meeting of Council Minutes
 - b) February 20, 2013 Special Meeting of Council Minutes
 - c) March 8, 2013 Special Budget Meeting of Council Meeting Minutes
- 7. BUSINESS ARISING FROM THE MINUTES**
- 8. COMMUNICATIONS FOR INFORMATION**
2013-051
March 20, 2013 Communications of Interest to Council
 - a) January 23, 2013 Kingston, Frontenac Public Library Board Minutes
 - b) March Edition of Frontenac County Bytes
- 9. COMMUNICATIONS FOR ACTION**

6-20
21-23
24-28

29-32

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9. COMMUNICATIONS FOR ACTION

- 37 a) March 5, 2013 Township of South Frontenac
Re: Resolution - Finance Frontenac Corridor Road Assessment
- 38 b) February 22, 2013 United Way
Re: Proclamation of Success by 6 Week
- 39-40 c) February 22, 2013 - KFL&A Public Health
Re: Endorsement of Energy Drink Regulations

10. REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

10.1. Administrative Services

10.1.1. Administration

- 41-43 a) 2013-049
Proposed Amendments to the Ontario Building Code – Building Code Consultation Paper – Accessible Built Environment
- 44-46 b) 2013-058
Report of the Federal Electoral Boundaries Commission for the Province of Ontario 2012

10.1.2. Sustainability

- 47-50 a) 2013-055
FCM Sustainable Communities Conference Follow-Up Report

10.1.3. Human Resources

10.2. Financial Services

- 51-53 a) 2013-050
2012 Remuneration and Reimbursement of Expenses to Council Members and Non-Council Appointees
- 54-60 b) 2013-052
2013 User Fees and Charges for Services By-law
- 61-78 c) 2013-053
2013 Revised Draft Budget Presentation
[Addenda]
- 79-90 d) 2013-056
Reserve and Reserve Funds
[Addenda]

10.3. Emergency and Transportation Services

- 91-92 a) 2013-057
Alert System for Ferry Outages

10.4. Fairmount Home

- 93-96** a) 2013-047
2013-2016 Long-Term Care Home Service Accountability Agreement (L-SAA)
- 97-98** b) 2013-048
2012 Year in Review
- 99-100** c) 2013-059
OANHSS Annual Convention
- d) March Edition of the Grapevine Gazette

11. ACCOUNTS

- 101-108** Posted Cheque Listing for the Period of: February 13 to March 12, 2013

12. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

- a) Moved By: Councillor Davison
Seconded By: Councillor Jones

RESOLVED THAT By-law 2011-0004, being a by-law to authorize the payment of remuneration to County of Frontenac Council Members and Non-Council Appointees to Statutory Boards and Committees, Schedule "A", Section 1 f) and g) be deleted in their entirety;

AND FURTHER THAT Schedule "A", Section 1 be amended to add:

f) Council members may claim reimbursement for the total distance traveled to and from the meetings in any one year at the current travel allowance.

AND FURTHER THAT this amendment be retroactive to take effect January 1, 2013.

- b) Moved By: Councillor Davison
Seconded By: Councillor Jones

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

- c) Moved By: Councillor Davison
Seconded By: Councillor Doyle

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

- d) Moved By: Councillor Davison
Seconded By: Councillor Doyle

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

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12. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

- e) Moved By: Councillor Doyle
Seconded By: Councillor McDougall

BE IT RESOLVED THAT Council of the County of Frontenac adopt a Committee of the Whole format;

AND FURTHER THAT Committee of the Whole agenda items be determined by County Council and the CAO in consultation with Senior staff;

AND FURTHER THAT the Finance Advisory Committee is hereby disbanded;

AND FURTHER THAT these amendments be brought forward to the Special County Council meeting in April for inclusion in the review of the County of Frontenac Procedural By-law 2010-0028.

13. GIVING NOTICE OF MOTION

14. OTHER BUSINESS

14.1. External Boards and Committees

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

14.2. Advisory Committees of County Council

110-115

- a) Sustainability Advisory Committee
- b) Green Energy Task Force
- c) 150th Anniversary of County Advisory Committee
- Minutes of Meeting held February 21, 2013
- 150th Anniversary of County Advisory Committee Recommendations to Council

116-118

- d) Trails Advisory Committee
- e) Accessibility Advisory Committee
- Minutes of Meeting held February 22, 2013

119-124

- f) Finance Committee:
Finance Committee March 11, 2013 Meeting Minutes
Finance Committee March 11, 2013 Recommendations to Council

14.3. Other Updates

15. PUBLIC QUESTION PERIOD

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

- 125 a) By-Law No. 2013-0008 - To Amend By-law No. 2011-0020 - To Establish Trails Advisory Committee
- 126 b) By-Law No. 2013-0009 - To Amend By-law No. 2011-0007 - To Re-Establish a Sustainability Advisory Committee
- 127-134 c) By-law No. 2013-0010 - To Impose User Fees and Charges for Services
- 135-136 d) By-Law No. 2013-0011 - To Adopt the 2013 Operating and Capital Budget
- 137 e) By-Law No. 2013-0012 - By-law to Adopt the Procurement Policy
- 138-139 f) By-Law No. 2013-0013 - To Confirm All Actions and Procedures of Council

17. ADJOURNMENT



**MINUTES OF THE REGULAR MEETING OF COUNCIL
February 20, 2013**

A regular meeting of the Council of the County of Frontenac was held in the Frontenac Room of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, February 20, 2013 at 9:00 a.m.

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

ALSO PRESENT: **County:** Marian VanBruinessen, Treasurer; Paul Charbonneau, Director of Emergency & Transportation Services; Julie Shillington, Administrator of Fairmount; Anne Marie Young, Manager of Economic Sustainability; Joe Gullivan, Manager of Sustainability Planning; Jannette Amini, Deputy Clerk; Angelique Tamblyn, Executive Assistant
Media: Jeff Green, The Frontenac News, Elliot Ferguson, The Kingston Whig-Standard and Craig Backay, Frontenac EMC

1. CALL TO ORDER

Warden Gutowski called the meeting to order at 9:04 a.m.

2. ADOPTION OF THE AGENDA

Motion #: 57-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor Purdon

BE IT RESOLVED THAT the Council of the County of Frontenac waive Section 11 of the Procedural By-law to amend the order of business to consider item 10.2 (c) Financial Services Report 2013-038, 2013 Draft Budget Presentation after item 14.2 (e) Finance Advisory Committee;

AND FURTHER THAT the Council of the County of Frontenac recess at 12:30 p.m. and re-convene after the 1:00 p.m. Special Council Meeting.

CARRIED

Motion #: 58-13 Moved By: Councillor Deputy Warden Clayton
Seconded By: Councillor Purdon

RESOLVED THAT the agenda for the February 20, 2013 meeting of the Council of the County of Frontenac, be adopted as circulated.

CARRIED

That Council of the County of Frontenac receive the *Fairmount Home – 2013 Case Mix Index* report for information only.

CARRIED

DRAFT

AND FURTHER THAT Schedule "A", Section 1 be amended to add:

- g) Council members may claim reimbursement for the total distance traveled to and from the meetings in any one year at the current travel allowance.

AND FURTHER THAT this amendment be retroactive to take effect January 1, 2013.

Moved By: Councillor Davison
Seconded By: Councillor Jones

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

Moved By: Councillor Davison
Seconded By: Councillor Doyle

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

Moved By: Councillor Davison
Seconded By: Councillor Doyle

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

Moved By: Councillor Doyle
Seconded By: Councillor McDougall

RESOLVED THAT the Council of the County of Frontenac move to the Committee of the Whole governance model.

14. OTHER BUSINESS

14.1. External Boards and Committees

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

CARRIED

DRAFT



MINUTES OF THE SPECIAL MEETING OF COUNCIL
February 20, 2013

A special meeting of the Council of the County of Frontenac was held in the Frontenac Room of the County Administrative Office, 2069 Battersea Road, Glenburnie, on Wednesday, February 20, 2013 at 1:00 p.m.

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

ALSO PRESENT: **County:** Marian VanBruinessen, Treasurer; Paul Charbonneau, Director of Emergency & Transportation Services; Julie Shillington, Administrator of Fairmount; Anne Marie Young, Manager of Economic Sustainability; Joe Gallivan, Manager of Sustainability Planning; Jannette Amini, Deputy Clerk; Angelique Tamblyn, Executive Assistant
Media: Jeff Green, The Frontenac News

1. CALL TO ORDER

Warden Gutowski called the meeting to order at 1:10 p.m.

2. ADOPTION OF THE AGENDA

Motion #: 86-13 Moved By: Councillor Doyle
Seconded By: Councillor Purdon

RESOLVED THAT the agenda for the February 20, 2013 special meeting of Council be adopted as circulated.

CARRIED

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

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

4. DEPUTATIONS AND/OR PRESENTATIONS

5. REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

2013-037
County Official Plan – Planning Issues and Direction for First Draft

Motion #: 87-13 Moved By: Councillor Doyle



Report 2013-051

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac
From: Elizabeth Savill
CAO
Prepared by: Angelique Tamblyn
Executive Assistant
Date Prepared: March 7, 2013
Date of Meeting: March 20, 2013

Re: Administrative Services – Communications of Interest to Council

Recommendation

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

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

Background

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

Comment

A Ministries, Other Municipalities, etc:

1. Ministry of Education, February 27, 2013 – Correspondence from Gabriel F. Sekaly, Assistant Deputy Minister, Business and Finance Division. The Ministry of Education is required to publish, for each common jurisdictional area, the proportion of enrolment between school boards by municipality. These proportions, which are updated annually, are to be used by municipal clerks and treasurers to distribute taxes on business property (i.e. commercial, industrial and pipeline), payments in lieu or any other rateable property which does not have designated tax support to school boards.
2. Office of R. Hillier, February 26, 2013 – Correspondence from David Shostal re: Bill 5 – PS Wage Freeze Legislation. On Thursday, February 28, 2013, the Legislative Assembly debated Bill 5: An Act to freeze compensation for two years in the public

Administrative Report
Administrative Services - Communications of Interest to Council
March 20, 2013

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sector. The bill was introduced by MPP Peter Shurman (Thornhill) (PC Critic of Finance) on February 25th, and follows through on a commitment made to their municipal partners.

3. Ministry of Community and Social Services, February 20, 2013 – Correspondence from Deputy Minister Marg Rappolt. Ontario's 2005 *Accessibility for Ontarians with Disabilities Act* has resulted in new regulations and standards which are now in place to ensure all organizations take steps to both provide accessible customer service and build the accessibility needs of their employees into their human resources practices. The transfer of the ADO from their Ministry to the Ministry of Economic Development, Trade and Employment announced in February 19, 2013 Throne Speech is the natural next step in the evolution of Ontario's accessibility journey.

Other Correspondence:

1. Redistribution Federal Electoral Districts, February 14, 2013 – *Report of the Federal Electoral Boundaries Commission for the Province of Ontario 2012* has been released. The Commission is an independent body responsible for readjusting electoral boundaries in the province after the completion of the decennial census. www.federal-redistribution.ca
2. KFL&A Public Health, March 8, 2013 – Correspondence from KFL&A Public Health advising of a meeting on Thursday, March 21, 2013, 9:30 a.m. to 11:30 a.m. at the KFL&A Public Health, Auditoriums A&B to discuss the Food Charter, a vision for a secure and sustainable food system, endorsed by the County of Frontenac and by the City of Kingston in late 2012. RSVP 613-549-1232 ext. 1232 ext. 1203.
3. The Great Waterway, March 4, 2013 – Correspondence from Great Waterways announcing an upcoming workshop on Place-Based Cultural Tourism in Belleville on March 27. The workshop is co-sponsored by The Great Waterway and The City of Belleville and there is no cost. Space is limited to 30 participants. To register: placebasedtourismworkshop.eventbrite.ca

AMO Member Communications:

1. News Releases
 - AMO President Speaks to Municipal Challenges for Year Ahead at 2013 ROMA/OGRA Conference (February 26, 2013)
 - AMO President Asks Municipalities to Communicate Benefits of Canada's Gas Tax Fund (February 26, 2013)
 - PC Leader Hudak's ROMA/ OGRA Conference Speech <http://www.youtube.com/watch?v=mMRRexgycDA> (February 26, 2013)
 - Premier Wynne's ROMA/OGRA Conference Speech (February 25, 2013) http://www.amo.on.ca/WCM/AMO/AMO_Content/Speeches/2013/PremierWynnesRomaOGRAConferenceSpeech.aspx
 - Remarks by ROMA Chair Bill Vrebosch at ROMA/ OGRA (February 25, 2013)
 - Economic Development Task Force February 2013 Update (February 14, 2013)
2. AMO Breaking News & Policy News
 - Speech from the Throne Emphasizes Action on Economic Growth, Infrastructure, Employment and Arbitration – The Ontario Legislative Assembly opened its new session on February 19th with Lieutenant Governor David Onley delivering Premier Kathleen Wynne's government's first Throne Speech. The Speech from the Throne was wide-ranging in its subject matter and showed the government's willingness to find common ground with the Opposition parties to reflect the priorities of Ontarians.

Contact Craig Reid, AMO Senior Advisor creid@amo.on.ca, 416-971-9856 ext. 334.
(February 19, 2013)

3. Watch Files

http://www.amo.on.ca/WCM/AMO/AMO/About/Watch_File.aspx

- February 14, 21, 28, March 7, 14, 2013

FCM Member Communications:

1. News Releases

- Canada's municipal leaders celebrate International Women's Day (March 8, 2013)
- Municipalities and wireless industry announce joint protocol on antenna siting (February 28, 2013)
- New federal long-term infrastructure plan must provide secure, predictable funding for Ontario rural communities, says FCM (February 26, 2013)
- New federal long-term infrastructure plan must provide predictable funding to Edmonton, says FCM president (February 21, 2013)
- Winners of Sustainable Communities Awards unveiled in Windsor, ON (February 13, 2013)
- FCM Sustainability Conference Trade Show Kicks Off with Leading Green Technologies and Services for Municipalities (February 13, 2013)

2. PCP News

- Leading Climate Action Webinar - Re: Leading Climate Action: Supporting Political Champions at the local level. ICLEI and the Centre for Civic Governance at the Columbia Institute invite you to attend a free webinar. March 26, 2013, 1:00-2:30 p.m. (March 4, 2013)
- Youth engagement as drivers of environmental change (February 28, 2013)
- Announcement - Muni Ahlawat will be leaving FCM on Friday, March 1st and moving forward support for the PCP secretariat will be provided by Thierry Mallette. (February 27, 2013)
- Webinars Urban Heat Island Mitigation: Learning from Quebec, Tuesday, March 26, 1:00 to 2:30 p.m. EDT. Urban heat island mitigation initiatives implemented as part of the Quebec Government's 2006-2012 Climate Change Action Plan (February 27, 2013)
- PCP Energy Emissions and Management Tool – a new energy and emissions management tool or "PCP tool" is nearing completion. Access will be free to PCP members (February 26, 2013)

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

1. News Releases

- EOWC Launches New Video. Eastern Ontario Warden's Caucus 2013 Priorities (March 5, 2013)

C Agency/Board Minutes:

1. Kingston Frontenac Public Library Board Minutes

- Minutes of January 23, 2012

D The following items of correspondence require action:

- Township of South Frontenac, March 6, 2013 - Correspondence from Wayne Orr, CAO. The following resolution was passed requesting Council action:
That the Township of South Frontenac requests that in partnership with North, Central and Frontenac Islands, that the County of Frontenac finance the proposal of D.M. Wills Associates Ltd., in the amount of \$10,740, to undertake the Frontenac Corridor Road Assessment.
- United Way serving KFL&A Success By 6, February 27, 2013 - Correspondence from Bhavana Varma, President & CEO thanking the County of Frontenac for its ongoing partnership with the annual *Success By 6 Week* which is held annually in May and requesting that County Council proclaim the week of May 4, 2013 as 2013 United Way Success By 6 Week to raise awareness about the importance of early childhood development and care.
- KFL&A Board of Health, February 27, 2013 – Correspondence from Charles Simonds, Chair of KFL&A Board of Health re: KFL&A Public Health Endorsement of Energy Drink Regulations. At its January 23, 2013 meeting, the Board passed a motion. The term energy drink refers to a category of beverages that usually contain a range of unique ingredients and may feature health claims related to their capacity to restore energy and alertness. The Board is urging the municipalities in the KFL&A area to withdraw the sale of energy drinks in municipally owned or operated facilities, including recreation centres.

E County of Frontenac Outgoing Communications:

1. Media Releases:
Recently Upgraded *Frontenac Maps* Offers Residents a Better View of the County (March 13, 2013)
2. E-Newsletters
February edition of Frontenac County Bytes (attached)



MINUTES
Regular Meeting #2013-01
Kingston Frontenac Public Library Board
January 23, 2013 - 4:00 PM
Delahaye Room, Central Library

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

Staff Present: Doug Brown (Director, Facilities), Laura Carter (Manager, Branch Operations), 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)

Others Present: A member of the public

Regrets: Councillor Jim Neill

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

The agenda was accepted, with the addition of C.O.W. meeting schedule.

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. ACCEPTANCE OF MINUTES

4.1 Kingston Frontenac Public Library Meeting #2012-10 held December 12, 2012

2013-01 COUSINEAU - PATTERSON

That the minutes of Regular Meeting #2012-10 of the Kingston Frontenac Public Library Board held December 12, 2012 be approved as circulated.

CARRIED

CONSENT AGENDA

It was requested that item 6.1.1 be removed from the consent agenda for further discussion.

5. INFORMATION ITEMS

5.1 Correspondence / Information Received and Sent

5.1.1 From the Ministry of Tourism, Culture and Sport, an email sent on January 15, 2013 to inform us that we were approved for a Cultural Strategic Investment Fund grant to enhance our Francophone collection.

Received since distribution of the agenda:

5.1.2 From the Ministry of Tourism, Culture and Sport, a letter dated January 9, 2013 to inform us that we were approved for a grant in the amount of \$24,985 to support our application to the Cultural Strategic Investment Fund (CSIF). The grant will be approved pending receipt of the signed funding agreement along with other documentation.

6. MONITORING REPORTS

6.1 Communication and Counsel

6.1.1 Chief Librarian's Report (attached)

Although there was a suggestion to look at the format of the Chief Librarian's report, the consensus was to keep the format as it is, as it complies with the Carver Governance model and reiterates the responsibility of the Chief Librarian.

6.2 Emergency Executive Succession (attached)

7. Motion to Accept Consent Agenda

2013-02 PATTERSON – PURDON

To accept the Consent Agenda, thereby accepting the materials on the consent agenda, excluding 6.1.1.

CARRIED

ACTION AGENDA

8. Business Arising from the Minutes

There was no business arising from the minutes.

9. Action Items

9.1 Set Kilometre Rate

2013-03 GATFIELD - AITKEN

That the Board establish the per kilometre rate at 48 cents for 2013, and that the rate be reviewed in January 2014.

CARRIED

9.2 Strategic Planning RFP

A committee comprising four board members (Ms. Richardson, Councillor Neill, Mr. Knutsen and Ms. Cousineau) met earlier this month to look at the RFP and to bring a recommendation to the Board. City staff were consulted and the City RFP template was used for this document.

In response to a question regarding demographics, it was explained that the registration information we collect is not detailed. We know whether the cardholder is under or over 16 years of age but we don't have more clearly defined information. When we did the last survey, we looked at demographics based on the census. As suggested, in two instances the word *may* will be replaced with the word *will* in the RFP.

2013-04 GATFIELD - AITKEN

That the Board accept the Request for Proposal (RFP) as presented by the ad hoc Strategic Planning Committee, with the suggested change of "may" to will.

CARRIED

ITEMS FOR DISCUSSION / EXPLORATION

10. Physical versus Digital Audiovisual Media

This was brought to the board as suggested at an earlier board meeting. Ms. Enright reported that streaming costs about \$6 and that at this time the circulation of e-books and digital and audiovisual media is a small percentage of our circulation. Providing these resources can have an impact on our budget.

It was reported that 25.5 % of our circulation is DVDs and that some other library systems report DVD circulation as high as 40%. In addition, a DVD can circulate 125 times and more. Board members commented favourably on the DVD collection that we have, and in particular the foreign DVD collection. Due to the grant that we received, as well as the SOLS pool which refreshes the collection, we are fortunate to be able to offer a rich multi-lingual collection at Calvin Park branch.

OTHER BUSINESS

11. Board Volunteer to drop puck at Frontenac's Game – KFPL day February 10 at 1:30 PM

Ms. Richardson will drop the puck at the hockey game. We will have a booth set up at the game to sign people up for cards. The Friends have generously provided funding for prizes at the game, and the 2013 Read Posters will soon be available.

12. COW Meeting Schedule

It was suggested that we add to the schedule a C.O.W. meeting in April and June in anticipation of discussion that may be required resulting from the Strategic Planning process. The meeting can be cancelled if not needed. The revised Work Plan will be posted on the board portal.

13. NEXT MEETING DATE AND ADJOURNMENT

The next Committee of the Whole meeting will be held at 4:30 PM, Wednesday, February 13, 2013 in the Delahaye Room, Central Library.

The next regular Board Meeting will be held at 4:00 PM, Wednesday, February 27, 2013, in the Delahaye Room, Central Library.

There being no further business, the meeting was adjourned at 4:50 PM.

Claudette Richardson, Chair

Mary Glenn, Recording Secretary



Frontenac County Bytes

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

February 2013 - Issue XIV

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

Fairmount Home Volunteers Contributed over 7,000 hours in 2012

Fairmount Home relies on their committed, enthusiastic and talented volunteers to provide many services and programs for residents. In 2012 a total of 118 registered Fairmount Home Volunteers contributed 7,398 recorded hours! Volunteers help in the General Store, in the Home's extensive gardens, and with programs such as Beauty Break, Bingo, Baking, Crafts, Pub, Entertainment, Music Therapy, Art Therapy, Pet Therapy, exercise programs, outdoor walks, movies, one-to-one visits, and more. If you are interested in volunteering with Fairmount Home, please contact Lynda Laird at 613-546-4264 ext. 581 or at llaird@frontenaccounty.ca.



Community Paramedicine Pilot Project Approved for Wolfe Island

At its meeting on February 20th, County Council unanimously supported the introduction of a Community Paramedicine Pilot Project on Wolfe Island. The project will include a bi-monthly clinic at the Wolfe Island Medical Clinic, which will be operated by paramedics and open to the entire community.

The pilot project is an effort to investigate creative and alternative activities to support residents' efforts to stay in their homes longer. Community paramedicine can impact the demands placed on emergency health care and the region's hospitals, contributing to the containment of health care costs.

Progress on the County's Official Plan

At a special meeting of County Council on February 20th, Joe Gallivan, Manager of Sustainability Planning, provided a draft outline for the first ever Frontenac County Official Plan. With a focus on six areas -- Economic Sustainability, Growth Management, Community Building, Housing & Social Services, Heritage & Culture and Environmental Sustainability -- County Council unanimously supported the proposed direction. Mr. Gallivan expects to present a first draft of the plan to Council in May, 2013.

Accessibility News

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

The committee is currently reviewing and submitting comments regarding proposed changes to the Ontario Building Code. For more information on the Building Code, [click here to email](#) the Ministry of Municipal Affairs and Housing. On January 1, 2013 the Integrated Accessibility Standards Regulation was amended to include accessibility requirements for the Design of Public Spaces. [Click here](#) for more information on these amendments.

County Trivia: Did you know?

"In August, 1884, the council appointed a committee to draft specifications for a new town hall in the village of Mountain Grove to be 24 ft by 36 ft with an addition or anteroom 12 ft by 20 ft... Mr. Wm. Crawford's tender of \$670 was accepted to build the hall by 30 November. The hall was finished on time and provided with a stove, chairs and other furnishings."
- from *County of a Thousand Lakes: The History of the County of Frontenac, 1673 - 1973*

[Forward email](#)



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

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www.DirectionsforOurFuture.ca
www.FrontenacMaps.ca
[Council Agendas & Minutes](#)

Upcoming Events

North Frontenac
 Ompah Volunteer Firefighter
 Association **Spring ATV Run**
 April 27, 9 a.m. start
doubles211@gmail.com

Central Frontenac
**Sharbot Lake Farmers
 Market**
 March 2, 16. Soldiers Memorial
 Workshops:
 Growing Organic March 2
 Home Composting March 16
info@handsonharvest.ca

South Frontenac
**Planning Meeting for the
 Verona Cattail Festival**
 March 19, Lions Hall
 6:00 p.m. - 9:00 p.m.
 Open to all, evening includes a
 potluck and the Verona
 Community Association AGM.
 For info call Wayne Conway:
 613-374-3807

Frontenac Islands
**The Wolfe Island Historical
 Society Speakers Series**
 Guest speaker: Captain Brian
 Johnson, Wolfe Islander III
 March 20, 7:30 p.m.
 Wolfe Island United Church





Agenda Item # 8(g) Page# _____
TOWNSHIP OF SOUTH FRONTENAC
RESOLUTION

Resolution No. 2013: _____ Date: March 5th, 2013

Moved by: [Signature]

Seconded by: [Signature]

That the Township of South Frontenac requests that in partnership with North, Central and Frontenac Islands, that the County of Frontenac finance the proposal of D.M. Wills Associates Ltd., in the amount of \$10,740, to undertake the Frontenac Corridor Road Assessment

I, Wayne Orr, certify that this is a true copy and has not been altered in any way.
 Dated this 6 day of MARCH 2013
 Township of South Frontenac [Signature]

CARRIED ✓ DEFEATED _____ DEFERRED _____

MAYOR [Signature]

I certify that this is a true copy of No. _____ Dated _____ and approved at _____

CLERK-ADMINISTRATOR _____

RECORDED VOTES

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

	YES	NO	ABSTAIN
D. Stowe			
M. Tinlin			
R. Vandewal			
L. York			
G. Davison			



United Way
Kingston, Frontenac,
Lennox and Addington

February 22, 2013

Ms. Elizabeth Savill
Chief Administrative Officer
County of Frontenac
2069 Battersea Road
Glenburnie, ON K0H 1S0

Liz

Dear Ms. Savill:

As part of the United Way Success By 6 initiative an annual Success By 6 Week is organized in May. The City of Kingston and Counties of Frontenac and Lennox and Addington have traditionally given an official proclamation for United Way Success By 6 Week.

As we know, from the time of conception to age 6 children go through a crucial development period. It is important for communities to recognize how we can all play a role in contributing to healthy, happy and successful outcomes for young children.

We would like to thank The County of Frontenac for its ongoing partnership with this annual event and for your commitment to increase awareness of the importance of early childhood development and learning in our community.

Once again, we would like to ask The County of Frontenac to continue to raise awareness about the importance of early childhood development and care by proclaiming the week of May 4, 2013 as United Way Success By 6 Week.

Success By 6 Week has been designed with our youngest residents in mind, offering no cost and low cost activities that provide opportunities for parents and caregivers to "Take the time, make the moments matter.TM" with young children and their families. Support from The County of Frontenac towards Success By 6 Week is an excellent example of how we are working together to make KFL&A child-friendly through a long-term investment in our community's future.

Thank you very much for your leadership. We look forward to working with you again to make this year's Success By 6 Week a fun and enjoyable event for children 0-6, their parents and caregivers in Frontenac.

Sincerely,

Bhavana

Bhavana Varma
President & CEO, United Way serving KFL&A

United Way Kingston, Frontenac, Lennox & Addington
Change starts here.
417 Bagot Street, Kingston ON K7K 3C1
613-542-2674 | uway@unitedwaykfla.ca
www.unitedwaykfla.ca



An accredited local public health agency affiliated with Queen's University
 I.M. Gemmill MD, CCFP, FRCP(C) Medical Officer of Health

February 22, 2013

Ms. Liz Savill
 CAO & Clerk
 County of Frontenac
 2069 Battersea Road
 Glenburnie, ON K0H 1S0



Dear Ms. Savill:

RE: Endorsement of Energy Drink Regulations

At its January 23, 2013 meeting, the Kingston, Frontenac and Lennox & Addington (KFL&A) Board of Health passed the following motion:

THAT the KFL&A Board of Health support the implementation of the regulations outlined in alpha Resolution A12-6, Energy Drink Regulations, by endorsing this request and sending correspondence to the:

- 1) Honourable Leona Aglukkaq, Federal Minister of Health
- 2) Honourable Deb Matthews, Provincial Minister of Health and Long-term Care
- 3) Mr. Ted Hsu and Mr. Scott Reid, MPs
- 4) Honourable John Gerretsen and Mr. Randy Hillier, Local MPPs

AND FURTHER, that the KFL&A Board of Health recommend to the municipalities in the KFL&A area that they withdraw the sale of energy drinks in municipally owned or operated facilities, including recreation centres.

AND FURTHER that the KFL&A Board of Health recommend to the Alcohol and Gaming Commission of Ontario that information on the risks of mixing energy drinks with alcohol be included in the Smart Serve Responsible Alcohol Beverage Service Training Program.

The term energy drink refers to a category of beverages that usually contain a range of unique ingredients and may feature health claims related to their capacity to restore energy and alertness. Typical components of energy drinks include carbonated water, sugar or artificial sweeteners, caffeine, taurine, vitamins, and herbal ingredients. Energy drinks have no benefit or importance in the diet, but can contribute to a high caffeine and sugar intake.

Health Canada states that energy drinks are not recommended for children and adolescents because of their high levels of caffeine, and other ingredients. In some cases, one energy drink may have more caffeine than the recommended daily intake for many children and adolescentsⁱ. Energy drink labels are required to state "Not recommended for children, pregnant or breastfeeding women and individuals sensitive to caffeine"ⁱⁱ. Despite this requirement, half of Ontario adolescents report consuming energy drinks in the past year, and one fifth report using them in the past weekⁱⁱⁱ

... 2

KINGSTON, FRONTENAC AND LENNOX & ADDINGTON PUBLIC HEALTH

Main Office
 221 Portsmouth Avenue, Kingston, Ontario K7M 1V5
 Tel: 613-549-1232 1-800-267-7875
 Fax: 613-549-7896 www.kflapublichealth.ca



Branch Offices
 Cloyne Tel: 613-336-8989 Fax: 613-336-0522
 Sharbot Lake Tel: 613-279-2151 Fax: 613-279-3997
 Napanee Tel: 613-354-3357 Fax: 613-354-6267

RE: Endorsement of Energy Drink Regulations
February 22, 2013

Consumer confusion exists about the difference between sports drinks and energy drinks^{iv}. Sports drinks are beverages designed specifically for optimal hydration and nutrient replacement during exercise of high intensity or long duration. Energy drinks do not provide these same benefits and are not recommended for use during exercise as the carbonation and high sugar and caffeine content have the potential to interfere with optimal hydration^v.

The stimulant effects of caffeine in energy drinks have also been shown to increase heart rate and blood pressure, and to reduce myocardial reserve^{iv}. Specific populations (i.e., children, those taking certain medications that may interact with the ingredients in energy drinks, or those with cardiac conditions for which stimulants are contraindicated^{vi}) may be at increased risk for adverse reactions from them. The sale of energy drinks at municipal recreation facilities sends the wrong message that energy drinks are safe to use and that they have the same benefit and purpose as sports drinks. It also makes them readily available to children and adolescents.

The KFL&A Board of Health is urging the municipalities in the KFL&A area to withdraw the sale of energy drinks in municipally owned or operated facilities, including recreation centres.

Thank you for your consideration of this request.

Yours truly,



Charles Simonds, Chair
KFL&A Board of Health

Copy to: KFL&A Board of Health members

ⁱ Health Canada. Information for parents on caffeine in energy drinks [Internet]. 2011 Oct 6 [cited 2012 Dec 17]. Available from: <http://www.hc-sc.gc.ca/ahc-asc/media/nr-cp/2011/2011-132bk-eng.php>

ⁱⁱ Health Canada. Questions and answers: caffeinated energy drinks [Internet]. 2012 May 11 [cited 2012 Dec 17]. Available from: <http://www.hc-sc.gc.ca/fn-an/prodnatur/questions-caf-eng.php#a25>

ⁱⁱⁱ Paglia-Boak A, Adlaf EM, Mann RE. Drug use among Ontario students, 1977-2011: Detailed findings. CAMH Research Document [document on the internet]. Toronto: Centre for Addiction and Mental Health; 2011 [cited 2012 Dec 17] Available from: http://www.camh.ca/en/research/news_and_publications/ontario-student-drug-use-and-health-survey/Documents/2011%20OSDUHS%20Docs/2011OSDUHS_Detailed_DrugUseReport_2.pdf

^{iv} Macdonald N, Hamilton R, Malloy P, Moride Y, Shearer J. Report by the expert panel on caffeinated energy drinks. [document on the internet]. Ottawa: Expert Panel on Caffeinated Energy Drinks; 2010 [cited 2012 Dec 17]. Available from: http://www.hc-sc.gc.ca/dhp-mps/prodnatur/activite/groupe-expert-panel/report_rapport-eng.php

^v Dietitians of Canada. Current issues the inside story: energy drinks revisited. Toronto: Dietitians of Canada; 2012.

^{vi} Seifert S, Schaechter J, Hershorin E, Lipshultz S.. Health effects of energy drinks on children, adolescents, and young adults. Pediatrics. 2011 Mar;127(3):511-28.



Report 2013-049

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Jannette Amini
Deputy Clerk

Date prepared: February 25, 2013

Date of meeting: March 20, 2013

Re: **Administrative Services – Proposed Amendments to the Ontario Building Code – Accessible Built Environment Consultation Paper**

Recommendation

RESOLVED THAT Council of the County of Frontenac receive the Administrative Services – *Proposed Amendments to the Ontario Building Code – Accessible Built Environment Consultation Paper* report for information;

AND FURTHER THAT County Council direct staff to submit the comments as outlined in the report to the Ministry of Municipal Affairs and Housing.

Background

The Ministry of Municipal Affairs and Housing (MMAH) is developing potential enhancements to current accessibility requirements in buildings. Public consultation on these potential updates to accessibility requirements in the Ontario Building Code is now underway through a Consultation Paper by the Ministry of Municipal Affairs and Housing for public review and comment by stakeholders and the public. The public consultation document for the Ontario Building Code may be viewed at www.mah.gov.on.ca/Page10160.aspx.

Comment

An inter-departmental accessibility staff team has been established for the County of Frontenac for the purpose of reviewing and ensuring that the County is in compliance with the *Accessibility for Ontarians with Disabilities Act (AODA)* as well as remaining informed and up to date on potential future changes in legislation with respect to accessibility. As part of that mandate, the accessibility staff team met on February 25th to review and discuss the Building Code Consultation Paper.

Administrative Report
Administrative Services – Proposed Amendments to the Ontario Building Code – Accessible Built Environment
Consultation Paper
March 20, 2013

Page 1 of 3

Further to this, a report identifying the Consultation Paper was presented to the Joint Accessibility Advisory Committee at its meeting held February 22, 2013 requesting that members review the Consultation Paper and provide their comments to staff for inclusion in the County's submission to the MMAH.

Staff is proposing that Council consider the following comments be forwarded to the Ministry of Municipal Affairs and Housing:

Key Areas of the Consultation Paper	Comments
1. Renovations	<ul style="list-style-type: none"> ➤The final proposed Standard Recommendation provides for limited exemptions such as "hardship". The term hardship should be clearly defined. ➤With respect to wider clear door widths, more research on the average footprint of a wheelchair needs to be done. Clear width of doorways need to accommodate power assisted devices some of which staff believes are increasing in size. ➤The general approach in this Consultation Paper is to accommodate a person using a manual wheelchair as the Ministry of Health and Long-Term Care indicates that funding for manual wheelchairs is significantly more in demand than funding for power wheelchairs and scooters; however if the Province wants to be universally inclusive, it needs to take a serious look at scooters. As the aging population continues to increase rapidly, many people use scooters as a means of independence such as independent shopping excursions or those with chronic COPD.
2. Barrier-Free Path of Travel (Common Access and Circulation)	<ul style="list-style-type: none"> ➤The County of Frontenac supports the proposed updates noted in this section.
3. Vertical Access (Elevators)	<ul style="list-style-type: none"> ➤The County of Frontenac supports the proposed updates noted in this section.
4. VISIBLE SUITES IN MULTI-UNIT RESIDENTIAL BUILDINGS	<ul style="list-style-type: none"> ➤With respect to residential barrier free suites, the update to the Building Code will only require that a barrier free doorway will only be required through at least one bedroom. The County of Frontenac feels that all bedrooms should be mandated to have a barrier free doorway in a barrier free suite as this suite could be occupied by a person with a disability who will need access to all bedrooms in the unit such as a parent needing to enter a child's bedroom. ➤With respect to residential barrier free suites, the update to the Building Code requires that suite entrance doors in all residential apartment buildings must include rough-ins for power door operators, to facilitate installation if needed at a later date; however this update is silent as to who would be responsible to bear the cost should power door operators be required. Further to this, the County of Frontenac questions what the implications would be of power interruptions for a person requiring a power door.
5. Adaptable Design and Construction	<ul style="list-style-type: none"> ➤The County of Frontenac supports the proposed updates noted in this section.
6. Visual Fire Alarms	<ul style="list-style-type: none"> ➤The County of Frontenac questions why hardwired smoke alarms in single family homes would require a visual

Key Areas of the Consultation Paper	Comments
	<p>component, compared with residential apartment buildings suites which only require rough-ins for visual fire alarms.</p> <p>➤ The County of Frontenac is concerned that the updates to the Building Code is mandating requirements in private homes.</p>
7. Washrooms	<p>➤ The County of Frontenac supports the proposed updates noted in this section; however it feels that the requirement for at least one universal toilet room and the requirement for space to be provided for an adult change table in all universal toilet rooms should only apply to new builds as the space requirement to do this may not be feasible in existing buildings where a washroom renovation is taking place.</p> <p>➤ With respect to the required 1.5 m² turning space in washroom stalls, the County of Frontenac reiterates its earlier comments that the updates should look beyond standard manual wheelchairs if the Province wishes to be all inclusive.</p>
8. Use of Guidelines and Resource Materials	<p>➤ The County of Frontenac supports the proposed updates noted in this section.</p>
9. Other Technical and Administrative Changes	<p>➤ The County of Frontenac is concerned that should a fire or other disruption occur that requires evacuation of a movie theatre, dispersed seating could pose a safety issue for those with mobility aids when attempting to exit the theatre. Although the County of Frontenac agrees with the intent of the updates that accessible seating should be dispersed to provide a choice of viewing locations and a clear view of the event taking place, it feels that safety issues may require further consideration prior to adoption.</p>

Sustainability Implications

Creating barrier-free communities through accessibility planning will enhance the County's move towards its goal of sustainability in both the social and economic pillars of the County's sustainability plan. As stated in *Directions for Our Future*, social sustainability is based on equity, diversity, connectivity, democracy and a good quality of life. It further states that economic development takes health, community, education, and environmental and social objectives into account.

Financial Considerations

At present, this is a Consultation Paper with respect to potential amendments to the Ontario Building Code. There are not financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

County of Frontenac Staff Accessibility Team
 County of Frontenac Accessibility Advisory Committee
 Joe Gallivan, Manager of Sustainability, Planning
 Tom Mercer, Manager, Environmental Services
 Marian VanBruinessen, Treasurer



ADMINISTRATIVE REPORT

To: Warden and Council Members Council

From: Elizabeth Savill
CAO

Date prepared: March 14, 2013

Date of meeting: March 20, 2013

Re: **Administrative Services – Report of the Federal Electoral Boundaries Commission for the Province of Ontario 2012**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive this *Administrative Services – Report of the Federal Electoral Boundaries Commission for the Province of Ontario 2012* report for information only.

Background

The Government of Canada established a process for readjusting federal electoral boundaries under the *Electoral Boundaries Readjustment Act*. As required under the Act, the Federal Electoral Boundaries Commission for the Province of Ontario was established by proclamation on February 21, 2012. The Commission was made up of Mr. Justice George Valin of the Superior Court of Justice (appointed by the Chief Justice of Ontario) as Chair and Mr. Douglas Colbourne, an arbitrator and mediator from Toronto with extensive knowledge and experience in municipal matters across the province, and Dr. Leslie A. Pal, Chancellor's Professor of Public Policy and Administration at Carleton University (both appointed by the Speaker of the House of Commons). The Commission was responsible to act as an independent body to propose changes to the electoral boundaries within Ontario based on the formula and rules that determine the number of electoral districts to be represented in the House of Commons as set out in the *Constitution Act, 1867*. Following the last decennial census, the census information had been analyzed by the Commission, the implications on existing electoral districts considered, and a redistribution proposal developed and published.

Comment

At its October 17, 2012 meeting, Council of the County of Frontenac passed the following resolution:

Motion #: 283-12 Moved by: Councillor Jones
Secoded by: Deputy Warden Doyle

Administrative Report
Administrative Services – Report of the Federal Electoral Boundaries Commission for the Province of Ontario 2012
March 20, 2013 Page 1 of 3

RESOLVED THAT the Council of the County of Frontenac receive the Administrative Services – Electoral Boundaries Reform report;

AND FURTHER that the Council of the County of Frontenac advise the Electoral Boundaries Commission that it is opposed to the creation of the proposed electoral districts of Lanark-Frontenac-Hastings and Belleville-Napanee-Frontenac;

AND FURTHER that the Council of the County of Frontenac propose to the Electoral Boundaries Commission to consider the readjustment of the electoral district affecting the County of Frontenac as follows:

- *Frontenac-Lennox and Addington to include the Townships of South Frontenac, Central Frontenac and North Frontenac; the County of Lennox and Addington; and the rural section of the City of Kingston comprised of the former Townships of Pittsburgh and Kingston located north of Highway 401*

AND FURTHER that the Council of the County of Frontenac urge to the Electoral Boundaries Commission to consider to following to address the ripple effect that would be created by the proposed Frontenac-Lennox and Addington electoral district:

- *Kingston and the Islands to include the City of Kingston, except that area located north of Highway 401, and the Township of Frontenac Islands*
- *Hastings-Belleville to include all of Hastings County and the City of Belleville*
- *Lanark-Carleton to include all of the County of Lanark and part of the rural west end of the City of Ottawa*

AND FINALLY, this alternative proposal be:

1. *Circulated to the Townships of North Frontenac, Central Frontenac, South Frontenac and Frontenac Islands seeking their support;*
2. *Shared with the Counties of Hastings, Lennox and Addington, and Lanark, and the City of Kingston; and*
3. *Presented at the public hearing being held by the Electoral Boundaries Commission on November 7, 2012.*

CARRIED

The CAO attended the hearing as directed by Council on November 7th and presented Council's recommendation. A bound copy of the presentation was also provided to the Commissioners.

The Commission Report to the Chief Electoral Officer of Canada dated February 14, 2013 redraws the province's federal electoral map. It was tabled in the House of Commons on February 25, 2013.

The Commission has significantly revised the electoral boundaries contained in its original proposal. It has acted on the criticism received of its attempt to realign Eastern Ontario outside of Ottawa on an east-west axis. The Commission also heard and acted on the greater weight placed by the public in Eastern Ontario on community of interest rather than on "an impersonal numerical quota".

The revised boundaries find the electoral district of Kingston and the Islands changed to exclude that portion of the City of Kingston north of Highway 401. A new Lanark-Frontenac consists of the three mainland Townships of Frontenac, all of Lanark County including the Separated Town of Smiths Falls and that portion of the City of Kingston falling north of Highway 401. Although these boundaries are not precisely what County Council was recommending, they go a long way to address both the community of interest and historical relationships concerns raised with the Commission.

This report now goes through a parliamentary committee process which allows Members of Parliament to file objections. The Commission will consider any objections filed and decide whether to modify any boundaries or district names. A final report is then submitted to the Speaker of the House of Commons and the representation order is prepared, proclaimed and published in the Canada Gazette. Publication is scheduled for September 2013. The earliest a general election could be called where the new boundaries would take effect is April 2014.

Sustainability Implications

Strong representation of the County of Frontenac by its federal and provincial members is critical. Members, who are accessible, understand our communities of interest, appreciate the diversity of the County, acknowledge the County residents' vision, and recognize Council's priorities ensure the County's needs are taken into account in the daily dialogue and policy debates undertaken at our federal and provincial government tables.

Financial Implications

No monetary impacts to the recommended action. However, within the broader context, strong federal and provincial representation can influence the level of support received by the County.

Organizations, Departments and Individuals Consulted and/or Affected



Report 2013-055

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: March 13, 2013

Date of meeting: March 20, 2013

Re: **Sustainability – FCM Sustainable Communities Conference Follow-Up Report**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Sustainability – FCM Sustainable Conference Follow-Up Report* for information purposes only.

Background

The FCM Sustainable Communities Conference is an annual event that provides municipal leaders with proven solutions for sustainable community development.

Comment

The 2013 Conference was attended by the Deputy Warden, two members of the Sustainability Advisory Committee and the Manager of Economic Sustainability. The Deputy Warden was a presenter in the session – Making Sustainability Work in Rural Communities. The Manager of Economic Sustainability participated in a round table session as a leader addressing rural issues.

The following is a compilation of the session notes of the attendees. For full reports and presentations visit the FCM website at <http://www.fcm.ca/home/events/past-conferences.htm>.

Sustainable Infrastructure - Bridging the Canadian Infrastructure Gap

- We tend to think of infrastructure as a problem rather than a foundation; infrastructure makes healthy cities possible.
- The best way to change human behaviour is through the wallet; most European communities would think we are crazy to use potable water to flush toilets or water golf courses.

Administrative Report
Sustainability – FCM Sustainable Communities Conference Follow-Up Report
March 20, 2013

Page 1 of 4

- Municipalities are on the front lines of infrastructure maintenance and management, but lack access to the tax dollars necessary for repairs and expansions. Canada has recently enjoyed a period of renewal and reinvestment after 3 decades of underfunding and deferred infrastructure maintenance. What kind of infrastructure will we build for future generations?
- This plenary presented the findings of the Canadian Infrastructure Report Card on the state of Canada's municipal roads and water systems and the critical need for long-term solutions. It was followed by a discussion among experts in public transit, water and wastewater, and asset management exploring how sustainable, innovative infrastructure can build a more solid foundation for all Canadians.

Tools of Climate Change

- Climate change is not an environmental issue; it is about how you build your community.
- Participants learned about best practices for developing a climate change action plan.
- Dozens of local governments across the country have joined the Partners for Climate Protection (PCP) program, committing to reduce greenhouse gas emissions and taking action on climate change. This session introduced participants to key tools, resources and strategies to advance climate action and complete the program's five-milestone framework.
- Municipalities in Ontario found this session of particular interest as a means to help prepare for meeting new requirements for inventorying and energy management planning under regulation 397/11 of the Green Energy Act.

Making Sustainability Work in Rural Communities

- As intelligent communities emerge across Canada, access to high-speed telecommunications infrastructure is essential for rural communities.
- Changes in resource availability mean rural communities must think differently about sustainable infrastructure.
- Most Canadian communities are small-urban or rural. They face many of the same sustainability challenges as their larger counterparts, in addition to concerns related to geographical location and smaller populations.
- This session examined unique issues such as Internet connectivity, energy efficiency and renewable energy, and their impact on economic development and community sustainability. It also explored ecosystem services in a tourism-driven economy, and how one sustainability plan has encouraged hundreds to share ideas about their community's future.

Smart, Connected, Communities

- Innovation is the engine and productivity gives you time.
- Partner, partner, partner - don't wait for senior levels of government.
- In this session, Nitin Kawale, President of Cisco Canada, showed why innovation is at the heart of addressing many of today's most pressing global challenges. Leveraging the power of innovation presents municipal leaders with great opportunities to build advanced and sustainable communities. But, navigating these opportunities can be a challenge as decision-makers struggle to keep pace with the fast-changing state of technology. As Canadians continue to integrate technology like social media, mobile devices and the Internet into their daily routines, it has become clear that technology is an important enabler of sustainable communities. Through innovation, municipal leaders can drive meaningful change in the social, environmental and economic pillars of sustainable communities.

The Role of Sustainability Indicators

- Many Canadian municipalities are starting to integrate sustainability indicators into their budgeting and planning processes.
- Session participants amply highlighted the benefits of development indicators to achieving progress on sustainability.
- Many local governments are implementing new sustainability plans. This session described how three Canadian cities have approached development of sustainability indicators, and explored how sustainability indicators can contribute to innovation. Among other things, the

City of Surrey described its innovative online Sustainability Dashboard; the City of Calgary discussed its 2020 Sustainability Direction; and the City of Markham shared its experiences developing Canada's first municipal sustainability report using the Global Reporting Initiative framework.

The Intersection of the Creative Class and Local Government - Why Creativity is the New Economy

- The knowledge economy requires sustainable use of human and natural resources.
- Only six to seven per cent of Canadian workers are in manufacturing, while 41 per cent are members of the creative class.
- Regions are becoming more specialized in economic activity, creating a global battle for talent. Combining in-depth analysis, cutting-edge trends, compelling personal stories and a touch of humour, Dr. Richard Florida presented his insights into how creativity and the Creative Class are revolutionizing the global economy during a time of "Great Reset". Looking toward the future, Florida identified the patterns that will drive the next Great Reset and transform virtually every aspect of our lives — from how and where we live, to how we work, to how we invest in individuals and infrastructure, to how we shape our cities and regions. He showed how these forces, when combined, will spur a fresh era of growth and prosperity, define a new geography of progress, and create surprising opportunities for all of us. He took a deeper look at the forces reshaping our economy, giving us a provocative new way to think about why we live as we do and where we might be headed. Florida used lessons from the last ten years to show how Creative Class theory has grown from a prediction to a prescription for an economy in turmoil, outlining the need for a Creative Compact — a new social compact that can put us back on the path to economic growth.

The Next Frontier of Waste Management

- The Zero Waste Marketing Council would like to see a cradle to cradle approach to all materials to close the loop on waste.
- Canada is a leader in electronic waste recycling through stewardship; by the end of 2013, every province will have an electronic stewardship program.
- Local governments in Canada are at a tipping point: waste-diversion rates are on the rise, but so is total waste in landfills. Canadians produce more waste per capita than any of their peer countries-reversing this trend will require municipal leadership and collaboration with other sectors.
- This interactive session introduced the National Zero Waste Marketing Council. It also featured presentations from the electronic waste, construction waste and plastics sectors, including successful strategies and best practices for reducing and diverting waste.

The Rural Infrastructure Challenge

- Fixing rural infrastructure is key to Canada's growth.
- Core economic infrastructure will allow rural municipalities to deal with priorities that impact the movement of good and trade
- Building more roads is not a sustainable response to population growth; we must create great public spaces for people of all ages.
- Harness citizens' imaginations to find ways to make communities more inclusive, liveable and resilient.
- Rural municipalities face difficult barriers to providing the infrastructure their communities need. They need a new, long-term public investment in rural municipal infrastructure to support their communities and industries, help them to attract new residents, improve Canada's economic competitiveness, and create jobs and growth.
- This workshop examined the challenges rural municipalities face in maintaining and replacing aging and over-capacity roads and bridges, wastewater systems and other core infrastructure that supports rural industry and vibrant rural communities. FCM presented its proposed solutions to the rural infrastructure challenge.

Building Communities for Generations

- Building more roads is not a sustainable response to population growth; we must create great public spaces for people of all ages.
- Harness citizens' imaginations to find ways to make communities more inclusive, liveable and resilient.
- Canadians are living longer and the demographics of Canada are changing. As our population ages, questions arise about how to support aging in place and build vibrant communities for the young and old, and everyone in between. This panel brought together leading thinkers from different generations to discuss how municipalities can provide the foundation for our communities to flourish for generations to come.
- To better understand the main stream of this session one should watch the videos on the Parks and Recreation page of www.8-80cities.org.

In conclusion, the following was offered by Deputy Warden Clayton:

The FCM Sustainable Communities Conference and Trade Show was, in the estimation of this writer, an exercise in change. One of the speakers in the last session, Gil Penalosa, is an exciting, energetic, and dynamic personality. When he asks the question, "what is our largest public space?" and when you realize that our roads are the largest public space, the operative word being public, not private; one begins to understand that we must change the way we operate. Are our public roads only for cars?

We as municipal politicians must change the way we view the future, our planners must change the way they view the future, and we must have the political will to make the changes required. What we are doing now is unsustainable; only planned change will bring us to the future we all desire, not only for ourselves, but for all Humanity. I would attend another such conference in a heartbeat, Council willing.

Sustainability Implications

By attending the FCM Sustainable Communities Conference, the County of Frontenac continues to gain the knowledge and insight needed to identify challenges, analyze options and develop effective ways to overcome the issues it faces to support the main focus areas adopted in *Directions for Our Future*.

Financial Implications

There are no financial implications to this report.

Organizations, Departments and Individuals Consulted and/or Affected

Sustainability Advisory Committee
Deputy Warden
County of Frontenac Staff



Report 2013-050

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Marian VanBruinessen
Treasurer

Date prepared: March 4, 2013

Date of meeting: March 20, 2013

Re: **Financial Services – 2012 Remuneration and Reimbursement of Expenses to Council Members and Non-Council Appointees**

Background

Section 284 (1) of the *Municipal Act, 2001 S.O. 2001, Chapter 25*, states:

The treasurer of a municipality shall in each year on or before March 31 provide to the Council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,

- (a) each member of Council in respect of his or her services as a member of the Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council;*
 - (b) each member of Council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and*
 - (c) each person, other than a member of Council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.*
- 2001, c. 25, s. 284 (1).*

On April 4, 2012 County Council adopted By-law No 2012-0010 being a by-law to adopt the estimates for the sums required during the year 2012 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.

Administrative Report
Financial Services – 2012 Remuneration and Reimbursement of Expenses to Council Members and Non-Council Appointees
March 20, 2013

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Comment

By-law No. 2012-0010 outlined the remuneration to be paid to Councillors and Non-Council Appointees of the County. The following tables summarize the amounts disbursed in 2012:

COUNTY COUNCIL:

Council Members	Compensation as Council Member or Appointee \$	Expenses \$	Mileage Net of HST \$
Janet Gutowski	19,261.20	229.13	1,579.20
Gary Davison	8,674.56	1,111.11	529.44
Denis Doyle	8,074.56		364.80
David Jones	8,139.51		756.88
John McDougall	8,974.56		1,378.08
Bud Clayton	8,275.32		2,311.32
John Inglis	7,549.56		1,435.68
John Purdon	7,474.56		824.64

LIBRARY:

Library Board Appointees	PerDiem \$	Mileage Net of HST \$
Paige Cousineau	1,125.00	1,817.76
Wilma Kenny	1,725.00	420.00
John Purdon	825.00	849.60

ACCESSIBILITY:

Ontarians with Disabilities Appointees	Per Diem \$	Mileage Net of HST \$
Gary Davison*	225.00	21.60
John McDougall	375.00	118.08
Francine Arsenault	300.00	56.46
Danka Brewer	150.00	76.80
Neil Allen	525.00	49.92

GREEN ENERGY:

Green Energy Task Force Appointees	Conference Fees	Mileage Net of HST \$
Matt Fiene	954.04	14.40
David Hahn		1,499.28
John Kittle	817.33	175.20
Brad Leonard		4.80
Janet Gutowski*		172.80
Denis Doyle*		96.00
John Inglis		455.04
Maris Krumins		216.00

SUSTAINABILITY:

Sustainability Advisory Committee Appointees	Mileage Net of HST \$
Geoff Sandiford	191.04
Ron Hipfner	300.48
Don Ross	50.88
John Kittle	
John McDougall	180.48
Janet Gutowski	86.40

TRAILS:

Trails Advisory Committee Appointees	Mileage Net of HST \$
Denis Doyle*	253.92
John Inglis*	647.52
Allan McPhail	
Dieter Eberhardt	
Derrick Spafford	
Joan Hollywood	190.08
Marc Moeys	

150TH ANNIVERSARY:

150 th Anniversary Committee Appointees	Mileage Net of HST \$
Marcel Giroux	134.40
Janet Gutowski*	86.40
Gary Davison*	67.20
Phil Leonard	31.20
Jim Vanden Hoek	
Barbara Sproule	115.20

* Mileage amounts for Council members are not always delineated by committee.

Financial Implications

Amounts paid to County Council and other Board and Committee members were within budget.

Sustainability Implications

Governance – appropriate stewardship of County resources.

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the *Financial Services – 2012 Remuneration of Expenses to Council Members and Non-Council Appointees* report for information only.

Organizations, Departments and Individuals Consulted and/or Affected

Jannette Amini, Deputy Clerk

Administrative Report
 Financial Services – 2012 Remuneration and Reimbursement of Expenses to Council Members and Non-Council Appointees
 March 20, 2013



Report 2013-052

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Elizabeth Savill
CAO

Prepared by: Marian VanBruinessen
Treasurer

Date prepared: February 27, 2013

Date of meeting: March 20, 2013

Re: **Financial Services – 2013 User Fees and Charges for Services By-law**

Recommendation

RESOLVED THAT County Council accept the *Financial Services – 2013 User Fees and Charges for Services By-law* report;

AND FURTHER THAT Council instruct the Clerk to introduce a User Fees and Charges By-law later in the meeting.

Background

Subsections 391 (1) and (3) of the *Municipal Act, 2001 S.O. 2001, c. 25, as amended* authorize a municipality to impose fees or charges including costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets. Subsection 394 (1) outlines restrictions on the imposition of user fees or charges.

Comment

The County currently imposes fees in five main areas:

Administration: Fees are charged for photocopying, faxing, document research and provision of GIS documents. No change is proposed in this area. (Schedule A)

Land Use Planning: The Tariff of Fees for land use planning applications was approved in 2000 through Council resolution. These rates have been reviewed and

Administrative Report
Financial Services – 2013 User Fees and Charges for Services By-law
March 20, 2013

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no changes are proposed. (Schedule B)

Fairmount Home: Charges are applied for the provision of Meals on Wheels and other catering activities. The County also provides telephone and satellite service to the residents of Fairmount Home. Revisions to the Bylaw are identified in a revised Schedule C included in Appendix A and reflect general changes in expenses.

Frontenac
Paramedic Services: Paramedic Services are requested occasionally to provide services at community events. The rate for cost recovery on these services has been reviewed and changes are recommended to Schedule D as outlined in Appendix A based on changes in wage rates and the increased cost of vehicles and equipment.

Frontenac-Howe
Islander Ferry: The rates are set annually prior to year-end for the next calendar year by separate County By-law (2013 rates are set in By-law No.2012-029) and are not included in this report.

Sustainability Implications

Governance – Financial planning must be linked to the goals of the County's *Directions for Our Future*, and must also be utilized to appropriately allocate resources in line with Council's strategic priorities.

Financial Implications

The user fees and charges for services rates have been reflected in the 2013 Budget to the extent these could be estimated. All fees, other than for exempt services, are subject to the applicable taxes.

Organizations, Departments and Individuals Consulted and/or Affected

Paul Charbonneau, Director of Emergency and Transportation Services
Julie Shillington, Administrator of Fairmount Home
Joe Gallivan, Manager of Sustainability Planning
David Millard, Manager of Information Services

SCHEDULE A

**FEEES FOR SERVICES FOR COUNTY ADMINISTRATION
AND GEOGRAPHIC INFORMATION SYSTEM (GIS) MAPPING**

ADMINISTRATION

Photocopying (per copy)	\$0.25
Faxing (per page)	\$1.00
Archival Material Search – Hourly Rate	\$35.00

**GEOGRAPHIC INFORMATION SYSTEM (GIS)
AND MAP-RELATED PRODUCTS**

Digital True Colour Ortho-Photography (1km x 1km tiles - MrSID, GeoTIFF; includes processing and shipping)	\$25.00/tile
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Printed Map Products

County of Frontenac Street Atlas (printed and bound).....	\$50.00/copy
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Individual Township Street Atlas (printed and bound).....	\$15.00/copy
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Small Basic Map (8½” x 11”; no customization)

Black and white	\$6.00
Colour	\$8.00

Medium Basic Map (11” x 17”; no customization)

Black and white	\$10.00
Colour	\$12.00

Large Basic Map (no customization, exceeds 11” x 17” and up to 42” wide; requires the use of large scale GIS plotter)	\$30.00
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Custom Map Products

Hourly Rate (includes mapping/analysis/consultation; does not include printed final product or shipping charges; minimum fee of 1 hour)	\$40.00
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Note: These fees are not applicable to services provided to the Townships within the County of Frontenac.

SCHEDULE B

TARIFF OF FEES FOR LAND USE PLANNING

Subdivisions/Condominiums

Initial Application Fee

For any proposed plan of subdivision submitted to the County of Frontenac for approval:

Up to 20 developable lots/blocks/units	\$2,600
21 to 50 developable lots/blocks/units	\$4,000
More than 50 developable lots/blocks/units	\$6,000

Refund

Sixty per cent (60%) of the Initial Application Fee shall be returned if an application is rejected by the County of Frontenac as being deemed incomplete or is withdrawn prior to circulation

Major Plan Revision (re-circulation) \$1,000

Minor Revision or Emergency Extension \$ 400
 For minor revisions to the draft plan and/or draft conditions, which do not require major re-circulation and for each three (3) month emergency extension to draft approval

Draft Approval Extension

For each one (1) year extension of draft approval beyond the usual three (3) years draft approval \$ 600

Final Plans for Registration \$ 600

Condominiums Exemption

Application Fee \$1,000
 For any plan of condominium submitted to the County of Frontenac for exemption under Section 50 of *The Condominium Act, R.S.O. 1990, C26, as amended.*

Part Lot Control

Final Approval \$ 300
 Payable prior to the by-law being given final approval by the Council of the County of Frontenac.

Other Charges

The applicant shall provide the County of Frontenac, upon request, a deposit against which the County may, from time to time, charge any professional fees and expenses incurred related to peer review. If such fees and expenses exceed the deposit, the Applicant shall pay the difference upon being billed by the County with interest at a rate of 1.25% per month on accounts overdue more than thirty (30) days.

SCHEDULE C

FEEES FOR SERVICES FOR FAIRMOUNT HOME

Meals on Wheels

Supper \$6.50

Other Charges

Satellite Television for Residents \$5.00/month

Telephone for Residents \$7.00/month plus long distance charges

External Catering

See attached External Catering Form

Sodexho		CATERING ORDER FORM		The COUNTY of Frontenac			
		County of Frontenac					
Name of event:			Date of event:				
Time of delivery:		Delivery location:					
Requested by:		Telephone:	Number of staff:	Number of residents:			
Department:		Cost Centre #:	No. of visitors:	Number of invitees:			
External billing:							
Name and address for external billing must be provided by Department							
ITEMS REQUESTED				ITEMS REQUESTED			
Beverages	# Servings	Unit Cost	Extended Cost	Miscellaneous Items	# Servings	Unit Cost	Extended Cost
Coffee, small pot <i>Serves 8</i>		\$ 8.00	\$ -	Yogurt.....		\$ 1.00	\$ -
Percolator/Urn <i>Serves 30-40</i>		35.00	-	Chips, plain, 43 g.....		1.00	-
Thermal container, large.....		70.00	-	Pickle bowl.....		2.95	-
Coffee envelopes, decaffeinated.....		0.65	-	Soup of the day, bowl.....		1.50	-
Tea bag and hot water.....		1.00	-	Fruit, each.....		0.85	-
Iced Tea, can <i>Diet/Regular</i>		1.00	-	<i>Subtotal Miscellaneous</i>			\$ -
Juice, 114 ML.....		0.95	-	Buffet Trays			
Juice, can.....		1.25	-	Choice of salads - Caesar, Garden, Greek, Pasta			
Juice, bottle.....		1.50	-	Salad, small		12.00	-
Pop, can <i>Diet/Regular</i>		1.00	-	Salad, medium		18.50	-
Punch bowl, small <i>Serves 35-40</i>		10.00	-	Salad, large		28.30	-
Punch bowl, large <i>Serves 50</i>		15.00	-	Vegetables with dip, small		17.75	-
Bottled water, 330 ML.....		1.50	-	Vegetables with dip, medium		25.00	-
Milk, 250 ML 2%, Skim, Chocolate		1.00	-	Vegetables with dip, large		40.00	-
<i>Subtotal Beverages</i>			\$ -	Cheese, fruit and crackers, small		25.00	-
Bakeshop				Cheese, fruit and crackers, medium		40.00	-
Muffins.....		1.00	\$ -	Cheese, fruit and crackers, large		60.00	-
Gourmet baked cookies.....		0.95	-	Fruit tray, small		15.50	-
Croissants.....		1.25	-	Fruit tray, medium		25.00	-
Danishes.....		1.25	-	Fruit tray, large		40.00	-
Eclairs.....		1.50	-	Platter, sandwiches, tea cut, each		2.95	-
Squares, tea cut <i>4 each order</i>		1.25	-	Platter, sandwiches, gourmet, each		3.25	-
Squares, lunch cut <i>2 each order</i>		1.25	-	<i>Subtotal Buffet Trays</i>			\$ -
Cake, slab sheet <i>Serves 60-80</i>		40.00	-	Paper Products*			
Cake, 1/2 slab.....		25.00	-	Plates, small, 6"		0.10	-
Cake, gourmet.....		3.00	-	Plates, large, 9"		0.05	-
Cheesecake.....		35.00	-	Knives		0.03	-
Pie, fruit..... <i>Serves 8</i>		12.00	-	Forks		0.03	-
Pie, cream..... <i>Serves 8</i>		10.00	-	Spoons		0.03	-
<i>Subtotal Bakeshop</i>			\$ -	Napkins		-	-
Other Items**				Styrofoam cups		0.02	-
Ice water, jug..... <i>no charge</i>				Straws		0.02	-
Bag lunch, staff.....			-	* China remains the standard. Paper and plastic utensils provided on request ONLY.			
Bag lunch, resident.....			-	<i>Subtotal Paper Products</i>			\$ -

SCHEDULE D

FEEES FOR SERVICES FOR FRONTENAC PARAMEDIC SERVICES

Special Requests

Attendance of one (1) Ambulance and Paramedic crew at Special Events

Basic Charge:
4 hours coverage minimum charge \$836

Additional Charges:
For each hour or portion thereof \$209

The deposit amount is due prior to the event and any adjustment/refund will be resolved after the special event.

Physical Fitness Test

Per Test \$160



Report 2013-053

ADMINISTRATIVE REPORT

To: WARDEN AND MEMBERS OF COUNCIL

From: Elizabeth Savill
CAO

Prepared by: Marian VanBruinessen
Treasurer

Date prepared: March 6, 2013

Date of meeting: March 8, 2013

Re: **Financial Services – 2013 Revised DRAFT Budget Presentation**

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept this *Financial Services – 2013 Budget Presentation* report for discussion;

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

Background

Under the *Municipal Act, 2001, S.O. 2001, CHAPTER 25, as amended*, Section 289(1) states an upper-tier municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the upper-tier municipality.

Comment

Direction Received:

During budget deliberations on February 20, 2013 Council directed revisions as follows:

	Total impact	Levy impact
Governance		
Conference Fees, Training, Travel and Membership Fees	-18,500	-18,500
Public Relations	-20,000	-20,000
Council Compensation (0% increase)	-1,335	-1,335
Additional costs of one Council Member to each the Sustainability and Trails Committees	900	900

Financial Services – Revised 2013 DRAFT Budget Presentation
March 8, 2013

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Other	-8,700	-8,700
Corporate		
Training, conference, travel and memberships	-20,934	-20,934
Communications	-11,184	-11,184
Fairmount		
Adjust Fairmount budget		-21,933
Land Ambulance		
Ministry Funding re WI Community paramedicine project	750	750
Maintenance Costs for Vehicles (retention for an additional year)	30,000	6,145
Total Levy Impact		-94,791

Direction Still Required:

Staff requires direction as to how to achieve two of the reductions directed:

1. Reduce Governance Travel, Training, Conference Fees by \$18,500
Governance includes Council, Advisory Committees of Council, Warden, Library Board, Health Unit and the Accessibility Committee. A breakdown follows of the budget and costs related to each of these detail areas. The Warden budget has no allocation.

COUNCIL	2013	2012	Budget	% Budget	Actuals to Dec 30, 2012 not year-end final
	Budget	Budget	Variance	Change	final
	\$	\$	\$	%	\$
Travel-mileage	7,500	8,484	-984	-11.60%	7,932
Membership fees - Non-taxable	6,300	6,300	0	0.00%	5,982

As all Council members have not yet submitted year end expense claims, it is likely that the 2012 actual mileage, already exceeding the 2013 budget, will increase.

There is discussion of elimination of the 50 km restriction for Council member mileage which will require an increase in Council mileage of approximately \$2,500.

Council's membership fees include AMO and FCM and these have already been paid for 2013.

As a result this budget should in fact increase by **\$2,700**.

ADVISORY COMMITTEES	2013	2012	Budget	% Budget	Actuals to Dec 30, 2012 not year-end final
	Budget	Budget	Variance	Change	final
	\$	\$	\$	%	\$
Travel-	3,200	0	3,200		121

mileage Conference Fees	12,000	0	12,000	0
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As the volunteer committee members are only granted mileage it is anticipated that the requirement for 2013 will exceed the 2012 actuals. It is not clear why the 2012 actuals are so low, but it is evident that many volunteers did not submit a claim for mileage. However the \$3,200 was estimated as the requirement for 2013 as submitted by the committees, but a reduction to \$1,200 might be reasonable.

Committee budgets were already approved by Council. As a result, expenses have already been incurred for the FCM Sustainability Conference, amounting to approximately \$6,000.

As a result, the possible budget reduction here is **\$8,000**

**LIBRARY
AND
HEALTH
BOARD**

	2013 Budget	2012 Budget	Budget Variance	% Budget Change	2012 Actuals to Dec 30, 2012 not year-end final \$
	\$	\$	\$	%	\$
Travel- mileage	5,000	6,672	-1,672	-25.06	3,870

There might be savings of **\$1,000** in this area.

Governance includes the Accessibility Committee

**ACCESSIBILITY
COMMITTEE**

	2013 Budget	2012 Budget	Budget Variance	% Budget Change	Actuals to Dec 30, 2012 not year-end final \$
	\$	\$	\$	%	\$
Travel- mileage	2,000	2,000	0	0	281
Training	2,500	2,500	0	0	494

There have been challenges related to the composition of this legislated committee resulting in low travel costs and limited training in 2012. In 2013 however there are new updates to the Integrated Accessibility Standards which adds new Built Environment Standards on the design of public spaces. As well, public consultation on Building Code accessibility requirements is now underway with comments back to the Province by March 1st. Training is required to meet legislated requirements for both County and Township staff. The Train-the-Trainer course costs have just been released and will amount to \$1,500. Expenses will be incurred to disseminate that information to all County and Township staff.

This budget could be reduced by **\$1,500**.

Governance budget reduction – As identified through this discussion the budget reduction available as identified by staff is only \$7,800 not the \$18,500 directed by Council.

Council	2,700
Advisory Committees	-8,000
Library and Health Unit	-1,000
Accessibility Committee	-1,500
Total possible reductions identified	-7,800

The only area in which further reductions can be found is in travel mileage which would require revising the expense reimbursement bylaw to reduce or remove mileage reimbursement.

2. Reduce Corporate Conference, Training, Mileage, Membership Fees by \$20,934

In directing a reduction of this budget line, Council indicated that the Labour Relations Specialist should have an opportunity to defend this budget item.

- (i) Council questioned the required training. Human Resources staff has developed a strategy to deliver legislated and compulsory training to all staff. It ensures all current staff will receive required training biannually as mandated and that all new staff receives the training upon hire. The training must focus on ensuring an awareness of and understanding in areas such as the *Occupational Health and Safety Act*, Human Rights Code and the *Labour Relations Act*. In addition to meeting legislative requirements, it also helps to reduce and minimize risk to the Corporation.

In 2012, some anticipated training was postponed which means that the training must be delivered in 2013. Therefore, the reduction to the training dollars directed by Council at its regular meeting in February is being flagged to ensure members fully appreciate the legislative framework.

The cost of delivering training can be extensive and training modules supplied by training companies commonly cost, per facilitator, up to \$5,000 for one session. There have been preliminary discussions to develop collaborative skills-based training that can benefit the County and interested Townships to attempt to reduce these costs but may not be operational until 2014.

The legislated trainings required in 2013 under the legislation and code listed above are Violence in the Workplace and Workplace Investigations, the County's Code of Conduct, and New Supervisor Training modules as it directly relates to the Labour Relations legislation. (As with other training modules developed at the County, these too can be shared through collaborative efforts with the Townships.) \$15,000 has been budgeted for the development and facilitation of these modules. A serious reconsideration of our staff time allocations required to develop and deliver this training in-house leaves staff prepared to attempt to use our own resources to reduce the cost put forward by **\$5,000**. Trade-offs in other areas will be necessary.

- (ii) Council also introduced direction around conference attendance. The value derived by County staff at all levels through attendance at appropriate conferences and workshops ensures employees maintain a level of currency in their fields, allows them to understand the nuances of legislation and any changes, to stay current with best practices, and to learn from and share knowledge and experiences with their peers. Programs are reviewed to assess the value to be gained for the investment. After a detailed review and recognizing the need to maintain the skill base, a reduction of **\$5,000** in conference, travel and accommodation could reasonably be managed.

Taking the above into account, staff recommends Council consider a budget reduction of **\$10,000** as opposed to the \$20,934 originally directed by Council.

Additional Adjustments:

Social Services and Social Housing one time funding adjustment	-61,654
E-ACR server purchased at the end of December	-5,002
Notification that Municipal Intern funding will not be provided in 2013	<u>12,750</u>
Total	-53,906

The City of Kingston provided notice on February 22nd that one time funding is coming from the Ministry of Community and Social Services which will result in a one-time reduction of the County's Social Service and Social Housing budget of \$61,654. Council must be aware that if the full amount of this one time funding is recognized in 2013, there will be an increase in the 2014 budget of approximately 0.75%.

The E-ACR server was approved for purchase by Council in 2012. At the time of budget the cost of the server was carried as delivery times were not clear. The server was delivered at the end of December 2012 so is not included in the 2013 budget.

The County received notification that it would not receive funding for the Municipal Intern program in 2013. The revenue anticipated in the budget was **\$12,750**. The expense related to that funding is **\$28,000**, which is still in the budget. Staff recommends Council direct these lines be removed the budget.

Financial Implications

Subject to any additional budget amendments, the current requisition, recognizing Council direction at the February 20th Council meeting and the Additional Adjustments detailed above, is \$8,358,594 which is a 0.94% levy increase.

	2013 Budget	2012 Budget	2013-2012 Budget	
	\$	\$	Variance	\$
Requisition from Municipalities	8,358,594	8,281,081	77,513	0.94%

If Council were to accept the recommendations made by staff in this report, the overall change to the 2013 budget would be a net decrease of \$6,366 resulting in a total requisition variance of \$71,147 or a levied budget variance over last year of 0.86%.

(Please Note: The requisition figure indicated above is the gross requisition required before the Hydro/Railway Rights-of-Way, Payments in Lieu of Taxation and Supplementary Taxes are deducted. Page 118 of the 2013 budget details the calculation required to arrive at the net levy and it is the net levy figure which is used on page 123 of the budget in the calculation of the tax rates.)

Sustainability Implications

Sustainability is dependent on good governance and stewardship of County resources.

Organizations, Departments and Individuals Consulted and/or Affected

County of Frontenac Staff

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**COUNTY OF FRONTENAC
2013 DRAFT Budget**

	2013 Budget	2012 Budget	2012-2013 Budget	
	\$	\$	Variance	%
<u>Fairmount Home Capital</u>				
Revenue				
City of Kingston contribution	1,623,794			
City of Kingston prior year contribution	95,200			
Donation	200,000			
Transfer from Capital Project reserve	496,000			
Transfer from Capital replacement reserve	50,336			
Transfer from Investing in Ontario	16,000			
Transfer from Working capital	46,602	90,000		
Total Revenue and Reserve Transfer	2,527,932	90,000	2,437,932	2708.81%
Expense				
Elevator	11,000	50,000		
Flooring upgrades	30,000	58500		
Equipment replacement	114,300	120,400		
Equipment new	7,000	0		
Fairmount Auditorium Project	2,175,000			
water tank pipe replacement - new capital	30,000			
Share of new server	7,632			
Replacement Nursing software	13,000			
Prior year Well & septic upgrades	50,000	230000		
Prior year Projects - Building Automoaation System	90,000	90,000		
Total Fairmount Capital Expenditure	2,527,932	548,900	1,979,032	360.55%
Fairmount Net Capital	0	458,900	-458,900	-100.00%
<u>Fairmount Home Redevelopment Debenture</u>				
20 YEAR DEBENTURE				
	Total	17,200,000	Frontenac	City of Kingston
	2013	2003-2012	2013	2013
Principal	863,703	5,281,182	276,385	587,318
Interest	667,647	8,265,125	213,647	454,000
Ministry of Health Capital Contribution*	483,552	4,351,968	154,737	328,815
TOTAL	1,047,798	9,194,339	335,295	712,503
OUTSTANDING LIABILITY END OF 2013				11,055,115
<u>Ambulance Capital</u>				
Revenue & Reserve Transfers				
City of Kingston contribution	12,137	62,389	-50,252	-80.55%
City of Kingston contribution - prior year	11,998	0	11,998	100.00%
Transfer from Working capital re prior year capital	3,002	0	3,002	100.00%
Transfer from Other Projects Reserve	450,000	329,000	121,000	36.78%
Transfer - Vehicle Replacement Reserve	122,000	78,000	44,000	56.41%
Transfer - Equipment Replacement Reserve	171,660	121,660	50,000	41.10%
Total Ambulance Revenue and Reserve Transfers	770,797	591,049	179,748	30.41%
Vehicles and Equipment	293,660	277,660	16,000	5.76%
Prior year capital	15,000	0	15,000	100.00%
Share of new server	15,264	0	15,264	100.00%
e-acr server	0	0	0	0.00%
Major Capital Project - Northern Base Proposal	450,000	329,000	121,000	36.78%
Total Ambulance Capital Expenditure	773,924	606,660	167,264	27.57%
Land Ambulance Net Capital	3,127	15,611	-12,484	-79.97%

**County of Frontenac
2013 DRAFT Budget
Summary of All Departments
Operating and Capital**

	2013 Budget	2012 Budget	2013-2012 Budget	
	\$	\$	Variance	
	\$	\$	\$	
<u>REVENUE</u>				
Federal and Provincial Transfers	13,922,838	13,580,313	342,525	2.46%
Fees and Service Charges	3,362,122	3,365,667	-3,545	-0.11%
Other Revenue	848,185	808,879	39,306	4.63%
City of Kingston Contribution	10,024,035	9,366,116	657,919	6.56%
Subtotal Revenue Before Requisition	28,157,180	27,120,975	1,036,205	3.68%
Transfers From Reserves/Reserve Funds	4,049,569	2,731,138	1,318,431	32.56%
TOTAL Revenue	32,206,749	29,852,113	2,354,636	7.31%

<u>EXPENSE</u>				
General County	178,850	158,350	20,500	11.46%
General Government	2,661,561	2,469,163	192,398	7.23%
Emergency Management	17,650	23,095	-5,445	-30.85%
Ferry	909,399	1,588,188	-678,789	-74.64%
Land Ambulance*	16,207,184	15,415,379	791,805	4.89%
Health Unit	690,736	677,951	12,785	1.85%
Fairmount Home*	14,636,779	12,491,392	2,145,387	14.66%
Social Services	1,248,704	1,288,133	-39,429	-3.16%
Social Housing	769,467	769,384	83	0.01%
Library	819,356	792,678	26,678	3.26%
Sustainability-Economic Development - Planning	1,660,357	1,694,181	-33,824	-2.04%
Transfers to Others	765,300	765,300	0	0.00%
TOTAL Expense	40,565,343	38,133,194	2,432,149	6.00%

Requisition from Municipalities	8,358,594	8,281,081	77,513	0.94%
Hydro/Railway Right of way	600	570	30	5.26%
Payments in Lieu of Taxation	40,732	46,261	-5,529	-11.95%
Supplementary Taxes	50000	5,000	45,000	900.00%
To Levy	8,267,262	8,229,250	38,012	0.46%

*includes the capital cost of the auditorium

* includes one time capital costs

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**County of Frontenac
2013 DRAFT Budget
Summary of All Departments
Operating**

	2013 Budget	2012 Budget	2013-2012 Budget	
	\$	\$	Variance	
	\$	\$	\$	
<u>REVENUE</u>				
Federal and Provincial Transfers	13,385,811	13,096,761	289,050	2.16%
Fees and Service Charges	3,362,122	3,365,667	-3,545	-0.11%
Other Revenue	573,185	758,879	-185,694	-32.40%
City of Kingston Contribution	7,568,403	8,217,972	-649,569	-8.58%
Subtotal Revenue Before Requisition	24,889,521	25,439,279	-549,758	-2.21%
Transfers From Reserves/Reserve Funds	1,534,172	1,482,589	51,583	3.36%
TOTAL Revenue	26,423,693	26,921,868	-498,175	-1.89%
<u>EXPENSE</u>				
General County	178,850	158,350	20,500	11.46%
General Government	2,179,990	2,120,663	59,327	2.72%
Protection to Persons and Property	17,650	23,095	-5,445	-30.85%
Transportation Services - Ferry	909,399	1,588,188	-678,789	-74.64%
Land Ambulance	15,101,560	14,808,719	292,841	1.94%
Health Unit	690,736	677,951	12,785	1.85%
Fairmount Home	10,577,497	10,411,142	166,355	1.57%
Social Services	1,248,704	1,288,133	-39,429	-3.16%
Social Housing	769,467	769,384	83	0.01%
Library	819,356	792,678	26,678	3.26%
Sustainability-Economic Development - Planning	1,310,357	1,434,181	-123,824	-9.45%
Transfers to Others	765,300	765,300	0	0.00%
TOTAL Expense	34,568,866	34,837,784	-268,918	-0.78%

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**County of Frontenac
2013 DRAFT Budget
Summary of All Departments
Capital and Financing**

	2013 Budget \$	2012 Budget \$	2013-2012 Budget Variance	
	\$	\$	\$	
<u>CAPITAL REVENUE</u>				
Federal and Provincial Transfers	537,027	483,552	-53,475	-9.96%
Donations	200,000	0	200,000	100.00%
Other Revenue	75,000	50,000	-25,000	-33.33%
City of Kingston Contribution	2,455,632	1,148,144	-1,307,488	-53.24%
Subtotal Revenue Before Requisition	<u>3,267,659</u>	<u>1,681,696</u>	<u>-1,585,963</u>	<u>-48.54%</u>
Transfers From Reserves/Reserve Funds	<u>2,515,397</u>	<u>1,248,549</u>	<u>-1,266,848</u>	<u>-50.36%</u>
TOTAL Revenue and Reserve Transfer	<u><u>5,783,056</u></u>	<u><u>2,930,245</u></u>	<u><u>-2,852,811</u></u>	<u><u>-49.33%</u></u>
<u>CAPITAL EXPENSE</u>				
General Government	481,571	348,500	-133,071	-27.63%
Land Ambulance	1,105,624	606,660	-498,964	-45.13%
Fairmount Home	2,527,932	548,900	-1,979,032	-78.29%
Sustainability-Economic Development - Planning	350,000	260,000	-90,000	-25.71%
TOTAL Expense	<u><u>4,465,127</u></u>	<u><u>1,764,060</u></u>	<u><u>-2,701,067</u></u>	<u><u>-60.49%</u></u>
<u>DEBENTURE</u>				
Long term Debt Principal	863,703	812,510	51,193	6.30%
Long Term Debt Interest	667,647	718,840	-51,193	-7.12%
Total	<u><u>1,531,350</u></u>	<u><u>1,531,350</u></u>	<u><u>0</u></u>	<u><u>0.00%</u></u>

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**COUNTY OF FRONTENAC
2013 DRAFT Budget**

Assessment Class	SCHEDULE C: 2013 SUMMARY OF TAXES RAISED BY COUNTY OF FRONTENAC TAX RATES SET OUT BELOW														
	Frontenac Islands			South Frontenac			Frontenac			Central Frontenac			North Frontenac		
	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised
Residential & Farm Residential	427,571,943	0.00182727	781,290	2,560,404,666	0.00182727	4,678,555	735,330,677	0.00182727	1,343,649	711,597,049	0.00182727	1,300,281			
Multi-residential	0	0.00182727	0	3,899,000	0.00182727	7,015	607,250	0.00182727	1,110	0	0.00182727	0			
Commercial Occupied	4,794,500	0.00182727	8,761	24,385,983	0.00182727	44,560	10,327,480	0.00182727	18,871	4,694,280	0.00182727	8,578			
Commercial Vacant	0	0.00127909	0	407,423	0.00127909	521	271,087	0.00127909	347	88,054	0.00127909	113			
Parking Lot	0	0.00182727	0	33,375	0.00182727	61	0	0.00182727	0	0	0.00182727	0			
Industrial Occupied	8,326,307	0.00182727	15,214	2,603,778	0.00182727	4,758	0	0.00182727	0	728,825	0.00182727	1,332			
Industrial Vacant	0	0.00118773	0	417,161	0.00118773	495	116,699	0.00118773	139	10,875	0.00118773	13			
Farmland	34,585,175	0.00045682	15,799	52,848,629	0.00045682	24,142	11,468,875	0.00045682	5,239	807,375	0.00045682	369			
Managed Forests	129,700	0.00045682	59	5,565,575	0.00045682	2,542	5,674,925	0.00045682	2,592	1,875,275	0.00045682	857			
TOTALS	475,407,625	0	821,124	2,650,505,590	0	4,762,650	763,796,993	0	1,371,947	719,801,733	0	1,311,542			

SUMMARY OF TAXES RAISED FOR COUNTY PURPOSES BY EACH MUNICIPALITY

MUNICIPALITY	AMOUNT OF LEVY			Percentage of Total Budget		
	2013	2012	Change	2013	2012	2012
Township of Frontenac Islands	821,124	819,131	0.24%	9.93%	9.95%	
Township of South Frontenac	4,762,650	4,701,841	1.29%	57.61%	57.14%	
Township of Central Frontenac	1,371,947	1,392,575	-1.48%	16.59%	16.92%	
Township of North Frontenac	1,311,542	1,315,695	-0.32%	15.88%	15.99%	
TOTAL LEVY	8,267,262	8,229,242	0.46%	100.00%	100.00%	

March 8, 2013

**COUNTY OF FRONTENAC
2013 Draft Budget**

County of Frontenac TAX RATE CALCULATION

ASSESSMENT CLASS	CURRENT VALUE ASSESSMENT	TAX RATIO	WEIGHTED ASSESSMENT
Residential & Farm Residential	4,434,904,335	1.0000	4,434,904,335
Multi-residential	4,446,250	1.0000	4,446,250
Commercial Occupied	44,202,243	1.0000	44,202,243
Commercial Vacant	766,564	0.7000	536,595
Parking Lot	33,375	1.0000	33,375
Industrial Occupied	11,658,910	1.0000	11,658,910
Industrial Vacant	544,735	0.6500	354,078
Farmland	99,710,054	0.2500	24,927,514
Managed Forests	13,245,475	0.2500	3,311,369
	4,609,511,941		4,524,374,668

County of Frontenac Levy for 2013 is 8,267,262

The Tax Rate Required is **0.0018272718**

Tax Rates	
Residential & Farm Residential	0.00182727
Multi-residential	0.00182727
Commercial Occupied	0.00182727
Commercial Vacant	0.00127909
Parking Lot	0.00182727
Industrial Occupied	0.00182727
Industrial Vacant	0.00118773
Farmland	0.00045682
Managed Forests	0.00045682

COUNTY OF FRONTENAC
2013 Draft Budget

Assessment Class	2013 SUMMARY OF TAXES RAISED BY PAYMENTS-IN-LIEU TO COUNTY OF FRONTENAC TAX RATES SET OUT BELOW											
	Frontenac Islands			South Frontenac			Central Frontenac			North Frontenac		
	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised
Residential & Farm Residential	89,550	0.00182727	164	2,334,625	0.00182727	4,266	2,177,225	0.00182727	3,978	4,343,913	0.00182727	7,938
Multi-residential	0	0.00182727	0		0.00182727	0		0.00182727	0		0.00182727	0
Commercial Occupied	429,000	0.00182727	784	7,851,075	0.00182727	14,346	1,264,900	0.00182727	2,311	3,371,488	0.00182727	6,161
Commercial Vacant	0	0.00127909	0		0.00127909	0		0.00127909	0		0.00127909	0
Parking Lot	0	0.00127909	0		0.00127909	0		0.00127909	0		0.00127909	0
Industrial Occupied	0	0.00182727	0		0.00182727	0	60,925	0.00182727	111	10,475	0.00182727	19
Industrial Vacant	0	0.00118773	0	550,500	0.00118773	654		0.00118773	0		0.00118773	0
Farmland	0	0.00045682	0		0.00045682	0		0.00045682	0	0	0.00045682	0
Managed Forests	0	0.00045682	0		0.00045682	0		0.00045682	0	0	0.00045682	0
TOTALS	518,550		948	10,736,200		19,266	3,503,050		6,401	7,725,876		14,117

SUMMARY OF TAXES RAISED FOR COUNTY PURPOSES BY EACH MUNICIPALITY

MUNICIPALITY	AMOUNT OF LEVY			Change
	2013	2012	2011	
Township of Frontenac Islands	948	1,197	-20.86%	
Township of South Frontenac	19,266	19,645	-1.93%	
Township of Central Frontenac	6,401	7,676	-16.61%	
Township of North Frontenac	14,117	17,744	-20.44%	
TOTAL LEVY	40,732	46,261	-11.95%	

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**County of Frontenac
2013 DRAFT Budget
Summary of All Departments
Operating and Capital**

	2013 Budget	2012 Budget	2013-2012 Budget	
	\$	\$	Variance	
	\$	\$	\$	
<u>REVENUE</u>				
Federal and Provincial Transfers	13,922,838	13,580,313	342,525	2.46%
Fees and Service Charges	3,362,122	3,365,667	-3,545	-0.11%
Other Revenue	848,185	784,306	63,879	7.53%
City of Kingston Contribution	10,010,435	9,366,116	644,319	6.44%
Subtotal Revenue Before Requisition	28,143,580	27,096,402	1,047,178	3.72%
Transfers From Reserves/Reserve Funds	4,049,569	2,731,138	1,318,431	32.56%
TOTAL Revenue	32,193,149	29,827,540	2,365,609	7.35%

<u>EXPENSE</u>				
General County	178,850	158,350	20,500	11.46%
General Government	2,661,571	2,469,163	192,408	7.23%
Emergency Management	17,650	23,095	-5,445	-30.85%
Ferry	909,399	1,588,188	-678,789	-74.64%
Land Ambulance*	16,207,184	15,415,379	791,805	4.89%
Health Unit	690,736	677,951	12,785	1.85%
Fairmount Home*	14,616,779	12,466,818	2,149,961	14.71%
Social Services	1,248,704	1,288,133	-39,429	-3.16%
Social Housing	769,467	769,384	83	0.01%
Library	819,356	792,678	26,678	3.26%
Sustainability-Economic Development - Planning	1,648,647	1,694,181	-45,534	-2.76%
Transfers to Others	765,300	765,300	0	0.00%
TOTAL Expense	40,533,643	38,108,620	2,425,023	5.98%

Requisition from Municipalities	8,340,494	8,281,080	59,414	0.72%
Hydro/Railway Right of way	600	570	30	5.26%
Payments in Lieu of Taxation	40,643	46,261	-5,618	-12.14%
Supplementary Taxes	50000	5,000	45,000	900.00%
To Levy	8,249,251	8,229,249	20,002	0.24%

*includes the capital cost of the auditorium

* includes one time capital costs

March 20, 2013

**County of Frontenac
2013 DRAFT Budget
Summary of All Departments
Operating**

	2013 Budget	2012 Budget	2013-2012 Budget	
	\$	\$	\$	Variance
<u>REVENUE</u>				
Federal and Provincial Transfers	13,385,811	13,096,761	289,050	2.16%
Fees and Service Charges	3,362,122	3,365,667	-3,545	-0.11%
Other Revenue	573,185	734,306	-161,121	-28.11%
City of Kingston Contribution	7,554,803	8,217,972	-663,169	-8.78%
Subtotal Revenue Before Requisition	<u>24,875,921</u>	<u>25,414,706</u>	<u>-538,785</u>	<u>-2.17%</u>
Transfers From Reserves/Reserve Funds	1,534,172	1,482,589	51,583	3.36%
TOTAL Revenue	<u><u>26,410,093</u></u>	<u><u>26,897,295</u></u>	<u><u>-487,202</u></u>	<u><u>-1.84%</u></u>
<u>EXPENSE</u>				
General County	178,850	158,350	20,500	11.46%
General Government	2,180,000	2,120,663	59,337	2.72%
Protection to Persons and Property	17,650	23,095	-5,445	-30.85%
Transportation Services - Ferry	909,399	1,588,188	-678,789	-74.64%
Land Ambulance	15,101,560	14,808,719	292,841	1.94%
Health Unit	690,736	677,951	12,785	1.85%
Fairmount Home	10,557,497	10,386,568	170,929	1.62%
Social Services	1,248,704	1,288,133	-39,429	-3.16%
Social Housing	769,467	769,384	83	0.01%
Library	819,356	792,678	26,678	3.26%
Sustainability-Economic Development - Planning	1,298,647	1,434,181	-135,534	-10.44%
Transfers to Others	765,300	765,300	0	0.00%
TOTAL Expense	<u><u>34,537,166</u></u>	<u><u>34,813,210</u></u>	<u><u>-276,044</u></u>	<u><u>-0.80%</u></u>

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**County of Frontenac
2013 DRAFT Budget
Summary of All Departments
Capital and Financing**

	2013 Budget \$	2012 Budget \$	2013-2012 Budget Variance	
	\$	\$	\$	
<u>CAPITAL REVENUE</u>				
Federal and Provincial Transfers	537,027	483,552	-53,475	-9.96%
Donations	200,000	0	200,000	100.00%
Other Revenue	75,000	50,000	-25,000	-33.33%
City of Kingston Contribution	2,455,632	1,148,144	-1,307,488	-53.24%
Subtotal Revenue Before Requisition	3,267,659	1,681,696	-1,585,963	-48.54%
Transfers From Reserves/Reserve Funds	2,515,397	1,248,549	-1,266,848	-50.36%
TOTAL Revenue and Reserve Transfer	5,783,056	2,930,245	-2,852,811	-49.33%
<u>CAPITAL EXPENSE</u>				
General Government	481,571	348,500	-133,071	-27.63%
Land Ambulance	1,105,624	606,660	-498,964	-45.13%
Fairmount Home	2,527,932	548,900	-1,979,032	-78.29%
Sustainability-Economic Development - Planning	350,000	260,000	-90,000	-25.71%
TOTAL Expense	4,465,127	1,764,060	-2,701,067	-60.49%
<u>DEBENTURE</u>				
Long term Debt Principal	863,703	812,510	51,193	6.30%
Long Term Debt Interest	667,647	718,840	-51,193	-7.12%
Total	1,531,350	1,531,350	0	0.00%

March 20, 2013

**COUNTY OF FRONTENAC
2013 DRAFT Budget**

Assessment Class	Frontenac Islands			South Frontenac			Central Frontenac			North Frontenac		
	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised
Residential & Farm Residential	427,571,943	0.00182329	779,588	2,560,404,666	0.00182329	4,668,362	735,330,677	0.00182329	1,340,722	711,597,049	0.00182329	1,297,448
Multi-residential	0	0.00182329	0	3,839,000	0.00182329	7,000	607,250	0.00182329	1,107	0	0.00182329	0
Commercial Occupied	4,794,500	0.00182329	8,742	24,365,983	0.00182329	44,463	10,327,480	0.00182329	18,830	4,694,280	0.00182329	8,559
Commercial Vacant	0	0.00127630	0	407,423	0.00127630	520	271,087	0.00127630	346	88,054	0.00127630	112
Parking Lot	0	0.00182329	0	33,375	0.00182329	61	0	0.00182329	0	0	0.00182329	0
Industrial Occupied	8,326,307	0.00182329	15,181	2,603,778	0.00182329	4,747	0	0.00182329	0	728,825	0.00182329	1,329
Industrial Vacant	0	0.00118514	0	417,161	0.00118514	494	116,699	0.00118514	138	10,875	0.00118514	13
Farmland	34,585,175	0.00045582	15,765	52,848,629	0.00045582	24,090	11,468,875	0.00045582	5,228	807,375	0.00045582	368
Managed Forests	129,700	0.00045582	59	5,565,575	0.00045582	2,537	5,674,925	0.00045582	2,587	1,875,275	0.00045582	855
TOTALS	475,407,625	0	819,335	2,650,505,590	0	4,752,274	763,796,993	0	1,368,958	719,801,733	0	1,308,684

SUMMARY OF TAXES RAISED FOR COUNTY PURPOSES BY EACH MUNICIPALITY

MUNICIPALITY	AMOUNT OF LEVY			Percentage of Total Budget		
	2013	2012	Change	2013	2012	2012
Township of Frontenac Islands	819,335	819,131	0.02%	9.93%	9.95%	9.95%
Township of South Frontenac	4,752,274	4,701,841	1.07%	57.61%	57.14%	57.14%
Township of Central Frontenac	1,368,958	1,392,575	-1.70%	16.59%	16.92%	16.92%
Township of North Frontenac	1,308,684	1,315,695	-0.53%	15.86%	15.99%	15.99%
TOTAL LEVY	8,249,251	8,229,242	0.24%	100.00%	100.00%	100.00%

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**COUNTY OF FRONTENAC
2013 Draft Budget**

County of Frontenac TAX RATE CALCULATION

ASSESSMENT CLASS	CURRENT VALUE ASSESSMENT	TAX RATIO	WEIGHTED ASSESSMENT
Residential & Farm Residential	4,434,904,335	1.0000	4,434,904,335
Multi-residential	4,446,250	1.0000	4,446,250
Commercial Occupied	44,202,243	1.0000	44,202,243
Commercial Vacant	766,564	0.7000	536,595
Parking Lot	33,375	1.0000	33,375
Industrial Occupied	11,658,910	1.0000	11,658,910
Industrial Vacant	544,735	0.6500	354,078
Farmland	99,710,054	0.2500	24,927,514
Managed Forests	13,245,475	0.2500	3,311,369
	4,609,511,941		4,524,374,668

County of Frontenac Levy for 2013 is 8,249,251

The Tax Rate Required is **0.0018232909**

Tax Rates	
Residential & Farm Residential	0.00182329
Multi-residential	0.00182329
Commercial Occupied	0.00182329
Commercial Vacant	0.00127630
Parking Lot	0.00182329
Industrial Occupied	0.00182329
Industrial Vacant	0.00118514
Farmland	0.00045582
Managed Forests	0.00045582

March 20, 2013

COUNTY OF FRONTENAC
2013 Draft Budget

Assessment Class	2013 SUMMARY OF TAXES RAISED BY PAYMENTS-IN-LIEU TO COUNTY OF FRONTENAC TAX RATES SET OUT BELOW											
	Frontenac Islands			South Frontenac			Central Frontenac			North Frontenac		
	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised
Residential & Farm Residential	89,550	0.00182329	163	2,334,625	0.00182329	4,257	2,177,225	0.00182329	3,970	4,343,913	0.00182329	7,920
Multi-residential	0	0.00182329	0		0.00182329	0		0.00182329	0		0.00182329	0
Commercial Occupied	429,000	0.00182329	782	7,851,075	0.00182329	14,315	1,264,900	0.00182329	2,306	3,371,488	0.00182329	6,147
Commercial Vacant	0	0.00127630	0		0.00127630	0		0.00127630	0		0.00127630	0
Parking Lot	0	0.00127630	0		0.00127630	0		0.00127630	0		0.00127630	0
Industrial Occupied	0	0.00182329	0		0.00182329	0	60,925	0.00182329	111	10,475	0.00182329	19
Industrial Vacant	0	0.00118514	0	550,500	0.00118514	652		0.00118514	0		0.00118514	0
Farmland	0	0.00045582	0		0.00045582	0		0.00045582	0	0	0.00045582	0
Managed Forests	0	0.00045582	0		0.00045582	0		0.00045582	0	0	0.00045582	0
TOTALS	518,550		945	10,736,200		19,224	3,503,050		6,387	7,725,876		14,087

SUMMARY OF TAXES RAISED FOR COUNTY PURPOSES BY EACH MUNICIPALITY

MUNICIPALITY	AMOUNT OF LEVY			Change
	2013	2012	2011	
Township of Frontenac Islands	945	1,197	-21.03%	
Township of South Frontenac	19,224	19,645	-2.14%	
Township of Central Frontenac	6,387	7,676	-16.79%	
Township of North Frontenac	14,087	17,744	-20.61%	
TOTAL LEVY	40,643	46,261	-12.14%	



Report 2013-056

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County Of Frontenac
From: Elizabeth Savill
CAO
Prepared By: Marian VanBruinessen
Treasurer
Date Prepared: March 11, 2013
Date of Meeting: March 20, 2013

Re: Financial Services – Reserve and Reserve Funds

Recommendation

RESOLVED THAT Council of the County of Frontenac receive this *Financial Services – Reserve and Reserve Funds* report;

AND FURTHER that Council direct the Treasurer to maintain a County Working Fund Reserve balance to provide for cash flow requirements and mitigation strategies at \$2.151 million for 2013;

AND FURTHER that Council adopt a bylaw later in the meeting directing that any surplus/deficit realized annually be distributed as a transfer from/to the Working Fund Reserve to the Townships through the budget process after the Working Fund Reserve is replenished to (1) maintain the level of 5% of operating funds as recommended by the Government Finance Officers Association, (2) account for additional mitigation strategies, and (3) acknowledge prior year projects not completed.

Background

Reserves and Reserve Funds are financial management tools that are an essential part of a sound fiscal policy to address long-term objectives. The ultimate goal is to fully fund the annual capital plan through current reserves while delivering efficient, effective programs to the ratepayers of the County. The key to reserve policies and planning is to balance current and future requirements. Sound program and financial planning accommodates future growth while maintaining acceptable tax rates.

A reserve is generally unrestricted and is appropriated from net revenue at the discretion of Council after the provision for all known expenditures. The primary source of revenue from reserves is from current operations, usually surpluses at year-end or as a deliberate segregation during budget deliberations. Reserves are used to mitigate fluctuations in economic factors,

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Financial Services – Reserve & Reserve Funds
March 20, 2013

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changes in government funding, unanticipated events and contingent liabilities. They are also used to accumulate funds in order to finance large projects to avoid debt financing or large swings of the tax levy.

Reserve Funds differ from reserves in that they are segregated and restricted to meet a specific purpose as defined by the Municipal Act or at the direction of Council.

Comment

The County has a number of reserves and reserve funds which provide a stable foundation for the County and allow County Council to mitigate impacts on the tax levy as a result of unusual or unanticipated budget requirements and also to take advantage of opportunities that are beneficial to the region as a whole.

Reserves are provided for operational costs that occur at periodic times as opposed to annually, as well as for specific project goals as directed by Council.

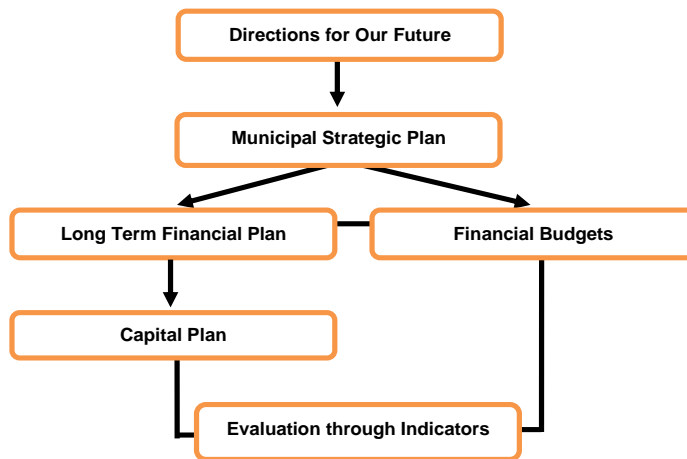
A Council's responsibility is to provide direction most usually through a strategic plan and its objectives. Some priorities were developed in February 2011 and adopted by County Council in September 2011, but these did not provide comprehensive direction.

In a report dated June 20, 2012, the Treasurer provided the following discussion:

A long term financial plan provides the opportunity for strategic development based on a collaborative and visionary process. It is part of a complete planning portfolio which starts with a municipal strategic plan.

A long term financial plan should reflect the long-term strategic approach to issues assumed through a municipal strategic plan. It can also minimize volatility created by external influences that impact municipal budgets and can ensure resources are appropriately managed to meet the longer term goals of the County.

The first step in the process is to undertake a municipal strategic plan.



Council has also expressed its interest in assessing the adequacy of financial reserves for the County. This process is a component of the overall assessment of the financial capacity of the County in the context of strategic direction and the short and long terms goals of County Council. To appropriately align resources with current and anticipated future requirements a clear municipal "roadmap" is required for the next 5-10 years.

It is recommended that Council initiate a strategic planning process that can culminate with a long-term financial plan which includes an assessment of the County's financial reserve requirements.

Council did undertake a strategic planning session in the fall of 2012, but no guidance for the future of the County emanated from the session.

Initial discussions had suggested that consideration of Reserves and Reserve Funds would be undertaken as part of the long term financial plan. However it would appear that more immediate action is being considered. For that reason and in the absence of Council's strategic direction, the following is put forward for Council's consideration.

Please note that the following discussion of reserve and reserve funds provides best estimates based on information available prior to final audit reconciliations.

WORKING FUND RESERVE

The Working Fund Reserve is the one which has generated the most comment from this Council. In the past, councils have seen the surplus in the working fund as its saving account for future requirements, although the Treasurer has consistently indicated the need for its review in the context of long term planning. Understanding the time frame for retention of these and other funds will allow more prudent investment strategies.

This fund was originally established to provide cash flow for operations resulting from unexpected expenditures to eliminate the requirement to borrow funds to meet immediate obligations.

This fund has been utilized on an ongoing basis to mitigate the impact of capital planning requirements on an incremental basis and to mitigate the annual tax rate.

There are four parts to this discussion. The first is to determine the ongoing **operational requirements** to be addressed by the working fund reserve. The second is to determine the **optimal use** of the additional funds currently retained in the Working Fund Reserve. Thirdly, the **allocation of future surplus/deficits** needs to be considered. The discussion ends with consideration of **going forward**.

1. Working Fund Reserve – Operational Requirements

The Government Finance Officers Association (GFOA), the international organization of Municipal Finance Officers of the United States and Canada, recommends a general fund balance of 5% to 15% of general operating revenues. However GFOA does indicate that other factors should be included.

1. the size of the municipality
2. vulnerability to extreme events
3. budget practices (inclusion of contingency or not)
4. dependability of intergovernmental revenue

- 5. expenditure volatility
- 6. borrowing capacity
- 7. capital projects – do critical projects have a funding source

The GFOA further suggests that in evaluating reserves the following should be considered:

A financially sustainable county government provides an optimal mix and level of services to citizens within available means while pro-actively taking measures to preserve the ability to continue providing value in the long run.

Based on this recommendation, and considering cash flow requirements based on the 2013 operating budget suggests that \$1.8 million should be retained.

In addition, Council, through the 2013 budget process, has presupposed the use of the Working Fund Reserve to mitigate its contribution to the County Capital Replacement Reserve, about \$230,500 in total over 4 years.

It has been suggested that \$150,000 is required for the 150th Anniversary. By the end of 2013, \$60,000 will have been allocated to the 150th Anniversary Reserve, suggesting \$90,000 should be retained in the Working Fund Reserve or allocated to the 150th Anniversary Reserve.

Council has regularly transferred its requirement for the cost of GIS mapping (\$11k) and for Land Acquisition (\$20k) from the Working Fund Reserve. It is suggested that these requirements be phased on to the tax rate over 3 years, requiring \$31,000 from the Working Fund Reserve.

2. Working Fund Reserve – Optimal Balance for 2013

5% of operating revenues (GFOA recommendation)	\$ 1,800,000
Mitigate capital reserve replacement requirements	230,500
150th Anniversary	90,000
Mitigate ongoing project reserve allocations	31,000
Total Optimal Working Fund Balance for 2013	\$ 2,151,500

The anticipated levy surplus in 2012 is estimated at \$250,000

	Variance	
	\$	% of budget
County budget – surplus (deficit)	(75,500)	(0.90)
City Transfer payments re Social Services and Social Housing – surplus (deficit)	157,300	8.60
Township tax reconciliations – surplus (deficit)	168,200	1.99
Total	250,000	

To date the 2013 budget deliberations have resulted in the use or reallocation of \$496,270, detailed as follows:

	\$	\$
Prior year projects - Corporate - Telephone system review (\$5k); INFOHR - recruitment module(\$4k)	9,000	
Prior year projects - Emergency management - JEPP project	4,427	
Organizational review	125,000	
Capital projects	179,597	
Total project allocations		318,024
Inter-fund transfer		
GIS mapping	11,000	
Land Acquisition	20,000	
County Capital replacement	117,246	
150th Anniversary	30,000	
Total Inter-fund Transfers		178,246
Total reallocation from the Working Fund Reserve		496,270

A further increase to the Working Funds Reserve balance reflects the City of Kingston's commitment to finance its share of the Broadband project in the amount of \$344,839. This amount has been billed and, although not yet received, has been accrued for year-end. As the County's total obligation to the project had been put aside in a reserve that has since been closed, the City's contribution will return to the Working Funds Reserve as a reimbursement.

3. Working Fund Reserve – Allocation of Future Annual Surplus/Deficit

Many municipalities do retain annual surpluses to provide for capital requirements. However, these requirements at the County level can be provided for through a planned replacement and budgeting strategy. Moving forward it is recommended that the Working Fund Reserve balance be maintained to provide for cash flow requirements and mitigation strategies, currently established at \$1.65 million (this adequacy of this balance should be confirmed on an annual basis). It is recommended that at year-end the surplus be utilized to replenish this Working Fund Reserve balance. Any additional surplus or any deficit, after provision is made for any prior years' projects not completed, would be redistributed to the Townships. This allocation would become a budget line and thus not affect the current County budgeting process.

4. Working Funds Reserve – Going Forward

As of the end of 2013, the Working Fund Reserve balance is estimated at \$4.5 million.

Through Council discussions and community consultations and through observations contained in the EOWC Financial Sustainability report, a number of regional issues come to the forefront that will impact Frontenac County over the next few years. These include, but are not limited to, rural transportation, regional infrastructure including but not limited to water and waste water, waste management and seniors housing. In all cases, County Council needs to assess the value of possible economies of scale in addressing these or other issues on a regional basis at the County level. In addition, there has been interest expressed in projects like the proposed Property Assessed Payments for Energy Retrofits (PAPER) and other green energy and/or conservation projects. Each of these projects could benefit from:

- (1) Capital contributions to augment private project contributions – This can be necessary to ensure important community projects get off the ground and could include affordable seniors' housing projects.

- (2) Capital contributions to cover the County's share of provincial or federal funding programs and support for studies required as pre-requisites to provincial or federal funding – This allows the County to be in a position to take advantage of new or special funding programs and avoid missed opportunities.
- (3) Support for projects that benefit the community – These can allow for investments in the community to be spurred by a County investment that creates a multiplier effect. The Verona Community Improvement Plan is proving the success of these projects. PAPER could become another where the County establishes a pooled fund against which property owners could borrow to make environmental improvements to their properties.

Other opportunities might also be identified through a comprehensive long range planning exercise. In each case, the funds required should be considered and a reserve or reserve fund established for that purpose.

If, on the other hand, Council has no interest in identifying and addressing these or other issues on a regional basis, the remaining funds these funds should be redistributed to the Townships.

OTHER RESERVES AND RESERVE FUNDS

The following is a review of the remaining reserves and reserve funds held by the County, the rationale for their establishment and their impact on the future of the County. As the County provides services which are cost-shared with the City of Kingston, some of the reserves are funded through joint contributions. These reserves are prefaced in their title by **JOINT**. General Corporate reserves are prefaced by **FRC**, those for Fairmount by **FMT**, and those for Land Ambulance by **FPS**.

The reserves and reserve funds retained by the County ensure that it can plan for future projects and activities, take advantage of opportunities, and avoid being jeopardized by unanticipated costs or economic downturns.

Corporate Reserves:

FRC-1 Stabilization Reserve

Purpose: Established to mitigate any unforeseen downturns in the economy and the potential budget implications this might entail.

During the 2013 budget deliberations, a number of issues that will impact the 2014 budget were highlighted. One is the social services funding offset of approximately \$62,000 received this year which will be a full levy hit in 2014. Also the loss of the Frontenac Islands' contract services recovery (revenue of approximately \$40,000) will come into effect in 2014. This reserve could be used to phase in the impacts of both of these issues.

2013 balance: \$975,000

FRC-2 Strategic Projects Reserve

Purpose: Established to ensure there are funds available for large strategic projects, which can have a regional focus or to provide the ability to take advantage of unforeseen opportunities requiring a County contribution. These might include

partnerships or possible future public/private partnerships, opportunities arising out of the Algonquin Land Claim, the Frontenac Centre, investments in community power, business/incubator park infrastructure.

2013 balance: \$160,000

FRC-3 Capital Reserve

Purpose: This reserve will provide for County capital replacement requirements.

2013 balance: \$800,390

FRC-4 Library Reserve

Purpose: This fund was developed when the County learned that the library anticipated capital projects for which the City was reserving its share separately.

It has been used to support vehicle purchases and expansion of the IT system. The Library has indicated that an annual allocation of \$31,000 should adequately address future requirements.

2013 balance: \$97,657

FRC-5 Land Use Planning Reserve

Purpose: To provide for liabilities incurred as a result of the County's involvement in Land Use Planning.

The County is responsible for subdivision approval. Although applicants are required to provide funding for any OMB activity generated, the County recognizes that in some circumstances the County might be faced with additional Land Use planning costs.

Depending on the complexity and scale of a planning issue, OMB hearings can require up to a week or more of dates and legal fees could become substantial in defence of the County's position. For example, depending on the number of appeals and the possibility of the County having to challenge a provincial decision, the hearing for the County Official Plan could easily cost more than \$100,000.

Furthermore, once County Council gains approval authority, it will be responsible for defending its decisions on the Township Official Plan Amendments and Official Plan updates also.

2013 balance: \$226,159

FRC-6 GIS Project Reserve

Purpose: To provide for the purchase of GIS mapping data every 5 years.

This reserve was established in 2010. \$11,000 is allocated to this reserve annually.

2013 balance: \$44,000

FRC-7 Social Housing Out of Scope Reserve

Purpose: Established to provide for the capital costs incurred in social housing projects in the County which are 100% County costs.

Allocations of \$25,000 have been made annually.

2013 balance: \$419,400

FRC-8 Ontarians with Disabilities Reserve

Purpose: The County established this reserve to provide for the retrofits and other mandated expenditures required under the AODA legislation. The can include structural changes as well as adjustments in IT and furnishings.

2013 balance: \$55,000

FRC-9 150th Anniversary Reserve

Purpose: The reserve was established to support the 150th anniversary celebrations in 2015. It was estimated that a total of \$150,000 will be required. \$30,000 was contributed in 2012 and it is anticipated another \$30,000 will be transferred to this reserve in 2013.

2013 balance: \$60,000

FRC-10 Frontenac-Howe Islander Ferry Revenue Reserve

Purpose: Required under the 2004 agreement with the Ministry of Transportation for the Frontenac-Howe Islander Ferry service which allows an amount of up to 5% of operating expenses to be reserved.

The agreement recognizes the consolidation of fees and fares for the County and Township ferries serving Howe Island. To mitigate the variances in fees and fares collected, MTO agreed that the County could retain up to 5% of the Operating costs in a reserve to offset any shortages related to the County or Township share of the expenditures. Any change in year-end balance reflects allocations or reductions as a result of year end operating revenue and expenses.

2013 balance: \$32,452

Corporate Reserve Fund:

FRC-11 Investing in Ontario Reserve Fund

Purpose: Established with Provincial funding to provide for County capital projects.

The Investing in Ontario funds are to be held in a separate fund and can only be used for capital projects. The County approved an allocation of these funds in 2008, but revised the allocation by resolution in August 2010. These projects included Fairmount Capital Projects, the K&P Trail, Green initiatives, and Broadband.

2013 balance: \$139,749

Corporate Obligatory Reserve Fund:

FRC-12 Federal Gas Tax Reserve Fund

Purpose: Established to provide for projects supported by the Federal Gas Tax Agreement (FGT).

The FGT Agreement requires that the FGT funds transferred to the municipality are held in a separate fund. The County has undertaken an Integrated Community Sustainability Plan process which now forms the basis for FGT funds disbursement.

2013 balance: \$1,578,770

Fairmount Reserves:

FMT-1 Working Fund Reserve

Purpose: Established to provide cash flow for Fairmount operations and to eliminate the requirement to borrow funds to meet immediate obligations. Currently the County does not provide for the replacement of its share of the Fairmount Home Building. This fund should be considered in that respect.

2013 balance: \$509,025

FMT-2 JOINT Severance Reserve

Purpose: To provide for requirements related to the termination of employees.

The amounts in and out of this fund fluctuate depending on the labour requirements. \$30,000 annual allocation

2013 balance: \$96,914

FMT-3 JOINT Operations Reserve

Purpose: To provide for requirements related to periodic contracts.

This reserve was established in 2010. It provides for contracts that arise periodically, but are not required annually, to smooth the budget impact. The duct cleaning contract for example is required every five years. \$9,000 is allocated annually.

2013 balance: \$36,223

FMT-4 Capital Reserve

Purpose: Established to provide for capital replacement under the County's asset management plan.

This reserve is to provide for the County's share of equipment replacement. An assessment of the Fairmount assets determined that \$831,800 was required as the County's share. There is currently no allocation for the building replacement.

2013 balance: \$831,862

Fairmount Reserve Funds:

FMT-5 Capital Reserve Fund

Purpose: Established to provide for Fairmount capital redevelopment requirements.

This fund was initially established to provide for the capital requirements of the rebuild. The project was finally supported through a debenture and the County is drawing \$125,000 annually to offset part of its contribution to the debenture. The remainder of the fund is available for the Fairmount Home Auditorium renovation project.

2013 balance: \$1,486,752

FMT-6 Capital Campaign Reserve Fund

Purpose: Established to receive donations made in support of Fairmount's capital redevelopment requirements.

This fund was initially established as the repository for the Fairmount Redevelopment Capital Campaign donation and can only be used for the purpose for which it was raised. Donations received subsequent to the end of the campaign and which were designated for the redevelopment have been deposited into this account. These funds will be used for the Fairmount Home Auditorium Redevelopment in 2013 and the fund will be fully depleted at the end of the project.

2013 balance: \$0

FMT-7 JOINT Donations Reserve Fund

Purpose: Established to provide for benefit of the residents.

This fund is supported by donations from various sources and is meant to be used for the benefit of the residents. Fairmount Residents' Council makes recommendations for the use of these funds.

2013 balance: \$195,437

FMT-8 JOINT Pathways Reserve Fund

Purpose: Established to provide for maintenance of the pathways.

This fund is supported by specific donations from various sources for the maintenance of the Pathways on the grounds of Fairmount Home.

2013 balance: \$38,107

Frontenac Paramedic Service Reserves:

FPS-1 General Reserve

Purpose: Established to provide for the uncertainty as to the requirements for land ambulance and the Province's contribution rate.

No additional contribution has been made since 2005.

With a number of longer term capital projects on the horizon (addressing land ambulance bases), this will provide the opportunity to fund the County's share of these projects with minimal impact on the tax levy.

2013 balance: \$394,217

FPS-2 JOINT Vehicle Replacement Reserve

Purpose: Established to provide for the ongoing replacement of vehicles based on the estimated useful life of those vehicles

This reserve was set up when the service was transferred to the County.

2013 balance: \$443,429

FPS-3 JOINT Equipment Replacement Reserve

Purpose: Established to provide for the ongoing replacement of equipment based on estimated useful life.

This reserve was established when the service was transferred to the County.

2013 balance: \$679,104

FPS-4 JOINT Severance Reserve

Purpose: This reserve was established when the service was transferred to the County. The Ministry of Health and Long Term Care provided severance funding that it had accrued to the date of download. Subsequent County contributions provided for requirements inherent in the historical contracts with Hotel Dieu and Parham Ambulance Services until a contract was negotiated with the County. The current contract does not have the same liability for termination/retirement payments, however there are legislated termination requirements.

2013 balance: \$355,610

FPS-5 JOINT NEER Reserve

Purpose: Workers Safety Insurance Bureau reconciles claims and contributions over a 4 year period. This can result in a surcharge or a rebate. To smooth the effect of this reconciliation

2013 balance: \$151,860

FPS-6 JOINT Other Projects Reserve

Purpose: Established to provide for new land ambulance capital projects.

By 2009 most of the land ambulance cross border billing contracts were resolved. This liability had been accrued since 2002 on the basis of an estimate of total cost per call, and anticipating payment for all calls. Final contracts are primarily based on a standard cost per call and the County was successful in its assertion that repatriation calls should be paid for by the municipality of residence for that call. As a result a substantial surplus was realized and MOH indicated that its share of the funding for this liability could be transferred to a reserve for special projects. This reserve was used for the Sydenham base and will be used for the Northern base project.

2013 balance: \$0

Financial Implications

By providing the Treasurer with clear direction with respect to the anticipated use of reserves and reserve funds, with both short and long term considerations, the Treasurer can recommend a long term financial plan and invest the funds for better return.

Organizations, Departments and Individuals Consulted and/or Affected

Senior Management Team, County of Frontenac



Report 2013-057

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: March 13, 2013

Date of meeting: March 20, 2013

Re: Emergency and Transportation Services – Alert System for Ferry Outages

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the *Emergency and Transportation Services – Alert System for Ferry Outages* report for information;

AND FURTHER the Council of the County of Frontenac give direction to staff to enter into an agreement, suitable to the Chief Administrative Officer, with the Howe Island Ratepayers Association to establish an Alert System for ferry outages.

Background

The County operated Frontenac-Howe Islander Ferry experiences periodic service interruptions on a yearly basis due to weather, ice conditions and mechanical breakdown. At the present time, notification of these interruptions of service is communicated to the public and stakeholders through the following methods:

- Media outlets are notified
- Message board signs are updated at the ferry docks
- Recorded message is changed on the telephone at the Marine Services office
- Emergency services (Coast Guard Rescue, CACC, Police and fire) are contacted directly by telephone

The current practices do not anticipate the need to advise individual ferry users and most discover the service interruption once they reach the ferry dock.

Administrative Report
Emergency and Transportation Services – Alert System for Ferry Outages
March 20, 2013

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Comment

The Howe Island Ratepayers Association (HIRA) has proposed a solution to allow direct messages to individuals utilizing its existing Internet Service Provider (ISP) to create, maintain, and operate a "ferry service alert" list server.

HIRA currently offers a similar notification service of its Clean-Up Day operation in April to all islanders, not just its members, as a public service. The "listserv" ferry notification service is being proposed to be set up **entirely** separately from HIRA's membership list so it could not be seen or be characterized as a HIRA-members-only affair. HIRA would assume responsibility for gathering subscribers and maintaining files for the usual consents sought about privacy and unsubscribing, etc.

HIRA's Internet Service Provider, staff is advised, is located in Florida and is a 24 hour/7day per week operation. It has been explained to County staff that minutes after an email is received from a HIRA administrator, an email can be sent out through a HIRA ferry listserv.

As a "volunteer" alert system, it is proposed by HIRA representatives to work as follows:

- There are a number of members of the HIRA board who are on its phones/Smartphones 24/7/365. HIRA would provide the names of the contacts.
- In the event of a ferry outage, one of the ferry operators would phone or send a text message to HIRA alerting them to the outage. No need for computers, terminals, etc. No need for anything other than the cell phones that all of the crew members already carry.
- HIRA representatives would, in turn, send an email to the ISP in Florida, who would then send an email to the ferry listserv.
- When the ferry is back up in service, another series of contacts (similar to that described above) would trigger the back-in-service alert and another message to those on the ferry listserv list.

Sustainability Implications

Good stewardship of the County's resources and communications to stakeholders regarding the operations of County services is essential to excellent customer service.

Financial Implications

There will be legal costs to draft an agreement between the parties to ensure any liability issues are addressed.

Organizations, Departments and Individuals Consulted and/or Affected

Howe Island Ratepayers Association



Report 2013-047

ADMINISTRATIVE REPORT

To: WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC

From: Elizabeth Savill
CAO

Prepared by: Julie Shillington
Administrator of Fairmount

Date Prepared: February 13, 2013

Date of Meeting: March 20, 2013

Re: **Fairmount Home – 2013-2016 Long-Term Care Home Service Accountability Agreement (L-SAA)**

Recommendation

RESOLVED THAT Council of the County of Frontenac receive the *Fairmount Home – 2013-2016 L-SAA* report for information;

AND FURTHER that the Council of the County of Frontenac direct the Clerk to sign the 2013-2016 L-SAA and return to the Local Health Integration Network as required under the *Local Health Systems Integration Act*.

Background

The L-SAA is the service accountability agreement between a long-term care home licensee and the Local Health Integration Network (LHIN) and is required by the *Local Health Systems Integration Act* (LHSIA). It assists the LHIN in fulfilling its obligations to the Ministry of Health & Long-Term Care, the Province and the taxpayer in respect of funding as well as its obligations under LHSIA to plan, fund and integrate the local health system. Our current L-SAA expires March 31, 2013.

Comment

This L-SAA was developed through consultation with sector associations and key stakeholders including the Ontario Long-Term Care Association, Ontario Association of Non-Profit Homes and Services for Seniors, Association of Municipalities of Ontario, Health Quality Ontario, Ministry of Health and Long-Term Care and Ontario Hospital Association. It was updated to reflect changes in law and in service accountability standards across the service accountability agreements. While there are several changes related to minor errors in reference, use of

defined terms, conformation and formatting, there are some significant changes of which Council should be aware.

There is a new definition for conflict of interest as follows:

“Conflict of Interest” in respect of an HSP includes any situation or circumstance where in relation to the performance of its obligations under this Agreement

- (i) The HSP;*
- (ii) A member of the HSP’s Board or*
- (iii) Any person employed by the HSP who has the capacity to influence the HSP’s decision,*

has other commitments, relationships or financial interests that:

- (i) Could or could be seen to interfere with the HSP’s objective, unbiased and impartial exercise of its judgment; or*
- (ii) Could or could be seen to compromise, impair or be incompatible with the effective performance of its obligations under this Agreement.*

Please note that an HSP is a Health Service Provider. The HSP is to use the funding, provide the services and otherwise fulfill its obligations without an actual, potential or perceived conflict of interest.

The agreement also defines the CEO as *“the individual accountable to the Board for the provision of the services in accordance with the agreement”*. In regards to Fairmount it would be the Administrator.

There are also additional requirements related to e-Health in that the HSP agrees to:

- (i) Comply with any technical and information management standards, including those related to architecture, technology, privacy and security set for health service providers by the MOHLTC, eHealth Ontario or the LHIN within the timeframes set by the MOHLTC or the LHIN as the case may be;*
- (ii) Implement and use the approved provincial e-health solutions identified in the LHIN e-health plan; and*
- (iii) Implement technology solutions that are compatible or interoperable with the provincial blueprint and with the LHIN e-health plan.*

In a review of the current e-health plans, the e-health solution related to long-term care is RAI-MDS 2.0 which we currently use.

There is a new requirement under the Funding section of the agreement not to use the funding for compensation increases prohibited by applicable law. The LHIN has also added a clause that allows the discontinuation of funding in the case of an unremediated breach of funding.

There is a requirement for a HSP that is not subject to the procurement provisions of the *Broader Public Sector Accountability Act* to have a procurement policy in place that requires the acquisition of supplies, equipment or services valued at over \$25,000 through a competitive process that ensures the best value for the funds expensed.

There is a new requirement to report on the HSP’s community engagement and integration activities at least once per year.

There is now a requirement for a declaration of compliance. On or before March 31st of each year, the Board (Council) will need to issue a compliance declaration declaring that the HSP has complied with the terms of the agreement. This declaration has to be posted in the home as well.

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

- (a) *The HSP represents, warrants and covenants that it has established, and will maintain for the period during which this Agreement is in effect, policies and procedures:*
 - (i) *That set out a code of conduct for, and that identify the ethical obligations of HSP's Personnel;*
 - (ii) *To ensure the ongoing effective functioning of the HSP;*
 - (iii) *For effective and appropriate decision-making;*
 - (iv) *For effective and prudent risk-management, including the identification and management of potential, actual and perceived conflicts of interest;*
 - (v) *For the prudent and effective management of the Funding;*
 - (vi) *To monitor and ensure the accurate and timely fulfillment of the HSP's obligations under this Agreement and compliance with the Act and LHSIA;*
 - (vii) *To enable the preparation, approval and delivery of all Reports; and*
 - (viii) *To address complaints about the provision of Services, the management or governance of the HSP.*

- (b) *The HSP represents and warrants that it:*
 - (i) *Has, or will have within 60 days of the execution of the Agreement, a Performance Agreement with its' CEO;*
 - (ii) *Will take all reasonable care to ensure that its' CEO complies with the Performance Agreement; and*
 - (iii) *Will enforce the HSP's rights under the Performance Agreement.*

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

A Code of Conduct is in place for staff but Council will also need one. There is a complaints procedure in place in regards to Fairmount Home but there will need to be procedures developed for other service areas, if not already in place, and governance. Please note that compliance with the L-SAA is already required as part of the Administrator's annual performance.

The insurance requirements have been updated to ensure that insurers have a secure A.M. Best rating of B+ or greater. This section also sets out required insurance types and minimum coverage levels. A copy of the HSP's insurance certificate must be provided to the LHIN.

There are also performance indicators with established performance targets and standards. Failure to meet a performance target may trigger consequences under the agreement. For 2013/14 the performance indicators are (1) bed occupancy and (2) compliance status.

Sustainability Implications

The L-SAA aligns with the health system priorities of the province which are to keep people healthy, provide faster access to family health care and to provide the right care, at the right time in the right place.

Financial Implications

If the L-SAA is not signed, the LHIN will discontinue the flow of funds to Fairmount.

Organizations, Departments and Individuals Consulted and/or Affected

Staff
Residents
Volunteers
Local Health Integration Network
Ministry of Health & Long-Term Care



Report 2013-048

ADMINISTRATIVE REPORT

To: WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC

From: Elizabeth Savill
CAO

Prepared By: Julie Shillington
Administrator of Fairmount

Date Prepared: February 27, 2013

Date of Meeting: March 20, 2012

Re: Fairmount Home – 2012 Year in Review

Background

In order to preserve the Home's history, an annual pictorial review of resident, staff and volunteer activities is assembled and shared.

Comment

2012 was another exciting year at Fairmount Home with new opportunities and challenges presenting themselves to residents, staff and volunteers. The Fairmount Home 2012 Year in Review CD is attached.

Sustainability Implications

By viewing the 2012 Year in Review, one can be assured that Fairmount provides quality care for our residents and offers a valuable social and cultural hub for our community of residents, staff, family members, volunteers and other stakeholders.

Financial Implications

None.

Recommendation

That Council of the County of Frontenac receive this *Fairmount Home – 2012 Year in Review* report for information only.

Administrative Report
Fairmount Home – 2012 Year in Review
March 20, 2013

Page 1 of 2

Organizations, Departments and Individuals Consulted and/or Affected

Residents
Staff
Volunteers



Report 2013-059

ADMINISTRATIVE REPORT

To: WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC

From: Elizabeth Savill
CAO

Prepared By: Julie Shillington
Administrator of Fairmount

Date Prepared: March 14, 2013

Date of Meeting: March 20, 2012

Re: Fairmount Home – OANHSS Annual Convention

Recommendation

That Council of the County of Frontenac authorize the Fairmount Assistant Director of Care to attend the OANHSS convention in Toronto from April 29 to May 1, 2013.

Background

Fairmount is a member of the Ontario Association of Non-Profit Homes and Services for Seniors (OANHSS), a provincial association representing providers of long term care, services and housing for seniors.

OANHSS hosts a two-day annual convention in Toronto. This year the conference starts the evening of April 29th and wraps up the afternoon of May 1st.

Comment

There are 24 different concurrent sessions, keynote sessions, the annual general meeting and a members' issues forum. This year's guest speakers include the Minister of Health & Long-Term Care, the Expert Lead for Ontario's Seniors Care Strategy and the Minister Responsible for Seniors.

For the past nine years, in order to get to as many sessions as possible, the Administrator, Director of Care and Assistant Director of care have attended the convention. To ensure expenses are minimized, they have shared one hotel room and used the home's van for travel.

Administrative Report
Fairmount Home – OANHSS Annual Convention
March 20, 2013

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With Council's direction that only Managers can attend a conference, special permission will be required from Council for the Assistant Director of Care to attend. Council should be aware that this is the only conference that Fairmount management staff attend.

Sustainability Implications

It is important that staff at Fairmount keep abreast of long-term care issues and emerging trends.

Financial Implications

Early bird registration (by April 12) is \$599 per person. The non-early bird registration is \$629 per person. This is being brought forward now to ensure we can meet the early bird deadline. There will be no additional costs for gas or hotel room as the Administrator was already attending.

Organizations, Departments and Individuals Consulted and/or Affected

Assistant Director of Care
Director of Care
OANHSS



POSTED CHEQUE LISTING

COUNTY OF FRONTENAC

(Great Plains)

FOR THE PERIOD OF: February 13, 2013 - March 12, 2013 (inclusive)

CHEQUE TOTAL:

1,233,207.05

TOTAL:

\$1,233,207.05

County of Frontenac
 Transaction Register Report
 February 13, 2013 - March 12, 2013

Cheque/Transaction/ Confirmation Num	Vendor ID	Vendor Name	Cheque Date	Amount
2212013	TDFU0001	TD FUTURE BUILDER	2/21/2013	150
1329117	RECE0002	RECEIVER GENERAL	2/26/2013	46,747.20
1329525	RECE0002	RECEIVER GENERAL	2/26/2013	15,135.06
1624105	WORK0002	WORKPLACE SAFETY AND INSURAI	2/22/2013	46,133.30
2258	OMER0001	OMERS	2/28/2013	302,879.33
30587	TDFU0001	TD FUTURE BUILDER	2/21/2013	1,470.00
30629	TDFU0001	TD FUTURE BUILDER	2/21/2013	325
37395	FULT0003	SAVILL, ELIZABETH - IN TRUST	2/14/2013	559.87
37396	ADVA0004	ADVANCED PATIENT N.E.T.	2/25/2013	593.25
37397	CAMP0002	JODY CAMPBELL'S SEPTIC SERVICE	2/25/2013	124.3
37398	CANA0009	CANADIAN TIRE STORE 195	2/25/2013	21.46
37399	CANP0001	CANPAR TRANSPORT L.P.	2/25/2013	37.42
37400	CDWC0001	CDW CANADA	2/25/2013	61.84
37401	CROW0001	CROWN COLLISION SERVICE LTD.	2/25/2013	10,141.25
37402	DIGI0001	DELTA PRINTING	2/25/2013	243.23
37403	DIGI0002	DIGITAL OFFICE SYSTEMS	2/25/2013	792.06
37404	DIGI0003	DIGITAL OFFICE	2/25/2013	198.16
37405	DOOR0001	DOOR DOCTOR	2/25/2013	971.74
37406	EBER0001	DIETER EBERHARDT	2/25/2013	32.16
37407	ENDO0001	END OF THE ROLL	2/25/2013	504.59
37408	FEDE0002	FEDEX EXPRESS CANADA LTD.	2/25/2013	32.24
37409	FEED0001	RANDY DEKLEINE-STIMPSON	2/25/2013	49
37410	HRSY0001	HR SYSTEMS STRATEGIES INC.	2/25/2013	1,341.88
37411	JJEX0002	J.J. EXPRESS	2/25/2013	37.69
37412	KING0024	KINGSTON TOYOTA	2/25/2013	194.38
37413	LEON0001	LEONARD FUELS LTD.	2/25/2013	883.98
37414	MOSI0001	MOSIER SERVICE CENTRE	2/25/2013	118
37415	MULT0001	MULTIGEN HEALTHCARE	2/25/2013	450.17
37416	NEBS0001	NEBS BUSINESS FORMS LTD	2/25/2013	292.01
37417	REVE0001	REVELL FORD LINCOLN	2/25/2013	50.85
37418	RIGN0001	RIGNEY BUILDING SUPPLIES LTD.	2/25/2013	410.69
37419	SCOT0002	SCOTT'S SNOW REMOVAL AND LAV	2/25/2013	655.4
37420	SHAR0001	SHARBOT LAKE LAWN SERVICE	2/25/2013	610.2
37421	SHER0001	SHERIFF OF THE COUNTY OF LEED	2/25/2013	153.84
37422	SONN0001	SONNY'S AUTOMOTIVE CENTRE	2/25/2013	266.43
37423	STEA0005	STEAMATIC OF KINGSTON LTD.	2/25/2013	218.09
37424	STER0001	STERICYCLE INC.	2/25/2013	90.59
37425	THEI0002	THE INFORMATION PROFESSIONAL	2/25/2013	565
37426	TROP0001	TROPHY HOUSE	2/25/2013	11.3
37427	UNWY0001	UNITED WAY	2/25/2013	518
37428	VANS0001	VAN'S MOBILE WASH	2/25/2013	423.75
37429	VANZ0001	VANZUYLEN ALIGNMENT SERVICE I	2/25/2013	47.32
37430	WEST0002	WESTBURNE/RUDDY ELECTRIC	2/25/2013	38.68
37431	BUTT0001	BUTTERWORTHS	2/25/2013	266.36
37434	ALLE0002	NEIL ALLEN	3/7/2013	79.8
37435	AMCT0001	A.M.C.T.O.	3/7/2013	427.45
37436	BION0001	BIONIX	3/7/2013	96.5
37437	BRIA0001	BRIAN'S PAINTING & DECORATING	3/7/2013	1,073.50

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Cheque/Transaction/ Confirmation Num	Vendor ID	Vendor Name	Cheque Date	Amount
37438	CAMP0002	JODY CAMPBELL'S SEPTIC SERVICE	3/7/2013	124.3
37439	CANP0001	CANPAR TRANSPORT L.P.	3/7/2013	50.76
37440	CARL0001	CARLETON UNIFORMS INC.	3/7/2013	1,590.70
37441	CLEA0001	CLEANING SOLUTIONS 2000	3/7/2013	67.8
37442	CRIN0002	CRINTEC LTD.	3/7/2013	227.58
37443	CROW0001	CROWN COLLISION SERVICE LTD.	3/7/2013	293.8
37444	DIGI0003	DIGITAL OFFICE	3/7/2013	81.76
37445	ETR00001	407 ETR	3/7/2013	10.15
37446	GENI0001	GENIVAR CONSULTANTS LIMITED F	3/7/2013	979.71
37447	GLEN0001	GLENBURNIE GROCERY	3/7/2013	15.96
37448	HANN0001	HANNAH ENVIRONMENTAL EQUIPM	3/7/2013	3,390.00
37449	JETS0001	JET SIGNS	3/7/2013	93.79
37450	JJEX0001	JJ EXPRESS	3/7/2013	198.82
37451	KFLA0003	FAMILY AND CHILDREN'S SERVICES	3/7/2013	250
37452	KING0010	MINISTER OF FINANCE	3/7/2013	317.22
37453	RECE0003	RECEIVER GENERAL	3/7/2013	704.07
37454	RIGN0001	RIGNEY BUILDING SUPPLIES LTD.	3/7/2013	821.37
37455	ROMA0001	JEANNE ROMAN	3/7/2013	32.14
37456	ROSS0001	ROSS, DON	3/7/2013	50.88
37457	SAND0002	GEOFF SANDIFORD	3/7/2013	13.44
37458	SEED0001	SEED TO SAUSAGE CORPORATION	3/7/2013	1,491.60
37459	STER0001	STERICYCLE INC.	3/7/2013	38.85
37460	SWIT0001	SWITCH	3/7/2013	1,000.00
37461	THEK0001	THE KINGSTON WHIG STANDARD	3/7/2013	237.41
37462	THEO0001	THE ONTARIO MUNICIPAL MANAGEI	3/7/2013	81
37463	THES0002	THE SHERIFF OF THE COUNTY OF F	3/7/2013	275.62
37464	WEST0002	WESTBURNE/RUDDY ELECTRIC	3/7/2013	933.55
37465	BATE0001	LINDA BATES	3/7/2013	999.24
4567525	RECE0002	RECEIVER GENERAL	2/19/2013	121,645.25
4567969	RECE0002	RECEIVER GENERAL	2/19/2013	12,579.58
4662659	MINI0001	MINISTER OF FINANCE	2/15/2013	36,759.84
88	FULT0004	SAVILL, ELIZABETH - IN TRUST	2/14/2013	573
89	THEE0037	THE ESTATE OF COURTNEY MORLE	3/7/2013	281.42
A5Z5L3	UTIL0001	UTILITIES KINGSTON	2/20/2013	990.95
A5Z5L5	HYDR0002	HYDRO ONE	2/20/2013	16,166.38
A5Z5L6	HYDR0001	HYDRO ONE	2/25/2013	655.16
A5Z5L7	HYDR0001	HYDRO ONE	2/25/2013	315.76
A5Z5L8	BELL0001	BELL CANADA	2/22/2013	360.21
A5Z5L9	BELL0001	BELL CANADA	2/22/2013	172.28
A5Z5Q2	BELL0001	BELL CANADA	2/22/2013	190.34
A5Z5Q3	BELL0001	BELL CANADA	2/20/2013	11.48
A5Z5Q4	RONA0001	RONA HOME & GARDEN	2/22/2013	143.55
A878K2	TDVI0009	TD VISA (6057) JULIE SHILLINGT	2/21/2013	225
A8Y8J6	TDVI0006	TD VISA (6081) DAVE GEMMILL	2/21/2013	747.8
A8Y8J7	TDVI0003	TD VISA - ROB WRIGHT (6149)	2/21/2013	602.37
A8Y8J8	TDVI0002	TD VISA (6040) MARIAN VABRUINE	2/21/2013	1,463.04
A8Y8K3	TDVI0007	TD VISA (6198) GALE CHEVALIER	2/21/2013	115
AR1083	SODE0001	SODEXO SERVICES CANADA	2/25/2013	50,000.00

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Cheque/Transaction/ Confirmation Num	Vendor ID	Vendor Name	Cheque Date	Amount
AR1083	SODE0001	SODEXO SERVICES CANADA	2/25/2013	5,481.87
AR73	ROCH0001	ROCHON, SUE	2/19/2013	762.85
EFT0001992	ACKL0001	ACKLANDS GRAINGER INC.	2/25/2013	371.92
EFT0001993	ALEX0001	ALEX MCCOY PLUMBING AND HEAT	2/25/2013	2,285.77
EFT0001994	ALLA0003	ALLAN GRAPHICS	2/25/2013	1,045.25
EFT0001995	ALLI0002	ALLIED MEDICAL	2/25/2013	20,843.62
EFT0001996	ALZH0002	ALZHEIMER SOCIETY OF KINGSTON	2/25/2013	70.5
EFT0001997	ANDE0001	KYLE ANDREWS	2/25/2013	1,288.20
EFT0001998	BAGO0001	BAGOT MEDICAL CENTRE	2/25/2013	2,200.00
EFT0001999	BARD0002	BARDON SUPPLIES LTD	2/25/2013	473.7
EFT0002000	BENS0002	BENSON COMMERCIAL TIRE	2/25/2013	45.2
EFT0002001	BLUE0001	BLUE CROSS	2/25/2013	70,959.02
EFT0002002	BMDO0001	BMDODO STRATEGIC DESIGN	2/25/2013	6,441.00
EFT0002003	BOCC0001	LINDE CANADA	2/25/2013	3,491.02
EFT0002004	CADU0001	CADUCEON ENVIRONMENTAL LABC	2/25/2013	104.95
EFT0002005	CANA0008	CANADIAN TIRE	2/25/2013	1,095.85
EFT0002006	CHOQ0001	CHOQUETTE CKS	2/25/2013	240.31
EFT0002007	COLL0001	COLLINS	2/25/2013	511.51
EFT0002008	CRES0001	CRESTLINE COACH LTD.	2/25/2013	1,127.22
EFT0002009	CUNN0001	CUNNINGHAM SWAN CARTY LITTLE	2/25/2013	452
EFT0002010	CUPE0001	CUPE LOCAL 109	2/25/2013	1,001.78
EFT0002011	DELA0001	DE LAGE LANDEN FINANCIAL SERVI	2/25/2013	450.87
EFT0002012	DILL0001	DILLON CONSULTING	2/25/2013	1,632.85
EFT0002013	ESFO0002	E.S.FOX LIMITED	2/25/2013	245.21
EFT0002014	ESOL0001	E SOLUTIONS GROUP	2/25/2013	5,901.50
EFT0002015	FERN0001	FERNO	2/25/2013	1,491.60
EFT0002016	FUTU0001	CARDINAL HEALTH CANADA INC.	2/25/2013	1,322.81
EFT0002017	GRAN0003	GRAND & TOY LTD	2/25/2013	358.19
EFT0002018	HOLL0002	HOLLINGSWORTH SUPPLY SERVICE	2/25/2013	45.09
EFT0002019	ICIP0001	DULUX PAINTS	2/25/2013	240.42
EFT0002020	INTE0001	INTEGRATED COMMUNICATION SOI	2/25/2013	296.63
EFT0002021	INTE0003	INTERDEV TECHNOLOGIES INC.	2/25/2013	8,020.74
EFT0002022	JIMT0001	JIM THOMPSON CHRYSLER	2/25/2013	112.89
EFT0002023	KENS0002	1557145 ONTARIO LTD.	2/25/2013	1,398.38
EFT0002024	KING0005	KINGSTON GENERAL HOSPITAL	2/25/2013	22,539.51
EFT0002025	KING0009	KINGSTON REGIONAL HOSPITAL L	2/25/2013	2,761.91
EFT0002026	KING0012	KINGSTON FRONTENAC PUBLIC LIE	2/25/2013	17,349.64
EFT0002027	KING0028	KINGS TOWN CLEANERS	2/25/2013	1,926.65
EFT0002028	LABO0001	L.A. BOB'S CARRY OUT AND CATER	2/25/2013	538.15
EFT0002029	LEVA0001	LEVAC SUPPLY LTD	2/25/2013	81.36
EFT0002030	LEVA0002	LEVAC PROPANE INC.	2/25/2013	46.04
EFT0002031	MAGN0001	AQUALIBRIUM WATER TECHNOLOG	2/25/2013	437.52
EFT0002032	MARI0001	MARILYN'S CLEANING SERVICES	2/25/2013	150
EFT0002033	MICR0001	MICROAGE KINGSTON	2/25/2013	9,692.41
EFT0002034	OPSE0001	OPSEU LOCAL 462	2/25/2013	12,611.77
EFT0002035	PATR0001	PAT ROGERS TOWING SERVICE	2/25/2013	364.43
EFT0002036	QUAL0001	QUALITY LIFE SERVICES INC.	2/25/2013	2,900.74
EFT0002037	RECO0001	METROLAND MEDIA GROUP	2/25/2013	330.92

County of Frontenac
 Transaction Register Report
 February 13, 2013 - March 12, 2013

Cheque/Transaction/ Confirmation Num	Vendor ID	Vendor Name	Cheque Date	Amount
EFT0002038	ROWL0002	ROWLAND EMERGENCY VEHICLE P	2/25/2013	273.64
EFT0002039	SAMC0001	SAM CHEMICAL SPECIALITIES	2/25/2013	3,270.22
EFT0002040	SCOT0001	SCOTT INDUSTRIAL SERVICES	2/25/2013	1,225.56
EFT0002041	SECR0001	CUPE NATIONAL	2/25/2013	7,620.51
EFT0002042	SHEL0001	SHELDON'S PROPERTY MAINTENAN	2/25/2013	622.91
EFT0002043	TOWN0002	TOWNSHIP OF FRONTENAC ISLANC	2/25/2013	24,373.29
EFT0002044	TRIM0001	TRIM-LINE OF SOUTH EASTERN ON	2/25/2013	146.9
EFT0002045	VERS0001	VERSUS BUSINESS FORMS AND LA	2/25/2013	322.27
EFT0002046	WECA0001	WE CARE HEALTH SERVICES LP	2/25/2013	270
EFT0002047	WRBR0001	W.R. BRIGHTMAN & SON LTD	2/25/2013	720.94
EFT0002048	4OFF0001	4 OFFICE AUTOMATION LIMITED	2/25/2013	10,913.77
EFT0002049	THYE0001	THYESSEN KRUPP ELEVATOR	2/25/2013	954.25
EFT0002050	HOTE0001	HOTEL DIEU HOSPITAL	3/1/2013	2,570.87
EFT0002051	GEMM0001	GEMMILL,DAVE	3/1/2013	2,636.66
EFT0002052	DACO0001	KINGSTOWN INVESTMENTS INC	3/1/2013	4,279.88
EFT0002053	QUIN0002	QUINTE CRANE RENTALS INCORPC	3/1/2013	4,859.00
EFT0002054	LEVA0002	LEVAC PROPANE INC.	3/1/2013	1,697.70
EFT0002055	BENS0001	BENSON TRUCK & TRAILER	3/1/2013	21,972.58
EFT0002056	4OFF0001	4 OFFICE AUTOMATION LIMITED	3/4/2013	416.97
EFT0002057	ACKL0001	ACKLANDS GRAINGER INC.	3/4/2013	387.82
EFT0002058	AIRL0001	AIR LIQUIDE CANADA INC.	3/4/2013	25.22
EFT0002059	ALEX0001	ALEX MCCOY PLUMBING AND HEAT	3/4/2013	1,449.24
EFT0002060	ALLI0002	ALLIED MEDICAL	3/4/2013	4,632.67
EFT0002061	ANDE0001	KYLE ANDREWS	3/4/2013	904
EFT0002062	ANYT0001	ANYTHING ELECTRIC	3/4/2013	401.94
EFT0002063	ARJO0001	ARJO HUNTLEIGH CANADA	3/4/2013	179.67
EFT0002064	BAGO0001	DR ANNE GASKIN	3/4/2013	1,066.67
EFT0002065	BEEH0001	BEEHLER BROS. ELECTRICAL	3/4/2013	299.45
EFT0002066	BENS0001	BENSON TRUCK & TRAILER	3/4/2013	16,351.03
EFT0002067	BOCC0001	LINDE CANADA	3/4/2013	2,393.34
EFT0002068	CADU0001	CADUCEON ENVIRONMENTAL LABC	3/4/2013	209.91
EFT0002069	CANA0008	CANADIAN TIRE	3/4/2013	80.13
EFT0002070	CANA0037	WASTE MANAGEMENT	3/4/2013	467.94
EFT0002071	CANA0041	CANADIAN LINEN AND UNIFORM SE	3/4/2013	714.48
EFT0002072	CARE0002	CARE STREAM MEDICAL LTD.	3/4/2013	2,109.51
EFT0002073	CENT0004	CENTENNIAL ENGRAVERS AND TRC	3/4/2013	20
EFT0002074	CHOQ0001	CHOQUETTE CKS	3/4/2013	498.9
EFT0002075	COLL0001	COLLINS	3/4/2013	1,154.05
EFT0002076	CRES0001	CRESTLINE COACH LTD.	3/4/2013	79.12
EFT0002077	DIAM0002	DIAMOND MUNICIPAL SOLUTIONS II	3/4/2013	2,027.03
EFT0002078	ECOL0001	ECOLAB	3/4/2013	540.51
EFT0002079	EDWA0001	EDWARDS FORD SALES (KINGSTON	3/4/2013	1,407.31
EFT0002080	ESFO0002	E.S.FOX LIMITED	3/4/2013	5,446.24
EFT0002081	FAMI0001	K3C COMMUNITY COUNSELLING CE	3/4/2013	2,975.85
EFT0002082	FOUR0001	FOUR POINTS BY SHERATON HOTE	3/4/2013	3,054.45
EFT0002083	FUTU0001	CARDINAL HEALTH CANADA INC.	3/4/2013	1,879.51
EFT0002084	HEAL0003	HEALTH SUPPORTS & FITTING SER	3/4/2013	568
EFT0002085	HICK0001	HICKS MORLEY HAMILTON STEWAF	3/4/2013	316.4

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Cheque/Transaction/ Confirmation Num	Vendor ID	Vendor Name	Cheque Date	Amount
EFT0002086	HOLL0003	HOLLYWOOD, JOAN	3/4/2013	64.32
EFT0002087	HOTE0002	HOME CARDIOGRAPIC INC	3/4/2013	15
EFT0002088	ICIP0001	DULUX PAINTS	3/4/2013	138.29
EFT0002089	INTE0001	INTEGRATED COMMUNICATION SOI	3/4/2013	296.63
EFT0002090	KENS0002	1557145 ONTARIO LTD.	3/4/2013	855.98
EFT0002091	KING0005	KINGSTON GENERAL HOSPITAL	3/4/2013	28,856.25
EFT0002092	KING0012	KINGSTON FRONTENAC PUBLIC LIE	3/4/2013	60,248.21
EFT0002093	KING0029	KINGSTON OXYGEN	3/4/2013	57
EFT0002094	KING0047	KINGSTON INJURY MANAGEMENT C	3/4/2013	1,346.00
EFT0002095	LABO0001	L.A. BOB'S CARRY OUT AND CATER	3/4/2013	152.55
EFT0002096	LEVA0002	LEVAC PROPANE INC.	3/4/2013	1,148.27
EFT0002097	MACL0002	MACLELLAN WATER TECHNOLOGY	3/4/2013	227.36
EFT0002098	MAGN0002	MAGNACHARGE	3/4/2013	30.82
EFT0002099	MANR0001	MANREX LTD. MEDICATION	3/4/2013	2,894.38
EFT0002100	MDSL0001	LIFELABS LP	3/4/2013	805
EFT0002101	MEDI0001	MEDICAL MART	3/4/2013	236.08
EFT0002102	PHYS0001	PHYSIO-CONTROL CANADA SALES	3/4/2013	4,801.50
EFT0002103	QUAL0001	QUALITY LIFE SERVICES INC.	3/4/2013	4,548.11
EFT0002104	RENT0001	RENTOKIL PEST CONTROL CANADA	3/4/2013	637.32
EFT0002105	RIVE0001	RIVETT ARCHITECTURAL HARDWAR	3/4/2013	705.14
EFT0002106	SERV0001	SERVE PRO - KINGSTON	3/4/2013	1,869.20
EFT0002107	SHEL0001	SHELDON'S PROPERTY MAINTENAN	3/4/2013	622.91
EFT0002108	SHOP0002	SHOPPERS DRUG MART	3/4/2013	4,057.98
EFT0002109	SILV0003	SILVERT'S STORE	3/4/2013	460.62
EFT0002110	STJO0001	ST. JOHN AMBULANCE	3/4/2013	151
EFT0002111	SWIS0001	SWISH MAINTENANCE LTD	3/4/2013	1,676.10
EFT0002112	TERR0001	TERRY'S PLOWING AND LAWNCARE	3/4/2013	3,039.70
EFT0002113	THOM0006	THOMPSON ELECTRIC	3/4/2013	305.5
EFT0002114	THYE0001	THYESSEN KRUPP ELEVATOR	3/4/2013	1,423.79
EFT0002115	TROP0002	SPECIALTY TROPHIES	3/4/2013	7.06
EFT0002116	UPPE0001	UPPER CANADA OFFICE SYSTEMS	3/4/2013	810.21
EFT0002117	WECA0001	WE CARE HEALTH SERVICES LP	3/4/2013	300
EFT0002118	WORD0001	REBECCA WORDEN	3/4/2013	360
EFT0002119	WRBR0001	W.R. BRIGHTMAN & SON LTD	3/4/2013	240.13
EFT0002120	XPLO0001	XPLORNET COMMUNICATIONS INC.	3/4/2013	84.73
EFT0002121	ULIN0001	ULINE	3/4/2013	219.96
H3U8Y4	WORK0002	WORKPLACE SAFETY AND INSURAI	2/22/2013	50,000.00
H3Y7Y5	INFO0001	INFOSAT TELECOMMUNICATIONS	2/22/2013	141.86
H3Y7Y6	HYDR0001	HYDRO ONE	2/26/2013	6.06
H3Y7Y7	HYDR0001	HYDRO ONE	2/25/2013	333.92
IJ102	TDVI0013	VISA (1891) CHRIS MCBAIN	2/21/2013	137
IJ104	TDVI0024	TD VISA (3154) DAVID MILLARD	2/26/2013	467.59
IJ121	TDVI0020	TD VISA (3220) ANGELIQUE TAMBL	2/26/2013	1,309.05
IJ123	TDVI0023	TD VISA (3238) MARY LAKE	2/26/2013	68.75
IJ130	TDVI0022	TD VISA (3253) JENNIFER DAWSON	2/21/2013	13.51
J4L5H5	UTIL0001	UTILITIES KINGSTON	2/26/2013	137.44
J4L5H6	UTIL0001	UTILITIES KINGSTON	2/26/2013	107.7
J4L5H9	CULL0002	CULLIGAN WATER CONDITIONING	2/26/2013	106.75

**County of Frontenac
Transaction Register Report
February 13, 2013 - March 12, 2013**

Cheque/Transaction/ Confirmation Num	Vendor ID	Vendor Name	Cheque Date	Amount
J4L5J2	CULL0002	CULLIGAN WATER CONDITIONING	2/26/2013	135.75
J4L5J3	CULL0002	CULLIGAN WATER CONDITIONING	2/26/2013	88
J4L5J4	CULL0002	CULLIGAN WATER CONDITIONING	2/26/2013	48.25
J4L5J5	CULL0002	CULLIGAN WATER CONDITIONING	2/26/2013	79.25
J4L5J6	CULL0002	CULLIGAN WATER CONDITIONING	2/26/2013	22
K2A5K4	KING0008	KINGSTON ONLINE SERVICES	2/28/2013	84.69
K2A5K5	BELL0002	BELL MOBILITY	2/28/2013	2,396.29
Y4R7Q8	UNIO0001	UNION GAS	2/20/2013	728.79
Y4R7R9	TELU0001	TELUS MOBILITY	2/19/2013	109.5
Y4R7U2	STAR0001	SHAW DIRECT	2/19/2013	280.93
Y4R7U3	NORT0004	NORTH FRONTENAC TELEPHONE C	2/20/2013	319.65
Y4R7U6	WTCC0001	WTC COMMUNICATIONS	2/20/2013	298.95
Z5A5Q4	PREF0001	PREFERRED ONE INC.	2/15/2013	1,304.95

Total Transactions: 258

Total Amount of Transactions: 1,233,207.05

Void Transactions: 37394, 37432, 37433



POSTED CHEQUE LISTING

PAYROLL

FOR THE PERIOD OF: February 13, 2013 - March 12, 2013 (inclusive)

PAYROLL DATE

PP#4	January 28, 2013 - February 10, 2013	Canadian Payroll	\$	260,265.41
PP#4	February 4, 2013 - February 17, 2013	Canadian Payroll	\$	160,921.81
PP#5	February 11, 2013 - February 24, 2013	Canadian Payroll	\$	268,944.26
SP	Special Pay - February 28, 2013	Canadian Payroll	\$	3,787.43
SP	Special Pay - March 6, 2013	Canadian Payroll	\$	262.14
PP#5	February 18, 2013 - March 3, 2013	Canadian Payroll	\$	165,438.95
SP	Special Pay - March 7, 2013	Canadian Payroll	\$	780.32
SP	Special Pay - March 7, 2013	Canadian Payroll	\$	5,531.35

PAYROLL TOTAL: \$ 865,931.67

TOTAL: \$ 865,931.67

COMMITTEE OF THE WHOLE

- Some councils employ the device of the "Committee of the Whole" or general committee, also referred to as "the committee of the whole council".
- Under this system, there are fewer or no standing committees; instead council meets as a whole, in committee, with one of the members other than the head, assuming the chair.
- All councillors thereby have the opportunity to discuss issues collectively in a less formal setting.
- Discussions are facilitated and delegation is handled more informally.
- Procedural restrictions on debate are relaxed. Members may speak more than once.
- The number of meetings for each member is reduced.
- The committee in effect makes a recommendation to itself, which is then forwarded for public debate and final decision to a meeting of the council.
- Meetings of the committee of the whole, which were at one time often held in camera, are now subject to the same requirements applicable to the council and its other committees, to hold meetings in public except where specifically authorized by statute to do otherwise.
- Such meetings are also required to be open to the public during the taking of a vote, except for procedural matters and directions to staff. Minutes of proceedings are required to be kept.
- While the committee of the whole may adopt recommendations in principle, they are not considered a final decision of the council until it has been adopted ("ratified", as it is sometimes called) at a meeting of the council regularly called, as required under the applicable procedural by-law. Typically

the committee of the whole is required to report its recommendations to the council.

- Only the council, not a committee, has the power to enact a by-law, which must be done at a public meeting. (MA, ss. 5(3), 239(1) and (5), 244)
- **"A Committee of the Whole House consists, as its name implies, of all the members of the house. It is, in fact, the house itself in a less formal guise, presided over by a chairman instead of by the speaker and conducting its business according to more flexible rules of procedure. A member may speak more than once to the same question, consequently informal exchanges may take place."** (Erskine May's Parliamentary Practice, 17th Edition, quoted in *Jaco v. Vancouver*, 1981)
- Typically, at council, the member chairing a meeting is precluded from speaking, asking questions or making motions concerning a matter under debate while remaining in the Chair. In such cases, the head or other presiding member will physically step out of the chair, assume a seat at the horseshoe or table, while another member stands in to preside. However, this rule is not usually followed in Committee of the Whole or other meetings of committees.
- In a court case in which a council decision was challenged on the basis that the council was required to hold a public hearing, but the hearing had been held by its committee of the whole instead, compliance with the requirement was held to have been achieved. The council did indeed meet in a special meeting, by which it held a public hearing. **"The fact that it resolved itself into a Committee of the Whole was a procedural device used to permit wider discussion by members of the council, its officials and the general public, of the . . . proposal. To paraphrase the quotation from Erskine May's Parliamentary Practice — it was, in fact, the council itself in a less formal guise — holding the public meeting?"** (*Jaco v. Vancouver (City)*, 1981 (B.C.S.C.))



**Minutes of the 150th Anniversary Planning Advisory Committee Meeting
February 21, 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 Thursday, February 21, 2013 at 2:00 p.m.

In attendance:

- Marcel Giroux, Chair
- Councillor Gary Davison
- Jim Vanden Hoek
- Barbara Sproule
- Warden Janet Gutowski, Ex-Officio

Regrets:

- Phil Leonard

Staff:

- Jannette Amini, Deputy Clerk, Recording Secretary
- Alison Vandervelde, Communications Officer
- Angelique Tamblyn, Executive Assistant

1. Call to order

The Chair called the meeting to order at 2:05 p.m.

2. Adoption of the agenda

The Agenda was adopted as circulated.

3. Disclosure of pecuniary interest and general nature thereof

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

4. Adoption of minutes

Moved By: Warden Gutowski
Seconded By: Councillor Davison

RESOLVED THAT the minutes of the 150th Anniversary Planning Advisory Committee meeting held December 12, 2012 be adopted as circulated.

CARRIED

5. Deputations and/or presentations

Mr. Craig Bakay and his son Jonathon addressed the 150th Anniversary Planning Advisory Committee on a proposal to produce a video documentary on the local band Bauder Road. He noted the various festivals that take place in the rural area such as the Blue Skies Festival and the Canadian Guitar Festival that see guests coming from as far away as Europe and he feels that as a tourism area, reference should be made to these festivals. He is proposing that he and his son produce a music documentary DVD that features Bauder Road and these local music festivals that could be used as a tourism marketing tool. He would provide the County with 300 DVDs. All rights would be transferred to the County, with the exception of film festival rights and any prizes awarded through such festivals.

To questions of cost, Mr. Bakay advised that this project would require a \$15,000 budget. If he were to approach the Blue Skies Festival and the Wolfe Island Music Festival a second time, he could entice them to participate in the project by offering to pay for the band's fee, and additional \$5,000. He is hoping that the costs could be covered under Provincial Tourism funding. A short vignette of the video could also be provided.

The Committee felt that a CD compilation of various music created in the Frontenacs might be more fitting for the 150th Anniversary celebration. The Committee will review Mr. Bakay's proposal and defer its decision to a future meeting. Mr. Bakay would need to know the Committees decision by June at the latest for this to be produced in 2013 or by January 1, 2014 for this to be produced in 2014.

It was suggested that a music documentary might be too one dimensional and it might be more appropriated to have a DVD that showcases the communities, the businesses and the tourism opportunities of Frontenac County and feature a music segment. This type of investment would need to boast an economic benefit for the County.

6. 150th Anniversary Advisory Committee (AAC) Work Plan

2013-045

150th Anniversary Planning Advisory Committee 2013 Work Plan Update

Moved By: Mr. Vanden Hoek

Seconded By: Ms. Sproule

THAT the 150th Anniversary Planning Advisory Committee accept this 2013 Work Plan Update report for information.

CARRIED

With respect to the Community Survey, Ms. Vandervelde advised that this would be an online survey promoted through media releases. Hard copies could also be available at events. The Committee felt that the survey questions should be more specific than what has been presented including the option of multiple choice questions to ensure that responses are more realistic. Warden Gutowski will work with Ms. Vandervelde in developing the survey questions.

↑ACTION ITEM – A. VANDERVELDE

Mr. Vanden Hoek will speak with the Wolfe Island Plowmen's Association to see if they would like to incorporate their 2013 Plowing Match into the 2015 Central County event.

↑ACTION ITEM – J. VANDEN HOEK

With respect to upcoming community events, Mr. Giroux and Ms. Sproule will attend the Saturday, April 27th Ompah Volunteer Firefighters Association Ride for Dad North Frontenac ATV Run. Members will attend their own Township Canada Day celebrations. More planning around logistics will be required closer to July.

Councillor Davison will speak to the Verona Lions regarding the committee's attendance at the 62nd Verona Lions Jamboree. Ms. Vandervelde has advised that she has contacted the Board for the Blue Skies Festival about the committee attending this year's event and the committee will be meeting later this week.

With respect to the Wolfe Island Music Festival, it was noted that 99% of attendees are not residents of Wolfe Island and are not interested in Frontenac County. It was suggested that the Wolfe Island Plowing Match and the annual family baseball tournament would be better community events to attend in Frontenac Islands. It was suggested that when staff prepare the PowerPoint presentation for Committee member presentations at Township Councils, it should include asking Council members for suggestions of community events to attend in each Township.

↑ACTION ITEM – A. VANDERVELDE

The expectation of members at these events is to create awareness and promote the 150th Anniversary of Frontenac County, the Anniversary and the 2015 central event.

Ms. Vandervelde displayed the promotional materials available for community events. Of the \$3,000 budget approved, \$2,000 has been spent to date. Staff was asked to investigate the cost of purchasing lightweight vests that members would wear to community events in order to clearly associate them with the 150th. The Committee felt that purple and perhaps white would make the vests eye-catching.

↑ACTION ITEM – A. VANDERVELDE

The Committee discussed the idea put forward by a community member regarding family trees and it was noted that the County could take advantage of working with the Library Board who will be conducting genealogy workshops in June.

The Committee decided that this topic could be included in the Community Survey. The Committee also discussed the possibility of a contest – anyone in Frontenac County who can trace their family tree pre-dated to 1865 could gain free admission to the 150th Anniversary heritage ball. This project would need to be self-motivated and the County could offer to showcase the top 10 submissions. The Committee also discussed the idea of offering a compilation of all submissions to all entrants. Staff will advise the community member that the Committee is receptive to the idea and that staff will be doing some additional research on the possibility of this suggestion.

↑ACTION ITEM – A. VANDERVELDE

The Committee would like to see a heritage costume ball fit into the central event.

Presentations to Township Councils

- Frontenac Islands** Monday, May 13 6:30 p.m. Wolfe Island Town Hall
 - Councillor Davison, Mr. Leonard and Mr. Vanden Hoek
- South Frontenac** Tuesday, May 14 7:00 p.m. Township Office
 - Mr. Leonard and Mr. Vanden Hoek
- Central Frontenac** Tuesday, May 28 6:30 p.m. Soldiers Memorial Hall
 - Mr. Giroux
- North Frontenac** Tuesday, May 21 9:00 a.m. Clar-Mill Fire Hall
 - Warden Gutowski and Mr. Giroux

Ms. Vandervelde will prepare a draft presentation for the Committee's next meeting. The Committee will have a chance to offer comments and revisions at that time. All members will use the same presentation when presenting to Township Councils. Ms. Vandervelde has also created a partnership agreement (Exhibit D of the agenda) and Committee members will use the Township presentation as an opportunity to ask that each of the Townships become partners.

With respect to the meeting with Mr. Jim Garrard of the Macdonald Bicentennial Commission, Ms. Vandervelde highlighted three items of note from the conversation:

1. She advised that the Commission is willing to provide a letter of support, which could help if the County is considering applying for funding for the 150th event.
2. The idea of a museum style exhibit that could travel around the library branches in the County throughout 2015 was suggested. The Committee felt that, given the value of some of these artefacts, consideration would need to be given to security and ownership. The Committee supported the preliminary idea and staff was asked to determine a list of potential venues and a schedule for rotation and report back at the next meeting.

↑ACTION ITEM – A. VANDERVELDE

3. Mr. Garrard seemed quite interested in the possibility of collaborating on an event that incorporates the re-enacting of carrying Sir. John. A Macdonald through the County aboard the K&P Railway.

With respect to the Kingston Frontenac Public Library, it was suggested that a link be added to the County website encouraging people to visit the Library's Story Me Blog. The Committee would also like to see a partnership with local schools to get students to interview locals as part of an assignment or volunteer hours. Councillor Davison will contact Brenda Hunter, Director of Education, at the Limestone District School Board to start the dialogue.

↑ACTION ITEM – COUNCILLOR DAVISON

With regards to the Barley Days Brewery, the Committee questioned if this should be done through a more local brewery. Staff will investigate more local breweries and report back to the Committee.

↑ACTION ITEM – A. TAMBLYN

Regarding the request for partnering with the Ompah Volunteer Firefighters Association Ride for Dad North Frontenac ATV Run, it was noted that if Committee members attend this event it is just information dissemination at this point; however a partnership could be possible in the future, but there needs to be a defined relationship in order to have partnership agreement.

The Committee supported the proposed Partnership Agreement and discussed approaching the business community for financial support which will be a discussion point at a future date.

Moved by: Ms. Sproule
Seconded by: Councillor Davison

BE IT RESOLVED THAT the Council of the County of Frontenac approve the Partnership Agreement noted as Exhibit D to the February 21st, 2013 150th Anniversary Planning Advisory Committee agenda.

CARRIED

Regarding a Legacy Project, it was suggested that an enhancement could be made to a local park. Members will bring back a list of possibilities to the next meeting. The Historical Society would be the best party to lead a legacy project. More discussion at a future meeting is necessary to determine next steps on this item.

Councillor Davison will contact Mr. John Able, the Deputy Mayor of the Town of Aurora and bring back information on the Town's 2013 150th celebration including costs and expectations.

↑ACTION ITEM – COUNCILLOR DAVISON

7. Communications

**Communication received from the Howe Island Historical Society
Upcoming Event - Howe Island Winter Tales from the Last Century**

This Communication was brought to the Committees attention as it is being requested that a representative attend. Councillor Davison will attempt to attend this event.

↑ACTION ITEM – COUNCILLOR DAVISON

8. Other business

9. Next meeting date

The next 150th Anniversary Planning Advisory Committee meeting is scheduled for Wednesday, April 24, 2013 at 10:00 a.m. at the County Administration Building.

10 Adjournment

The meeting adjourned at 4:21 p.m.



COMMITTEE REPORT

To: Warden and Council Members of the County of Frontenac

From: Jannette Amini
Deputy Clerk

Date prepared: March 1, 2013

Date of meeting: March 20, 2013

Re: **150th Anniversary Planning Advisory Committee
– Recommendations to Council**

Recommendation

- a) BE IT RESOLVED THAT the Council of the County of Frontenac approve the Partnership Agreement noted as Exhibit 'D' to Report 2013-045, 150th Anniversary Planning Advisory Committee – 2013 Work Plan Update on the February 21st, 2013 150th Anniversary Planning Advisory Committee agenda.

A copy of the Partnership Agreement was attached to the February 21, 2013 150th Anniversary Planning Advisory Committee agenda and can be viewed at <https://frontenac.civicweb.net/Documents/DocumentList.aspx?ID=29200>



**Joint Accessibility Advisory Committee Meeting Minutes
February 22, 2013**

A meeting of the Frontenac Joint Accessibility Advisory Committee (FAAC) was held at the Sydenham Public Library on Friday, February 22, 2013 at 1:00 p.m.

Present: Neil Allen, Township of South Frontenac Representative - Chair
John McDougall, County Council Representative
Gary Davison, County Council Representative
Jannette Amini, County of Frontenac

Regrets: Francine Arsenault, Community at Large Representative - Vice-Chair
Danka Brewer, Township of Central Frontenac Representative

1. Call to order

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

2. Adoption of the agenda

Moved By: Councillor McDougall
Seconded By: Councillor Davison

RESOLVED THAT the agenda for the February 22, 2013 meeting of the Joint Accessibility Advisory Committee be adopted as circulated.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

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

4. Adoption of minutes

Moved By: Councillor Davison
Seconded By: Councillor McDougall

RESOLVED THAT the minutes of the Joint Accessibility Advisory Committee meeting held November 26, 2012 be adopted as circulated.

CARRIED

5. Deputations and/or presentations

There were none.

6. Accessibility Advisory Committee Work Plan

**2013-042
2012/2013 Joint Annual Accessibility Plan Update**

Moved By: Councillor McDougall
Seconded By: Councillor Davison

RESOLVED THAT the Joint Accessibility Advisory Committee receive the 2012/2013 Joint Annual Accessibility Plan Update report for information purposes only.

CARRIED

Ms. Amini provided an overview of the report. It was requested that the specific accessibility requirements within the County Procurement Policy which is yet to be passed by County Council be provided to members of Council.

Ms. Amini was unable to comment on updates by the Townships and if was felt that perhaps representatives from the 4 Townships be invited to participate at these meetings.

**2013-043
Legislative Accessibility Updates**

Moved By: Councillor Davison
Seconded By: Councillor McDougall

RESOLVED THAT the Joint Accessibility Advisory Committee receive the *Legislative Accessibility Updates* report for information;

AND FURTHER THAT members of the Joint Accessibility Advisory Committee forward their comments to staff on the Building Code Consultation Paper by March 4, 2013 for inclusion with the County of Frontenac's comments to the Ministry of Municipal Affairs and Housing.

CARRIED

Ms. Amini provided an overview of the report and noted that the County had submitted comments last year on the new Accessibility Standards for the Design of Public Spaces which the report advises has now become law. With respect to the Consultation Paper on the Ontario Building Code, Ms. Amini noted that the County Accessibility Staff Committee will be meeting on Monday to review the Consultation Paper with the intent of submitting comments to the Ministry and is requesting that if Committee members have comments on the Paper, to forward them to her for inclusion with the County's submission.

**Discussion on the possibility of creating an Accessibility Award
(Mr. Neil Allen, Chair, will lead this discussion)**

The Committee reviewed the awards programs of the City of Brockville and the City of Kingston which appear similar in nature with the intent of bringing awareness to

accessibility. The Committee agreed that it would like to proceed with establishing some form of awards program; however additional research would be needed on how it would like to proceed. A key difference within the 2 municipal programs currently being considered are that one AAC Committee chooses the recipient and one goes through a community nominations process. The Committee felt that a public nominations process would be more transparent as well as make the award more meaningful given that the recipient is being chosen by the community.

Mr. Allen, Councillor McDougall and Ms. Amini will proceed in doing additional research with the intent of bringing forward a report at the next meeting.

Through discussions regarding where such an award might be displayed, it was brought to staff's attention that the County Administrative Building is not very inviting to the public and it was suggested that the various aspects of the County such as ETS and Fairmount Home could be displayed as one enters the building.

The Committee asked how best to inform the community about accessibility to which Ms. Amini noted that the County of Frontenac produces a monthly newsletter and she will request that an accessibility section be added.

7. Other business

8. Next meeting date

9. Adjournment

The meeting adjourned at 3:05 p.m.



**Finance Advisory Committee Meeting Minutes
March 11, 2013**

A meeting of the Frontenac Finance Advisory Committee was held at the County Administrative Office, 2069 Battersea Road, Glenburnie, on Monday, March 11, 2013 at 10:00 a.m.

Present: Deputy Warden Clayton, Chair; Councillor Jones, Vice Chair; and Councillor McDougall, Warden Gutowski, Ex-Officio

Others: Councillor Purdon

Staff: Liz Savill, CAO/Clerk; Marian VanBruinessen, Treasurer; Paul Charbonneau, Director of Emergency & Transportation Services; Julie Shillington, Administrator of Fairmount; Jannette Amini, Deputy Clerk (Recording Secretary); Kieran Williams, Municipal Intern

1. Call to order

Deputy Warden Clayton called the meeting to order at 10:05 a.m.

2. Adoption of the agenda

Moved By: Councillor Jones

Seconded By: Councillor McDougall

RESOLVED THAT the agenda for the March 11, 2013 meeting of the Finance Advisory Committee be amended to hear *Report 2013-054, Information Services – Council Computer Replacement Options* as the first item of business and as amended be confirmed.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

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

4. Adoption of minutes

Moved By: Warden Gutowski

Seconded By: Councillor Jones

RESOLVED THAT the minutes of the regular meeting of the Finance Advisory Committee held January 7 & 8, 2013 and the Minutes of Meeting held January 16, 2013 be adopted as circulated.

CARRIED

5. Deputations and/or presentations

There were none.

6. Report Referred from Council

2013-005

Financial Services – Amendments to County Procurement Policy

(This report was referred from the January 16, 2013 County Council Meeting)

Moved By: Councillor McDougall

Seconded By: Councillor Jones

BE IT RESOLVED THAT the Council of the County of Frontenac accept the *Financial Services – Amendments to County Procurement Policy* report;

AND FURTHER THAT the Council of the County of Frontenac adopt a By-law, being a by-law to adopt a policy to govern the procurement of goods and services by the County of Frontenac including the amendments recommended by the Finance Advisory Committee as follows:

THAT a clause be added to Appendix D:

“Where a sealed bid is required in the bid documents and the document is not sealed it becomes an automatic rejection.”

THAT a clause to added to Appendix B:

“Any project not addressed in the budget will go to County Council for approval.”

THAT staff seeks further legal input on Section 7.1

CARRIED

Ms. VanBruinessen provided the Committee with a copy of the comments received from Councillor Purdon.

Mr. Williams provided the Committee with an overview of the report and the proposed amendments, noting that the Procurement Policy has not been updated since 2010.

Mr. Williams directed the Committee to the three further major changes in the proposed policy, the first being the change in thresholds. He advised on the importance of ensuring that the County's thresholds support a competitive process, noting the time involved for businesses to prepare and submit bids for contracts and many will not respond to an RFQ if the cost/benefit is not clear.

The second primary change is the creation of a definition of No Cost Procurement. Staff advised the Committee that they are looking at the opportunity put out RFPs for no cost items as the current Procurement Policy is silent on this. The Procurement policy addresses the process to be undertaken when embarking on a no cost procurement. The terms of reference for any of these types of procurement would be clearly laid out in the RFP for such services.

Mr. Williams noted the third major change is with respect to accessibility, which was to have been in place by January 1, 2013.

Councillor Purdon spoke to his submission, specifically around the absence of the requirement for sealed documents to which staff advised that not all bids are required to be sealed and the intention was to allow the bid documents to be either one or the other. In some circumstances, a 2 envelop system is used with the first envelope containing the proposal (not sealed) and the second envelope containing the bid (sealed). Staff also noted that there is increasing pressure for the County to receive bids via email which it will do; however the onus is on the contractor to confirm that the email has been received.

Staff was directed to include the other housekeeping issues as identified in Councillor Purdon's submission.

The Committee expressed concerns with respect to Section 7.1, feeling it appears to be quite broad and would permit staff to deem any project unmanageable to avoid following this policy. Staff advised that this section was on the advice of the County Solicitor and provided some examples of what might be deemed unmanageable; however staff will seek further legal input on this section.

Staff provided some examples of sole source procurement such as the purchase of ambulances which is done for consistency for the paramedics. If it is specialized equipment and the equipment requires additions, the same contractor would be called in. The County's legal firms are periodically reviewed, rates discussed and compared and changes have been made over the last 10 years. Expertise is critical for land related issues and labour relations.

Staff advised the Committee that "past performance" has been removed from the Procurement Policy as this cannot be used as a criteria given it does not provide a level playing field; however staff does use references which are required in the bidding process.

Based on comments received, staff will ensure that all housekeeping issues are addressed and implemented in the policy.

7. Business

2013-054

Information Services – Council Computer Replacement Options

Moved By: Warden Gutowski

Seconded By: Councillor Jones

RESOLVED THAT County Council direct the Treasurer to add \$4,800 to the 2013 County Council budget to facilitate the purchase of replacement laptop computers or provision of a computer allowance for Council members;

AND FURTHER THAT members of Council be provided with the choice of Option 1 or Option 2 as noted in Report 2013-054, Information Services – Council Computer Replacement Options for the purchase of a laptop;

AND FURTHER THAT should members of Council chose option 2, an allowance of \$600 will be provided.

CARRIED

The Committee discussed both Options 1 2 and felt that members should be provided the choice of either having the County purchase the hardware for them or purchase the hardware individually. Members use their laptops in many ways when carrying out their duties as a member of Council and it becomes difficult when they are not the administrator and are unable to add programs. Either option has the same budget impact; however if members were to chose option 2, the allowance would become a taxable benefit. The Committee recognized that some of the townships already provide a computer allowance to its members of Council; however the Committee felt that this additional allowance would be required for the purchase of software.

The Committee discussed the possibility of returning to a paper format; however it was noted the huge cost associated with this including the cost of paper and delivery.

**Discussion on the Organizational Study
Terms of Reference for Consultant Services**

Ms. Savill discussed the draft Organizational Study Terms of Reference with the Committee and will forward the document to Councillors Doyle and Davison for their review and comments. She noted the document includes a review of both obligatory and discretionary activities. The Committee felt that a service review is necessary to provide the basis for the organizational study so it is clear what services are to be provided before a determination of staff required to provide those services is undertaken. Staff will ensure it is clear that this is both a service review and an organizational review.

The Committee talked about reserves and reserve funds and the need for long term financial planning. It also talked about sustainable planning including a long term transportation strategy and a long term economic development strategy and felt that a services review would also determine the County's long term vision.

8. Other business - Nil

9. Next meeting date

The next Finance Advisory Committee meeting will be held at the call of the Chair.

10. Adjournment

The meeting adjourned at 12:33 p.m.



COMMITTEE REPORT

To: Warden and Council Members of the County of Frontenac
From: Jannette Amini
Deputy Clerk
Date prepared: March 11, 2013
Date of meeting: March 20, 2013

Re: Finance Advisory Committee – Report to Council

Recommendation

- a) **2013-005**
Financial Services – Amendments to County Procurement Policy
(This report was referred from the January 16, 2013 County Council Meeting)

BE IT RESOLVED THAT the Council of the County of Frontenac accept the *Financial Services – Amendments to County Procurement Policy* report;

AND FURTHER THAT the Council of the County of Frontenac adopt a By-law, being a by-law to adopt a policy to govern the procurement of goods and services by the County of Frontenac including the amendments recommended by the Finance Advisory Committee as follows:

THAT a clause be added to Appendix D:

“Where a sealed bid is required in the bid documents and the document is not sealed it becomes an automatic rejection.”

THAT a clause to added to Appendix B:

“Any project not addressed in the budget will go to County Council for approval.”

THAT staff seeks further legal input on Section 7.1

A copy of Report 2013-005, *Financial Services – Amendments to County Procurement Policy* was attached to the March 11th Finance Advisory Committee agenda and may be viewed at <https://frontenac.civicweb.net/Documents/DocumentList.aspx?ID=31812>

b) **2013-054**
Information Services – Council Computer Replacement Options

RESOLVED THAT County Council direct the Treasurer to add \$4,800 to the 2013 County Council budget to facilitate the purchases of replacement laptop computers;

AND FURTHER THAT members of Council be provided with the choice of Option 1 or Option 2 as noted in Report 2013-054, *Information Services – Council Computer Replacement Options* for the purchase of a laptop;

AND FURTHER THAT should members of Council chose option 2, an allowance of \$600 will be provided.

BY-LAW NO. 2013-0008

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to amend By-law No. 2011-0020 (to establish a Trails Advisory Committee)

WHEREAS the Council of the County of Frontenac adopted By-law No. 2011-0020 on May 18, 2011, being a by-law to establish a Trails Advisory Committee);

AND WHEREAS the Council of the County of Frontenac passed a resolution at its meeting held February 20, 2013 appointing Councillor Gary Davison to the Trails Advisory Committee;

AND WHEREAS Council of the County of deems it expedient to amend By-law No. 2011-0020;

NOW THEREFORE the Council of the County of Frontenac hereby enacts as follows:

1. THAT Section 1. ESTABLISHMENT OF COMMITTEE (i) be deleted in its entirety and replaced with:

1. ESTABLISHMENT OF THE COMMITTEE

(i) The County of Frontenac TAC shall be comprised of eight (8) members appointed by County Council as follows:

- Three (3) members of County Council;
- Two (2) Adjacent Landowners;
- Two (2) Representatives from Major User Groups; and
- One (1) CRCA Representative.

2. THAT Schedule A to By-law No. 2011-0020 as amended be further amended as follows:

3. THAT Councillor Gary Davison be appointed as a Member of County Council.

Read a first and second time this 20th day of March, 2013.

Read a third time, finally passed, signed and sealed the 20th day of March, 2013.

THE CORPORATION OF THE COUNTY OF FRONTENAC

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

County of Frontenac By-law No. 2013-0008
To Amend By-law No. 2011-0020 (To establish a Trails Advisory Committee)

March 20, 2013

BY-LAW NO. 2013-0009

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to amend By-law No. 2011-0007 (to Re-establish a Sustainability Advisory Committee)

WHEREAS the Council of the County of Frontenac adopted By-law No. 2011-0007 on February 16, 2011, being a by-law to re-establish a Sustainability Advisory Committee;

AND WHEREAS the Council of the County of Frontenac passed a resolution at its meeting held February 20, 2013 appointing Councillor Denis Doyle to the Sustainability Advisory Committee;

AND WHEREAS Council of the County of deems it expedient to amend By-law No. 2011-0007;

NOW THEREFORE the Council of the County of Frontenac hereby enacts as follows:

1. THAT Section 1. ESTABLISHMENT OF COMMITTEE (i) be deleted in its entirety and replaced with:

1. ESTABLISHMENT OF THE COMMITTEE

(i) The County of Frontenac SAC shall be comprised of up to six (6) members appointed by County Council as follows:

- two (2) members of County Council; and
- four (4) community representatives.

2. THAT Schedule A to By-law No. 2011-0007 as amended be further amended as follows:

3. THAT Councillor Denis Doyle be appointed as a Member of County Council.

Read a first and second time this 20th day of March, 2013.

Read a third time, finally passed, signed and sealed the 20th day of March, 2013.

THE CORPORATION OF THE COUNTY OF FRONTENAC

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

County of Frontenac By-law No. 2013-0009
To Amend By-law No. 2011-0007 (To re-establish a Sustainability Advisory Committee)
March 20, 2013

BY-LAW NO. 2013-0010

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a By-law to Impose User Fees and Charges for Services

WHEREAS Sections 391 (1) and (3) of the *Municipal Act, 2001 S.O. 2001, c. 25, as amended* authorize a municipality to impose fees or charges including costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets, on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- (c) for the use of its property including property under its control.

AND WHEREAS Section 69 of the *Planning Act, R.S.O. 1990, c.P.13, as amended*, authorizes that the council of a municipality, by by-law, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality in respect of the processing of each type of application provided for in the tariff:

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Frontenac enacts as follows:

1. THAT Schedule A attached hereto and forming part of this by-law represents Fees for Services for County Administration and Geographic Information System (GIS) Mapping.
2. THAT Schedule B attached hereto and forming part of this by-law represents the Tariff of Fees for Land Use Planning applications.
3. THAT Schedule C attached hereto and forming part of this by-law represents Fees for Services for Fairmount Home.
4. THAT Schedule D attached hereto and forming part of this by-law represents Fees for Services for Frontenac Paramedic Services.
5. THAT all fees, other than for exempt services, are subject to the applicable taxes.
6. THAT the fees for services outlined in the schedules to this by-law shall be reviewed annually.
7. THAT By-law No. 2010-0019 is hereby repealed.
8. THAT this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 20th day of March, 2013.

Read a Third Time, Signed, Sealed and Finally Passed this 20th day of March, 2013.

THE CORPORATION OF THE COUNTY OF FRONTENAC

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

SCHEDULE A TO BY-LAW NO. 2013-0010

**FEEES FOR SERVICES FOR COUNTY ADMINISTRATION
AND GEOGRAPHIC INFORMATION SYSTEM (GIS) MAPPING**

ADMINISTRATION

Photocopying (per copy)	\$0.25
Faxing (per page)	\$1.00
Archival Material Search – Hourly Rate	\$35.00

**GEOGRAPHIC INFORMATION SYSTEM (GIS)
AND MAP-RELATED PRODUCTS**

Digital True Colour Ortho-Photography (1km x 1km tiles - MrSID, GeoTIFF; includes processing and shipping)	\$25.00/tile
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Printed Map Products

County of Frontenac Street Atlas (printed and bound).....	\$50.00/copy
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Individual Township Street Atlas (printed and bound).....	\$15.00/copy
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Small Basic Map (8½” x 11”; no customization)	
Black and white	\$6.00
Colour	\$8.00

Medium Basic Map (11” x 17”; no customization)	
Black and white	\$10.00
Colour	\$12.00

Large Basic Map (no customization, exceeds 11” x 17” and up to 42” wide; requires the use of large scale GIS plotter)	\$30.00
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Custom Map Products

Hourly Rate (includes mapping/analysis/consultation; does not include printed final product or shipping charges; minimum fee of 1 hour)	\$40.00
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Note: These fees are not applicable to services provided to the Townships within the County of Frontenac.

This is Schedule A to By-law No. 2013-0010 passed by the Council of County of Frontenac this 20th day of March, 2013.

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

SCHEDULE B TO BY-LAW NO. 2013-0010

TARIFF OF FEES FOR LAND USE PLANNING

Subdivisions/Condominiums

Initial Application Fee

For any proposed plan of subdivision submitted to the County of Frontenac for approval:

Up to 20 developable lots/blocks/units	\$2,600
21 to 50 developable lots/blocks/units	\$4,000
More than 50 developable lots/blocks/units	\$6,000

Refund

Sixty per cent (60%) of the Initial Application Fee shall be returned if an application is rejected by the County of Frontenac as being deemed incomplete or is withdrawn prior to circulation

Major Plan Revision (re-circulation) \$1,000

Minor Revision or Emergency Extension \$ 400

For minor revisions to the draft plan and/or draft conditions, which do not require major re-circulation and for each three (3) month emergency extension to draft approval

Draft Approval Extension

For each one (1) year extension of draft approval beyond the usual three (3) years draft approval \$ 600

Final Plans for Registration \$ 600

Condominiums Exemption

Application Fee \$1,000

For any plan of condominium submitted to the County of Frontenac for exemption under Section 50 of *The Condominium Act, R.S.O. 1990, C26, as amended*.

Part Lot Control

Final Approval \$ 300

Payable prior to the by-law being given final approval by the Council of the County of Frontenac.

Other Charges

The applicant shall provide the County of Frontenac, upon request, a deposit against which the County may, from time to time, charge any professional fees and expenses incurred related to peer review. If such fees and expenses exceed the deposit, the Applicant shall pay the difference upon being billed by the County with interest at a rate of 1.25% per month on accounts overdue more than thirty (30) days.

This is Schedule D to By-law No. 2013-0010 passed by the Council of the County of Frontenac on the 20th day of March, 2013.

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

SCHEDULE C TO BY-LAW NO. 2013-0010

FEES FOR SERVICES FOR FAIRMOUNT HOME

Meals on Wheels

Supper \$6.50

Other Charges

Satellite Television for Residents \$5.00/month

Telephone for Residents \$7.00/month plus long distance charges

External Catering

See attached External Catering Form

This is Schedule C to By-law No. 2013-0010 passed by the Council of the County of Frontenac on the 20th day of March, 2013.

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

Sodexho		CATERING ORDER FORM		The County of Frontenac			
		County of Frontenac					
Name of event:			Date of event:				
Time of delivery:		Delivery location:					
Requested by:		Telephone:	Number of staff:	Number of residents:			
Department:		Cost Centre #:	No. of visitors:	Number of invitees:			
External billing:							
<i>Name and address for external billing must be provided by Department</i>							
ITEMS REQUESTED			ITEMS REQUESTED				
Beverages	# Servings	Unit Cost	Extended Cost	Miscellaneous Items	# Servings	Unit Cost	Extended Cost
Coffee, small pot <i>Serves 8</i>		\$ 8.00	\$ -	Yogurt.....		\$ 1.00	\$ -
Percolator/Urn <i>Serves 30-40</i>		35.00	-	Chips, plain, 43 g.....		1.00	-
Thermal container, large.....		70.00	-	Pickle bowl.....		2.95	-
Coffee envelopes, decaffeinated.....		0.65	-	Soup of the day, bowl.....		1.50	-
Tea bag and hot water.....		1.00	-	Fruit, each.....		0.85	-
Iced Tea, can <i>Diet/Regular</i>		1.00	-	Subtotal Miscellaneous			
Juice, 114 ML.....		0.95	-	\$ -			
Juice, can.....		1.25	-	Buffet Trays			
Juice, bottle.....		1.50	-	Choice of salads - Caesar, Garden, Greek, Pasta			
Pop, can <i>Diet/Regular</i>		1.00	-	Salad, small		12.00	-
Punch bowl, small <i>Serves 35-40</i>		10.00	-	Salad, medium		18.50	-
Punch bowl, large <i>Serves 50</i>		15.00	-	Salad, large		28.30	-
Bottled water, 330 ML.....		1.50	-	Vegetables with dip, small		17.75	-
Milk, 250 ML 2% <i>Skim, Chocolate</i>		1.00	-	Vegetables with dip, medium		25.00	-
Subtotal Beverages			\$ -	Vegetables with dip, large		40.00	-
				Cheese, fruit and crackers, small		25.00	-
Bakeshop				Cheese, fruit and crackers, medium		40.00	-
Muffins.....		1.00	\$ -	Cheese, fruit and crackers, large		60.00	-
Gourmet baked cookies.....		0.95	-	Fruit tray, small		15.50	-
Croissants.....		1.25	-	Fruit tray, medium		25.00	-
Danishes.....		1.25	-	Fruit tray, large		40.00	-
Eclairs.....		1.50	-	Platter, sandwiches, tea cut, each		2.95	-
Squares, tea cut <i>4 each order</i>		1.25	-	Platter, sandwiches, gourmet, each		3.25	-
Squares, lunch cut <i>2 each order</i>		1.25	-	Subtotal Buffet Trays			
Cake, slab sheet <i>Serves 60-80</i>		40.00	-	\$ -			
Cake, 1/2 slab.....		25.00	-	Paper Products*			
Cake, gourmet.....		3.00	-	Plates, small, 6"		0.10	-
Cheesecake.....		35.00	-	Plates, large, 9"		0.05	-
Pie, fruit..... <i>Serves 8</i>		12.00	-	Knives		0.03	-
Pie, cream..... <i>Serves 8</i>		10.00	-	Forks		0.03	-
Subtotal Bakeshop			\$ -	Spoons		0.03	-
				Napkins		-	-
Other Items**				Styrofoam cups		0.02	-
Ice water, jug..... <i>no charge</i>				Straws		0.02	-
Bag lunch, staff.....				Subtotal Paper Products			
Bag lunch, resident.....				\$ -			

SCHEDULE D TO BY-LAW NO. 2013-0010

FEEES FOR SERVICES FOR FRONTENAC PARAMEDIC SERVICES

Special Requests

Attendance of one (1) Ambulance and Paramedic crew at Special Events

Basic Charge:
4 hours coverage minimum charge \$836

Additional Charges:
For each hour or portion thereof \$209

The deposit amount is due prior to the event and any adjustment/refund will be resolved after the special event.

Physical Fitness Test

Per Test \$160

This is Schedule D to By-law No. 2013-0010 passed by the Council of the County of Frontenac on the 20th day of March, 2013.

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

BY-LAW NO. 2013-0011

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

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 pursuant to Section 289 of the *Municipal Act, S.O. 2001, Chapter 25, and amendments thereto (the Municipal Act)*, the County of Frontenac shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the County of Frontenac;

AND WHEREAS it is necessary for the County of Frontenac to raise for the year 2013 certain sums;

AND WHEREAS all property assessment rolls on which the 2013 taxes are to be levied have been returned and revised pursuant to the provisions of the *Assessment Act, R.S.O. 1990, Chapter A.31 and amendments thereto*, subject to appeals at present before the Assessment Review Board, the Ontario Municipal Board and the District Court;

AND WHEREAS the "Residential/Farm Assessment", "Multi-Residential Assessment", "Commercial Assessment", "Industrial Assessment", "Pipe Line Assessment", "Farmlands Assessment" and "Managed Forests Assessment" and the applicable subclasses pursuant to Section 7 of the *Assessment Act* have been determined on the basis of the aforementioned property assessment rolls;

AND WHEREAS pursuant to Section 311(2) of the *Municipal Act*, for purposes of raising the general upper-tier levy, the sums required by taxation in the year 2013 are to be levied by separate rates by the Townships for the estimated current annual expenditures for County of Frontenac purposes after deduction of other revenue as directed by County of Frontenac by-law;

AND WHEREAS the tax ratios and tax rate reductions for prescribed property subclasses on the aforementioned property for the 2013 taxation year have been set out in County of Frontenac By-law Number 2011-0036 passed by Council on the 16th day of November, 2011;

AND WHEREAS the tax rates on the aforementioned "Residential/Farm Assessment", "Multi-Residential Assessment", "Commercial Assessment", "Industrial Assessment", "Pipe Line Assessment" (where applicable), "Farmlands Assessment" and "Managed Forests Assessment" and the applicable subclasses have been calculated pursuant to the provisions of the *Municipal Act*, in the manner set out herein;

NOW THEREFORE, the Council of the Corporation of the County of Frontenac enacts as follows:

1. THAT the 2013 budget of the County of Frontenac, which is set out as Schedule A attached hereto and forming part of this by-law and which incorporates estimates for revenue and

reserve transfers in the amount of \$_____ and estimates for expenditures in the amount of \$_____ be approved and adopted by the Council of the County of Frontenac.

2. THAT having duly adopted the gross estimates set out in Schedule A to this by-law and having deducted there from the estimated revenue from sources other than property taxes for the year 2013, the County of Frontenac hereby adopts the sum of \$_____ as per the line titled "From Taxation" on Page 4 of Schedule A to this by-law as its estimate of the Property Tax Levy required during the year 2013 for the purposes of the County of Frontenac.
3. THAT for the year 2013 in the area coming under the jurisdiction of the County of Frontenac, the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac shall levy upon the Residential/Farm Assessment, Multi-Residential Assessment, Commercial Assessment, Industrial Assessment, Pipe Line Assessment (if applicable), Farmlands Assessment and Managed Forests Assessment and applicable subclasses, the tax rates for County of Frontenac purposes as determined in accordance with the calculations as detailed on Page 35 of Schedule A to this by-law.
4. THAT the County of Frontenac hereby directs that the Council of each Township levy the general rates as specified herein and more particularly detailed on Page 35 of Schedule A to this by-law.
5. THAT the County of Frontenac hereby directs that the property tax levy for general purposes as levied against each Township be paid to the Treasurer of the County of Frontenac in the installments set out in the agreement dated the 22nd day of April, 1998 attached hereto as Schedule B and forming part of this by-law.
6. THAT the County of Frontenac hereby directs that the County's portion of Right-of-Way Acreage payments and the County's portion of Payments in Lieu of Taxation be paid to the Treasurer of the County of Frontenac in the installments set out in the agreement dated the 22nd day of April, 1998 attached hereto as Schedule B to this by-law.
7. THAT this by-law shall come into force and take effect as of the date of final passing.

Read a First and Second Time this 20th day of March, 2013.

Read a Third Time and Finally Passed, Signed and Sealed this 20th day of March, 2013.

THE CORPORATION OF THE COUNTY OF FRONTENAC

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

BY-LAW NO. 2013-0012

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a By-law to Adopt a Policy to Govern the Procurement of
Goods and Services by the County of Frontenac

WHEREAS Section 5 of the *Municipal Act*, S.O. 2001, as amended, states that the powers of the Municipal Council shall be exercised by By-law, unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 270(3) of the *Municipal Act*, S.O. 2001, as amended, states that a municipality and a local board shall adopt policies with respect to its procurement of goods and services;

AND WHEREAS it is deemed necessary to revise the existing Procurement Policy in order for it to conform to the requirements of the *Municipal Act*, S.O. 2001 and the new Integrated Accessibility Standards Regulations of the *Accessibility for Ontarians with Disabilities Act*, 2005 and to strengthen the procurement function while maintaining the integrity of the process.

NOW THEREFORE the Council of the Corporation of the County of Frontenac hereby enacts as follows:

1. That the Council of the County of Frontenac hereby adopts the Procurement Policy for the County of Frontenac attached hereto as Schedule A and forming part of this by-law.
2. That the existing Procurement Policy approved by Council by By-law No. 2010-0031 passed on November 17, 2010 is hereby repealed.
3. That any other by-laws or provisions conflicting with this by-law are hereby repealed.
4. This by-law shall take effect on the date of its final passing.

Read a First and Second Time this 20th day of March, 2013.

Read a Third Time, Signed, Sealed and Finally Passed this 20th day of March, 2013.

THE CORPORATION OF THE COUNTY OF FRONTENAC

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

BY-LAW NO. 2013-0013

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to confirm all actions and proceedings of County Council
on March 20, 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 March 20, 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 March 20, 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 March 20, 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 20th day of March, 2013.

Read a Third Time and Finally Passed, Signed and Sealed this 20th day of March, 2013.

By-law No. 2013-0013 – To confirm all actions and proceedings of County Council on March 20, 2013

Page 1 of 2

THE CORPORATION OF THE COUNTY OF FRONTENAC

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

By-law No. 2013-0013 – To confirm all actions and proceedings of County Council on March 20, 2013
Page 2 of 2