



**County Council Meeting – Regular Meeting
January 15, 2014 – 9:00 a.m.
The Frontenac Room, 2069 Battersea Road, Glenburnie, ON**

AGENDA

Page

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- a) Council of the County of Frontenac Agenda - January 15, 2014

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

4. ADOPTION OF MINUTES

- a) Minutes of the December 18, 2013 Regular County Council Meeting

THAT the minutes of the regular meeting of County Council held December 18, 2013 be adopted as circulated.

5. DEPUTATIONS AND/OR PRESENTATIONS

- a)
Marcel Giroux and Wayne Robinson of W.A. Robinson Asset Management Ltd.:

Presentation to the County of Frontenac of a cheque for the second year that W.A. Robinson Asset Management Ltd. has undertaken to support the building of the K&P Trail at \$5,000 per year for 5 years.

6. CLOSED MEETING

- a) As authorized under Section 239 of the Municipal Act to consider:

(a) Labour Relations and Employee Negotiations - as it relates to the organizational review of municipal employees' responsibilities

11-29

6. CLOSED MEETING

(b) Adoption of the December 18, 2013 County Council Closed Meeting Minutes

(c) Adoption of the January 8, 2014 Committee of the Whole Meeting Minutes

7. BRIEFINGS

8. UNFINISHED BUSINESS

9. COMMUNICATIONS

30-36

- a) 2014-002
Communications of Interest to Council Report

37

- b) Communications that require Council Action:

Autism Ontario - November 27, 2013

THAT the Council of the County of Frontenac do hereby proclaim April 2, 2014 as "World Autism Awareness Day".

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

38-39

- a) 2013-222
Financial Services
2013 Year-End Transfer of Excess Funds into Reserve
(Deferred from the December 18, 2013 County Council meeting)

Recommendation

RESOLVED THAT Council of the County of Frontenac receive this Financial Services – 2013 Year-End Transfer of Excess Funds into Reserve report;

AND FURTHER, Council direct that a by-law be introduced later in the meeting to authorize the transfer of any surplus/deficit funds at the end of 2013 to the Reserve for Working Funds.

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

40-42

- b) 2013-223
Financial Services
2014 Tax Ratios and Tax Rate Reductions
(Deferred from the December 18, 2013 County Council meeting)

Recommendation

RESOLVED THAT Council of the County of Frontenac accept this Financial Services – 2014 Tax Ratios and Tax Rate Reductions report;

AND FURTHER THAT Council consider a by-law, introduced later in the meeting, to re-confirm for 2014 the tax ratios and tax rate reductions currently in place.

43-49

- c) 2013-225
Administrative Services
Recruitment Policy Revision
(Deferred from the December 18, 2013 County Council meeting)

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the Administrative Services – Recruitment Policy report for information;

AND FURTHER THAT the Council of the County of Frontenac adopt the Recruitment Policy attached to this report as Exhibit A.

50-55

- d) 2013-231
Sustainability
PAPER/CHEERIO Update
(Deferred from the December 18, 2013 County Council meeting)

Recommendation

RESOLVED THAT Council of the County of Frontenac accept the Sustainability - PAPER/CHEERIO Update report for information;

AND FURTHER THAT staff be directed to discontinue work on developing a business case for PAPER/CHEERIO projects until further information is available regarding PAPER programs in other Ontario municipalities and the

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

Ontario government's proposed on-bill financing of energy efficiency improvements.

56-57

- e) 2013-238
Sustainability
2015 County Planners Conference
(Deferred from the December 18, 2013 County Council meeting)

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the Sustainability – County Planners Conference report;

AND FURTHER THAT Council consider endorse the County's application to host this conference in 2015.

58-74

- f) 2014-001
Sustainability
Building Communities Through Arts and Heritage Funding Application

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive this Sustainability – Building Communities through Arts and Heritage Funding Application report;

AND FURTHER THAT Council accept the draft 150th Anniversary Plan attached to this report as Appendix A;

AND FINALLY THAT Council authorize staff to take the necessary steps (including seeking letters of support) to complete and submit an application to the Building Communities through Arts and Heritage Fund by the January 31, 2014 deadline.

75

- g) 2014-005
Financial Services
2013 Fairmount Home Accounts Receivable Write-Offs

Recommendation

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

RESOLVED THAT the Council of the County of Frontenac receive this Financial Services – 2013 Fairmount Home Accounts Receivable Write-Offs report;

AND FURTHER that Council authorize the Treasurer to write off accounts totalling \$9,495.44.

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

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

Recommendation

RESOLVED THAT the following Information Reports a) through f) received from the Chief Administrative Officer (Consent) be received for information.

76-102

- a) 2013-221
Fairmount Home
2013 3rd Quarter Consolidated Statistical Update
(Deferred from the December 18, 2013 County Council meeting)

103-109

- b) 2013-227
Emergency and Transportation Services
Robertsville Station Construction Progress Report #2
(Deferred from the December 18, 2013 County Council meeting)

110-115

- c) 2013-228
Fairmount Home
Additions and Alterations to Fairmount Home Auditorium Construction
Progress Report # 2
(Deferred from the December 18, 2013 County Council meeting)

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

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

Recommendation

RESOLVED THAT the following Information Reports a) through f) received from the Chief Administrative Officer (Consent) be received for information.

116-117

- d) 2013-232
Sustainability
Community Improvement Plans – Fall 2013 Update
(Deferred from the December 18, 2013 County Council meeting)

118-119

- e) 2014-003
Emergency and Transportation Services
Wolfe Island Community Paramedicine Pilot Project Progress Report

120-126

- f) 2014-004
Emergency and Transportation Services
Robertsville Station Construction Progress Report #3

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

127-134

- a) Committee of the Whole Meeting Minutes from January 8, 2014

135-136

- b) **Report to County Council of the Committee of the Whole**

All items listed on the Committee of the Whole Report shall be the subject of one motion. Any member of County Council may ask for any item(s) included in the Committee of the Whole Report to be separated from that motion and considered separately, whereupon the Committee of the Whole Report

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

without the separated item(s) shall be put to the vote and the separated item (s) shall be considered immediately thereafter.

Recommendations:

a) Implementation of KPMG Report

THAT the Corporate Services vehicle compliment be reduced to the 2 Prius vehicles, with the other vehicles to be disposed of accordingly.

THAT Council seek a consultant for the work of two (2) lean6sigma process reviews for Procurement and the second to be brought forward by staff.

THAT the CAO bring forward to County Council any policies of a significant nature for which there could be risks.

b) Request to the City of Kingston Frontenac County Representation on Committees

WHEREAS the City of Kingston is responsible, as the Municipal Service Manager, for services which fall under the Local Services Re-alignment formula, including the provisions of Housing and Homelessness for the City of Kingston and the County of Frontenac;

AND WHEREAS the City of Kingston has a Housing and Homelessness Advisory Committee that is mandated to provide advice to Council on housing, publicly assisted affordable housing and homelessness policies, the implementation of the Municipal Housing Strategy, Homelessness Plan and other municipal housing strategies, policies and directives that affect both the City of Kingston and the County of Frontenac;

AND WHEREAS it has been identified through the Municipal Housing Strategy and the Homelessness Plan that the issues around housing and homelessness in urban and rural areas are diverse;

AND WHEREAS the City of Kingston makes provisions to allow for technical representation on its Boards and Committees which are not required to meet the criteria to serve on a committee, including its Housing and Homelessness Advisory Committee

THEREFORE BE IT RESOLVED THAT the Council of the County of Frontenac respectfully requests that the Council of the City of Kingston amend the Committee Composition of the Housing and Homelessness Advisory Committee to include two (2) representatives of the County of Frontenac;

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

AND FURTHER THAT the composition of the Kingston & Frontenac Housing Corporation Board of Directors be amended to include one (1) Member of Frontenac County Council.

AND FURTHER THAT a copy of this resolution be forwarded to both the City of Kingston and the Kingston & Frontenac Housing Corporation.

13. REPORTS FROM EXTERNAL BOARDS AND COMMITTEES

- a) Kingston Frontenac Library Board Update - Councillor Purdon
- b) KFL&A Public Health Board Update - Warden 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. REPORTS FROM ADVISORY COMMITTEES OF COUNTY COUNCIL

137-143

- a) 150th Anniversary Advisory Committee Meeting Minutes dated December 11, 2013

15. ACCOUNTS

144-152

- a) Accounts for the Period of: December 12, 2013 to January 10, 2014

16. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

a) Creation of a Seniors Housing Task Force

Moved by: Councillor McDougall

Seconded by: Deputy Warden Doyle

WHEREAS the Municipal Housing Strategy for the City of Kingston and the County of Frontenac indicated that there is a need for more affordable housing options for seniors living in the Frontenacs.

AND WHEREAS the County of Frontenac completed a Seniors Housing Pilot Project Study in 2012 which provided detailed research and background information to assist in developing seniors housing pilot projects, including the formation of a Seniors Housing Task Force;

AND WHEREAS the draft County Official Plan contains regional housing policies that support new seniors housing projects;

AND WHEREAS interest has been recently expressed in seniors housing projects on Wolfe Island and in other parts of the County

THEREFORE BE IT RESOLVED THAT a by-law be brought forward later in the meeting to amend Procedural By-law 2013-0020 to add Schedule B-6, Seniors Housing Task Force, to fall under the jurisdiction of the Sustainability Planning Department, with the goal of establishing small scale pilot projects to be located within the County, the first being considered on Wolfe Island;

AND FURTHER THAT the Task Force consist of:

(a) Two members of County Council, specifically:

- One (1) member of County Council which sits on the City of Kingston Housing and Homelessness Advisory Committee
 - The Mayor of the Township in which the housing matter is being considered;
- and

(b) One Township Council representative in which the housing matter is being considered

AND FINALLY THAT Council direct staff to investigate other potential opportunities for seniors housing throughout the Frontenacs.

17. GIVING NOTICE OF MOTION

18. OTHER BUSINESS

18. OTHER BUSINESS

- a) Selection process for the hiring of a new Chief Administrative Officer (CAO) for the County of Frontenac.

[Addenda]

19. PUBLIC QUESTION PERIOD

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

153

- a) By-law No. 2014-0001
To Authorize Transfer of any Surplus or Deficit from 2013 Budget to Reserve for Working Funds

154-156

- b) By-law No. 2014-0002
To set tax ratios and tax rate reductions for 2014

157-159

- c) By-law No. 2014-0003
To Amend By-law 2013-0020 as it Relates to the Establishment of a Seniors Task Force (Council Procedural By-law)

160-161

- d) By-Law No. 2014-0004
Confirmation of Proceedings for January 15, 2014

21. ADJOURNMENT



MINUTES OF THE REGULAR MEETING OF COUNCIL
December 18, 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, December 18, 2013 at 9:00 a.m.

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

ALSO PRESENT: **County:** Marian VanBruinessen, Acting CAO/Treasurer; Paul Charbonneau, Director of Emergency & Transportation Services; Julie Shillington, Administrator-Fairmount Home; Anne Marie Young, Manager of Economic Sustainability; Jannette Amini, Acting Clerk; Angelique Tamblyn, Acting Deputy Clerk/Executive Assistant

Media: Jeff Green, The Frontenac News and Craig Backay, Frontenac EMC, Elliot Ferguson, The Kingston Whig-Standard

1. CALL TO ORDER

Warden Gutowski called the meeting to order at 9:11 a.m.

2. ADOPTION OF AGENDA

Motion #: 435-13 Moved By: Councillor Davison
Seconded By: Deputy Warden Clayton

RESOLVED THAT the agenda for the December 18, 2013 meeting of the Council of the County of Frontenac be amended to have the presentation of the International Day of Persons with Disabilities Access Award presented at noon following the adoption of the By-laws and that clauses 10 c), d), f), and h), clause 11 and clause 13 be deferred to the next meeting and clause 10 o) be considered after clause 14g) and as amended be adopted.

CARRIED

Motion #: 436-13 Moved By: Councillor Doyle
Seconded By: Councillor Davison

BE IT RESOLVED THAT clauses 10 c), d), f), and h), clause 11 and clause 13 be deferred to the next meeting and clause 10 o) be considered after clause 14g).

CARRIED

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

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

4. ADOPTION OF MINUTES

Motion #: 437-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor Davison

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

CARRIED

5. DEPUTATIONS AND/OR PRESENTATIONS

Ms. Denise Cumming, Executive Director, University Hospitals Kingston Foundation, provided County Council with updates on the development of Kingston's hospitals and how the County of Frontenac's generous support has been used to further these developments.

Motion #: 438-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor McDougall

RESOLVED THAT the Council of the County of Frontenac receive for information the presentation by Denise Cumming, Executive Director of University Hospitals Kingston foundation, regarding updates on the development of Kingston's hospitals and how the County of Frontenac's generous support has been used to further these developments.

CARRIED

Presentation of the County of Frontenac 2013 International Day of Persons with Disabilities Access Award

Motion #: 477-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor McDougall

RESOLVED THAT the Council of the County of Frontenac extend their congratulations to the following Nominees of the International Day of Persons with Disabilities Access Award:

- Dr. Karin Steiner, New Leaf Link
- Ms. Christina Bonner, RKY Camp
- Ms. Rachelle Hardesty & Ms. Joann Cuddy, Land O' Lakes Tourist Association
- The Southern Frontenac Community Services; and

The winner of the County of Frontenac 2013 International Day of Persons with Disabilities Access Award:

- The Verona Lion's Club

CARRIED

6. CLOSED MEETING

**As Authorized under Section 239 (2) of The Municipal Act, to consider:
(b) personal matters about an identifiable individual, including
municipal or local board employees - as it pertains to the KPMG Report
on the Service Delivery and Organization Review**

Closed Meeting Minutes of Meeting held November 20, 2013

Closed Meeting Minutes of the Service Delivery and Organization Review Committee held December 9, 2013

Motion #: 439-13 Moved By: Councillor McDougall
Seconded By: Councillor Davison

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

(a) Personal matters about an identifiable individual, including municipal or local board employees - as it pertains to the KPMG Report on the Service Delivery and Organization Review

(b) Closed Meeting Minutes of Meeting held November 20, 2013

(c) Closed Meeting Minutes of the Service Delivery and Organization Review Committee held December 9, 2013

CARRIED

Motion #: 440-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor McDougall

RESOLVED THAT County Council rise from the closed meeting without reporting.

CARRIED

7. BRIEFINGS

8. UNFINISHED BUSINESS

9. COMMUNICATIONS

2013-229

Communications of Interest to Council

Motion #: 441-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor McDougall

RESOLVED THAT the items listed in the Communications of Interest to County Council report dated December 18, 2013 be received as circulated and filed for information purposes, including the:

October 28, 2013 - Kingston Frontenac Housing Corporation Board Meeting Minutes

Minutes November 25, 2013 meeting of the Rideau Valley Conservation Authority Re: Municipal Update

CARRIED

**October 28, 2013 Kingston Frontenac Housing Corporation
Board Meeting Minutes**

13-11-25 - Rideau valley Conservation Authority Re: Municipal Update

Communications that Require Council Action:

Request from Township of Frontenac Islands, December 11, 2013 to carry forward to 2014 monies allocated to the 18th Lines Road Boat Ramp Project, Wolfe Island

Motion #: 442-13 Moved By: Councillor McDougall
Seconded By: Deputy Warden Clayton

BE IT RESOLVED THAT the Council of the County of Frontenac authorize monies allocated to the Township of Frontenac Islands for funding for the 18th Line Road Boat Ramp Project on Wolfe Island, which monies are in lieu of funding for the K & P Trail in other Municipalities in the County, be forwarded to 2014.

Seconded By: Councillor Jones

BE IT RESOLVED THAT nominations for Deputy Warden be closed.

CARRIED

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

2013-219

Administrative Services

Multi-Year Accessibility Plan 2013 Annual Status Report

Motion #: 448-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

RESOLVED THAT the Council of the County of Frontenac approve the Multi-Year Accessibility Plan 2013 Annual Status Report attached to this report as Appendix A;

AND FURTHER THAT staff be directed to post the Multi-Year Accessibility Plan 2013 Annual Status Report on the County website;

AND FURTHER THAT a copy of the Multi-Year Accessibility Plan 2013 Annual Status Report be forwarded to the Townships of North, Central and South Frontenac and Frontenac Islands requesting that the Annual Status Report be posted to the Townships respective websites.

CARRIED

2013-220

Emergency and Transportation Services

County Emergency Response Plan - Revisions

Motion #: 449-13 Moved By: Councillor Doyle
Seconded By: Councillor Jones

RESOLVED THAT the Council of the County of Frontenac receive this Emergency and Transportation Services – County Emergency Response Plan - Revisions;

AND FURTHER THAT a by-law be introduced later in the meeting to rescind By-law 2009-0038 and to adopt the amended County Emergency Response Plan.

CARRIED

2013-222

Financial Services

2013 Year-End Transfer of Excess Funds into Reserve

This item was deferred to the January 15, 2014 County Council meeting at the adoption of the agenda.

2013-223
Financial Services
2014 Tax Ratios and Tax Rate Reductions

This item was deferred to the January 15, 2014 County Council meeting at the adoption of the agenda.

2013-224
Financial Services
Interim Approval of 2014 Expenditures

Motion #: 450-13 Moved By: Councillor Doyle
Seconded By: Deputy Warden Clayton

RESOLVED THAT Council of the County of Frontenac receive the Financial Services – Interim Approval of 2014 Expenditures report;

AND FURTHER THAT Council direct the Treasurer to continue to pay 2014 accounts and payroll in accordance with amounts approved for the 2013 budget until such time as the 2014 budget has been adopted.

CARRIED

2013-225
Administrative Services
Recruitment Policy

This item was deferred to the January 15, 2014 County Council meeting at the adoption of the agenda.

2013-226
Emergency & Transportation Services
Land Ambulance Services Grant (LASG) Transfer Payment Framework
Agreement

Motion #: 451-13 Moved By: Councillor Davison
Seconded By: Deputy Warden Clayton

BE IT RESOLVED THAT the Council of the County of Fronenac receive this Emergency and Transportation Services – Land Ambulance Services Grant (LASG) Transfer Payment Framework Agreement report for information; and

FURTHER THAT the Council of the County of Frontenac authorize the Warden and Clerk to execute the agreement with the Ministry of Health and Long Term Care, Emergency Health Services Branch.

CARRIED

2013-231
Sustainability
PAPER/CHEERIO Update

This item was deferred to the January 15, 2014 County Council meeting at the adoption of the agenda.

2013-233
Sustainability
Kennebec Lake Draft Plan of Subdivision Approval – County File 10T-2011/001

Motion #: 452-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor McDougall

RESOLVED THAT the Council of the County of Frontenac receive the Sustainability – Kennebec Lake Draft Plan of Subdivision Change of Conditions– County File 10T-2011/001 report;

AND FURTHER THAT condition 13 d) be deleted in its entirety and replaced with:

“That a notice be placed in the purchase and sale agreement alerting prospective purchasers of the subdivision lots that all future landowners shall be required to maintain and install a septic system which utilizes soil with a minimum phosphorus retention capacity of 500 ug/g.”

AND FURTHER THAT condition 14 a) be deleted in its entirety and replaced with:

“That the following requirements with respect to the location and construction of wells and sewage systems are to be carried out to the satisfaction of the Township and the approval authority.”

AND FURTHER THAT condition 14 c) be deleted in its entirety and replaced with:

“That on-site sewage systems, for residences within the subdivision meet the requirements of the Ontario Building Code to the satisfaction of the Approval Authority. In order to maximize the protection of Kennebec Lake from the effects of phosphorus, leaching beds or disposal areas must incorporate a minimum amount of soil with

phosphorus retentive qualities. Details of these requirements should be incorporated into the subdivision agreement.”

AND FURTHER THAT condition 20 c) relating to Hydro One as a clearance agency be deleted in its entirety;

AND FURTHER THAT the Manager of Sustainability Planning be delegated authority to make any further technical changes to the text of the draft conditions to implement Council's decision;

AND FINALLY THAT Council deems the change of conditions to be minor.

CARRIED

2013-234
Administrative Services
Ontario Municipal Internship Program

Motion #: 453-13 Moved By: Councillor McDougall
Seconded By: Deputy Warden Clayton

RESOLVED THAT the Council of the County of Frontenac receive the Administrative Services - Ontario Municipal Internship Program report;

AND FURTHER THAT the Council of the County of Frontenac instruct staff to proceed in making an application to the Ontario Municipal Internship Program for the placement of one intern;

AND FURTHER THAT the Council of the County of Frontenac instruct the Treasurer to make the necessary provisions in the 2014 budget as indicated in this report;

AND FINALLY THAT the Council of the County of Frontenac authorize the execution by Warden and Clerk of an agreement with the Association of Municipal Managers, Clerks and Treasurers (AMCTO) should the application be successful.

CARRIED

2013-235
Financial Services
Township of Frontenac Islands Financial Services Contract Extension

Motion #: 454-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor McDougall

RESOLVED THAT Council of the County of Frontenac accept the Financial Services – Township of Frontenac Islands Financial Services Contract Extension report for information;

AND FURTHER THAT Council pass a bylaw later in the meeting to authorize the execution of a contract by which the County will provide financial services to the Township of Frontenac Islands on an interim basis.

CARRIED

2013-237
Administrative Services
Non-Union Cost of Living Adjustment

Motion #: 455-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor McDougall

RESOLVED THAT the Council of the County of Frontenac receive the Administrative Services – Non-Union Cost of Living Adjustment report for information;

AND FURTHER THAT the Council of the County of Frontenac authorize a non-union salary increase in accordance with the Non Union Salary Adjustment Policy, effective January 1, 2014 to be applied to all steps of the non-union staff salary schedule.

DEFERRED

(See Motion to Amend below which was CARRIED)
(See motion to Defer below which was CARRIED)

Motion #: 456-13 Moved By: Councillor Inglis
Seconded By: Deputy Warden Clayton

BE IT RESOLVED THAT the motion be amended to provide all non-union staff a specific dollar amount increase based on the average non-union salary.

CARRIED

Motion #: 457-13 Moved By: Councillor Davison
Seconded By: Councillor Purdon

BE IT RESOLVED THAT Report 2013-237, Administrative Services Non-Union Cost of Living Adjustment be deferred

CARRIED

2013-238
Sustainability
2015 County Planners Conference

This item was deferred to the January 15, 2014 County Council meeting at the adoption of the agenda.

2013-240

Administrative Services

**Mental Health Commission of Canada Psychological Safety Standards
Case Study Research Project**

Motion #: 458-13 Moved By: Councillor McDougall
Seconded By: Deputy Warden Clayton

BE IT RESOLVED THAT the Council of the County of Frontenac receive this Mental Health Commission of Canada-Psychological Safety Standards Case Study Research Project agreement for information

AND FURTHER THAT the Council of the County of Frontenac authorize the Warden and Clerk to enter into an Agreement with the Mental Health Commission of Canada to allow for the County of Frontenac to participate in the Case Study Research Project, as attached to this report as Exhibit A;

AND FINALLY THAT County Council authorize staff to proceed with participation in the research project.

CARRIED

2013-241

Financial Services

Service Delivery and Organizational Review

Motion #: 470-13 Moved By: Councillor Jones
Seconded By: Deputy Warden Clayton

RESOLVED THAT Council of the County of Frontenac accept the Financial Services – Service and Organization Review report for information;

AND FURTHER THAT Council direct staff to report to Committee of the Whole every other month on the progress of the implementation of the recommended opportunities in the KPMG report;

AND FURTHER THAT Council include an allocation in the 2014 budget to undertake the research and processes required to facilitate some of the recommended opportunities in the KPMG report.

REFERRED TO THE SDOR COMMITTEE
(See Motion to Refer below which was CARRIED)

Motion #: 471-13 Moved By: Councillor Doyle
Seconded By: Councillor Jones

BE IT RESOLVED THAT Report 2013-241, Financial Services Service Delivery and Organization Review be referred to the SDOR Committee.

CARRIED

2013-242

Award of Contract for the CAO Executive Search Firm

Motion #: 459-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

THAT the Council of the County of Frontenac accept this Award of Contract for the CAO Executive Search Firm report for information;

AND FINALLY THAT the Council of the County of Frontenac authorize the Warden and Acting Clerk, subject to the satisfaction of the Acting Clerk with the final negotiation of the contract, to enter into agreement with Ravenhill Group Inc. to undertake the executive search for a CAO for the County of Frontenac as recommended in the KPMG report attached to this report as Appendix A.

CARRIED

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

This item was deferred to the January 15, 2014 County Council meeting at the adoption of the agenda.

2013-221

Fairmount Home

2013 3rd Quarter Consolidated Statistical Update

2013-227

Emergency and Transportation Services

Robertsville Station Construction Progress Report #2

2013-228

Additions and Alterations to Fairmount Home Auditorium Construction Progress Report # 2

2013-232

Sustainability

Community Improvement Plans - Fall 2013 Update

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

December 4, 2013 Committee of the Whole Meeting Minutes

Motion #: 460-13 Moved By: Councillor McDougall
Seconded By: Councillor Doyle

RESOLVED THAT the minutes of the regular meeting of the Committee of the Whole held on December 4, 2013 be adopted as circulated.

CARRIED

Report to County Council of the Committee of the Whole

Motion #: 461-13 Moved By: Councillor McDougall
Seconded By: Councillor Doyle

BE IT RESOLVED THAT staff be directed to submit the second draft of the County Official Plan to the Ministry of Municipal Affairs and Housing for comments.

CARRIED

13. REPORTS FROM EXTERNAL BOARDS AND COMMITTEES

This item was deferred to the January 15, 2014 County Council meeting at the adoption of the agenda.

14. REPORTS FROM ADVISORY COMMITTEES OF COUNTY COUNCIL

November 18, 2013 Joint Accessibility Advisory Committee Meeting Minutes

Motion #: 462-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

RESOLVED THAT the minutes of the meeting of the Joint Accessibility Advisory Committee held on November 18, 2013 be received for information.

CARRIED

December 2, 2013 Sustainability Advisory Committee Meeting Minutes

Motion #: 463-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

RESOLVED THAT the minutes of the meeting of the Sustainability Advisory Committee held on December 2, 2013 be received for information.

CARRIED

November 20, 2013 - Service Delivery & Organizational Review Committee Meeting Minutes

Motion #: 464-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

RESOLVED THAT the minutes of the meeting of the Service Delivery and Organization Review Committee held on November 20, 2013 be received for information.

CARRIED

December 5, 2013 Trails Advisory Committee Meeting Minutes

Motion #: 465-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

RESOLVED THAT the minutes of the meeting of the Trails Advisory Committee held on December 2, 2013 be received for information.

CARRIED

December 5, 2013 Trails Advisory Committee Recommendations to County Council

Motion #: 466-13 Moved By: Councillor Jones
Seconded By: Councillor Doyle

RESOLVED THAT the Council of the County of Frontenac approve the Frontenac K&P Trail Implementation Plan – Phase 2 (Tichborne to Sharbot Lake).

DEFERRED TO THE 2014 BUDGET DELIBERATIONS
(See Motion to Defer below which was CARRIED)

Motion #: 467-13 Moved By: Councillor Davison
Seconded By: Councillor McDougall

BE IT RESOLVED THAT the approval of the Frontenac K & P Trail Implementation Plan - Phase 2 (Tichborne to Sharbot Lake) be deferred to the 2014 budget deliberations.

CARRIED

December 9, 2013 - Service Delivery & Organizational Review Committee Meeting Minutes

Motion #: 468-13 Moved By: Councillor Doyle
Seconded By: Deputy Warden Clayton

RESOLVED THAT the minutes of the meeting of the Service Delivery and Organization Review Committee held on December 9, 2013 be received for information.

CARRIED

December 9, 2013 Service Delivery and Organization Review Committee Recommendations to County Council

Motion #: 469-13 Moved By: Councillor Doyle
Seconded By: Councillor Davison

THAT County Council review and provide direction on the 30 Recommended Opportunities identified in the KPMG Frontenac County Comprehensive Review of Services and Organization Draft Final Report;

AND FURTHER THAT By-law 0020 be amended to amend the Terms of Reference of the Service Delivery and Organization Review Committee to include the implementation and monitoring of the 30 KPMG recommendations.

CARRIED

15. ACCOUNTS

**Posted Cheque Listing for the Period of:
November 13, 2013 to December 12, 2013**

Motion #: 472-13 Moved By: Councillor Doyle
Seconded By: Deputy Warden Clayton

RESOLVED THAT the Council of the County of Frontenac receive for information the following accounts for the period of November 13, 2013 - December 12, 2013:

- Payroll dated between October 28, to December 8, 2013 in the amount of \$1,129,622.35 and Cheque Listing in the amount of \$1,530,828.74

CARRIED

Community Foundation for Kingston and Area and Sustainability Kingston, that can only be met through the kind of long-term planning and investment made possible by federal leadership;

THEREFORE BE IT RESOLVED that council endorses the FCM housing campaign and urges the Minister of Employment and Social Development to develop a long-term plan for housing that puts core investments on solid ground, increases predictability, protects Canadians from the planned expiry of \$1.7 billion in social housing agreements and ensures a healthy stock of affordable rental housing for Canadians; and,

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the minister noted above, to Ontario's Minister of Municipal Affairs and Housing, Ted Hsu, MP, Kingston and the Islands, Scott Reid, MP, Lanark-Frontenac-Lennox and Addington, the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, the City of Kingston, the Township of Frontenac Islands, the Township of South Frontenac, the Township of Central Frontenac, the Township of North Frontenac and to the United Way of Kingston, Frontenac, Lennox and Addington.

CARRIED

2014 Budget Direction to Staff

Motion #: 474-13 Moved By: Councillor Doyle
Seconded By: Councillor Davison

WHEREAS at recent Council meetings Councillors made the valid point that it is not appropriate for Council to sit in meetings arguing over how much money to include in every line of the budget.

AND WHEREAS it is not the leading practice to develop budgets in this manner, for example over the past few years the practice of upper levels of government was to direct staff to find a specified percentage reduction in budgets year over year, and it then becomes staff's responsibility to propose what cuts could be taken to achieve the requested percentage decrease, and then present recommendations for political consideration.

AND WHEREAS staff have been asking for direction on how to proceed with the budget and other strategic matters. Given the Strategic Plan underway will not be completed in time for the 2014 budget discussions specific direction is needed to assist in expeditiously deciding on the 2014 budget.

THEREFORE BE IT RESOLVED THAT Council directs Staff to prepare two versions of the 2014 draft budget for discussion in January: a) one that shows a 1% increase in the 2014 budget over 2013, b) and the second version of the draft budget shows a 1% reduction in expenses year over year. These budgets must find true expense savings and not be accomplished by transferring money from reserves to offset 2014 expenses.

Council also directs staff to first of all find savings to offset the approximate \$150,000 that was transferred from the working capital reserve in the 2013 budget. It is suggested that the KPMG SDOR report be used to help identify savings to assist in meeting the above directions. It is further suggested that particular attention be given to areas that are expected to be under budget in 2013 and that the 2014 budget for those areas be 2013 actual expense as opposed to the traditional approach of using last year's budget, and adding some percentage to account for inflation.

CARRIED

17. GIVING NOTICE OF MOTION

18. OTHER BUSINESS

19. PUBLIC QUESTION PERIOD

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

Motion #: 475-13 Moved By: Councillor Davison
Seconded By: Councillor McDougall

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

- By-Law No. 2013-0042 - To Appoint LAS the Closed Meeting Investigator for the County of Frontenac
- By-Law No. 2013-0043 - Emergency Management Program; and
- By-Law No. 2013-0044 - Frontenac Islands Financial Agreement
- By-Law No. 2013-0045 -To Amend By-law 2013-0020 (Council Procedural By-law)
- By-Law No. 2013-0046- To Appoint Warden and Deputy Warden
- By-Law No. 2013-0047 - Confirmation of Proceedings

CARRIED

Motion #: 476-13 Moved By: Councillor McDougall
Seconded By: Councillor Davison

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

- By-Law No. 2013-0042 - To Appoint LAS the Closed Meeting Investigator for the County of Frontenac
- By-Law No. 2013-0043 - Emergency Management Program; and
- By-Law No. 2013-0044 - Frontenac Islands Financial Agreement
- By-Law No. 2013-0045 -To Amend By-law 2013-0020 (Council Procedural By-law)
- By-Law No. 2013-0046 - To Appoint Warden and Deputy Warden
- By-Law No. 2013-0047 - Confirmation of Proceedings

CARRIED

21. ADJOURNMENT

Motion #: 478-13 Moved By: Deputy Warden Clayton
Seconded By: Councillor McDougall

RESOLVED THAT the meeting hereby adjourn at 12:37 p.m.

CARRIED

Jannette Amini, Acting Clerk

Bud Clayton, Warden



Report 2014-002

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

Prepared by: Angelique Tamblyn
Executive Assistant

Date Prepared: January 7, 2014

Date of Meeting: January 15, 2014

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 Agriculture and Food, January 7, 2014 – Correspondence and brochure from Kathleen Wynne, Minister of Agriculture and Food Re: 2014 Premier's Award for Agri-Food Innovation Excellence program. The program recognizes up to 45 award winning innovations across the province valued at

Administrative Report
Administrative Services - Communications of Interest to Council
January 15, 2014

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\$5,000 each. In addition, there is a Premier's Award valued up to \$75,000, a Minister's Award valued at up to \$50,000, and three Leaders in Innovation awards valued at \$25,000 each. All award recipients receive a plaque, a gate sign and use of the Premier's Award program workmark. Primary producers, processors and agri-food organizations are invited to submit applications beginning January 10, 2014. 2014 Program Guidebook and Application Form available at www.ontario.ca/agrifoodinnovation **Deadline is 5 p.m.** on February 28, 2014. For more information, please call 1-877-424-1300.

2. Ministry of Energy, December 19, 2013 – Correspondence from Minister Bob Chiarelli Re: Release of Ontario's updated Long-Term Energy Plan, Achieving Balance. A copy of the report received with correspondence. A copy of the reports is available at www.Ontario.ca/emPOWERme
3. United Counties of Prescott Russell, December 18, 2013 – Correspondence from Justin Bromberg Re: News Release and Photos – Jean Paul St. Pierre acclaimed as 2014 UCPR Warden. Jean Paul St. Pierre, Mayor of Russell Township, was acclaimed as the 2014 Warden of the United Counties of Prescott and Russell (UCPR) at Council's inaugural meeting on December 18, 2013. For more information, contact Justin Bromberg, 613-675-4661 ext. 2002.
4. Hastings Highlands Municipal Office, December 17, 2013 – Correspondence from Dennis Purcell, Bancroft and Hastings Highlands Disaster Relief Committee Chair Re: Donation for flood relief. Thank you for the recent donation to the disaster relief.
5. Municipality of East Ferris, December 17, 2013 – Correspondence from Nicky Kunkel, Deputy Clerk Re: Letter sent to Premier regarding Small Rural Northern Municipal Infrastructure Fund
6. Township of Mulmur, December 13, 2013 – Correspondence from Terry Horner, CAO/Clerk Letter and Resolution Re: Assessing of Properties,
7. Cheryl Gallant, MP and John Yakabuski, MPP (Renfrew-Nipissing-Pembroke), December 13, 2013 – Holiday Card Re: Invitation to the 2014 New Year's Levee Sunday, January 26, 2014, Horton Community Centre, 1005 Castleford Road, Renfrew, 1:00 to 3:00 p.m.
8. County of Prince Edward, December 13, 2013 – Holiday Card from Mayor Peter Mertens and Council Re: Invitation to the New Year's Levee on Sunday, January 5, 2014 1:00-3:00 p.m. Prince Edward Community Centre, 375 Main Street Picton.
9. Hon. Bob Chiarelli, Minister of Energy December 2013 – Holiday Card
10. Bill Dobson and Kurt Greaves, Lanark County, December 2013 – Holiday Card
11. Ministry of Training, Colleges and Universities, December 13, 2013 – Correspondence from Brad Duguid, Minister Re: Update on Ontario's dealings with the federal government on a renewed Labour Market Agreement. The federal government is preparing to renegotiate the Labour Market Agreements with each province, and has proposed a Canada Job Grant to direct future skills training in Canada. Based on their shared views, all of Canada's provinces and territories have released a report, "Building Skills Together", a copy of the report was included with the letter and is available online at <http://www.tcu.gov.on.ca/eng/labourmarket/BuildSkills.html>

Other Correspondence:

- **OGRA, January 7, 2014** – Correspondence from J.W. Tiernay, Executive Director Re: Notice of Poll 2014-15 OGRA Board of Directors. An election will be held at the 2014/15 ROMA/OGRA Combined Conference to elect the representatives to the Ontario Good Roads Association Board of Directors for the Southwest Zone. All members of OGRA from all Zones are eligible to vote.
- **Elizabeth Savill, December 2013** – Thank you card from Ms. Savill Re: Thank you to County of Frontenac Council for the frames and photographs presented to her prior to her departure.
- **TransCanada, December 30, 2013** – Correspondence from TransCanada Re: TransCanada's Public Awareness brochure "Pipeline Safety – Information for You Our Neighbour" This information is important to anyone engaging in any urban development or municipal excavation projects. Additional copies of the brochure are available by calling 1-800-661-3805 or email public_awareness@transcanada.com

AMO Member Communications:

1. **News Releases**
 - Video demonstrates investment of Canada's Gas Tax Fund in Goderich (November 4, 2013)
2. **AMO Breaking News & Policy News**
 - Special Purpose Business Property Assessment Review (December 20, 2013)
 - Matters of Significance of All Municipalities (December 12, 2013)
 - Ombudsman Annual Report on Closed Meetings (December 12, 2013)
3. **Watch Files**
http://www.amo.on.ca/WCM/AMO/AMO/About/Watch_File.aspx
 - December 12, 19, 2013, January 9, 2014

FCM Member Communications:

1. **News Releases**
 - Statement by FCM President following Address by the Leader of Canada's Official Opposition, Thomas Mulcair (November 28, 2013)
2. **PCP News**

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

C Agency/Board Minutes:

1. **Kingston Frontenac Public Library Board Minutes**

D The following items of correspondence are requesting action from Council:

1. **Town of Bancroft, January 9, 2014** – Correspondence from Robin Tait, Planning Coordinator/ Clerical Assistant Re: OPP Proposed Billing Model. Letter and resolution regarding the proposed new OPP Billing Model. The Town of Bancroft is requesting support of their enclosed resolution.

2. Township of Whitewater, January 9, 2014 – Correspondence from Christine Fitzsimons, CAO/Clerk Re: Opposition to OPP Billing proposal. At their regular Council held on January 8, 2014, the Council of the Township of Whitewater Region passed resolution #7 which opposed the Provincial Police new billing model. A copy of the letter sent to the Honourable Premier Wynne, the Honorable Madeleine Meilleur and a copy of the said resolution for County Council's consideration and support.
3. Town of Tillsonburg, December 20, 2013 – Correspondence from Amber Zimmer, Deputy Clerk on behalf of Mayor John Lessif Re: Zone 4 letter to OAPSB, New OPP Billing Model.
4. Canton de Champlain Township, December 18, 2013 – Correspondence from Deputy Clerk, Alison Collard Re: OPP Proposed Billing Model. At the regular meeting of Council held December 11, 2013, the Council of the Township of Champlain passed resolution 2013-415 which opposed the Provincial Police new billing model. A copy of the letter addressed to the Honourable Premier Wynne and a copy of the resolution included for consideration and support.
5. Village of Oil Springs, December 18, 2013 – Correspondence from Jennifer Turk, Clerk-Treasurer Re: OPP Proposed Billing Model. At the regular meeting of Council held December 17, 2013, the Council of the Corporation of the Village of Oil Springs passed the following Motion: That Council support the resolutions from Township of Sequin, Township of The Archipelago, Municipality of McDougall, Township of Limerick, Tay Valley Township, and the Town of Fort Frances in regards to the new OPP Billing Model for Police Services requesting the Province of Ontario to step in and abolish the model. The Village is requesting consideration of this matter.
6. The Town of Fort Frances, December 13, 2013 – Correspondence from Kathryn Lawson, Deputy Clerk Re: Town of Fort Frances Resolution – Support for Proposed Billing Model for Police Services
7. Autism Ontario, December 6, 2013 – Correspondence from Natasha Bowes, Fundraising Coordinator Re: World Autism Awareness Day. Autism Ontario is requesting that April 2, 2014 be officially proclaimed as World Autism Awareness Day and participating in Autism Ontario's "Raise the Flag" campaign. Autism Ontario is the leading source of information on autism and one of the largest collective voices representing the autism community in Ontario. Today, 1 in 94 children are diagnosed with autism in Canada. For more information visit www.autismontario.ca

E County of Frontenac Outgoing Communications:

1. Media Releases:
 - Frontenac County Welcomes Bud Clayton (December 20, 2013)
 - Frontenac K&P Trail Reaches Verona (December 20, 2013)
2. E-Newsletters
 - December edition of Frontenac County Bytes (attached)

1/7/14

December Newsletter



Frontenac County Bytes

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

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

International Day of Persons with Disabilities Access Award Ceremony

Congratulations to the Verona Lions Club, winners of the first-ever County of Frontenac, International Day of Persons with Disabilities Access Award. The winners were announced following the December 18th County Council meeting and were celebrated at a luncheon with County Council members.

The Verona Lions Club was nominated for its renovations to the infrastructure of the Verona Lions Club Hall including; washrooms, storage areas, a fully accessible change room, electronic door openers, concrete sidewalks and pavilion, as well doors and hallways.

In total, five nominations were received and the Committee had an extremely difficult time choosing a winner given the extensive work that has been done in Frontenac County to enhance the lives of individuals living with disabilities. Honourable mention goes out to all of our nominees including Southern Frontenac Community Services, R.K.Y. Camp, New Leaf Link, and the Land O' Lakes Tourist Association.



[Click here](#) for more information on the award and the nomination process.

150th Anniversary Celebration Survey

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www.Frontenac.ca

[www.Directions](#)

www.Frontenac.ca

[Council Agency](#)

Upcoming Events

Frontenac
**Wolfe Island Curling
Tournament**
Sunday, Jan 13
11:00 a.m.
Community Centre
Wolfe Island

OPP Hockey
Sunday, Jan 13
Time
Community Centre
Wolfe Island

**Community Fitness
Wellness**
Monday, Jan 14
10:30 a.m.
Wolfe Island

1/7/14

December Newsletter

In 2015, the County of Frontenac will celebrate its 150th Anniversary. County Council has tasked the 150th Anniversary Planning Advisory Committee to assist in the provision of a suitable community-wide celebration to mark the sesquicentennial. In order to ensure the commemoration is fitting of 150 years of our vast County's colourful history, the Committee needs your input.

[Click here to complete the survey.](#) Your time is appreciated.



County Trivia know?

The first library County was the Concession Pit Circulating Library in 1840.

South Frontenac Reveals New Website

As part of the Township Strategic Plan, South Frontenac has unveiled their new website. The new site represents Township Council's commitment to increasing accessibility and communication with stakeholders.

Over the next few weeks more updates will be made to ensure that the site is meeting the needs of residents. Community groups are invited to submit items for the calendar of events through the "submit an event" application on www.southfrontenac.net.

To view South Frontenac's new website [click here](#).



-from County of Lakes: The History of Frontenac County in 1973

CFDC Hosts Winter Workshops for Business Owners in the Frontenacs



- January 15: **Business Basics Seminar**
- January 21: **Introduction to Social Media**
- January 23: **Co-operatives**
- January 24: **Effective Marketing for Rural Businesses**
- January 30: **Facebook Ads**
- February 3 & 10: **Marketing Workshop 2.0**
- February 24: **Retailer's Boot Camp**
- February 26: **SEO Seminar**
- March 5: **Twitter**
- T.B.A. **Starting A Craft Brewery**

Visit www.frontenaccfdc.com to register or to find information on these workshops.

[Forward email](#)



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

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1/7/14

December Newsletter

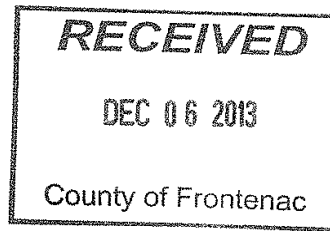


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November 27, 2013

CountyFrontenac
2069 Battersea Road,
Glenburnie, Ontario, K0H 1S0,



To Whom It May Concern:

April 2, 2014, marks a historic day in Canada for the autism community. For the second year, Canadians will officially recognize World Autism Awareness Day.

As a means of increasing public awareness about Autism Spectrum Disorder (ASD) and the day-to-day issues faced by people with autism and their families, Autism Ontario is inviting municipalities across the province to raise awareness of ASD by participating in our 2014 "Raise the Flag" campaign.

By officially proclaiming April 2, 2014 as World Autism Awareness Day and participating in Autism Ontario's "Raise the Flag" campaign, your message to the people and families affected by ASD living in your community and province-wide is loud and clear that their struggles matter to all Ontarians.

Autism Ontario is the leading source of information on autism and one of the largest collective voices representing the autism community in Ontario. Today, 1 in 94 children are diagnosed with autism in Canada. Through improved public awareness, Autism Ontario strives to increase opportunities and acceptance for over 100 000 people living with Autism Spectrum Disorder in Ontario, ensuring that each person with ASD is provided the means to achieve quality of life as a respected member of society.

If your community is interested in supporting autism awareness by participating in Autism Ontario's "Raise the Flag" campaign on April 2, 2014, please register your municipality at www.raisetheflagforautism.com or email us at Natasha@autismontario.com

For questions regarding participation, please contact Autism Ontario at 1-800-472-7789 and ask to speak with Natasha Bowes (x233) or Shane Cunningham (x223).

Sincerely,

A handwritten signature in black ink that reads "Natasha Bowes".

Natasha Bowes
Fundraising Coordinator

www.autismontario.com

416-246-9592
1179 King Street West, Suite 004, Toronto ON M6K 3C5
1179 rue King Ouest, bureau 004, Toronto (Ontario) M6K 3C5



REPORT 2013-222

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County Of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

Date Prepared: November 12, 2013

Date of Meeting: December 18, 2013

Re: **Financial Services – 2013 Year-End Transfer of Excess Funds into Reserve**

Recommendation

RESOLVED THAT Council of the County of Frontenac receive this *Financial Services – 2013 Year-End Transfer of Excess Funds into Reserve* report;

AND FURTHER, Council direct that a by-law be introduced later in the meeting to authorize the transfer of any surplus/deficit funds at the end of 2013 to the Reserve for Working Funds.

Background

The 2013 revenues and expenditures continue to be monitored to ensure that these are within budget to the greatest extent possible. An opportunity is provided in the *Municipal Act* for municipalities to pass a by-law or resolution prior to year-end authorizing any year-end surplus or deficit to be added to or subtracted from reserves.

Comment

The reserve for working funds is a reserve that allows for an adequate level of cash flow throughout the year and, if maintained, can significantly reduce and even eliminate the need for short-term borrowing.

Council expressed concern about the working fund balance during the 2013 budget deliberations. The discussion of the working fund reserve is to be part of a

Administrative Report
Financial Services – 2013 Year-End Transfer of Excess Funds into Reserve
December 18, 2013

Page 1 of 2

comprehensive review of reserves and reserve funds in the context of a strategic plan and long term financial plan.

Council has expressed concern that annual surpluses are retained in perpetuity. To facilitate completing the budget in a timely manner it is suggested that the surplus from one year be brought forward to offset the levy in the year following the current budget year. (2013 surplus brought forward in 2015). In this manner Council can be assured that any surplus is not retained long term, but also can facilitate the timely completion of the budget.

Council can direct that amounts be allocated from the Working Fund Reserve during budget deliberations.

Sustainability Implications

Within *Directions for Our Future*, the vision statement associated with Capacity Building and Governance states that “Government decision-making processes are clear, forward thinking and focused on the longer term”. Working funds are utilized to appropriately sustain County operations.



REPORT 2013-223

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

Date Prepared: November 12, 2013

Date of Meeting: December 18, 2013

Re: **Financial Services – 2014 Tax Ratios and Tax Rate Reductions**

Recommendation

RESOLVED THAT Council of the County of Frontenac accept this *Financial Services – 2014 Tax Ratios and Tax Rate Reductions* report;

AND FURTHER THAT Council consider a by-law, introduced later in the meeting, to re-confirm for 2014 the tax ratios and tax rate reductions currently in place.

Background

Under the *Municipal Act*, subsection 308 (2) requires that the County establish tax ratios. Tax ratios are defined in subsection 308 (3) as “the ratios that the tax rate for each property class must be to the tax rate for the residential property class where the residential property class tax ratio is 1”.

The County is required under section 308 (5) of the *Act* to pass a by-law on or before April 30th each year to establish tax ratios for that year for the upper-tier municipality and its lower tiers.

The tax ratio for the managed forests property class prescribed under the *Assessment Act* is 0.25.

The tax ratio for the farm property class prescribed under the *Assessment Act* is 0.25 or such lower tax ratio as the upper-tier municipality or single-tier municipality may establish.

Administrative Report
Financial Services – 2014 Tax Ratios and Tax Rate Reductions
December 18, 2013

Page 1 of 3

Vacant commercial property is assessed at 70% of the commercial rate and vacant industrial property is taxed at 65% of the industrial as prescribed in the Act.

In 1998 after consultation with elected representatives of the four Townships, the County deemed it expedient to establish tax ratios that are within the “range of fairness”.

Comment

It is necessary to review the tax ratio by-law each year prior to the presentation of a new budget. In 1998 it was agreed that all assessment classes should be taxed equally, excluding those for which special consideration must be given according to legislation. At that time, and it continues, this acceptance of fair taxing practices can be implemented without having significant implications for any one property class. The current tax ratios and tax rate reductions are:

ASSESSMENT CLASS	TAX RATIO
Residential & Farm Residential	1.0000
Multi-Residential	1.0000
Commercial Occupied	1.0000
Industrial Occupied	1.0000
Pipeline	0.7000
Farmland	0.2500
Managed Forests	0.2500

SUBCLASSES	TAX RATE REDUCTION
Vacant Land, Vacant Units and Excess Land in the Commercial Property Class	30%
Vacant Land, Vacant Units and Excess Land Subclasses in the Industrial Property Class	35%
First Subclass of Farmland Awaiting Development for all Property Classes	65%
Second Subclass of Farmland Awaiting Development for all Property Classes	30%

Sustainability Implications

Within *Directions for Our Future*, the vision statement associated with Capacity Building and Governance states that “Government decision-making processes are clear, forward

thinking and focused on the longer term". In 1998 County Council decided to tax all classes equally and maintain a competitive tax structure.

Organizations, Departments and Individuals Consulted and/or Affected

Township of North Frontenac
Township of South Frontenac
Township of Central Frontenac
Township of Frontenac Islands



Report 2013-225

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

Prepared By: Colleen Hickey
Human Resources Labour Relations Specialist

Krista Vandewal
Human Resources Generalist/Researcher

Date Prepared: November 13, 2013

Date of Meeting: December 18, 2013

Re: **Administrative Services – Recruitment Policy - Revision**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Administrative Services – Recruitment Policy* report for information;

AND FURTHER THAT the Council of the County of Frontenac adopt the Recruitment Policy attached to this report as Exhibit A.

Background

In Section 270 (1) of the Municipal Act it requires municipalities to adopt policies on the hiring of employees. County Council adopted its Recruitment By-law 32-2004 on November 17, 2004, subsequently a revised Recruitment By-law was adopted on September 20, 2006 due to organizational changes.

The Recruitment Policy now requires further revisions due to the implementation of the new Integrated Accessibility Standards Regulation (IASR), in which designated public sector organizations, including municipalities, are now required to implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements referred to in the IASR.

Administrative Report
Administrative Services – Recruitment Policy
December 18, 2013

Page 1 of 2

Comment

The purpose of this report is for the County of Frontenac to adopt a revised Recruitment Policy for the County which is compliant with the IASR. A copy of the Policy is attached to this report as Exhibit A.

There are four Standards within the IASR:

1. Information and Communication
2. Employment
3. Transportation
4. Design of Public Spaces

The proposed Recruitment Policy encompasses all requirements of the new IASR Point # 2 Employment Standards in relation to recruitment, which is required by January 2014.

The Employment Standard requires policies regarding recruitment, information for employees and processes to accommodate employees as well as external candidates when applying for positions, and IASR training for all employees, volunteers and members of Council.

This Policy revision is required in order for the County of Frontenac to be in compliance with the IASR.

An additional clause was added to provide for circumstances when concurrent internal and external notice of a position vacancy is undertaken.

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 Implications

There are no direct financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

County of Frontenac Policy Working Group
Jannette Amini, Deputy Clerk



**Corporate Policy & Procedure Manual
Human Resources**

**Index Number: HR-02-11
Replaces:**

Subject: Recruitment

Page 1 of 5

Approved:

**Effective Date: November 1, 2006
Revised: December 1, 2013**

Policy: The County of Frontenac adopts the following procedures for hiring to facilitate consistent and fair hiring practices. These procedures may only be bypassed where the operational or staffing needs of the County so require and where the Chief Administrative Officer (CAO) grants approval. The County reserves the right to appoint, on a temporary or permanent basis, employees to managerial or supervisory positions.

This policy applies to all members of Council, departments, divisions or sections within the County and applies to the hiring of all employees.

The County is an equal opportunity employer and does not discriminate in the hiring process based on the protected grounds, as defined in the *Human Rights Code*, subject to requirements, qualifications or factors that are reasonable and *bona fide* in the circumstances. The County of Frontenac complies with all applicable Provincial Legislation relations to employment and employment opportunities. Examples are: *Accessibility for Ontarians with Disabilities Act (AODA)*, *Integrated Accessibility Standards Regulation (IASR)*, *Ontario Human Right Code* and the *Employment Standards Act*.

Objective: The County's objective is always to hire the best qualified applicant. The selection process will be based on a number of factors, including qualifications, education, experience, skill, training, suitability and ability to perform the work.

Procedure: This Policy shall be applied to union or bargaining unit employees in accordance with the applicable Collective Agreement.

Internal Search

It is the County's policy to make the best efforts to promote qualified internal candidates from within the organization when a vacancy or new position exists.

No employee shall be promoted without his/her consent.



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Employees who are awarded and accept a promotion may be required to serve a six (6) month probationary period.

All internal postings will include a statement about the availability of accommodation for applicants with disabilities during the recruitment process.

External Search

The County promotes hiring from within for all positions; however we maintain the right to concurrently advertise job competitions internally and externally to optimize every opportunity to acquire the best candidate(s).

If qualified internal applicants apply during a concurrent posting, the County employee will be interviewed to determine suitability prior to any external interviews being conducted.

Human Resources and the Department Head will determine the composition of a suitable advertisement, the market to be pursued and the carrier. All advertisements will include the County's logo and the statements "An Equal Opportunity Employer", "Only Those Applicants Selected for an Interview will be Contacted" and "Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection." All advertisements will carry a job reference number and applicants will be required to complete a County job application for submission if specified on the job posting along with their cover letter and resume. All County of Frontenac external competitions will be posted on the County's website (www.frontenacounty.ca). All external postings will include a statement about the availability of accommodation for applicants with disabilities during the recruitment process.

All casual and seasonal positions will be posted externally using the resources available to the County.

Unsolicited resumes will not be accepted unless an exception has been made, in writing, by the CAO.



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Approved:

Effective Date: November 1, 2006
Revised: December 1, 2013

An external applicant or current employee will be considered for hiring or promotion in a department in which a relative of that person is a supervisor, or in circumstances where a relative of that person may be supervised by the applicant only after review by the CAO. The circumstances and other relevant information will be fully investigated and provisions may be put into place as necessary.

For the purpose of this policy, a 'relative' is defined as a spouse, same-sex partner, child, step-child, parent, step-parent or sibling of an employee.

Human Resources staff will screen all applicants and develop a short list of qualified candidates for review by the Department Head. Only applicants meeting the position's qualifications will be placed on the short list for further consideration. The County reserves the right to waive qualifications as it deems appropriate.

Interview Format:

Non-union positions: Will be conducted by an interview panel which includes: Human Resources and management representative(s).

Unionized positions: Will be determined if an interview panel is required or if the position will be filled through the seniority process. At least one member of the panel will be a manager or member of the department where the vacancy occurs.

The CAO reserves the right to substitute panel members where appropriate.

Panel members whose participation in an interview could result in a conflict of interest must disclose the details of the conflict of interest to Human Resources prior to commencing in the interview process. Upon review of the disclosure a new member can be selected and a substitute panel member can be chosen. All conflicts and substitute panel members will be discussed with the CAO for approval.



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Approved:

**Effective Date: November 1, 2006
Revised: December 1, 2013**

A conflict of interest may include, but is not limited to situations where a panel member's personal and/or business activities and interest may be perceived to be in conflict with those of the County.

From the short list of applicants, the Department Head will identify those candidates to be interviewed. Human Resources will schedule interviews with the selected candidates in consultation with the Department Head.

An applicant who requests an accommodation relevant to their needs to participate fully in the selection process will be reviewed by Human Resources.

Human Resources shall consult with the applicant and provide or arrange for the provisions of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

All candidates interviewed will be required to provide, at the time of their interview, a list of three (3) references. Reference checks must include:

1. one reference from the most current employer;
2. one from the most recent past employer;
3. a coworker who worked directly with the applicant is permissible;
4. Personal references will not be accepted.

A reference check will not be conducted without first obtaining the written authorization of the applicant.

Following the interview and selection of a preferred candidate, Human Resources staff or the Department Head, or designate, will contact the references of the preferred candidate and report the results to the Department Head before an offer of employment is made.

Offers of Employment

The Department Head, or designate, will make an offer of employment to the successful candidate. All offers will be conditional upon:

- a) provision of a valid Criminal Record Check which is acceptable and satisfactory to the County as per County policy A900-HR-02-13;



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- b) successful completion of a pre-employment assessments at the designated provider of such services;
- c) provision of proof of any certification, registration, license, or training that may be required;
- d) any other considerations that may be appropriate.

When making an offer of employment the employer will notify the successful applicant of its policies for accommodating employees with disabilities.

Once the offer of employment has been accepted, and all conditions of employment have been met, the new employee will be referred for orientation.



Report 2013-231

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

Prepared by: Joe Gallivan
Manager of Sustainability Planning

Peter Young
Community Planner

Date prepared: December 6, 2013

Date of meeting: December 18, 2013

Re: **Sustainability - PAPER/CHEERIO Update**

Recommendation

RESOLVED THAT Council of the County of Frontenac accept the *Sustainability - PAPER/CHEERIO Update* report for information;

AND FURTHER THAT staff be directed to discontinue work on developing a business case for PAPER/CHEERIO projects until further information is available regarding PAPER programs in other Ontario municipalities and the Ontario government's proposed on-bill financing of energy efficiency improvements.

Background

Local improvement charges (LICs) are a tool used by municipalities to recover the costs of capital improvements made on public or privately-owned land from property owners who will benefit from the improvement. These have been traditionally used for roads, sidewalks and other local projects that benefit a specific area. However in 2012 the Ontario government increased the flexibility of this tool and allowed projects such as green energy retrofits on private property through Property-Assessed Payments for Energy Retrofits (PAPER) projects.

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Sustainability– PAPER/CHEERIO Update
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The intention of PAPER projects is that municipalities would provide the financing and set up the framework for these projects, such as a program for installing solar hot water heaters. The project cost would be applied to the individual's municipal tax bill for a set time period, and property owners would be able to pay for the project using the increased savings on their utility bills. This type of program has been of increased interest in Ontario since the federal ecoENERGY program which provided financial incentives for green energy retrofits was discontinued in 2012.

The County has been on the advisory committee for the Collaboration on Home Energy Efficiency Retrofits in Ontario (CHEERIO) group with a number of urban municipalities such as London, Guelph and Durham Region. The organization facilitating the project (the Clean Air Partnership, a non-profit advocacy group) contracted a number of companies to develop a model that could be used to set up a PAPER program for a typical municipality. The model is based on best practices from similar programs in other jurisdictions, working in the context of the new Ontario local improvement charge regulations allowing municipalities to use these charges for green energy. Legal, finance, and program design experts have been involved. The [CHEERIO reports](#) provide a comprehensive map toward implementation of PAPER projects.

County Council authorized the following resolution from the Sustainability Advisory Committee at its April 17, 2013 meeting:

Motion #: 200-13

Moved By: Deputy Warden Clayton

Seconded By: Councillor McDougall

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

CARRIED

Additionally, at its September 18, 2013 meeting, Council approved the following motion:

Motion #: 364-13

Moved By: Deputy Warden Clayton

Seconded By: Councillor McDougall

THAT staff be directed to review actions of other municipalities involved with the CHEERIO project with the intent to develop a business plan to present to Council by the end of 2013.

THAT Council approve a Sustainability Speaker Series that would take place every quarter (one in each township) at an approximate cost of \$200 per event.

AND FURTHER THAT Council approve an ICSP Workshop to be planned for September 20, 2013 at the Verona Free Methodist Church that would include a keynote speaker, catered lunch, and venue rental at an approximate cost of \$1,400.

CARRIED

Comment

Staff have continued to research the implementation of PAPER projects through local improvement charges. At this time, staff are aware of two municipalities that have moved forward with this initiative formally. The most prominent program to date is planned for the City of Toronto, where their Council has approved a [\\$20 million program pilot project](#) using transfers from reserves. Durham Region's investigation led to a recommendation that Council [not move forward](#) with this type of initiative. This recommendation has been sent to other Durham Region committees for input, but the report raises a number of concerns with implementation of this type of program. Inquiries with other counties have indicated that many are waiting until other municipalities set up their own program first.

Based on the research to date, additional information on other Ontario municipalities' experiences is recommended before the preparation of a business case requested by Council. However there are a number of potential issues that have been identified by staff to date based on review of the Durham Region and CHEERIO reports.

Financing: Council would need to determine whether this type of program would be financed through borrowing or reserves. Based on the research done to date, it is not recommended that the program would be financed through borrowing as it could impact the credit rating and future borrowing abilities of the municipality for a project which is not under the County's core legislative responsibilities. If Council chooses to dedicate part of the County reserves toward this project, the administrative costs charged to the applicant should take into account the interest rate the County would have received from having the money in a reserve.

Costs: It should be noted that the program would be intended to be revenue neutral, and the cost of administration would be included in the total local improvement charge to be calculated for the homeowner. The CHEERIO report estimates program set-up costs for 100 participants a year of \$150,000 and operating costs of \$80,000, with total administration costs of \$1,300 per participant based on a three year pilot project. This would give administrative costs of about 10%, which could be a barrier to the effectiveness of the project. Costs per application are projected to decrease as more participants sign up. Figure 1 provides a sample cost structure. Having lower than 100 participants would mean a higher cost per person due to the fixed costs built into the cost structure. A survey or market research study may be necessary to estimate the potential uptake, as the County could be left with budget shortfalls if the program participation is less than anticipated

Figure 1: Table from CHEERIO Working Group: LIC Financing Pilot Program Design report – Dunsky Energy Consulting

Table 15: Sample Program set up and Administration Budget based on Anticipated Program Volume

Expense Category	Expenses	100 Participants per year	250 Participants per year	500 Participants per year
Program Initiation Fixed Costs (A)	Program Plan and Initiation Legal and Financing	\$ 80,000	\$ 80,000	\$ 80,000
Program set up Costs (B)	Program Tools Application Database Marketing Materials Documentation (\$500-\$700 per participant)	\$ 70,000	\$ 150,000	\$ 250,000
Annual Fixed Costs (C)	Human Resources Debt Servicing Marketing Overhead LIC Collection (\$140-\$400 per participant)	\$ 40,000	\$ 80,000	\$ 140,000
Per Participant Costs (D)	Register Liens Title Searches Application Reviews Documentation (\$400 per participant)	\$ 40,000	\$ 100,000	\$ 200,000
Total Program Set Up Costs (A+B)		\$ 150,000	\$ 230,000	\$ 330,000
Total Annual Operating Costs (C+D)		\$ 80,000	\$ 180,000	\$ 340,000
Total Admin. Costs (Per Participant) ¹¹		\$ 1,300	\$ 1,050	\$ 900

Administration and Staffing: Although it would be possible for the administration of the program to be done through a private contractor such as Hearthmakers Energy Co-operative, financial oversight of the design and administration of program would have an impact on staff resources. There would also be increased administrative costs to the Townships to implement local improvement charges through the tax bill, although these types of charges are used in other municipalities and a system could be developed to track the charges. If debentures were issued there would also be increased administration costs for the municipality.

Legal: The legal analysis prepared by Aird & Berlis LLP as part of the CHEERIO project outlines potential legal issues with enforcement regarding registering private LICs on title as a way to better ensure enforcement. The report's authors believe that further amendments to the *Municipal Act* would be required to implement this form of enforcement. There is also risk that the municipality could be sued if the work undertaken by a contractor is not sufficient. While the Aird & Berlis report offered a number of ways to mitigate this risk, Durham Region's report stated that "from a risk management perspective, an LIC program would create a series of potential litigation issues for the Region," such as contractor negligence or energy savings not materializing. Any design of the program and contracts should be reviewed extensively by the County's solicitor.

Duplication of Existing and Future Programs: The popular federal ecoENERGY retrofit program was discontinued in 2012, leaving a large gap in the Ontario marketplace. However there are still a number of rebate, loan and incentive programs available through the federal and provincial governments, banks and certain utilities. There would

be potential that a County program could duplicate some of these efforts. While not all of these are available for Frontenac County residents, a new program recently announced by the Ontario government offers significant potential.

On December 2, 2013, the Ontario government unveiled its [Long-Term Energy Plan](#), a plan that Council had submitted comments on earlier in 2013. The new plan includes the commitment for making new financing tools available to consumers, including on-bill financing for energy efficiency retrofits, starting in 2015. According to the [Toronto Star](#), further details will be available as part of the 2014 Ontario Budget this spring.

Depending on the details, this program may be more effective and a better use of resources than starting a program at the County level. Provincial-level programs for energy retrofits are available in BC, Manitoba, Newfoundland, and other jurisdictions around the world. The CHEERIO report outlines a number of benefits to a province-wide approach in Ontario including significant economies of scale and a substantial mitigation or elimination of risk.

While on-bill financing may not address all forms of energy efficiency, it offers a number of positive attributes according to analysis done as part of the CHEERIO project. This includes minimizing the debt of the owner, minimizing debt and resources of the municipality, and low interest rates. The program can be designed to be attached to the meter and stay on the property, or could be due upon change of owner/customer. Another advantage of on-bill financing is that it can address the rental market (business and residential) where the tenant pays utilities, unlike a PAPER project.

Conclusion: Given the potential for a province-wide program for energy efficiency improvements and the lack of sufficient examples in Ontario of municipal PAPER programs to date, particularly for rural areas of the province, County staff are recommending that work on this project be discontinued until further information is available on the proposed Ontario program and on LICs being used by other Ontario municipalities.

Sustainability Implications

This program supports the Energy and Infrastructure focus areas adopted in *Directions for Our Future*. There are benefits in Economic, Social and Environmental pillar; retrofit projects can support local businesses and contractors, energy costs can be lowered for homeowners, and greenhouse gas emissions and electricity use can also be reduced. Sustainability also involves the wise management of funds and any program design and use of funding will have to be justified with an analysis of the costs and benefits of the program.

Financial Implications

Council could potentially authorize the use of funds from the working fund or other reserves to fund a PAPER program. Additional resources would be required for administration through additional staffing or contracting a private company to administer the program. The goal of the program would be that the costs to design and administer

the program would be revenue-neutral, however there would be risks that the program could lose money if uptake was less than projected.

Organizations, Departments and Individuals Consulted and/or Affected

County of Frontenac Treasury
Clean Air Partnership
Ministry of Energy
Ministry of Municipal Affairs and Housing



Report 2013-238

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

Prepared by: Joe Gullivan
Manager of Sustainability Planning

Date prepared: December 5, 2013

Date of meeting: December 18, 2013

Re: **Sustainability – 2015 County Planners Conference**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Sustainability – County Planners Conference* report;

AND FURTHER THAT Council consider endorse the County's application to host this conference in 2015.

Background

The County Planning Directors of Ontario hold an annual conference in May of each year. All Counties that have a planning department are invited and encouraged to attend. Frontenac County has been represented since 2010 by the Manager of Sustainability Planning.

There is a possibility that Frontenac County could host this session in 2015 during the County's 150th Anniversary celebrations.

Comment

The County Planning Directors have established an annual meeting to have an opportunity to meet together and discuss regional planning issues, Provincial policy,

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and best practices. It is a valuable get together which allows for the sharing of advice on County planning issues.

The conference is traditionally scheduled for two days in the latter half of May. Roundtables on current planning issues are held, the Ministry of Municipal Affairs and Housing is invited to provide an update on provincial planning priorities, and the host County also does a session on a unique or complex planning issue that has been recently dealt with.

The conference is small in size. Usually attendance is between twenty to twenty-five persons. Each host County has a small budget to cover some costs. Efforts are also made to try to find a sponsor to cover these costs.

Staff are requesting that Council consider hosting this conference in 2015 during the 150th anniversary celebrations. It is also the year when it is expected that the first County Official Plan will be in place for Frontenac County.

Based on discussions with County Planning Directors who have recently held this session, a potential budget of approximately \$3,000 may be necessary. Staff would also need to find a venue in the Frontenacs to host the group and that has not been determined at this time.

The host County usually agrees at the end of the annual conference (i.e., May 2014), so there would need to be a budget confirmed for next year to start preparations for 2015.

Sustainability Implications

Frontenac County acting as host of the annual County Planning Directors Conference touches on the social and cultural pillars in the County's Sustainability Plan.

Financial Implications

It is estimated that \$3,000 may be required in 2015 if the County is successful in its bid to host the Planners Conference. Confirmation of the Frontenacs as the host County will not be known until May 2014.

Organizations, Departments and Individuals Consulted and/or Affected

Finance



REPORT 2014-001

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/ Treasurer

Prepared by: Anne Marie Young
Manager of Economic Sustainability

Date prepared: January 7, 2014

Date of meeting: January 15, 2014

Re: **Sustainability – Building Communities through Arts and Heritage Funding Application Report**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive this *Sustainability – Building Communities through Arts and Heritage Funding Application report*;

AND FURTHER THAT Council accept the draft 150th Anniversary Plan attached to this report as Appendix A;

AND FINALLY THAT Council authorize staff to take the necessary steps (including seeking letters of support) to complete and submit an application to the Building Communities through Arts and Heritage Fund by the January 31, 2014 deadline.

Background

The County of Frontenac will mark its sesquicentennial or 150th Anniversary, in 2015. This significant milestone presents an opportunity to celebrate the County's colourful history, feature local heritage, artists and artistic culture, as well as engage and connect community residents around their common identity and cherished, rural way of life. At the regular meeting of County Council held in November 2013, County Council authorized the hiring of a consultant for the purposes of drafting a plan for the 150th Anniversary celebrations that could be used for funding applications.

Comment

Rob Wood of 8020 Info Inc. was hired to facilitate a day-long workshop with the 150th Anniversary Committee to lay out a draft plan for the upcoming activities in 2015.

The aim of this plan is to craft an extraordinary celebration that will:

- build a stronger sense of community and connection across the County
- celebrate the quality of life in the Frontenacs today and help people appreciate what's "different, better and special" about the community
- recognize past achievements and the pivotal contributions of various community builders over the years
- engage youth as "guardians of the future" with a full appreciation of the community's history and the fundamental values of the County lifestyle
- encourage all residents to look to the County's future

In addition to engaging residents across the community in this historic celebration, the program should encourage them to explore and better understand the full range, depth and breadth of the community. It is also expected to bring people back to the County (like a family reunion), support "buy local", attract visits from those living outside the County, or even encourage former residents to move back.

The following excerpt from the draft plan recommends a number of activities, events and programs to appropriately celebrate this important milestone:

Frontenac County Showcase (a three-day celebration with a flavour much like a grand country fair, presented August 21-23, 2015, in a central location — in Centennial Park, South Frontenac; it would feature official ceremonies and recognition of community builders, accomplished local performers, social/food-oriented events, exhibitions and other events)

County Plowing Match (in conjunction with the County Showcase)

Frontenac Heritage Ball (part of the County Showcase, featuring costumes and a varied musical program related to the times and culture of the County)

Historic Artifacts Exhibition (at Showcase/travelling to satellite locations)

History Documentation Projects (producing themed videos that tell the County's history; recording family stories; and archiving old photos)

Community Quilt Initiative (a commemorative artwork created by artisans across the County)

Frontenac Sesquicentennial Scholarship (to recognize a graduating student who has demonstrated outstanding leadership in at least one of the County's sustainability pillars: social, cultural, economic or environmental)

Passport/Poker Run Program (a community participation program that encourages residents to visit businesses in all four townships)

Visual Profile: 150th Everywhere (encouraging community associations, event organizers and businesses across the County to feature the 150th logo/visual identity in their own activities and communications)

A draft budget for the celebration was estimated at \$265,000 with anticipated revenue to include Council's 4-year commitment of \$30,000 per year for a total of \$120,000; an in-kind contribution of \$25,000 by the Township of South Frontenac; \$80,000 funding from Building Communities through Arts and Heritage; and \$40,000 from other funding sources.

For specific details a copy of the complete draft plan is filed with this report..

Sustainability Implications

Community-wide celebrations help to acknowledge the importance of and to strengthen both the cultural and social pillars of Frontenac's sustainability.

Financial Implications

Draft Budget / Initial Cost Estimates for the 150th Anniversary Program:

Sources of Revenue:

County of Frontenac (\$30,000 x 4 years)	\$ 120,000
Township of South Frontenac (site improvements in-kind)	\$ 25,000
Community Anniversaries Arts & Heritage Program	\$ 80,000
Other (CFDC, The Great Waterway, sponsors etc) ..	\$ 40,000
TOTAL PROJECT BUDGET	\$ 265,000

Program Expenditures:

Frontenac County Showcase

Security/Health & Safety	\$ 10,000
Entertainment/Headliners	\$ 25,000
Production Expenses	\$ 15,000
Tents and Other Rentals	\$ 10,000
Operations and Overheads	\$ 10,000
Total Showcase Expenditure	\$ 70,000
County Plowing Match	\$ 2,000
Frontenac Heritage Ball	\$ 8,000
Bus transportation provided to/from other townships	\$ 20,000
Site improvements (paid by South Frontenac Twp.)	\$ 25,000
Historic Artifacts – Travelling Exhibition	\$ 5,000
History Documentation Projects (video)	\$ 15,000
Commemorative Quilt Initiative	\$ 2,000
Frontenac 150th Scholarship	\$ 1,000
Passport/Poker Run Program	\$ 5,000

Marketing (design, database, mailings, web etc)	\$ 50,000
Event Admin & Marketing Coordination (intern)	\$ 28,000
Visual Profile: 150th Everywhere (logo already paid)	\$ 5,000
Volunteer Training & Expenses	\$ 15,000
Unallocated & Contingency (5% of total budget)	\$ 14,000
TOTAL PROJECT BUDGET	<u>\$ 265,000</u>

Organizations, Departments and Individuals Consulted and/or Affected

Townships of Frontenac
Stakeholders
Residents
Business Representatives



Review Draft

Draft Plan – Dec. 11, 2013

Frontenac County – 150th Anniversary Plan

The following draft plan was developed in a day-long planning workshop with the 150th Anniversary Planning Advisory Committee held in the Frontenac Boardroom of the County Administrative Office on December 11, 2013.

Introduction

The County of Frontenac will mark its sesquicentennial, or 150th anniversary, in 2015. This significant milestone presents an opportunity to celebrate the County's colourful history, feature local heritage, artists and artistic culture, as well as engage and connect community residents around their common identity and cherished, rural way of life.

The following plan recommends a number of activities, events and programs to appropriately celebrate this important milestone:

- **Frontenac County Showcase** (a three-day celebration with a flavour much like a grand country fair, presented Aug. 21-23, 2015, in a central location — in Centennial Park, South Frontenac; it would feature official ceremonies and recognition of community builders, accomplished local performers, social/food-oriented events, exhibitions and other events)
- **County Plowing Match** (in conjunction with the County Showcase)
- **Frontenac Heritage Ball** (part of the County Showcase, featuring costumes and a varied musical program related to the times and culture of the County)
- **Historic Artifacts Exhibition** (at Showcase/travelling to satellite locations)
- **History Documentation Projects** (producing themed videos that tell the County's history; recording family stories; and archiving old photos)
- **Community Quilt Initiative** (a commemorative artwork created by artisans across the County)
- **Frontenac Sesquicentennial Scholarship** (to recognize a graduating student who has demonstrated outstanding leadership in at least one of the County's sustainability pillars: social, cultural, economic or environmental)
- **Passport/Poker Run Program** (a community participation program that encourages residents to visit businesses in all four townships)
- **Visual Profile: 150th Everywhere** (encouraging community associations, event organizers and businesses across the County to feature the 150th logo/visual identity in their own activities and communications)



Goals, Objectives and Outcomes

The aim of this plan is to craft an extraordinary celebration that will:

- build a stronger sense of community and connection across the County
- celebrate the quality of life in the Frontenacs today and help people appreciate what's "different, better and special" about the community
- recognize past achievements and the pivotal contributions of various community builders over the years
- engage youth as "guardians of the future" with a full appreciation of the community's history and the fundamental values of the County lifestyle
- encourage all residents to look to the County's future

In addition to engaging residents across the community in this historic celebration, the program should encourage them to explore and better understand the full range, depth and breadth of the community. It is also expected to bring people back to the County (like a family reunion), support "buy local", attract visits from those living outside the County, or even encourage former residents to move back.

The 150th celebration is a platform to provide exposure to our particular way of life and champion the rich lifestyle the Frontenacs have to offer.

Primary Audiences:

It is recommended that the 150th Anniversary program focus primarily on people with a direct connection of some type to the County.

There are several components to this target audience:

- current residents/families in all parts (four townships) of the County
- family members with roots in the Frontenacs who have since moved away
- past residents of the County and school alumni
- friends and family members invited to visit from outside the County
- community groups (the agricultural community, local businesses, service clubs, lake associations, arts, heritage and cultural groups, environmental, recreation and sports groups, County/Township staff, seniors/youth, etc.)



Timeline for Planning and Events

2013 was a year of outreach and idea generation, as the planning committee reached out to the community to solicit suggestions for the anniversary celebration and test some initial concepts and proposed approaches.

2014 will be a year to get ready, and 2015 will be the year for implementation.

The following is a draft timeline for activities over the next 24 months. Please note that the three-day Frontenac County Showcase (including the Heritage Ball and County Plowing Match) will be the highlight in August 21-23, 2015. Other activities will take place over a period of some months.

It is anticipated that the 150th Anniversary visual identity/logo will be incorporated in community events to give the celebration profile throughout 2015.

2014	Jan	!	Arts & Heritage funding application due
	Feb	–	Planning continues
	Mar	–	Planning continues
	Apr	–	Planning continues
	May	–	Planning continues
	June	!	Detailed plans developed and confirmed by committee
	July	–	Planning continues; work on invitation/database under way
	Aug	–	Marketing/publicity campaign starts rolling out
	Sept	☺	Profile at community events
	Oct	☺	Profile at community events
	Nov	☺	Profile at community events
	Dec		
2015	Jan	➔	Heritage-themed videos/photos/stories start rolling out
	Feb	☺	Profile at community events
	Mar	☺	Profile at community events
	Apr	➔	Heritage artifacts exhibition starts touring
	May	➔	Commemorative Quilt Initiative under way
	June	➔	Scholarship Award Announced
	July	➔	Passport/Poker Run Program under way
	Aug	➔	Frontenac County Showcase Aug. 21-23
	Sept	–	Wrap up major event administration
	Oct	☺	Profile at community events
	Nov	☺	Profile at community events
	Dec	☺	Profile at community events

Sesquicentennial Programming, Events and Activities

The centrepiece of 150th anniversary celebrations will be the Frontenac County Showcase in August 2015 (including the Heritage Ball and County Plowing Match). Several other activities will occur at satellite locations, often in conjunction with other community events throughout the year.

Frontenac County 150th Anniversary Showcase

(main event celebrating the sesquicentennial and the “Frontenac spirit”)

Dates: Friday, Aug. 21 through Sunday, Aug. 23, 2015
 Location: Centennial Park in Harrowsmith, Township of South Frontenac
 Format: The flavour of presentation would be much like a grand country fair.
 Services: Bus services running to the central location from other townships will enable easy participation by residents anywhere in the County.

- Fri. Aug. 21** – Frontenac Sesquicentennial Parade and march-past/review
 (Aft/Evening) – Barbecue or corn roast (local fundraiser staffed by volunteer org’n)
 – Anniversary exhibitions, vendor displays & food kiosks, beer tent
 – Family-oriented amusements and activities (runs throughout event)
- (6pm) – Official opening ceremonies/recognition of community builders
 – Live music with accomplished County headliner (Sarah Harmer?)
- Sat. Aug. 22** – Anniversary exhibitions, vendor displays & food kiosks, beer tent
 (Afternoon) – County Plowing Match (w/ celebrities; across from Showcase site)
 (Evening) – Music stage with local performers (youth, fiddle, country etc.)
 – “Sir John, Eh?” musical celebrating Sir John A. Macdonald’s story
 – Heritage Ball (featuring costumes and prizes, VIPs, a varied musical program related to the times and culture of the County; estimated attendance of 200/100 couples; presented on site under a tent or, in case of rain, in the North Frontenac Arena)
- Sun. Aug. 23** – Sunday brunch (11am–1pm; fundraiser staffed by volunteer org’n)
 – Anniversary exhibitions, vendor displays & food kiosks, beer tent
 (1pm) – Buzz event: Live music with top local headliners (Abrams Brothers?)
 – Official closing ceremonies concluding at 3pm

Heritage displays: would include old tractors, farm machinery, tools & antique cars.

Anniversary exhibitions: refer to travelling displays of historic Frontenac artifacts as well as presentations of County history documentation (videos, photos, stories).

Other notes on the Frontenac County 150th Anniversary Showcase:

- Centennial Park in Harrowsmith offers a 12-acre site for Showcase activities and currently has a double soccer pitch, ball diamond, tennis courts, parking and canteen. About 4-5 acres of the site are not “manicured” but will be improved. The Township of South Frontenac has committed to an investment of \$25,000 for overall site upgrades.
- The North Frontenac Arena has been booked as a back-up in case of rain. It offers a 10-acre site.
- It is hoped that the associated County Plowing Match would be presented close by, on private land right across from the park.
- Official Ceremonies would feature components somewhat similar to an Olympic opening: a parade/march-past, music, hoopla, the “official opening” ceremony, promotion of key messages and high profile for the anniversary’s visual identity.

The event would be expected to include representation from three levels of government, past wardens and other VIPs. This would provide an important platform to recognize key community builders from past and present, announce the anniversary scholarship winner, and communicate key themes celebrating the County’s way of life and values, its colourful stories and significant arts, heritage and culture.

- Security, health and safety will be a key focus of attention (and cost item). Police/OPP Auxiliary services, EMS, St. John Ambulance and/or Red Cross, parade marshals and corresponding service facilities/emergency routes must be carefully planned.
- Volunteer organizations across the County are expected to play a key role, particularly fire departments, the Legions and service clubs like the Lions who could showcase their own fundraising projects at the social/food-oriented events like the Friday night barbecue and Sunday morning brunch.
- The estimated volunteer requirement for the Showcase alone would be a minimum of 50 volunteers x 3 days = ~150 volunteers. Efforts will be needed to engage volunteers from across the County, not just those situated near the site or in South Frontenac.



Historic Artifacts Exhibition

- This program involves working with local historical groups to curate and exhibit a travelling show of historic artifacts, photos and commentary that would tell the colourful story of Frontenac County. Material would be incorporated from all four townships in the County to represent the community's collective history.
- While this program might be expected to appeal primarily to older residents, it will help to address an anniversary goal of helping youth and other residents, of all ages, to more fully appreciate the County's history, those who built the community, and its fundamental values.
- The exhibition would be featured at community events and venues throughout the anniversary year as well as at the highlight event, the Frontenac County 150th Anniversary Showcase. There may also be opportunities to coordinate the artifact exhibition with productions of the musical about Canada's first Prime Minister ("Sir John, Eh?") and with videos from the history documentation initiative.
- It is expected that the 150th Anniversary Advisory Committee would provide general direction for the exhibition, with specifics developed by the volunteer groups involved. Some resources may also be required to support their efforts as they assess requirements for transportation, presentation/display cabinets, storage and security.

History Documentation Projects

- This project would be anchored by the professional production of two or three short videos focused on themes central to Frontenac County's history and traditions such as the evolution of agriculture, the railway, logging and mining activities, notorious politicians and colourful community characters. It is expected that an RFP would be issued once funding is confirmed.
- A companion program would be mounted with volunteers, particularly the students and teachers in media programs at Sydenham and Sharbot Lake secondary schools. This could include documenting Anniversary events.
- This program would build on the Kingston Frontenac Public Library's *Story Me* initiative to record individual/family stories and photos that are part of Kingston Frontenac's history. Individual stories are presented together online to tell a bigger tale by sharing this collection of local memories with other Canadians and with the world.

Community Quilt Initiative

- This quilting project would bring together volunteer artisans from across the County to produce a special quilt to commemorate the 150th Anniversary.
- Blocks would be produced by volunteers to reflect historical traditions from all four townships and the aboriginal community in the Frontenacs. The design concept is to be juried and finalized in June 2014. The final product would be unveiled at the 150th Anniversary Showcase and thereafter be displayed prominently at a public location in the community (e.g. Fairmount Auditorium).
- Professional expertise and volunteer leadership/coordination would be provided by **Shelly Lacelle** from Wilton Creek Fabrics in Harrowsmith.

Frontenac Sesquicentennial Scholarship

The general criteria for this proposed \$1,000 150th Anniversary award would be:

- Eligibility: any secondary school student, resident in the County, who will be pursuing further post-secondary education and who has demonstrated leadership in one or more of the four pillars of the County's Integrated Community Sustainability Plan: social, cultural, environmental or economic.
- Application process and evaluation of candidates: An application process must be designed to solicit nominations from all secondary schools that service students resident in Frontenac County (which may include city schools) and from the community generally. A jury panel to evaluate the candidates should represent a range of perspectives – school-based staff such as guidance counsellors together with community leaders and champions in the four areas known as pillars of the sustainability plan.
- Funding: For 2015, it is recommended that \$1,000 for the award be funded through money already designated in the County of Frontenac 2013 Youth Fund. For the longer term, any surplus funds remaining from sesquicentennial activities (and/or annual County allocations in future) might be used to continue this award in subsequent years. If a fund were to be established, it might be administered professionally by a foundation like the Limestone Board Foundation or Community Foundation of Kingston & Area.
- Timeline: To be confirmed by June 2014.

Passport/Poker Run Program

- The goal for this initiative is to create a fun promotion that would drive traffic to businesses across/throughout the County (specifically, all four townships). This would build better public awareness and understanding of what local businesses have to offer, encourage residents to visit other parts of the County, as well as generate some trade for participating businesses.
- A work group has been set up with representation from all four townships on the committee. At least 20 businesses are expected to participate, with a wide range in pricing of products/services offered to visiting customers. In addition to marketing support, the menu of incentives for business participation might include prizes such as an expense-paid costume to attend the Frontenac Heritage Ball.
- The group aims to attract a couple hundred shopping participants, with the promotion/contest running through to August 2015 (end of the Showcase).
- While the exact concept is still being developed (i.e. either a passport stamp program or a “poker run” format), the program would involve active marketing to local consumers with incentives to encourage them to visit 20 businesses across the County and make a purchase to get a stamp or poker card to qualify to win prizes.

Legacy Projects

The committee has discussed a variety of potential legacy projects for each of the four areas (townships) in the County, including trailhead facilities, public art, a war memorial, museum projects, the oldest log cabin, waterfront pavilions, the canal, and something to highlight the Dark Skies designation.

Early deadlines for funding applications in January 2014, however, do not permit enough time for consultation with townships to develop and secure local approval of proposed legacy projects.



Visual Profile: 150th Everywhere

To kick-start community involvement, the Committee held a contest in 2012 for the creation of a logo to visually identify and promote the celebratory events of 2015. Donna Larocque, a graphic designer and owner of Donna Larocque's Sign Shoppe in Sharbot Lake, was awarded the \$1,000 prize for her winning design, which emphasizes the association of four people/four townships.

During the 150th Anniversary year, this visual identity and related key messages and themes would be featured prominently at community events throughout the year, including:

- Frontenac Heritage Festival and other arts events
- Snowmobile Runs
- Volunteer Firefighters ATV Ride for Dad
- Canada Day Celebrations
- Verona Lions Jamboree
- Blue Skies Festival
- Plowing Match
- Frontenac Essential Services Fair
- Annual Workshop for the Integrated Community Sustainability Plan
- Remembrance Day Celebrations
- Christmas Parades

Local businesses, non-profit and community service groups, public sector organizations and municipalities will also be encouraged to feature the logo/anniversary theme prominently in their advertising, marketing and communications during 2015.

Marketing Communications Program

- The structure of the marketing communications program is determined by primary audiences, defined as those with a direct connection to the County, including current residents/families, former residents and family members with roots in the Frontenacs who have since moved away, visiting friends and family, local businesses and community groups.
- The Advisory Committee does not recommend focusing or spending time and money on advertising to those not having some existing connection to the County (such as tourists from distant locations).
- Direct contact is the best way to get people engaged and a letter should be developed and sent out to County “alumni”. (Past examples locally indicate this would involve mailing to a database of 4,000+ addresses.)
- It is recommended that a electronic/direct mailing database (a single “monster list”) be compiled and verified by a central co-ordinator working with local community groups, clubs, associations, schools, churches, municipalities, event organizers and members of the public with contact information, addresses and email lists.
- Given that the celebratory 150th Anniversary events are “one-time” rather than annual events, early and repeated advance notice will be important.
- While the key strategy is regular one-to-one contact with residents and other participants/visitors, a full range of communications tools may be employed to promote the 150th Anniversary including presentations, media relations and advertising, on-site presence at community events, electronic content (website/social media/video/email), print materials and municipal mailings.
- Many top VIPs and high-profile celebrities (such as the Lieutenant Governor of Ontario or Don Cherry) are booked a long time in advance. Any VIPs to be invited to attend official ceremonies and play other roles in the 150th Anniversary program should be identified and invited as soon as possible.
- New accessibility standards will come into effect in 2015 and should be taken into account for communications (e.g. font size and format) as well as for transportation and design of public spaces.



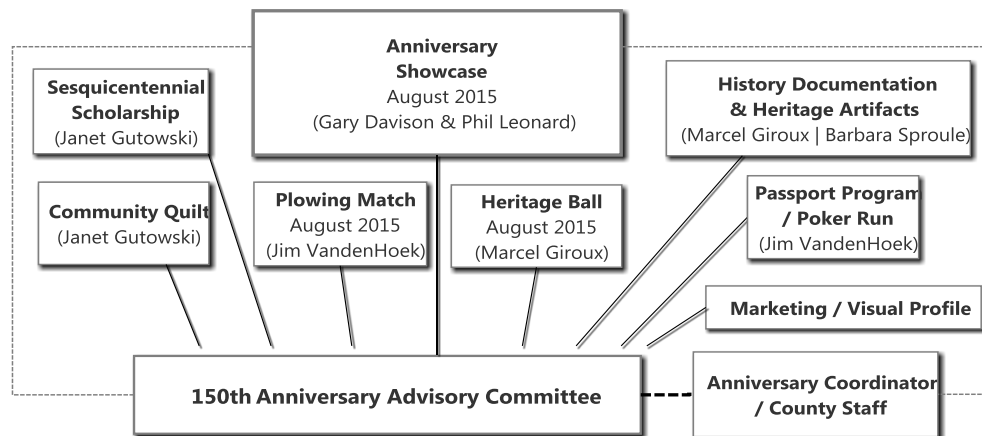
Governance, Resources and Operations

The successful implementation of the 150th Anniversary celebrations will depend substantially on volunteers, and further discussions with service clubs, community organizations and other volunteers are planned. It is expected that as many as 150-250 active volunteers will be needed.

In addition to the County's support, government grants, local in-kind donations, sponsorships and other sources of funding, the 150th Anniversary Celebration will depend on significant volunteer support from local groups including:

- Committee volunteers and champions
- County and township staff, schools and the library
- Fire departments, Legions, Lions and other service clubs, historical societies and arts groups
- Plowing match volunteers
- Volunteers from each township for the Passport/Poker Run program

The general structure for leadership, management and accountability involves a community-based approach with coordination led by the 150th Anniversary Advisory Committee, which has representation from the four areas of the County.



A variety of organizational capabilities will be required to achieve future goals — some provided by volunteers, some through contracted services, and some contributed through active financial and staffing support from municipalities. In particular, the plan calls for a dedicated resource such as an intern to provide continuity and sustained effort if this plan is to be implemented successfully.



Draft Budget / Initial Cost Estimates for the 150th Anniversary Program:

Sources of Revenue:

County of Frontenac (\$30,000 x 4 years)	\$ 120,000
Township of South Frontenac (site improvements) ..	\$ 25,000
Community Anniversaries Arts & Heritage Program .	\$ 80,000
Other (CFDC, The Great Waterway, sponsors etc) ..	\$ <u>40,000</u>
TOTAL PROJECT BUDGET	\$ 265,000

Program Expenditures:

Frontenac County Showcase

Security/Health & Safety	\$ 10,000	
Entertainment/Headliners	\$ 25,000	
Production Expenses	\$ 15,000	
Tents and Other Rentals	\$ 10,000	
Operations and Overheads	\$ <u>10,000</u>	
Total		\$ 70,000
County Plowing Match	\$ 2,000	
Frontenac Heritage Ball	\$ 8,000	
Bus transportation provided to/from other townships	\$ 20,000	
Site improvements (paid by South Frontenac Twp.)	\$ 25,000	
Historic Artifacts – Travelling Exhibition	\$ 5,000	
History Documentation Projects (video)	\$ 15,000	
Commemorative Quilt Initiative	\$ 2,000	
Frontenac 150 th Scholarship	\$ 1,000	
Passport/Poker Run Program	\$ 5,000	
Marketing (design, database, mailings, web etc)	\$ 50,000	
Event Admin & Marketing Coordination (intern)	\$ 28,000	
Visual Profile: 150th Everywhere	\$ 5,000	(logo already paid)
Volunteer Training & Expenses.....	\$ 15,000	
Unallocated & Contingency (5% of total budget)	\$ <u>14,000</u>	
TOTAL PROJECT BUDGET		\$265,000

- ☐ Social/food events like the Showcase barbecue or breakfast are fundraisers where costs are recovered through the purchases made by event attendees.
- ☐ Advisory Committee travel/incidental expenses are covered in a separate budget.



Notes on Funding:

- Initial planning work indicates that there is limited capacity among County businesses to undertake sponsorship of major events and programs. Many are small operations (few have 10 or more employees), and they also face weekly requests for financial support from other organizations.
- The recommended approach is to simply ask local businesses for their support — through whatever means they are able and comfortable with (financial, in-kind goods or services, participation in programs, providing profile for anniversary marketing materials, logo, flyers/signage or other communications). They should not feel “badgered” by demands for support.
- A half-dozen potential sponsors will be identified and approached with a request for support, tailored to fit their capacity, needs and desired benefits.
- The committee will assess potential opportunities for financial support or sponsorships from outside corporate sources — particularly those with commercial operations or a business stake in the County. These opportunities must offer real value to the potential sponsor.
- An effective presentation(s) will be required to explain the 150th Anniversary plan, sponsorship opportunities, and the benefits to them.

Next Steps for Follow-up and Implementation:

- Circulate draft plan to the Committee electronically for review by early January
- Final report to be distributed Jan.10th for Jan. 15th County Council meeting
- Complete the Arts & Heritage grant application (Anne Marie taking the lead)
- Letters of support needed for the application (e.g. from South Frontenac, Lions Club, legions, firefighters and so on)
- Investigate pricing for the tents, video & other items to confirm budget estimates
- Follow up on funding for the proposed 18-month intern/coordinator position
- Identify steps to engage/secure community partners and volunteer resources
- Identify any areas where further research/information will be required
- Further development of a marketing/communications plan
- Confirm recommended timelines for development and implementation, and any approvals that may be required.
- Confirm the final plan of recommended 150th Anniversary initiatives — major decisions must be made before June 2014.



2014-005

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/ Treasurer

Date prepared: January 9, 2014

Date of meeting: January 15, 2014

Re: **Financial Services – 2013 Fairmount Home Accounts Receivable Write-Offs**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive this *Financial Services – 2013 Fairmount Home Accounts Receivable Write-Offs* report;

AND FURTHER that Council authorize the Treasurer to write off accounts totalling \$9,495.44.

Background

The Ministry of Health and Long Term Care provides funding to Long Term Care Facilities and sets standard rates for resident payments. Residents are billed monthly for their share of the rent and any other miscellaneous expenditures that have occurred in that month. Overdue accounts are assessed regularly and payment notices forwarded to residents and responsible family members. When the overdue amount exceeds \$5,000 legal action is taken to recoup funds.

Comment

Having pursued legal action in all 3 overdue accounts that exceed \$5,000, at this time one account is deemed to be uncollectible.

Financial Implications

At this time, the Treasurer is requesting Council approval to write off those revenues deemed to be uncollectible in the total amount of \$9,495.44.

Organizations, Departments and Individuals Consulted and/or Affected

Julie Shillington, Administrator Fairmount Home

Administrative Report
2014 Financial Services – 2013 Fairmount Home Accounts Receivable Write-Offs
January 15, 2014

Page 1 of 1



Report 2013-221

ADMINISTRATIVE REPORT

To: WARDEN AND COUNCIL OF THE COUNTY OF FRONTENAC

From: Marian VanBruinessen
Action CAO

Prepared by: Julie Shillington
Administrator of Fairmount

Date Prepared: November 27, 2013

Date of Meeting: December 18, 2013

Re: Fairmount Home – 2013 3rd Quarter Consolidated Statistical Update

Recommendation

THAT Council of the County of Frontenac receive the *Fairmount Home – 2013 3rd Quarter Consolidated Statistical Update* report for information only.

Background

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

With this in mind, Fairmount’s Quality Assurance and Assessment Committee (QAAC) has developed a Quality Improvement Consolidated Statistical Report (Appendix A). This report contains information on all of the performance measures that were being collected in the home in the first, second and third quarters of 2013 and includes information such as goals (if established) and comments about the information collected.

Administrative Report
Fairmount Home – 2013 3rd Quarter Consolidated Statistical Update
December 18, 2013

Page 1 of 2

Comment

There is an increase in the number of programs offered to residents as a result of the exercise program funding provided by the Ministry of Health & Long-Term Care.

Housekeeping staff conducted a trial on a new type of portascrubber. Staff completed new equipment feedback sheets and through that process the decision was made not to purchase that type of scrubber.

Please note that the Fire Inspector conducted her annual inspection and we are compliant.

There has been an increase in resident aggression, particularly on our secure unit.

We continue to meet our goal of ensuring the employee and management workplace health and safety inspections are completed 100% on time.

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

Sustainability Implications

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

Financial Implications

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

Organizations, Departments and Individuals Consulted and/or Affected

Fairmount Management Team
Staff
Residents
Volunteers

FAIRMOUNT HOME
QUALITY ASSURANCE & ASSESSMENT COMMITTEE (QAAC)

**Quality Improvement (QI)
Consolidated Statistical Report
2013**

PROGRAMMING															
Statistic / Audit	Measurement	Goal	1 st Quarter Results			2 nd Quarter Results			3 rd Quarter Results			4 th Quarter Results			Comments
Program Attendance: First floor (monthly)	# residents attending at least one program / # total residents		Jan 62/64	Feb 61/64	Mar 62/63	Apr 60/64	May 61/63	Jun 62/64	Jul 63/64	Aug 63/64	Sep 61/64	Oct	Nov	Dec	Enteric Outbreak 1 st fl in March – all large group activities cancelled for both floors
Program Attendance: Second floor (monthly)	# residents attending at least one program / # total residents		59/63	60/64	63/64	47/64	58/64	46/64	62/64	59/63	59/64				2 nd quarter stats 2 nd fl. incomplete
Activity Calendar (monthly)	# 1 st floor programs & # 2 nd floor programs (to ensure equitable)		18/18	23/15	18/20	18/19	19/18	19/13	24/24	28/24	27/23				Feb – 8 on Mondays 1 st fl – 0 on 2 nd – otherwise relatively equal Overall increase in # of programs includes exercise classes 3 rd quarter on.
Activity Calendar	# weekend programs in the quarter / # total weekends		46/13			38/13			44/13						

	# evening programs in the quarter / # weeks in the quarter		8/12.5	9/13.7	8/13.1		3 rd quarter = 5 in Sept; Aug=1; July=2
NEW – Program Descriptions	# completed program descriptions /total # programs	100%	N/A	N/A	100%		New indicator - not collected until 3 rd quarter
Documentation for 1:1's	Documented progress notes /total # 1:1's facilitated by Recreationists	100%	N/A	N/A	Process for recording minutes revised and meets MDS requirements without need for a progress note each time.	N/A	New indicator - not collected for 1 st quarter – still not collected for 2 nd quarter – will meet with Recreationists to determine process (decided to record on attendance sheets). Attendance forms were revised to include 1:1 section on the back. All 1:1's are being recorded here and minutes reflected so available for MDS 7-day look back. Form allows for progress notes but minutes recorded so not always need for PN.

NEW - Large group activity evaluations	# large group activity evaluations completed /total # large group activities	100%	100%	N/A	N/A		Process and forms evaluated and revised Oct/Nov. To be used for coffee break in Oct. Octoberfest evaluated with departmental form only.
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VOLUNTEERS							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Volunteer Hours	# volunteer hours	6500	1151 (Some lrg programs cancelled-outbreak)	1729.5	1422.5 (VC off – some hrs not captured)		
Volunteer Survey (annual)	# of surveys returned / # surveys issued	35% return rate					

	# of satisfied volunteers / #of volunteers surveyed	95% satisfaction rate					
Volunteer Program Review	# of programs reviewed / # of volunteer assisted programs <i>100% of volunteer suggestions to improve programs considered</i>	4 programs / 12+ programs		April –Meeting with General Store Volunteers June –Pet Therapy Program reviewed			
Quarterly e-newsletter	# volunteer e-newsletters distributed /4 quarters	4 e-newsletters per year	1 in February	1 in May			
Recognition of volunteer contributions	# methods used to ensure communication of volunteer contributions each quarter		- Article in the County newsletter – hours + contributions in 2012 - Nominations for Ontario Vol Awards - Year in Review brochure produced	- Road sign of total volunteer hours - Newsletter produced highlighting appreciation night			
NEW – Volunteer Education	# of in-services held for volunteers/	1 per quarter / 8 attendees	- 3 in-services - 4 attendees Jan - 14 attendees Feb	- 1 in-service - 4 attendees			

	# of volunteers attended		- 10 attendees March				
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DIETARY							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Daily Food Temperature Audit	Weekly audit of individual meals where food temperature was taken and documented	100%	84.5%	78%	82%		
Daily Café Fridge and Freezer Temperature Audit	Monthly audit of days temperatures were taken and documented	100%	TBA	89%	94%		
Weekly BBQ Food Temperature Audit	Weekly audit of individual BBQs where food temperature was taken and documented	100%	N/A	N/A	N/A		
Refrigerator & Freezer Temperature Log	Monthly audit of days temperatures were taken and documented	100%	91.50%	75%	80%		
Daily Ware-washing Sanitation Logs	Monthly audit of days sanitation logs information was documented	100%	74.50%	77%	81%		
NEW – Dietary referrals	# dietary referrals completed as legislated.	100%	100%	100%			

NEW – Quality initiatives (annual)	# new quality initiatives undertaken	3	3*				*Results of Dietary Workflow project.
NEW - % of dietary staff rating their shifts as a good or great day		75%	n/a	38%	65%		Overarching aim for dietary workflow project – data collection starts 2 nd quarter

HOUSEKEEPING							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Goldcheck	Weekly audits, monthly and quarterly reports indicating % of perceived cleanliness	90%	1N – 84% 1S – 85% 2N – 91% 2S – 89% 87.25% Avg.	1N – 83% 1S- 85% 2N – 92% 2S- 90% 87.5% Avg.	Not available		
New - Routine Cleaning Audit	Routine cleaning of resident rooms as recorded by staff. % calculated on number of opportunities vs. completed	92%	1N – 94% 2N – 89% 1S – 88% 2S – 87% Avg. = 89.5%	1S – 88.4% 2S – 95.8% 1N – 75.3% 2N – 92.9% Avg. 88.1%	1N – 78% 1S – 71% 2N – 89% 2S – 77.6% Avg. 78.9%		
NEW – New products & processes testing	# new product & processes tested /total number of new products & processes implemented	100%	100% - new lighting in 1N staff washroom tested -locking door carts trialed Sheets offered no feedback received	No support services trials in this quarter	100% - housekeeping trialed a new porta scrub. Although all believed it was a good unit input was that it was too large for here.		

LAUNDRY							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments

Laundry Poundage	Measured daily compiled monthly		64000 lbs	64000lbs	64000lbs		
NEW - Lost Clothing	# lost clothing found /total # lost clothing forms submitted	90%	1 item lost to date not recovered 0%	No reports of missing items	No reports this period		

MAINTENANCE							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Work Orders	# completed /total # work orders	100%	1223 issued 1183 completed 96.7% completed	1343 issued 1222 completed 90.9% completed	1298 issued 1209 completed 93.1% completed		
Electrical Inspection - Admission	# of inspections completed / # of new inspections	100%	100% 10 of 10 complete 7 - 6 week follow up inspections done 3 pending	100% 9 of 9 complete, all follow up inspections done.	N/A		
NEW – Regulatory Testing	# regulatory testing completed /total # regulatory testing scheduled	100%	100%	100%	100% - fire marshals inspection, fire panel annual testing		

NURSING															
Statistic/Audit	Measurement	Goal	1 st Quarter Results			2 nd Quarter Results			3 rd Quarter Results			4 th Quarter Results			Comments
Restraint Use (monthly)	Average # of restraints used (excluding bedrails)		12	12	11	13	16	24	20	21	18	17			
	Average # of restraints used (including bedrails)		23	21	25	24	28	33	30	32	31	27			
	# of residents using a restraint		17	17	20	19	21	25	25	25	24	21			
	# residents with complete restraint documentation / # resident charts audited	100%	1/3 = 33%	0/2 = 0%	0/1= 0%	2/3 = 66%	0/2 = 0%	2/2 = 100%	N/A	1/1= 100%	2/3 = 66%	N/A			N/A = none new
	# residents entries with complete flow sheet documentation / # resident entries audited	100%	19/ 57= 66%	93/ 124= 75%	65/97 = 68%	152/ 182 = 84%	77%	39/74 = 53%	16/ 43= 62%	77/12 3 = 62%	113/ 138= 81%	176/ 198= 86%			
Post-Admission Audit		100%	Labeling 72% done VRE/MRSA 36% done on time and indicated done in computer PRN 45% 1 st Mantoux done			VRE/MRSA 71% done on time 1 st Mantoux and 2 nd Mantoux 100% on time			VRE/MRSA 86% done on time 1 st Mantoux 86% done on time and 2 nd Mantoux 100% on time						

			on time but 2 nd Mantoux 81% on time		Out of the 5 personal items to label, 72-86% were labeled		
Medication Reconciliation Verified	# of time admission meds are reconciled/# of admissions	100%	100%	100%	100%		
Medication Sign-off (MDS- RAI audits)	% assessments with all meds signed in 7days	100%	65%	60%	68%		
Do Not Use List (MDS-RAI audits)	% assessments with acceptable abbreviations	100%	100%	99%	100%		
MSSA (completed annually)			N/A	N/A	Completed in Aug but stats not compiled yet		
CIHI Statistics	CIHI measures						
Medication Incidents	# medication incidents	0	8	2	12		3 rd quarter – 1 RPN had 5 of the errors 1 pharmacy error
	# medication incidents resulting	0	0	0	1		Resident OK after 24 hours

	in harm to resident														
	# discrepancies in count of narcotic & controlled drugs	0	0	0	0										
	/ # time counted														
	# adverse drug reactions	0	0	0	0										
Chart Audits	# completed		79	102	90										
	# charts lacking f/u progress notes		N/A	22%	25%										
	/# chart audits completed														
	# charts lacking progress notes in general		N/A	38%	15%										
	/# chart audits completed														
Resident Incident Reports	Quarterly reports for trending		159	195	236										An increase in resident aggression incidents in first and second quarter and third quarter (56 incidents in 3 rd quarter); near miss elopements in first quarter related to several residents
Palliative Care	Number of		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	No meetings in

	residents with PPS 30% or less monthly		0	0	0	1	0	2	No data	No data	1	0			summer
	# of compliments, donations and deaths from Memory Book quarterly		Jan 0/3/7	Feb 2/1/2	Mar 1/1/1	Apr 1/2/2	May 2/1/2	Jun 2/1/2	Jul No data	Aug No data	Sept *4/4/8	Oct 1/1/4	Nov	Dec	No meetings in summer *data since June meeting
NEW - Resident Personal Items Labeling	% admission assessments & labeling completed on time	90%	N/A			7 admissions - 98%			7 admissions - 72%						
NEW – Incidence of Decline in all ADLs		Below 32%	37%			No data			No data						
NEW – Improved Locomotion on Unit		Above 10%	5.8%			No data			No data						

INFECTION PREVENTION & CONTROL															
Statistic/Audit	Measurement	Goal	1 st Quarter Results			2 nd Quarter Results			3 rd Quarter Results			4 th Quarter Results			Comments
Symptoms	# residents displaying symptoms resulting in an infection		39 (32 r/t enteric & respiratory outbreaks; 1 MRSA; 1 VRE; 1 C-diff)			7 (3 respiratory/1 enteric/ 2 C-diff/2 VRE (post admission swabs)			8 (8 respiratory 1N – no outbreak)						
	/ 128														
MRSA/CDif	# nosocomial infections	0	0			1 (C-diff)			1 (MRSA urine)						C-diff admitted to previous infected resident's room – was terminally cleaned but will look at process when this resident discharged.
Wheelchair Cleaning (monthly)	# wheelchairs cleaned / # scheduled	100%	378/ 477= 80%	277/ 467= 59%	341/ 515= 66%	341/ 486= 70%	346/ 507= 60%	316/ 502= 62%	364/ 519= 70%	336/ 495= 68%	330/ 480= 69%				Feb dates wrong on sign off sheet
Hand Hygiene (JCYH audits x2/yr)	# compliant/total # opportunities observed	65%	N/A			60%			N/A						
Hand Hygiene (Bi-weekly Nursing Audit)	# compliant/total # opportunities observed		21/26 = 81%			11/19 = 58% - Snack time identified as problem time			37/43 = 86%						1N = 11/23 1S = 22/26 2S = 20/21 2N = 17/20
Handling Dirty Linen	# carts on unit/# staff assignments		11/15 = 73% (r/t 1N)			13/18 = 72% (r/t 1N except x1 on 1S)			23/31 = 74% (1 week r/t 1N before increasing to 4 carts)						

FALLS															
Statistic/Audit	Measurement	Goal	1 st Quarter Results			2 nd Quarter Results			3 rd Quarter Results			4 th Quarter Results			Comments
Falls (monthly)	# of falls	30	Jan 31	Feb 34	Mar 22	Apr 26	May 48	Jun 37	Jul 35	Aug 29	Sep 33	Oct 46	Nov	Dec	
	# residents who have fallen / 128		25	19	18	24	25	20	22	23	32	25			
	Severity of falls	1	2	2	0	1	6	2	0	1	2	1			
	# of near miss falls		1	3	0	0	2	0	0	3	3	1			
	# of residents who have fallen 2 or more times in a week on whom falls round were conducted	100%	2/2	6/7	N/A	N/A	6/6	5/5	4/4	1/1	N/A	2/2	6/6		

	/ # of residents who have fallen 2 or more times in a week where falls rounds were not conducted														1 resident did not have formal falls rounds, but we were constantly assessing how to care for her to meet her needs
	# falls prevention education opportunities offered to staff, residents & family members	At least once per year to each group	10 – staff	0	1 – Gazette – all	1 – RNs on Beers list meds	1 – Reg staff	0	0	1 – all in Gazette	0	0			

INCONTINENT & BOWEL MANAGEMENT							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Voiding record	# residents with completed 3d voiding record on admission	100%	9/11=82%	7/7 = 100%	7/7 = 100%		
	/ #admissions						

SKIN & WOUND MANAGEMENT															
Statistic/Audit	Measurement	Goal	1 st Quarter Results			2 nd Quarter Results			3 rd Quarter Results			4 th Quarter Results			Comments
Pressure Ulcer Prevalence (annually)	# of residents with pressure ulcers	5%	5.5%			N/A			N/A			N/A			
Pressure Ulcer Incidence (monthly)	# of residents with new pressure ulcers	5%	.7%	5.5%	3.1%	3.5%	3.9	1.5%	5.4%	3.1%	6.2%	1.5%			
Wound Care Sheets (monthly)	# treatments completed / # treatments scheduled	100%	No data	45/47=96%	On hold	On hold	On hold	On hold	On hold	D/C	n/a	n/a	n/a	n/a	No need to measure at present

HEALTH & SAFETY / RISK MANAGEMENT							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Fire Drill Attendance (annually)	# staff attending at least one fire drill per year / total # of staff	100%	N/A	N/A	N/A		
Employee Workplace Inspections	# inspections completed on time / # of inspections scheduled	100%	100%	100%	100%		
Management Workplace Inspections	# inspections completed on time / # of inspections scheduled	100%	100%	100%	100%		
Employee Incident Reports (from OHN quarterly updates)	# lost time injuries / # of total injuries	0	69%	0%	6%		29 claims related to outbreak first quarter
High Risk Activity Verification Process	# staff knowing 1 identifier / # staff knowing 2 identifiers	100%	N/A	13/13=100% 10/13 = 76%	13/15 = 86% 11/15 = 73%		
Hazards	Quarterly hazard reports for trending		Several related to ergonomics and lifting; resident personal products not	Several related to slippery floors on 1N	One related to slippery floors on 1N; two related to equipment maintenance in the		Air balancing to identify air flow problems on 1N scheduled for

			labeled		main kitchen		September
Floor to Ceiling Poles	# compliant/# rooms checked	100%	17/20 = 85%	24/25 = 96%	32/37 = 86%		

EDUCATION & TRAINING

Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Inservice Attendance	# staff in attendance at all inservices		218	228	26		
	# of staff that attend at least one inservice per year / 185 (total # of staff) (annual)	70%	This measure has been discontinued as we have the mandatory training program now	NA	NA	NA	
Inservice Evaluations	# inservices evaluated / # inservices offered	75%	18/22 = 82%	7/7 = 100%	8/13 = 61%		
Topics (annual)	# of educational needs addressed / # of educational needs identified (annual)	100%	N/A	N/A	N/A		
	# of staff attended sessions on mandatory topics	100%	137	106	6		

GENERAL							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Family/Resident Satisfaction Survey (annual)	# respondents satisfied / total # respondents	90%	Issued in May	95%	n/a		
Staff Satisfaction Survey (annual)	# respondents satisfied / total #respondents	80%	83.7%	n/a	n/a		
NEW - Staff Absenteeism Rate (not including full 15 week leaves)	# sick days taken /average # shifts scheduled	3%	5.3%	3.2%	8.5%		Average 522 shifts/3918 hrs per week
NEW - Staff Turnover	# staff leaving employment /total # staff		2	5	7		2 terminations; 11 resignations; 1 retirement
Complaints (trended quarterly)	# verbal complaints	0	5	3	3		
	# written complaints	0	0	0	0		
Bed Occupancy	# days bed actually occupied / total number of	98%	99.3%	99.5%	99.7%		

	days						
--	------	--	--	--	--	--	--

PAIN & SYMPTOM MANAGEMENT							
Statistic/Audit	Measurement	Goal	1 st Quarter Results	2 nd Quarter Results	3 rd Quarter Results	4 th Quarter Results	Comments
Prevalence of Daily Moderate-Severe Pain scores	# of residents with moderate-severe daily pain scores / 128 residents	10%	This measure has been discontinued	N/A	N/A	N/A	
Incidence of new Daily Moderate-Severe Pain scores	# of new resident with moderate-severe daily pain scores / 128 residents	10%	This measure has been discontinued	N/A	N/A	N/A	New measures being discussed at pain & symptom management team
Admission pain screen done	# of admission residents with pain screen completed/# of admissions	100%	N/A	N/A	N/A	To date – 5/6	Dec 2nd

RELIGIOUS & SPIRITUAL CARE															
Statistic/Audit	Measurement	Goal	1 st Quarter Results			2 nd Quarter Results			3 rd Quarter Results			4 th Quarter Results			Comments
NEW - Pastoral Visiting (monthly)	# resident receiving a pastoral visit	90%	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	
	/ total # respondents		100%	100%	100%	100%	100%	100%	100%	99%	99%				
NEW - Multi-faith Services provided	# weeks with at least one multi-faith service provided / total # weeks	80%	77%			100%			100%						1 st quarter – 3 services cancelled due to outbreak



Report 2013-227

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

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

Date prepared: December 4, 2013

Date of meeting: December 18, 2013

Re: **Emergency and Transportation Services - Robertsville Station
Construction Progress Report #2**

Recommendation

That the Council of the County of Frontenac accept this *Emergency and Transportation Services – Robertsville Station Construction Progress Report #2* report for information only.

Construction Update

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

Change Orders – No change orders are being brought forward.

Other Matters – See attached.

Organizations, Departments and Individuals Consulted and/or Affected

Patrick Thompson, Project Manager, TCMS

Administrative Report
Emergency and Transportation Services – Robertsville Station Construction Progress Report #2
December 18, 2013

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CONSTRUCTION OF THE ROBERTSVILLE LAND AMBULANCE

PROGRESS REPORT # 2

Prepared by TCMS

December 4, 2013

Administrative Report
Emergency and Transportation Services – Robertsville Station Construction Progress Report #2
December 18, 2013

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**NEW ROBERTSVILLE LAND AMBULANCE STATION
PROGRESS REPORT #2**

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PROGRESS SUMMARY 4, 5, 6
CONTRACT CHANGE SUMMARY.....attached
PROPOSED AND ACTUAL CASHFLOW – CONSTRUCTION attached

**NEW ROBERTSVILLE LAND AMBULANCE STATION
PROGRESS REPORT #2**

PROGRESS SUMMARY

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

- Granular sub base material has been placed and compacted in the parking lot and driveway areas.
- An Ecoflo septic system, consisting of a septic and filter tank, has been installed on the south end of the building site.
- Underground plumbing piping has been installed and tested by the contractor. The Township of North Frontenac building inspector has reviewed and approved this phase of the work.
- The vehicle bay trench drain has been set in place. A concrete floor slab for the trench box was placed, side walls were formed and the galvanized grate frame was installed.
- Under slab rigid insulation was placed on top of compacted granular sub base.
- In-floor radiant heat tubing was secured to the insulation and pressure tested.
- Welded wire mesh reinforcing for the concrete floor was installed prior to concrete placement.
- Building framing will start in early December, 2013.

Additional Notes

- The contractor's first progress draw is pending and expected to be received in early December, 2013.
- Good progress has been made during this fall season despite some cold and wet weather. The project is on schedule to be completed in March, 2014.

Ecoflo septic system has been set in place on the south end of the site.



Underground plumbing piping has been installed and granular sub base materials have been compacted.



Sub base depression for the new trench drain located in the vehicle bay.



Under slab rigid insulation has been placed on the compacted granular sub base



In-floor radiant heat tubing secured to the underfloor insulation.



Ready for concrete floor slab to be placed.



Trench drain cover in place after new floor has been placed.



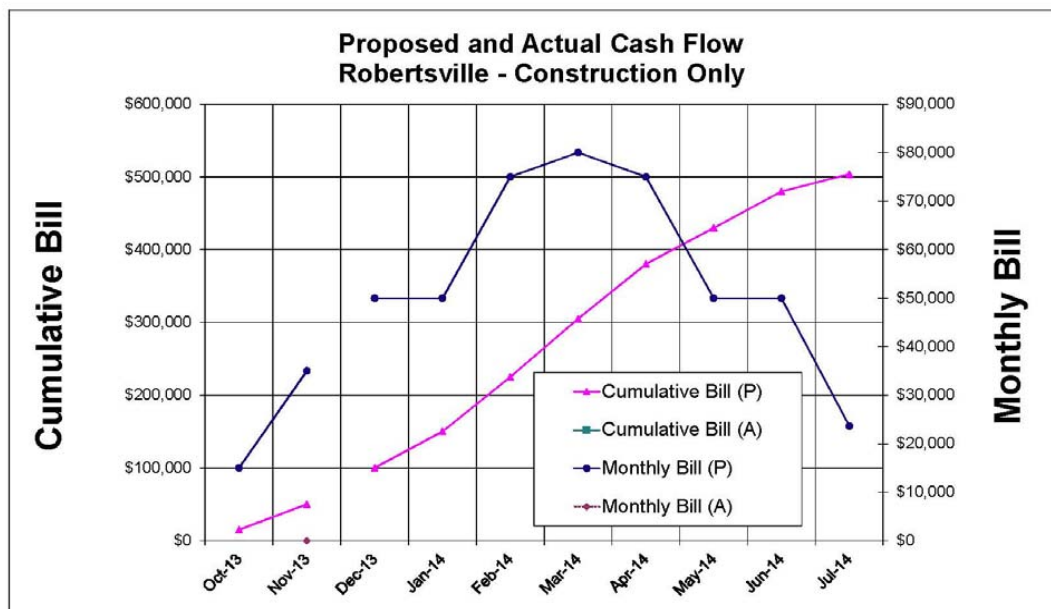
Building framing will start in early December, 2013.



ROBERTSVILLE AMBULANCE STATION
Proposed and Actual Cash Flow - Construction Only

Month	Proposed Monthly Bill (P)	Proposed Cumulative Bill (P)	Actual Monthly Bill (A)	Actual Cumulative Bill (A)
31-Oct-13	\$15,000	\$15,000		
30-Nov-13	\$35,000	\$50,000	Pending	
31-Dec-13	\$50,000	\$100,000		
31-Jan-14	\$50,000	\$150,000		
28-Feb-14	\$75,000	\$225,000		
31-Mar-14	\$80,000	\$305,000		
30-Apr-14	\$75,000	\$380,000		
31-May-14	\$50,000	\$430,000		
30-Jun-14	\$50,000	\$480,000		
31-Jul-14	\$23,650	\$503,650		

04/12/2013



04-12-2013



Report 2013-228

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

Prepared by: Julie Shillington
Administrator – Fairmount Home

Date prepared: December 4, 2013

Date of meeting: December 18, 2013

Re: **Additions and Alterations to Fairmount Home Auditorium
Construction Progress Report # 2**

Recommendation

That the Council of the County of Frontenac accept this *Additions and Alterations to Fairmount Home Auditorium Construction Progress Report #2* report for information only.

Construction Update

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

Change Orders – No change orders are being brought forward.

Other Matters – See attached.

Organizations, Departments and Individuals Consulted and/or Affected

Patrick Thompson, Project Manager, TCMS
Marian VanBruinessen, County Treasurer

Administrative Report
Additions and Alterations to Fairmount Home Auditorium Construction Progress Report # 2
December 18, 2013

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**Additions and Alterations
Fairmount Home Auditorium
PROGRESS REPORT # 2**

Administrative Report
Additions and Alterations to Fairmount Home Auditorium Construction Progress Report # 2
December 18, 2013

Page 2 of 4

Prepared by TCMS
2013

Decemebr 4,

**Additions and Alterations to Fairmount Home Auditorium
PROGRESS REPORT #2**

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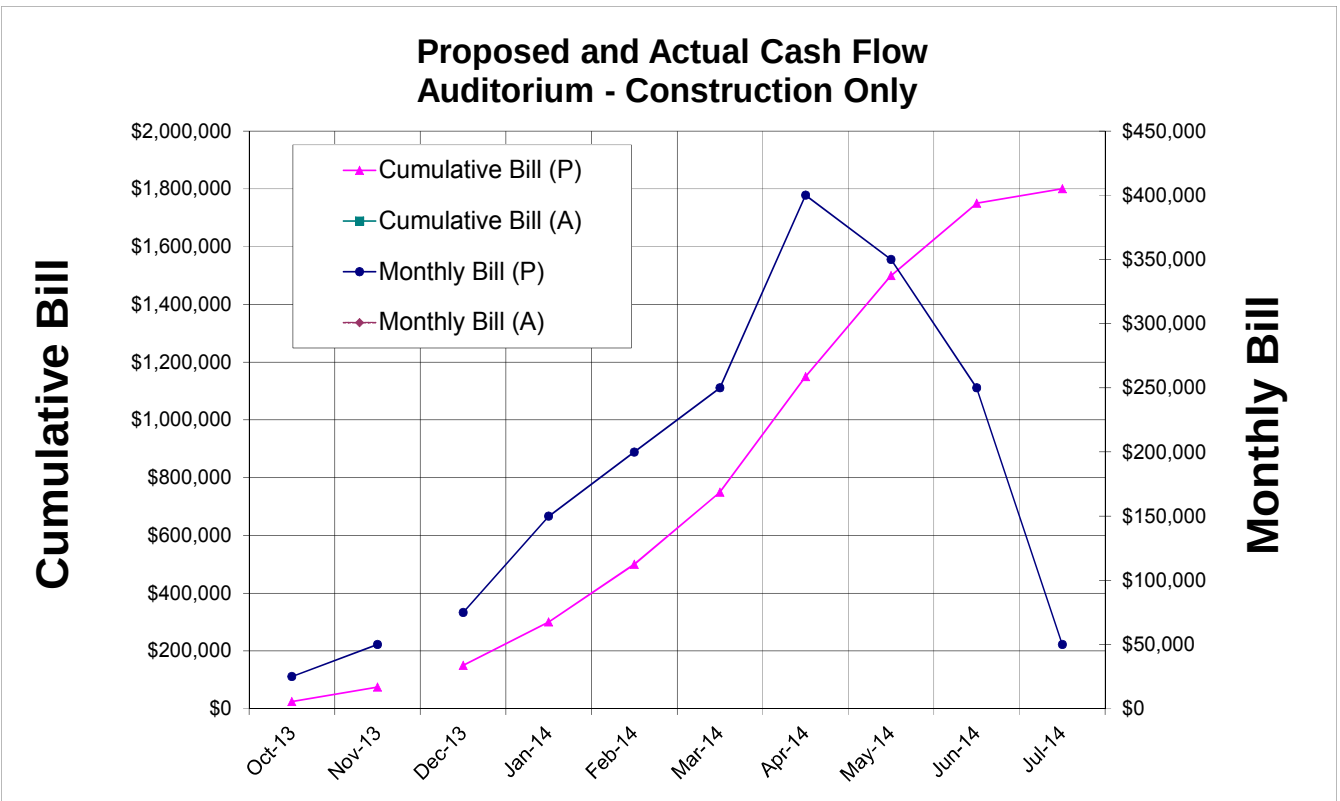
PROGRESS SUMMARY.....	4
CONTRACT CHANGE SUMMARY.....	attached
PROPOSED AND ACTUAL CASHFLOW – CONSTRUCTION	attached

**Additions and Alterations to Fairmount Home Auditorium
PROGRESS REPORT #2**

PROGRESS SUMMARY

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

- The construction contract has been awarded to Emmons & Mitchell Construction Ltd. of Kingston, for the amount of \$1,796,000. This award value included an option cost to construct a greenhouse addition.
- A pre-construction start meeting was held at the site on November 27, 2013. Representatives from both the Owner's project team and the Contractor's project team were present. Among the various project issues discussed was the key element of how to implement the project without adversely affecting the ongoing long term care facility. A number of measures have been put in place to minimize the impact on Fairmount Home.
- On December 4, 2013, the Contractor's management team, including the project supervisor and electrical project manager, were on site to meet with Fairmount Home residents to officially "launch" the project.
- Work on site will commence December 9, 2013. Exterior excavation works will commence on January 6, 2014.



04-12-2013

**ADDITIONS AND ALTERATIONS TO FAIRMOUNT HOME AUDITORIUM
Proposed and Actual Cash Flow - Construction Only**

Month	Proposed Monthly Bill (P)	Proposed Cumulative Bill (P)	Actual Monthly Bill (A)	Actual Cumulative Bill (A)
31-Oct-13	\$25,000	\$25,000		
30-Nov-13	\$50,000	\$75,000		
31-Dec-13	\$75,000	\$150,000		
31-Jan-14	\$150,000	\$300,000		
28-Feb-14	\$200,000	\$500,000		
31-Mar-14	\$250,000	\$750,000		
30-Apr-14	\$400,000	\$1,150,000		
31-May-14	\$350,000	\$1,500,000		
30-Jun-14	\$250,000	\$1,750,000		
31-Jul-14	\$50,000	\$1,800,000		

04-12-2013



Report 2013-232

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

Prepared by: Anne Marie Young
Manager of Economic Sustainability

Peter Young
Community Planner

Date prepared: December 6, 2013

Date of meeting: December 18, 2013

Re: Sustainability – Community Improvement Plans – Fall 2013 Update

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive for information the *Sustainability – Community Improvement Plans Update* report.

Background

Community Improvement Plans (CIPs) were identified as a community priority in *Sustainable Actions*, adopted by Council in September 2009, and have continued to be a priority identified in each new *Sustainable Actions* document. The County funded a CIP for the community of Verona in the Township of South Frontenac as a pilot project in 2010 and a second CIP in 2011 for Sharbot Lake in the Township of Central Frontenac. A third CIP began in 2012 in Marysville in the Township of Frontenac Islands and was recently approved. It is anticipated that a CIP proposal will be brought forward for North Frontenac in early 2014.

The purpose of this report is to provide Council with a status update on each community improvement plan in the County.

Comment

Verona CIP: The Verona CIP launched in March 2012 and is currently being implemented by South Frontenac staff. The plan includes a series of incentive programs designed to stimulate development and improve the look of the main street (Road 38) in Verona. As of September 2013, 25 projects were underway or completed, with \$60,050 in grants and \$66,069 in loans provided through the plan. The County has provided \$70,000 overall, with the Township

Administrative Report
Sustainability – Community Improvement Plans – Fall 2013 Update
December 18, 2013

Page 1 of 2

funding an additional \$10,000 per year for four years (2011-2014). The total value of the work for projects that have applied for CIP grants and loans is \$719,453.

Sharbot Lake CIP: The Sharbot Lake CIP launched in September 2012 with incentive programs for facade improvements, accessibility, and increased commercial space. Although the initial uptake was slow, Township staff have begun to receive applications and inquiries more frequently recently. To date \$5,295 has been spent on private projects and \$3,334 on public projects for a total of \$8,629. The total value of projects funded through the CIP is \$25,924 (\$22,590 excluding public projects).

Marysville CIP: The Frontenac Islands CIP was approved in October 2013. It contains programs for facade improvement, increased commercial business space, and seniors housing. Additional zoning and site plan proposals are anticipated to help encourage development in the village.

North Frontenac CIP: It is anticipated that each Township will eventually have a CIP for one or more of its settled areas. On this basis, the 2013 County budget includes a fourth CIP to target North Frontenac Township. County staff will be working with Township staff on a proposed workplan to present to Township Council on February 24, 2013.

Sustainability Implications

CIPs are a key planning tool used to encourage redevelopment and investment in a community. They can also be used for cultural, social, economic and environmentally-related projects such as enhancing heritage resources, the creation of affordable housing, and the promotion of green buildings. The process to develop a CIP takes principles from the Integrated Community Sustainability Plan and from local residents and business owners in order to develop a plan that incorporates all four pillars of sustainability.

Financial Implications

Council's 2013 budget includes funding for the preparation of the Marysville CIP (continued from 2012) and the North Frontenac CIP. These funds (\$5,000 for each CIP) are being used as required for advertising the plan and for streetscape renderings. The County has also committed \$70,000 to each CIP toward incentive program funding, with Central and South Frontenac Townships also contributing to the program funding as their CIPs are being implemented.

Organizations, Departments and Individuals Consulted and/or Affected

All Townships in Frontenac County
Ministry of Municipal Affairs and Housing



Report 2014-003

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

Prepared by: Gale Chevalier
Deputy Chief of Performance Standards

Date prepared: December 15, 2013

Date of meeting: January 15, 2014

Re: **Emergency and Transportation Services – Wolfe Island
Community Paramedicine Pilot Project Progress Report**

Recommendation

BE IT RESOLVED THAT the Council of the County of Frontenac accept this *Emergency and Transportation Services –Wolfe Island Community Paramedicine Pilot Project Progress Report* for information only.

Background

At the meeting dated October 17, 2012, County Council received an information report entitled “*Emergency and Transportation Services – Community Paramedicine*”; the following motion was introduced:

Motion #: 292-12

RESOLVED THAT the Council of the County of Frontenac receive the Emergency and Transportation Services – Community Paramedicine report for information and:

FURTHER THAT the Council of the County of Frontenac approve a pilot project for Wolfe Island only, at this time.

CARRIED

Administrative Report
Emergency and Transportation Services – Wolfe Island Community Paramedicine Pilot Project Progress Report
January 15, 2014 Page 1 of 2

Comment

Six (6) Wellness Clinics have been held between May and November 2013, with paramedics performing basic assessments including pulse, blood pressure, blood sugar, temperature and SPO2.

Attendance has been consistently been between 9 and 11 citizens per clinic, with approximately 70% being return visits.

Surveys have been distributed to attendees and the feedback is very positive. Results show that 100% of respondents feel that the clinics are beneficial and will assist their physician with their ongoing care. Ninety-three percent indicated they feel that a 911 call or hospital visit could be averted by attending the clinic. The current frequency of every six weeks was felt to be sufficient by 79%, with the remaining 21% indicating they would like to see the Clinics held monthly.

Sustainability Implications

Good stewardship of the County's financial resources by investigating creative and alternative activities to support our residents' effort to stay in their homes longer can, in this case, impact the number of emergency calls and the demands placed on the ERs of the region's hospitals contributing to the containment of costs throughout the health care system.

Financial Implications

Clinics are staffed by two Wolfe Island volunteers at a cost of \$150 per Clinic.

Organizations, Departments and Individuals Consulted and/or Affected



Report 2014-004

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

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

Date prepared: December 30, 2013

Date of meeting: January 15, 2014

Re: **Emergency and Transportation Services - Robertsville Station
Construction Progress Report #3**

Recommendation

THAT THE Council of the County of Frontenac accept this *Emergency and Transportation Services – Robertsville Station Construction Progress Report #3* report for information only.

Construction Update

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

Change Orders – No change orders are being brought forward.

Other Matters – See attached.

Organizations, Departments and Individuals Consulted and/or Affected

Patrick Thompson, Project Manager, TCMS

Administrative Report
Emergency and Transportation Services – Robertsville Station Construction Progress Report #3
January 15, 2014

Page 1 of 7



CONSTRUCTION OF THE ROBERSTVILLE LAND AMBULANCE

PROGRESS REPORT # 3

Prepared by TCMS

December 4, 2013

Administrative Report

Emergency and Transportation Services – Roberstville Station Construction Progress Report #3

January 15, 2014

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**NEW ROBERTSVILLE LAND AMBULANCE STATION
PROGRESS REPORT #3**

INDEX

PROGRESS SUMMARY 4, 5, 6
CONTRACT CHANGE SUMMARY.....attached
PROPOSED AND ACTUAL CASHFLOW – CONSTRUCTION attached

**NEW ROBERTSVILLE LAND AMBULANCE STATION
PROGRESS REPORT #3**

PROGRESS SUMMARY

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

- Granular sub base material has been placed and compacted in the parking lot and driveway areas.
- An Ecoflo septic system, consisting of a septic and filter tank, has been installed on the south end of the building site.
- Underground plumbing piping has been installed and tested by the contractor. The Township of North Frontenac building inspector has reviewed and approved this phase of the work.
- The vehicle bay trench drain has been set in place. A concrete floor slab for the trench box was placed, side walls were formed and the galvanized grate frame was installed.
- Under slab rigid insulation was placed on top of compacted granular sub base.
- In-floor radiant heat tubing was secured to the insulation and pressure tested.
- Welded wire mesh reinforcing for the concrete floor was installed prior to concrete placement.
- Building framing will start in early December, 2013.

Additional Notes

- The contractor's first progress draw is pending and expected to be received in early December, 2013.
- Good progress has been made during this fall season despite some cold and wet weather. The project is on schedule to be completed in March, 2014.

Ecoflo septic system has been set in place on the south end of the site.



Underground plumbing piping has been installed and granular sub base materials have been compacted.



Sub base depression for the new trench drain located in the vehicle bay.



Under slab rigid insulation has been placed on the compacted granular sub base



In-floor radiant heat tubing secured to the underfloor insulation.



Ready for concrete floor slab to be placed.



Trench drain cover in place after new floor has been placed.



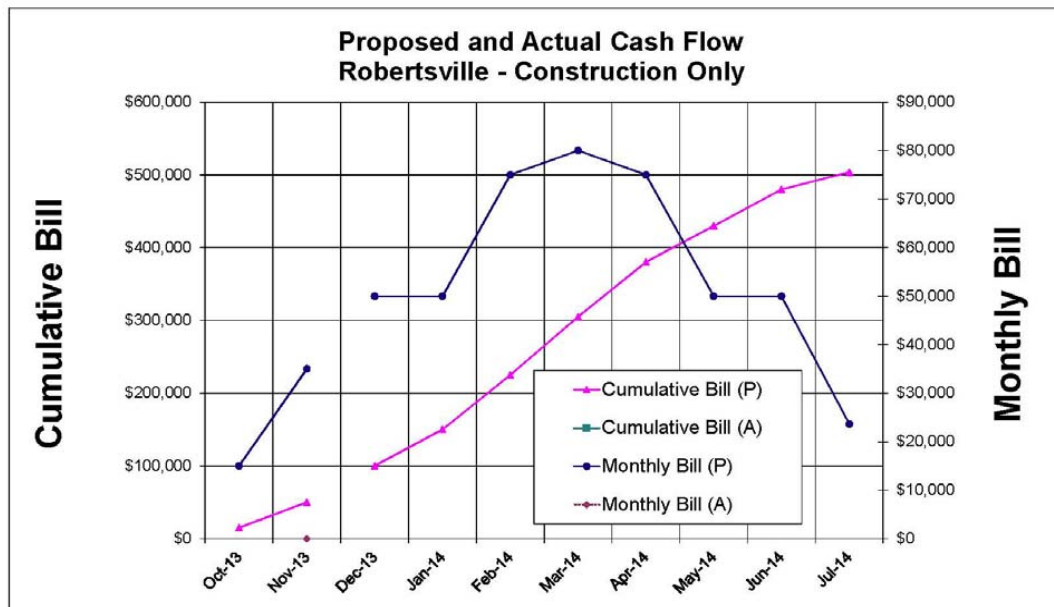
Building framing will start in early December, 2013.



ROBERTSVILLE AMBULANCE STATION
Proposed and Actual Cash Flow - Construction Only

Month	Proposed Monthly Bill (P)	Proposed Cumulative Bill (P)	Actual Monthly Bill (A)	Actual Cumulative Bill (A)
31-Oct-13	\$15,000	\$15,000		
30-Nov-13	\$35,000	\$50,000	Pending	
31-Dec-13	\$50,000	\$100,000		
31-Jan-14	\$50,000	\$150,000		
28-Feb-14	\$75,000	\$225,000		
31-Mar-14	\$80,000	\$305,000		
30-Apr-14	\$75,000	\$380,000		
31-May-14	\$50,000	\$430,000		
30-Jun-14	\$50,000	\$480,000		
31-Jul-14	\$23,650	\$503,650		

04/12/2013



04-12-2013



MINUTES OF THE COMMITTEE OF THE WHOLE
January 8, 2014

A regular meeting of the Committee of the Whole was held in the Frontenac Room of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, January 8, 2014 at 9:00 a.m.

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

ALSO PRESENT: **County:** Marian VanBruinessen, Acting CAO/Treasurer; Jannette Amini, Acting Clerk; Joe Gallivan, Manager of Sustainability Planning
Media: Jeff Green, The Frontenac News and Elliot Ferguson, The Kingston Whig-Standard

1. CALL TO ORDER

Councillor McDougall called the meeting to order at 9:08 a.m. and proceeded to the election of a new Chair and Vice-Chair.

Moved by: Councillor Purdon
Seconded by: Councillor Inglis

THAT Councillor McDougall be elected Chair of the Committee of the Whole for the year 2014.

CARRIED

Moved by: Councillor Davison
Seconded by: Deputy Warden Doyle

THAT Councillor Jones be elected Vice-Chair of the Committee of the Whole for the year 2014.

CARRIED

Councillor Jones noted personal issues at this time and advised that he may not be able to attend every Committee of the Whole meeting; however will stand as Chair if called to do so.

Moved by: Councillor Davison
Seconded by: Warden Clayton

THAT nominations for Chair be closed.

CARRIED

Councillor McDougall called the vote
Councillor McDougall – 8

Councillor Jones – 0

Councillor McDougall was elected as the Chair of the Committee of the Whole for the year 2014.

Moved by: Deputy Warden Doyle

Seconded by: Councillor Davison

THAT Councillor Jones be nominated as the Vice-Chair of the Committee of the Whole for the year 2014.

CARRIED

Moved by: Deputy Warden Doyle

Seconded by: Councillor Davison

THAT nominations for Vice-Chair be closed.

CARRIED

Councillor Jones was elected as Vice-Chair of the Committee of the Whole for the year 2014.

2. ADOPTION OF AGENDA

Motion #: COW1-14

Moved By:

Deputy Warden Doyle

Seconded By:

Warden Clayton

THAT the agenda for the January 8, 2014 Committee of the Whole Meeting be adopted.

CARRIED

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

The Chair requested the Recording Secretary to make note in the minutes that no members of the committee disclosed any pecuniary interests.

4. DEPUTATIONS AND/OR PRESENTATIONS

i. FCM Focus and Discussions regarding Housing in Canada

Kingston City Councillor Dorothy Hector, FCM Board Member provided the Committee of the Whole with a PowerPoint presentation on FCM's Federal Housing Campaign with the Federal Government. A copy of the presentation is attached to the record in the Clerk's Office.

As part of Councillor Hector's presentation, she noted the slides which outline what municipalities, including the County of Frontenac, can do to assist in the FCM Campaign.

ii. The Future of Housing Growth in the County of Frontenac

Ms. Mary Lynn Cousins Brame, Executive Director, Kingston & Frontenac Housing Corporation (KFHC) provided the Committee of the Whole with an update regarding the future housing growth in Frontenac County. She noted that 3% of the KFHC portfolio is located in the County of Frontenac at McMullen Manor.

Ms. Cousins Brame updated the Committee regarding the fire that took place on Monday at McMullen Manor due to hydro line burst. She thanked the Fire Services of South Frontenac for expert handling of the incident as well as the Verona Free Methodist Church which took in the residents of the Manor and provided all meals at no cost. Power has been restored and all tenants were able to return to the Manor by 4 p.m.

With respect to McMullen Manor, it is a 28 unit 2 storey walk up building that at one time was seniors housing. In 2000 during the provincial downloading of housing, there was a vacancy in seniors housing and a greater need for additional social housing. As well, there is no funding for seniors housing. There are currently 27 people on the waiting list for McMullen Manor and of those 27, only 9 are from the County of Frontenac, with 16 being from the City of Kingston and 2 from Toronto. Of the 27 on the list, only 3 are seniors and are not part of those from the County. One of the reasons for the wait list being so small is that it is difficult to live in the building due to the lack of amenities and transportation. In 2011, there was a 50% turnover in residents, a 20% turnover in 2012, and a 36% turnover in 2013. In order to house people successfully in Verona, residents must have their own transportation.

She advised that any new social housing will not be built by KFHC as the typical cost per unit is \$175,000 to construct. McMullen Manor was built in 1980 and with the aging population and those with disabilities; it does not work as it is a 2 storey walkup.

Ms. Cousins Brame overviewed the capital upgrades to McMullen Manor as well as the capital improvements planned over the next 3 years including the replacement of balconies, air and heating units in the hallways and stairwells in 2014, kitchen replacements in 2015 and soffit/fascia and roof replacement in 2016.

She concluded by advising the Committee that growth in social housing for this area will not happen through KFHC; however KFHC would be willing to enter into partnerships regarding property management issues.

To questions raised of if the building could be either returned to seniors housing or be re-assessed, Ms. Cousins Brame advised that the building was legislated as an adult building and cannot be changed and suggested that seniors should contact the housing registry and have their names placed on the waiting list for this building. She cannot speak to re-assessment of the building as this was done by the province during amalgamation.

- iii. **10 Year Municipal Housing & Homelessness Plan**
 - **Housing Affordability in Frontenac County**
 - **Strategic Direction #11 - Developing a Rural Homelessness Strategy**
 - **Municipal Housing Strategy Final Summary Report**
 - **Recommendations 1, 3, 4, 13, 14, 16, 19, 21, 24, 31, 32, 35 and 36**

Mr. Sheldon Laidman, Director, Housing, City of Kingston provided the Committee of the Whole with a PowerPoint presentation regarding the 10 Year Municipal Housing and Homelessness Plan, including the Municipal Housing Strategy which has been incorporated into that Plan. A copy of the presentation is attached to the record in the Clerk's Office.

To the question if consideration has been given to turning McMullen Manor into mixed housing with the lower floor being dedicated to seniors housing, Mr. Laidman noted that the Municipal Housing and Homelessness Plan indicates that mixed housing is an important issue in order to prevent ghettoization which is currently being done in Rideau Heights in Kingston. The issue regarding KFHC and McMullen Manor is that it has an obligation to keep a certain number of units as rent geared to income so if a portion of the building is not RGI then KFHC would need to find units elsewhere to make up for this.

- iv. **Review of the Kingston Frontenac Renovates Program**

Mr. Sheldon Laidman, Director, Housing, City of Kingston provided the Committee of the Whole with a handout that indicates the funding of the Kingston Renovates Program and where the funding dollars are allocated. A copy of the handout is attached to the record in the Clerk's Office.

- v. **Mr. Wayne Robinson will address the Committee of the Whole regarding Elder Care for Northern Portion of Frontenac County**

Mr. Robinson provided an overview of his correspondence regarding the Elder Care for Northern Portion of Frontenac County, a copy of which was attached to the agenda. He also provided some of his background and his involvement with Dr. Bell. He is looking to the County of Frontenac to place this on its agenda with respect to Planning. He suggested that the property in Sharbot Lake could be repurposed as it currently stands empty; however will require some form of subsidy.

It was noted that Economic Development in Central Frontenac have discussed this matter and have a number of recommendations that will come forward to Central Frontenac Council that will require the support of the County. Mr. Robinson advised that the building is a fair size with 34 units.

- vi. **County of Frontenac Seniors Community Housing Pilot Project Final Summary Report Recommendations**

Mr. Joe Gallivan provided the Committee of the Whole with a PowerPoint presentation on the Seniors Community Housing Pilot Project. A copy of the presentation is attached to the record in the Clerk's Office.

7. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

Request to the City of Kingston Frontenac County Representation on Committees

Motion #: COW5-14 Moved By: Councillor McDougall
Seconded By: Councillor Davison

WHEREAS the City of Kingston is responsible, as the Municipal Service Manager, for services which fall under the Local Services Re-alignment formula, including the provisions of Housing and Homelessness for the City of Kingston and the County of Frontenac;

AND WHEREAS the City of Kingston has a Housing and Homelessness Advisory Committee that is mandated to provide advice to Council on housing, publicly assisted affordable housing and homelessness policies, the implementation of the Municipal Housing Strategy, Homelessness Plan and other municipal housing strategies, policies and directives that affect both the City of Kingston and the County of Frontenac;

AND WHEREAS it has been identified through the Municipal Housing Strategy and the Homelessness Plan that the issues around housing and homelessness in urban and rural areas are diverse;

AND WHEREAS the City of Kingston makes provisions to allow for technical representation on its Boards and Committees which are not required to meet the criteria to serve on a committee, including its Housing and Homelessness Advisory Committee:

THEREFORE BE IT RESOLVED THAT the Council of the County of Frontenac respectfully requests that the Council of the City of Kingston amend the Committee Composition of the Housing and Homelessness Advisory Committee to include two (2) representatives of the County of Frontenac;

AND FURTHER THAT the composition of the Kingston & Frontenac Housing Corporation Board of Directors be amended to include one (1) Member of Frontenac County Council.

AND FURTHER THAT a copy of this resolution be forwarded to both the City of Kingston and the Kingston & Frontenac Housing Corporation.

CARRIED WITH AGREED TO AMENDMENTS

8. RISE AND REPORT

Motion #: COW6-14 Moved By: Warden Clayton
Seconded By: Deputy Warden Doyle

THAT the Committee of the Whole Council rise:

AND FURTHER THAT the report of the Committee of the Whole Council be forwarded to County Council for Adoption.

CARRIED

9. COMMUNICATIONS

- i. **Minutes of Committee of the Whole Meeting held December 4, 2013.**

10. NOTICE OF MOTION – Nil

11. OTHER BUSINESS

Councillor Doyle expressed that Deputations and Presentations be given the Committees fullest attention when they speak.

Councillor Jones asked for confirmation of budget dates which were noted as follows:

Budget – January 29, 30, 31 and February 5, 6, 7, 2014.

These dates were indicated in a report to Council but not confirmed. This will be formally confirmed at the next Council meeting.

The Strategic Planning Session is scheduled for January 28, 2014. Councillor Inglis asked for the procedure of the Strategic Planning session which the Clerk confirmed will be an open meeting.

12. PUBLIC QUESTION PERIOD – Nil

13. ADJOURNMENT

Motion #: COW7-14 Moved By: Deputy Warden Doyle
Seconded By: Warden Clayton

THAT the meeting be hereby adjourned at 11:35 a.m.

CARRIED

Jannette Amini, Acting Clerk

Councillor McDougall, Chair



**COMMITTEE OF THE WHOLE
REPORT TO COUNTY COUNCIL**

To: Warden and Council Members of the County of Frontenac

From: Jannette Amini
Acting Clerk

Date prepared: January 9, 2014

Date of meeting: January 15, 2014

Re: **Committee of the Whole Report to County Council**

All items listed on the Committee of the Whole Report shall be the subject of one motion. Any member of County Council may ask for any item(s) included in the Committee of the Whole Report to be separated from that motion and considered separately, whereupon the Committee of the Whole Report without the separated item(s) shall be put to the vote and the separated item(s) shall be considered immediately thereafter.

Recommendations

a) Implementation of KPMG Report

THAT the Corporate Services vehicle compliment be reduced to the 2 Prius vehicles, with the other vehicles to be disposed of accordingly.

THAT Council seek a consultant for the work of two (2) lean6sigma process reviews for Procurement and the second to be brought forward by staff.

THAT the CAO bring forward to County Council any policies of a significant nature for which there could be risks.

**b) Request to the City of Kingston
Frontenac County Representation on Committees**

WHEREAS the City of Kingston is responsible, as the Municipal Service Manager, for services which fall under the Local Services Re-alignment formula, including the provisions of Housing and Homelessness for the City of Kingston and the County of Frontenac;

AND WHEREAS the City of Kingston has a Housing and Homelessness Advisory Committee that is mandated to provide advice to Council on housing, publicly assisted affordable housing and homelessness policies, the implementation of the Municipal Housing Strategy, Homelessness Plan and other municipal housing strategies, policies and directives that affect both the City of Kingston and the County of Frontenac;

AND WHEREAS it has been identified through the Municipal Housing Strategy and the Homelessness Plan that the issues around housing and homelessness in urban and rural areas are diverse;

AND WHEREAS the City of Kingston makes provisions to allow for technical representation on its Boards and Committees which are not required to meet the criteria to serve on a committee, including its Housing and Homelessness Advisory Committee

THEREFORE BE IT RESOLVED THAT the Council of the County of Frontenac respectfully requests that the Council of the City of Kingston amend the Committee Composition of the Housing and Homelessness Advisory Committee to include two (2) representatives of the County of Frontenac;

AND FURTHER THAT the composition of the Kingston & Frontenac Housing Corporation Board of Directors be amended to include one (1) Member of Frontenac County Council.

AND FURTHER THAT a copy of this resolution be forwarded to both the City of Kingston and the Kingston & Frontenac Housing Corporation.



**Minutes of the 150th Anniversary Planning Advisory Committee Meeting
December 11, 2013**

A meeting of the 150th Anniversary Planning Advisory Committee was held in the Frontenac Boardroom of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, December 11, 2013 at 9:00 AM

In attendance:

- Marcel Giroux, Chair
- Councillor Gary Davison
- Barbara Sproule
- Warden Janet Gutowski, Ex-Officio
- Jim Vanden Hoek
- Phil Leonard – regrets sick

Staff:

- Kristin Mullin, Communications Officer
- Anne Marie Young, Manager of Economic Sustainability

1. Call to order

Mr. Giroux, Chair, called the meeting to order at 9:0 a.m.

2. Adoption of the agenda

Moved By: Ms. Gutowski
Seconded By: Ms. Sproule

THAT the agenda for the December 11, 2013 150th Anniversary Planning Advisory Committee be adopted as circulated.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

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

4. Adoption of minutes

150th Anniversary PAC Meeting Minutes
December 11, 2013

Page 1 of 7

Moved By: Mr. Davison
Seconded By: Ms. Gutowski

THAT the minutes of the 150th Anniversary Planning Advisory Committee meeting held October 30, 2013 be approved as circulated.

CARRIED

5. Deputations and/or presentations – Nil

6. Briefings

Ms. VanBruinessen provided the 150th Anniversary Planning Advisory Committee with a briefing on its 2014 proposed budget and looked for specific direction regarding where these funds will be dispersed.

Ms. VanBruinessen asked the committee to over the course of the day decide what money they need for promotion, catering, and other expenses for 2014. Also to clarify if the money allocated to reserves each year was to be drawn on for expenses or if the money was to be saved for the major event.

7. 150th Anniversary Advisory Committee (AAC) Work Plan

a) Frontenac County Advisory Committees – Code of Conduct

Moved by : Ms. Gutowski
Seconded by: Ms. Sproule

THAT the 150th Anniversary Planning Advisory Committee receive the Frontenac County Advisory Committees – Code of Conduct.

b) Report No. 2013-215
Frontenac County Advisory Committees – Mandatory Integrated
Accessibility Standards Regulation Training

Moved By: Mr. Davison
Seconded By: Ms. Sproule

THAT the 150th Anniversary Planning Advisory Committee receive the Frontenac County Advisory Committees – Mandatory Integrated Accessibility Standards Regulation Training Report for information.

CARRIED

Ms. Amini provided a brief overview of the report and requested that each member sign the Training Record acknowledging that they have received and understood the training.

b) 150th Anniversary Planning Session

Mr. Rob Wood, 8020 Info Inc. facilitated this planning session.

- Mr. Wood provided an overview of the agenda

Lightning Round: Reactions to Advance Input

Mr. Wood provided each member with an opportunity to provide his or her reactions to the advanced input which was attached to the agenda. The key themes included:

- Ms. Gutowski noted that most comments focused on the same priorities
- Mr. Giroux stressed that all major decisions must be made before June 2014
- Ms. Sproule asked about Centennial Park's capacity, Mr. Davison provided the specs mentioning that the area has about 12 acres. Mr. Giroux has booked North Frontenac Arena as a back-up in the case of rain.
- Mr. Vanden Hoak mentioned that the probability of funding partners is not likely and suggested that the committee should not ask private local businesses for funding
- The committee identified opportunities for corporate sponsorship as well as in kind sponsorship. Decided to make sponsorship have real value, inform local business of opportunities but not badger them for financial assistance, identify opportunities outside of the County.

Session #1 (Big Picture): Goals, Objectives & Desired Outcomes

Goals, Objectives and Outcomes

- Celebrate present
- Recognize achievements
- Look to future
- Bring people to the County (like a family reunion)
- Brag about rich lifestyle
- Young people learn history
- Exposure of way of life
- Young people guardians of future – learn value of lifestyle
- The committee decided not to spend time/money advertising to those not connected to the County.
- The committee decided that direct contact is the way to get people engaged and a letter should be developed to send out to County Alumni

- The committee decided to investigate CFDC funding to get an intern to do the legwork for the committee
- Invite VIP list asap
- Approx. 150 volunteers needed
- Transportation strategy to and from event
- Approx \$250 investment in event (including gov't funding)
- Security will need to be hired for event

The Committee recessed at 11:08 a.m.

The Committee reconvened at 11:28 a.m.

Session #2 (Initiatives): Proposed Programming, Events & Activities

- **Central Celebration**
(exhibition, food, live music, heritage displays, children's activities)
- Add date of central celebration to advertising Aug 21-23rd
- Representation from 3 levels of government, past wardens, olympic opening ceremonies, opening band, parade, food element, invite fire department, ems, police, continuous local music (Sarah Harmer)
Saturday – plowing match , headliners, historic artifacts, antique car/tractor club, "Sir John Eh", Saturday night – costume ball – North Frontenac Arena – Christina witherspoon music teacher, orchestra music, square dancing, prize for best costume, VIP's,
- Food, breakfast 2 days, corn roast, Beer gardens at Central celebration – Barley Days, Dan's Brewery,
- Sunday Closing Ceremonies – Abrams Brothers, Sarah Harmer – child youth activities
- **Plowing Match – across street on Saturday – private land**
- **Historic Artifacts Displays** (travelling museum, volunteer curator)
copying of photos, each township provide a sample, security, safe transport, housing for items/staff, transportation? Get historical societies to talk and work things out on their own. County to provide tent and security as well as money for cabinet/display case

The Committee recessed for lunch at 12:33 p.m.

The Committee reconvened at 1:10 p.m.

- **Passport Stamp Program** (involving businesses from all 4 townships)
- Drive traffic to townships, to encourage residents to travel throughout the County, work group has been set up and are meeting on Dec 16th, marketing and incentives, 20 places to get stamp, 1 year duration, range of opportunities (\$\$),

- **Community Quilt** (created by volunteers in all four townships)
- Harrowsmith, Shelley quilting store owner. Displayed at Fairmount Auditorium when complete. Reveal at Central Celebration. Inclusion of aboriginal community. Design finalized in June 2014.
- **Scholarship program**
(gift/continuing program to recognize a County sec. school grad)
Secondary school student, living in the County, pursuing further education, demonstrating leadership in one of the pillars of the county's ICSP.
Judging of award. \$1000 investment out of already designated money, interest given to recipient. Mr. Davison recommended that the committee advise all of county council the committees intention to set up the scholarship fund.

Recommendation

The 150th Anniversary Committee recommends that the amount of \$1000 the of County of Frontenac 2013 Youth Fund be re-allocated to a one time scholarship award to be given to a secondary school student living in the County of Frontenac during the 150th Anniversary Year.

Moved by: Mr. Vanden Hoak

Seconded By: Ms. Sproule

- **Documentation of working history** (Story Me: Library program)
(record individual/family stories; old photos) The County decided to determine what funding was available for video projects once the funding was decided on. Also to utilize the local high school video programs to provide coverage of the events.
- **Costume Ball** (featuring period costumes and classical music)
- **Attracting participants** – Lions, OPP auxiliary, St. Johns ambulance,
- **Legacy Projects** (one project for each township) The committee decided that there was not time to consider the legacy project funding at this time.

Total Event Projected Costs:

Central	\$80,000
Plowing Match	\$2000
Heritage Ball	\$8000
Passport	\$5000
Scholarship	\$1000
Quilt	\$2000
Historical Doc.	\$15,000
Artifacts	\$5000
Bussing	\$20,000
Marketing	\$50,000
Volunteer Train.	\$5000

Central Celebration Projected Costs

Security 10,000
Entertainment 25,000
Production 15,000
Tent Rentals 10,000

The Committee recessed at 2:52 p.m.

The Committee reconvened at 3:00 p.m.

Session #3 (Initiatives): Enhancing and Confirming the Plan

- *Elaborate and confirm final proposed initiatives*
 - Review the pros/cons of proposed initiatives & develop a better understanding of options/alternative approaches. Confirm recommended initiatives.
 - Confirm the enabling strategies: funding, engagement and communications.
 - Discussion of organizational capabilities required to achieve future goals.
 - Structure for leadership, management, governance and accountabilities.
 - Confirm recommended timelines for development and implementation
 - Confirming the final plan of recommended 150th Anniversary initiatives.

Mr. Wood went over the event activities in order to ensure that all committee members were satisfied with the event plan.

Recommendation

The committee recommends that in order to ensure the success of the 150th Anniversary Celebration, that council provide staffing support through a CFDC intern position or equivalent County position.

**Moved by: Mr. Davison
Seconded By: Ms.Sproule**

Session #4 (Implementation): Follow-up on Today's Work

- *Plans for securing funding, resources and approvals:*
 - What approvals are (or may be) required?
 - Steps to engage/secure community partners and volunteer resources?

- Request for support/resources from the County and/or townships?
- Ideas/direction for the January 30th funding application to Canadian Heritage?
- *What further detail, research & follow-up is needed over the next month?*
 - In what areas, if any, will further research/information be required?
 - Are there any conditions/barriers to implementation to be addressed?
 - How best to pursue more detailed event planning and liaison with community groups?
 - Further development of a marketing/communications plan?
- Heritage grant application
- Report goes to County Council
- Letter of support from South Frontenac
- Letters of support from Lion's Club, Fire fighters, etc.
- Pricing tents/video
- Intern position 18 months

Wrap-up, Takeaways and Next Steps

8. Other business

9. Next meeting date

The next 150th Anniversary Planning Advisory Committee meeting is scheduled for Wednesday, February 26, 2014 at 10:00 a.m. at the County Administrative Building.

10. Adjournment

Moved by: Mr. Davison
Seconded by: Mr. Vanden Hoek

THAT the meeting hereby adjourn at 4:26 p.m.

CARRIED



POSTED CHEQUE LISTING

COUNTY OF FRONTENAC

(Great Plains)

FOR THE PERIOD OF: December 12, 2013 - January 10, 2014 (inclusive)

CHEQUE TOTAL:

2,646,389.50

TOTAL:

\$2,646,389.50

**County of Frontenac
Transaction Register Report
December 12, 2013 - January 10, 2014**

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
106	VANB0002	TAMBLYN, ANGELIQUE IN TRUST (R	12/19/2013	763.55
2331	SODE0001	SODEXO SERVICES CANADA	12/23/2013	82,568.07
2344	REVE0005	REVEREND LEWIS BRYANT	12/31/2013	887.77
37956	AQUA0002	A. QUALITY PAINTING AND HANDYM	12/12/2013	2,599.00
37957	CANP0001	CANPAR TRANSPORT L.P.	12/12/2013	34.35
37958	HRSY0001	HR SYSTEMS STRATEGIES INC.	12/12/2013	5,517.79
37959	MARC0002	MARCHANT MARKING DEVICES	12/12/2013	46.10
37960	ORMS0001	ORMSBEE'S MERCANTILE	12/12/2013	47.46
37961	ROYA0003	ROYAL CANADIAN LEGION ONTARIC	12/12/2013	895.00
37962	SMIT0001	SMITH, BRIAN	12/12/2013	700.00
37963	WMUR0001	MR. W. MURRAY COTTON	12/12/2013	169.50
37964	BATE0001	LINDA BATES	12/12/2013	1,130.56
37965	ATTE0001	ATTENTION GETTERS	12/19/2013	180.80
37966	BATT0003	STARK BATTAM	12/19/2013	1,175.20
37967	CAMP0002	JODY CAMPBELL'S SEPTIC SERVICE	12/19/2013	124.30
37968	CANA0009	CANADIAN TIRE STORE 195	12/19/2013	342.33
37969	CRAI0001	CRAIN'S CONSTRUCTION LIMITED	12/19/2013	196,967.81
37970	CRED0001	CREDIT 360 LTD	12/19/2013	8,900.00
37971	CRIN0002	CRINTEC LTD.	12/19/2013	914.91
37972	CROW0001	CROWN COLLISION SERVICE LTD.	12/19/2013	1,220.40
37973	DIGI0001	DELTA PRINTING	12/19/2013	243.23
37974	DOOR0001	DOOR DOCTOR	12/19/2013	1,690.25
37975	EBER0001	DIETER EBERHARDT	12/19/2013	32.16
37976	ETR00001	407 ETR	12/19/2013	8.46
37977	GENE0003	GENESIS SYSTEMS CORPORATION	12/19/2013	847.50
37978	GLEN0001	GLENBURNIE GROCERY	12/19/2013	119.86
37979	HALL0001	HALLMAN, TIM	12/19/2013	200.00
37980	HILL0002	HILLSIDE COFFEE COMPANY	12/19/2013	40.00
37981	KNOT0001	KNOTT, WALTER	12/19/2013	19.20
37982	MADD0002	MADD CANADA	12/19/2013	418.10
37983	MALV0001	MALVERN CONTRACT INTERIORS LI	12/19/2013	12,034.50
37984	MCNE0002	MCNEIL, BILLIE	12/19/2013	300.00
37985	MEDE0002	MED E-CARE HEALTH CARE SOLUTI	12/19/2013	14,375.86
37986	OANH0001	O.A.N.H.S.S.	12/19/2013	11,103.21
37987	ORMS0001	ORMSBEE'S MERCANTILE	12/19/2013	375.16
37988	OTTA0001	OTTAWA BUSINESS INTERIORS LTD	12/19/2013	1,104.64
37989	PERC0001	PERCY SNIDER	12/19/2013	1,101.75
37990	PICK0001	PAM VANCOUGHNETT	12/19/2013	100.00
37991	RECO0002	RECOVERY ABATEMENT & INSULAT	12/19/2013	11,294.35
37992	STER0001	STERICYCLE INC.	12/19/2013	694.15
37993	STLA0003	ST LAWRENCE COLLEGE	12/19/2013	3,955.00
37994	TOWN0001	TOWNSHIP OF CENTRAL FRONTEN/	12/19/2013	3,001.93
37995	TOWN0003	TOWNSHIP OF NORTH FRONTENAC	12/19/2013	4,000.00
37996	VAND0001	JIM VANDENHOEK	12/19/2013	19.20
37997	VAND0002	VANDERVOORT HOLDINGS LTD.	12/19/2013	51.50
37998	BATE0001	LINDA BATES	12/19/2013	1,130.56
37999	CITY0002	CITY OF KINGSTON	12/19/2013	24,137.50
38000	SHER0001	SHERIFF OF THE COUNTY OF LEEDS	12/19/2013	486.87

**County of Frontenac
Transaction Register Report
December 12, 2013 - January 10, 2014**

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
38001	SIEM0001	SIEMENS BUILDING TECHNOLOGIES	12/19/2013	306.23
38002	NORF0001	NORFOLK COUNTY	12/19/2013	80.00
38003	WORK0002	WORKPLACE SAFETY AND INSURAN	12/19/2013	318,635.71
38004	4IMP0001	4IMPRINT INC.	12/19/2013	2,444.52
38005	CANP0001	CANPAR TRANSPORT L.P.	12/19/2013	218.40
38006	CARL0001	CARLETON UNIFORMS INC.	12/19/2013	9,367.08
38007	CONF0001	CONFLICT MANAGEMENT ASSOCIAT	12/19/2013	10,483.56
38008	TOWN0004	TOWNSHIP OF SOUTH FRONTENAC	12/19/2013	489,682.25
38010	VANB0001	TAMBLYN, ANGELIQUE IN TRUST	12/19/2013	255.10
38011	CITY0002	THE CORPORATION OF THE CITY OF	1/7/2014	629.94
4701305	RECE0002	RECEIVER GENERAL	12/18/2013	41,695.53
4701621	RECE0002	RECEIVER GENERAL	12/18/2013	14,871.69
5382923	MINI0001	MINISTER OF FINANCE	12/13/2013	26,153.21
7761	OMER0001	OMERS	12/20/2013	238,711.92
EFT0003305	ACKL0001	ACKLANDS GRAINGER INC.	12/16/2013	108.56
EFT0003306	ACTI0003	ACTIVE HEALTH SERVICES LTD.	12/16/2013	9,071.36
EFT0003307	AIGC0001	AIG INSURANCE COMPANY OF CAN/	12/16/2013	862.21
EFT0003308	ALEX0001	ALEX MCCOY PLUMBING AND HEATI	12/16/2013	561.39
EFT0003309	ALLI0002	ALLIED MEDICAL	12/16/2013	5,644.33
EFT0003310	ANDE0001	KYLE ANDREWS	12/16/2013	587.60
EFT0003311	BEEH0001	BEEHLER BROS. ELECTRICAL	12/16/2013	1,160.34
EFT0003312	BENS0001	BENSON TRUCK & TRAILER	12/16/2013	484.77
EFT0003313	BENS0002	BENSON COMMERCIAL TIRE	12/16/2013	5,449.22
EFT0003314	BLUE0001	BLUE CROSS	12/16/2013	71,446.07
EFT0003315	BOCC0001	LINDE CANADA	12/16/2013	1,429.63
EFT0003316	CANA0008	CANADIAN TIRE	12/16/2013	341.99
EFT0003317	CANA0037	WASTE MANAGEMENT	12/16/2013	557.59
EFT0003318	CANA0041	CANADIAN LINEN AND UNIFORM SEI	12/16/2013	773.72
EFT0003319	CINT0001	CINTAS DOCUMENT MANAGEMENT	12/16/2013	1,186.50
EFT0003320	CONS0002	CONSTRUCT IT LTD.	12/16/2013	490.08
EFT0003321	CUPE0001	CUPE LOCAL 109	12/16/2013	616.09
EFT0003322	DIGI0002	DIGITAL OFFICE SYSTEMS	12/16/2013	234.43
EFT0003323	FAMI0001	K3C COMMUNITY COUNSELLING CE	12/16/2013	2,334.30
EFT0003324	FUTU0001	CARDINAL HEALTH CANADA INC.	12/16/2013	1,739.32
EFT0003325	GASK0001	GASKIN, DR. ANNE	12/16/2013	1,190.40
EFT0003326	GRAN0003	OFFICE MAX GRAND & TOY LTD	12/16/2013	764.15
EFT0003327	HART0002	HARTINGTON EQUIPMENT	12/16/2013	3,051.00
EFT0003328	HICK0001	HICKS MORLEY HAMILTON STEWAR	12/16/2013	2,568.35
EFT0003329	HOLL0002	HOLLINGSWORTH SUPPLY SERVICE	12/16/2013	2,632.34
EFT0003330	HOTE0001	HOTEL DIEU HOSPITAL	12/16/2013	340.00
EFT0003331	HOTE0002	HOME CARDIOGRAPIC INC	12/16/2013	60.00
EFT0003332	INTE0001	INTEGRATED COMMUNICATION SOL	12/16/2013	1,379.17
EFT0003333	JJEX0001	JJ EXPRESS	12/16/2013	163.73
EFT0003334	K3CC0001	K3C COMMUNITY COUNSELLING CE	12/16/2013	620.00
EFT0003335	KING0009	KINGSTON REGIONAL HOSPITAL LA	12/16/2013	938.88
EFT0003336	KING0019	KINGSTON ACCESS BUS	12/16/2013	30.00
EFT0003337	KING0029	KINGSTON OXYGEN	12/16/2013	19.17
EFT0003338	KING0047	KINGSTON INJURY MANAGEMENT C	12/16/2013	1,615.00

**County of Frontenac
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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
EFT0003339	LAER0001	LAERDAL MEDICAL CANADA LTD.	12/16/2013	420.93
EFT0003340	LEVA0003	LEVAC PROPANE INC.	12/16/2013	48.43
EFT0003341	LEVA0004	LEVAC PROPANE - COUNTY	12/16/2013	282.50
EFT0003342	MCKE0003	MCKEOWN & WOOD FUELS	12/16/2013	271.75
EFT0003343	MDSL0001	LIFELABS LP	12/16/2013	1,250.00
EFT0003344	MEDI0001	MEDICAL MART	12/16/2013	623.04
EFT0003345	MICR0001	MICROAGE KINGSTON	12/16/2013	78.82
EFT0003346	MODE0001	MODERN TAXI CAB LTD	12/16/2013	22.50
EFT0003347	MOTI0001	MOTION SPECIALTIES	12/16/2013	5,069.89
EFT0003348	OPSE0001	OPSEU LOCAL 462	12/16/2013	7,917.31
EFT0003349	PHYS0001	PHYSIO-CONTROL CANADA SALES	12/16/2013	1,332.27
EFT0003350	QUAL0001	QUALITY LIFE SERVICES INC.	12/16/2013	39.38
EFT0003351	QUAL0002	QUALITY PATIENT TRANSFER SERV	12/16/2013	186.45
EFT0003352	RENT0001	RENTOKIL PEST CONTROL CANADA	12/16/2013	318.66
EFT0003353	SECR0001	CUPE NATIONAL	12/16/2013	6,776.11
EFT0003354	SHAR0001	SHARBOT LAKE LAWN SERVICE	12/16/2013	1,502.90
EFT0003355	SUNL0001	SUN LIFE ASSURANCE COMPANY OI	12/16/2013	51,375.29
EFT0003356	SUNM0001	SUN MEDIA CORPORATION	12/16/2013	1,927.24
EFT0003357	THEF0001	THE FRONTENAC NEWS	12/16/2013	249.17
EFT0003358	THEG0002	THE GREER GALLOWAY GROUP INC	12/16/2013	3,022.64
EFT0003359	THEK0001	THE KINGSTON WHIG STANDARD	12/16/2013	314.82
EFT0003360	TRIM0001	TRIM-LINE OF SOUTH EASTERN ON	12/16/2013	542.40
EFT0003361	TROP0002	SPECIALTY TROPHIES	12/16/2013	423.18
EFT0003362	VERS0001	VERSUS BUSINESS FORMS AND LAE	12/16/2013	2,873.48
EFT0003363	WATS0002	WATSON & ASSOCIATES ECONOMIC	12/16/2013	1,715.34
EFT0003364	WECA0001	WE CARE HEALTH SERVICES LP	12/16/2013	920.00
EFT0003365	WEST0002	WESTBURNE/RUDDY ELECTRIC	12/16/2013	211.54
EFT0003366	WORD0001	REBECCA WORDEN	12/16/2013	540.00
EFT0003367	WRBR0001	W.R. BRIGHTMAN & SON LTD	12/16/2013	271.20
EFT0003368	CADU0001	CADUCEON ENVIRONMENTAL LABO	12/16/2013	209.90
EFT0003369	MALL0002	MALLORY'S FIRE SYSTEMS LTD	12/16/2013	723.20
EFT0003370	KPMG0002	KPMG LLP	12/16/2013	64,636.00
EFT0003371	TOWN0002	TOWNSHIP OF FRONTENAC ISLAND	12/16/2013	82,130.89
EFT0003372	KING0005	KINGSTON GENERAL HOSPITAL	1/6/2014	26,217.42
EFT0003373	KFLA0001	KFL&A HEALTH UNIT	1/6/2014	57,561.00
EFT0003374	CITY0002	CITY OF KINGSTON	1/6/2014	152,357.62
EFT0003375	KING0012	KINGSTON FRONTENAC PUBLIC LIB	1/6/2014	61,233.00
EFT0003376	DACO0001	KINGSTOWN INVESTMENTS INC	1/1/2014	4,421.13
EFT0003377	GEMM0001	GEMMILL, DAVE	1/1/2014	2,636.66
EFT0003378	HOTE0001	HOTEL DIEU HOSPITAL	1/1/2014	2,497.06
EFT0003379	QUIN0002	QUINTE CRANE RENTALS INCORPO	1/1/2014	4,972.00
EFT0003380	4OFF0001	4 OFFICE AUTOMATION LIMITED	12/27/2013	1,878.57
EFT0003381	ACKL0001	ACKLANDS GRAINGER INC.	12/27/2013	463.89
EFT0003382	ALEX0001	ALEX MCCOY PLUMBING AND HEAT	12/27/2013	2,371.88
EFT0003383	ALLI0002	ALLIED MEDICAL	12/27/2013	64.41
EFT0003384	ANDE0001	KYLE ANDREWS	12/27/2013	587.60
EFT0003385	ARJO0001	ARJO HUNTLEIGH CANADA	12/27/2013	1,257.69
EFT0003386	BARD0002	BARDON SUPPLIES LTD	12/27/2013	1,397.81

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
EFT0003387	BEEH0001	BEEHLER BROS. ELECTRICAL	12/27/2013	2,298.31
EFT0003388	BROW0003	BROWN'S FINE FOOD	12/27/2013	1,083.67
EFT0003389	CADU0001	CADUCEON ENVIRONMENTAL LABO	12/27/2013	419.82
EFT0003390	CANA0008	CANADIAN TIRE	12/27/2013	958.38
EFT0003391	CANA0037	WASTE MANAGEMENT	12/27/2013	2,077.34
EFT0003392	CHOQ0001	CHOQUETTE CKS	12/27/2013	3,159.79
EFT0003393	CHRI0002	CHRISTIE WALTHER	12/27/2013	50.85
EFT0003394	COLL0001	COLLINS	12/27/2013	532.24
EFT0003395	CRES0001	CRESTLINE COACH LTD.	12/27/2013	6,764.16
EFT0003396	CUNN0001	CUNNINGHAM SWAN CARTY LITTLE	12/27/2013	8,028.80
EFT0003397	DALT0001	DALTCO ELECTRIC AND SUPPLY LTI	12/27/2013	412.22
EFT0003398	DIGI0002	DIGITAL OFFICE SYSTEMS	12/27/2013	385.97
EFT0003399	DIGI0003	DIGITAL OFFICE	12/27/2013	368.86
EFT0003400	ECOL0001	ECOLAB	12/27/2013	550.23
EFT0003401	EDWA0001	EDWARDS FORD SALES (KINGSTON	12/27/2013	157.97
EFT0003402	ESFO0002	E.S.FOX LIMITED	12/27/2013	6,335.82
EFT0003403	FERN0001	FERNO	12/27/2013	3,746.53
EFT0003404	FUTU0001	CARDINAL HEALTH CANADA INC.	12/27/2013	7,738.60
EFT0003405	GASK0001	GASKIN, DR. ANNE	12/27/2013	2,500.00
EFT0003406	GEOR0001	GEORGE COUREY INC	12/27/2013	1,258.19
EFT0003407	GIRO0001	GIROUX, MARCEL	12/27/2013	67.20
EFT0003408	GLEN0002	GLEN SUPPLY CO. LTD	12/27/2013	601.62
EFT0003409	GRAN0003	OFFICE MAX GRAND & TOY LTD	12/27/2013	1,344.79
EFT0003410	HART0002	HARTINGTON EQUIPMENT	12/27/2013	896.83
EFT0003411	HOLL0003	HOLLYWOOD, JOAN	12/27/2013	64.32
EFT0003412	INTE0001	INTEGRATED COMMUNICATION SOL	12/27/2013	565.28
EFT0003413	INTE0003	INTERDEV TECHNOLOGIES INC.	12/27/2013	22,216.16
EFT0003414	JACO0002	VERNA JACOB	12/27/2013	100.00
EFT0003415	JJEX0001	JJ EXPRESS	12/27/2013	152.10
EFT0003416	JLRI0001	J.L. RICHARDS & ASSOCIATES LIM	12/27/2013	6,051.15
EFT0003417	KENS0002	1557145 ONTARIO LTD.	12/27/2013	998.64
EFT0003418	KING0009	KINGSTON REGIONAL HOSPITAL LA	12/27/2013	687.70
EFT0003419	LEVA0005	LEVAC PROPANE - BASE 4	12/27/2013	52.12
EFT0003420	MAGN0002	MAGNACHARGE	12/27/2013	677.59
EFT0003421	MARI0001	MARILYN'S CLEANING SERVICES	12/27/2013	150.00
EFT0003422	MCHE0001	M.C. HEALTHCARE PRODUCTS	12/27/2013	56,927.06
EFT0003423	MDSL0001	LIFELABS LP	12/27/2013	1,037.50
EFT0003424	MOTI0001	MOTION SPECIALTIES	12/27/2013	6,297.43
EFT0003425	NEIL0001	NEIL'S FLOWERS	12/27/2013	45.20
EFT0003426	NORM0001	DON NORMAN	12/27/2013	225.00
EFT0003427	PATR0001	PAT ROGERS TOWING SERVICE	12/27/2013	1,017.00
EFT0003428	QUAL0001	QUALITY LIFE SERVICES INC.	12/27/2013	39.38
EFT0003429	RECO0001	METROLAND MEDIA GROUP	12/27/2013	1,193.86
EFT0003430	RNAW0001	WIRELESS RNA TECHNOLOGY INC.	12/27/2013	7,280.70
EFT0003431	SAFE0002	SAFEDESIGN APPAREL LTD.	12/27/2013	1,164.22
EFT0003432	SAND0001	SANDS CANADA INC/ANGUS	12/27/2013	1,091.07
EFT0003433	SAND0002	GEOFF SANDIFORD	12/27/2013	13.44
EFT0003434	SERV0001	SERVE PRO - KINGSTON	12/27/2013	1,869.20

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
EFT0003435	SHAR0001	SHARBOT LAKE LAWN SERVICE	12/27/2013	339.00
EFT0003436	SHOP0002	SHOPPERS DRUG MART	12/27/2013	3,932.76
EFT0003437	SPRO0001	SPROULE, BARBARA	12/27/2013	115.20
EFT0003438	SUNM0001	SUN MEDIA CORPORATION	12/27/2013	1,469.02
EFT0003439	SWIS0001	SWISH MAINTENANCE LTD	12/27/2013	2,348.70
EFT0003440	SWYR0001	SWYRICH CORPORATION INTERNA	12/27/2013	349.25
EFT0003441	TACK0001	TACKABERRY HEATING & REFRIGE	12/27/2013	1,225.63
EFT0003442	TAYL0001	TAYLOR CHEVROLET CADILLAC	12/27/2013	35,919.49
EFT0003443	TERR0001	TERRY'S PLOWING	12/27/2013	3,638.60
EFT0003444	THEF0001	THE FRONTENAC NEWS	12/27/2013	249.17
EFT0003445	THEK0001	THE KINGSTON WHIG STANDARD	12/27/2013	69.95
EFT0003446	THES0004	THE SCOTT WENTWORTH LANDSCA	12/27/2013	8,076.60
EFT0003447	THOM0006	THOMPSON ELECTRIC	12/27/2013	133.62
EFT0003448	THYE0001	THYESSEN KRUPP ELEVATOR	12/27/2013	15,080.08
EFT0003449	TRIM0001	TRIM-LINE OF SOUTH EASTERN ON	12/27/2013	1,851.50
EFT0003450	TSSA0001	TSSA - TECHNICAL STANDARDS SA	12/27/2013	105.00
EFT0003451	UNWY0001	UNITED WAY	12/27/2013	520.00
EFT0003452	WECA0001	WE CARE HEALTH SERVICES LP	12/27/2013	805.00
EFT0003453	WORD0001	REBECCA WORDEN	12/27/2013	720.00
EFT0003454	XPLO0001	XPLORNET COMMUNICATIONS INC.	12/27/2013	84.73
EFT0003455	BOCC0001	LINDE CANADA	12/27/2013	4,213.89
EFT0003456	BENS0002	BENSON COMMERCIAL TIRE	12/27/2013	766.83
EFT0003457	AIRL0001	AIR LIQUIDE CANADA INC.	12/27/2013	24.41
EFT0003458	ALLI0002	ALLIED MEDICAL	12/27/2013	364.55
EFT0003459	ANDE0001	KYLE ANDREWS	12/27/2013	587.60
EFT0003460	BENS0001	BENSON TRUCK & TRAILER	12/27/2013	18,296.58
EFT0003461	BENS0002	BENSON COMMERCIAL TIRE	12/27/2013	7,406.30
EFT0003462	BOCC0001	LINDE CANADA	12/27/2013	399.20
EFT0003463	CANA0008	CANADIAN TIRE	12/27/2013	29.36
EFT0003464	CANA0041	CANADIAN LINEN AND UNIFORM SE	12/27/2013	687.80
EFT0003465	CBCI0001	WORLDLYNX WIRELESS	12/27/2013	28.24
EFT0003466	CONS0002	CONSTRUCT IT LTD.	12/27/2013	4,019.71
EFT0003467	CRES0001	CRESTLINE COACH LTD.	12/27/2013	758.30
EFT0003468	HOLL0002	HOLLINGSWORTH SUPPLY SERVICE	12/27/2013	298.12
EFT0003469	KING0009	KINGSTON REGIONAL HOSPITAL LA	12/27/2013	709.10
EFT0003470	LEVA0002	LEVAC PROPANE INC.	12/27/2013	554.60
EFT0003471	LEVA0003	LEVAC PROPANE INC.	12/27/2013	117.31
EFT0003472	MAGN0002	MAGNACHARGE	12/27/2013	272.40
EFT0003473	MALL0002	MALLORY'S FIRE SYSTEMS LTD	12/27/2013	620.37
EFT0003474	MART0001	MARTIN & LEVESQUE INC.	12/27/2013	201.14
EFT0003475	RENT0001	RENTOKIL PEST CONTROL CANADA	12/27/2013	318.66
EFT0003476	SWIS0001	SWISH MAINTENANCE LTD	12/27/2013	1,763.49
EFT0003477	THOM0006	THOMPSON ELECTRIC	12/27/2013	2,346.11
EFT0003478	TRIM0001	TRIM-LINE OF SOUTH EASTERN ON	12/27/2013	22.60
EFT0003479	KING0005	KINGSTON GENERAL HOSPITAL	12/27/2013	20,459.73
H1534	TDVI0007	TD VISA (6198) GALE CHEVALIER	12/18/2013	145.77
HI500	TDVI0016	TD VISA (6255) RICHARD RUSSELL	12/18/2013	50.00
HI525	TDVI0006	TD VISA (6081) DAVE GEMMILL	12/18/2013	3,724.25

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
HI531	TDVI0003	TD VISA - ROB WRIGHT (6149)	12/18/2013	200.07
HI542	TDVI0008	TD VISA (6180) MICHAEL VAN HAR	12/18/2013	135.00
HI591	TDVI0013	VISA (1891) CHRIS MCBAIN	12/18/2013	47.44
HI593	TDVI0014	TD VISA (6172) TODD FISHER	12/18/2013	16.00
HI595	TDVI0005	TD VISA (6065) PAUL CHARBONNEA	12/18/2013	860.26
HJ003	TDVI0019	TD VISA (3196) ANNE MARIE YOUN	12/18/2013	845.08
HJ011	TDVI0020	TD VISA (3220) ANGELIQUE TAMBL	12/18/2013	327.49
HJ014	TDVI0002	TD VISA (6040) MARIAN VABRUINE	12/18/2013	4,421.13
HJ023	TDVI0009	TD VISA (6057) JULIE SHILLINGT	12/18/2013	2,011.99
II321	TDVI0023	TD VISA (3238) MARY LAKE	12/18/2013	606.26
PAP12132013	UTIL0001	UTILITIES KINGSTON	12/13/2013	623.75
PAP12162013	HYDR0001	HYDRO ONE	12/16/2013	967.68
PAP12172013	HYDR0001	HYDRO ONE	12/17/2013	203.08
PAP12222013	HYDR0002	HYDRO ONE	12/22/2013	14,198.11
PAP12232013	HYDR0002	HYDRO ONE	12/23/2013	153.11
PAP12252013	NORT0004	NORTH FRONTENAC TELEPHONE C	12/25/2013	335.66
PAP12272013	UTIL0001	UTILITIES KINGSTON	12/27/2013	668.88
PAP12302013	HYDR0001	HYDRO ONE	12/30/2013	239.26
PAP12312013	UTIL0001	UTILITIES KINGSTON	12/31/2013	108.99
PAP12312013	UTIL0001	UTILITIES KINGSTON	12/31/2013	102.31
PAP12312013	HYDR0001	HYDRO ONE	12/31/2013	547.18
R8U9X5	BELL0001	BELL CANADA	12/19/2013	821.66
R8U9X6	BELL0001	BELL CANADA	12/18/2013	125.82
R8U9X7	BELL0001	BELL CANADA	12/19/2013	419.24
R8U9X8	BELL0001	BELL CANADA	12/18/2013	175.83
R8U9X9	BELL0001	BELL CANADA	12/23/2013	236.89
R8U9Y2	BELL0001	BELL CANADA	12/18/2013	12.39
R8U9Y3	STAR0001	SHAW DIRECT	12/18/2013	312.11
R8U9Y4	CULL0002	CULLIGAN WATER CONDITIONING	12/23/2013	85.75
R8U9Y5	CULL0002	CULLIGAN WATER CONDITIONING	12/23/2013	160.75
R8U9Y6	CULL0002	CULLIGAN WATER CONDITIONING	12/18/2013	1,337.92
R8U9Y7	CULL0002	CULLIGAN WATER CONDITIONING	12/23/2013	48.25
R8U9Y8	CULL0002	CULLIGAN WATER CONDITIONING	12/23/2013	62.00
R8U9Y9	CULL0002	CULLIGAN WATER CONDITIONING	12/23/2013	54.50
R8U9Z2	CULL0002	CULLIGAN WATER CONDITIONING	12/23/2013	14.75
R8U9Z3	CULL0002	CULLIGAN WATER CONDITIONING	12/23/2013	42.00
R8U9Z4	KING0008	KINGSTON ONLINE SERVICES	12/18/2013	84.69
R8U9Z5	KING0008	KINGSTON ONLINE SERVICES	12/18/2013	98.25
R8U9Z6	RONA0001	RONA HOME & GARDEN	12/23/2013	189.19
R8U9Z7	WTCC0001	WTC COMMUNICATIONS	12/19/2013	295.26
R8U9Z8	WTCC0001	WTC COMMUNICATIONS	12/19/2013	1,129.94
R8W2K4	CULL0002	CULLIGAN WATER CONDITIONING	12/18/2013	1,107.40
R8W3L8	TDVI0012	TD VISA (6032) ELIZABETH SAVIL	12/18/2013	1.00
R8W5K3	WORK0002	WORKPLACE SAFETY AND INSURAN	12/18/2013	58,441.16
U6U9J6	INFO0001	INFOSAT TELECOMMUNICATIONS	12/20/2013	142.12
U6U9J7	BELL0001	BELL CANADA	12/27/2013	386.80
U6U9J8	BELL0001	BELL CANADA	12/27/2013	178.56
U6U9J9	BELL0001	BELL CANADA	12/20/2013	198.55

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
U6U9K2	TELU0001	TELUS MOBILITY	12/20/2013	112.89
U6U9K3	PETR0001	PETRO CANADA	12/31/2013	12,783.73
Y5K9H6	MINI0024	MINISTRY OF THE ATTORNEY GENE	12/31/2013	202.50
Y5K9H7	MINI0024	MINISTRY OF THE ATTORNEY GENE	12/31/2013	505.50
Y5K9H8	MINI0024	MINISTRY OF THE ATTORNEY GENE	12/31/2013	374.50
Y5K9R4	CULL0002	CULLIGAN WATER CONDITIONING	12/31/2013	553.20
Total Transactions: 296			Total	2,646,389.50
Void Transactions: Cheque 105, 38009				

POSTED CHEQUE LISTINGPAYROLL

FOR THE PERIOD OF: December 12, 2013 - January 10, 2014 (inclusive)

PAYROLL DATE

PP#26	December 2, 2013 - December 15, 2013	Canadian Payroll	\$	298,246.73
PP#26	December 9, 2013 - December 22, 2013	Canadian Payroll	\$	183,357.64
PP#1	December 16, 2013 - December 29, 2013	Canadian Payroll	\$	311,171.39
SP	Special Pay January 6, 2014	Canadian Payroll	\$	8,168.09
PP#1	December 23, 2013 - January 5, 2014	Canadian Payroll	\$	189,885.84

<u>PAYROLL TOTAL:</u>		\$	990,829.69
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<u>TOTAL:</u>		\$	<u>990,829.69</u>
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BY-LAW NO. 2014-0001

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to authorize the transfer of any surplus or deficit from the 2013
budget
to the Reserve for Working Funds

WHEREAS Sections 5 of the *Municipal Act, 2001, as amended* (hereinafter the Act) provides that a municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by its council by by-law, unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 11 of the Act provides that an upper-tier municipality may pass by-laws respecting the financial management of the municipality;

AND WHEREAS Section 289 of the Act provides that in preparing the budget for a year, the upper tier municipality shall treat any operating surplus of any previous year as revenue that will be available during the year and shall provide for any operating deficit of any previous year;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE COUNTY OF FRONTENAC deems it expedient to enact as follows:

1. That any surplus or deficit from the 2013 budget accumulated at year end shall be transferred to the Reserve for Working Funds.
2. 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 15th day of January, 2014.

Read a third time, signed, sealed and finally passed this 15th day of January, 2014.

The Corporation of the County of Frontenac

Bud Clayton, Warden

Jannette Amini, Acting Clerk

By-law No. 2014-0001 – To Authorize the transfer of any surplus or deficit from the 2013 budget to the Reserve for Working Funds
January 15, 2014

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BY-LAW NO. 2014-0002

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

Being a by-law to set tax ratios and tax rate reductions for prescribed property sub-classes for County of Frontenac purposes and Local Municipal purposes for the taxation year 2014.

WHEREAS the County of Frontenac deems it expedient for the County, pursuant to Section 308 of the *Municipal Act, 2001, S.O. 2001, c.25, as amended, ("Municipal Act")* to establish the tax ratios for 2014 for the County of Frontenac and the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac; and,

WHEREAS the tax ratios establish the relative amount of taxation to be borne by each property class; and,

WHEREAS the property classes have been prescribed by the Minister of Finance pursuant to Section 7 of the *Assessment Act, R.S.O. 1990, Chapter A.31* and amendments thereto ("*Assessment Act*"); and,

WHEREAS the County of Frontenac after consultation with the elected representatives of the four Townships, in order to achieve real property tax reform, deems it expedient to establish tax ratios that are within the "*range of fairness*" prescribed by the Minister of Finance under *Ontario Regulation 386/98* as amended by O. Reg. 212/05 for purposes of subsection (8) of Section 308 of the *Municipal Act*; and,

WHEREAS it is necessary for the County of Frontenac, pursuant to Section 362 of the *Municipal Act*, to establish tax reductions for prescribed subclasses for 2014 for County of Frontenac and Local Municipal purposes; and

WHEREAS the property subclasses for which tax reductions are to be established are in accordance with Section 8 of the *Assessment Act*; and,

WHEREAS the tax rate reductions reduce the tax rates that would otherwise be levied for municipal purposes;

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

1. THAT for the taxation year 2014, tax ratios for indicated property classes shall be as follows:

ASSESSMENT CLASS	TAX RATIO
Residential & Farm Residential	1.0000
Multi-Residential	1.0000
Commercial Occupied	1.0000
Industrial Occupied	1.0000
Pipeline	0.7000
Farmland	0.2500
Managed Forests	0.2500

2. THAT for the taxation year 2014, the tax reduction for indicated property classes shall be as follows:

SUBCLASSES	TAX RATE REDUCTION
Vacant Land, Vacant Units and Excess Land in the Commercial Property Class	30%
Vacant Land, Vacant Units and Excess Land Subclasses in the Industrial Property Class	35%
First Subclass of Farmland Awaiting Development for all Property Classes	65%
Second Subclass of Farmland Awaiting Development for all Property Classes	30%

3. THAT for the purposes of this by-law:
- a) the commercial property class shall include all commercial office property, shopping centre property and parking lot property;
 - b) the industrial property class shall include all large industrial property; and
 - c) the first subclass of farmland awaiting development and the second subclass of farmland awaiting development shall consist of land as defined in accordance with Regulations passed under the *Municipal Act*.

4. THAT this by-law shall come into force and take effect on the 1st day of January, 2014.

Read a first and second time this 15^h day of January, 2014.

Read a third time and finally passed, signed and sealed this 15th day of January, 2014.

The Corporation of the County of Frontenac

Bud Clayton, Warden

Jannette Amini, Acting Clerk

BY-LAW NO. 2014-0003

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to amend By-law No. 2013-0020 (to govern the proceedings of the Council and its Committees, the Conduct of Members and the Calling of Meetings)

WHEREAS Section 238(2) of the *Municipal Act, 2001, S.O. 2001, c.25, as amended* (the Act) provides that Council shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

AND WHEREAS By-law No. 2013-0020, being a bylaw to provide for governing the proceedings of the Council and its committees, the conduct of members and the calling of meetings, was adopted by the Council of the Corporation of the County of Frontenac on May 15, 2013;

AND WHEREAS By-law No. 2013-0020 allows Council to establish Committees, their memberships, mandates and reporting practice, with said committees forming part of By-law 2013-0020 as Schedule B;

AND WHEREAS The Corporation of County of Frontenac deems it expedient to amend By-law No. 2013-0020 as it relates to the establishment of a Seniors Housing Task Force;

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

1. **THAT** Schedule B to By-law 2013-0020 be amended to add Schedule B-6:

SCHEDULE B-6 - ADVISORY COMMITTEES

COMMITTEE NAME: Seniors Housing Task Force

ESTABLISHMENT OF THE COMMITTEE

- (l) The County of Frontenac Seniors Housing Task Force shall be comprised of three (3) members as follows:
 - (a) Two members of County Council, specifically:
 - One (1) member of County Council which sits on the City of Kingston Housing and Homelessness Advisory Committee
 - The Mayor of the Township in which the housing matter is being considered; and

- (b) One Township Council representative in which the housing matter is being considered
- (ii) The members of the County of Frontenac Seniors Housing Task Force shall hold office from the date of their appointment, at the pleasure of the Council of the County of Frontenac, not to extend past the term of Council.
- (iii) The Committee shall hold meetings as required.

TERMS OF REFERENCE:

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

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

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

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

The Seniors Housing Task Force will be guided by these statements during its deliberations and subsequent recommendations to County Council on Seniors Housing.

Mandate:

Members of the Committee will work to ensure that there is a comprehensive understanding of affordable housing and appropriate forms of housing in the County of Frontenac as it relates to seniors housing, with a mandate to:

- Provide information and advice to Council on seniors housing;
- Provide advice regarding the implementation of the Municipal Housing Strategy for the City of Kingston and the County of Frontenac with respect to the need for more affordable housing options for seniors living in the Frontenacs;
- Provide advice regarding the *Seniors Housing Pilot Project Study* carried out by the County of Frontenac in 2012 which provided detailed research and background information to assist in developing seniors housing pilot projects;
- Provide advice regarding the draft County Official Plan regarding the regional housing policies that support new seniors housing projects;

2. **THAT** this amending by-law shall come into force and take effect on the date of final passing.

Read a First and Second Time this 15th day of January, 2014.

Read a Third Time, Signed, Sealed and Finally Passed this 15th day of January, 2014.

The Corporation of the County of Frontenac

Bud Clayton, Warden

Jannette Amini, Acting Clerk

By-law No. 2014-0003 – To Amend By-law No. 2013-0020 (Council and Committee Procedural By-law) as it relates to the establishment of a Seniors Housing Task Force
January 15, 2014

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BY-LAW NO. 2014-0004

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to confirm all actions and proceedings of County Council
on January 15, 2014

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 January 15th, 2014 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 January 15th, 2014 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 January 15th, 2014 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.

By-law No. 2014-0004 – To confirm all actions and proceedings of County Council on
January 15, 2014

Page 1 of 2

4. THAT this by-law shall come into force and take effect as of the final passing thereof.

Read a First and Second Time this 15th day of January, 2014.

Read a Third Time and Finally Passed, Signed and Sealed this 15th day of January, 2014.

The Corporation of the County of Frontenac

Bud Clayton, Warden

Jannette Amini, Acting Clerk