County Council Meeting – Regular Meeting
April 16, 2014 – 9:00 a.m.
The Frontenac Room, 2069 Battersea Road, Glenburnie, ON

AGENDA

Page

1. CALL TO ORDER

2. ADOPTION OF AGENDA

a) Adoption of April 16, 2014 County Council Agenda

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

4. ADOPTION OF MINUTES

19-36 a) March 19, 2014 Regular County Council Meeting Minutes

RESOLVED THAT the minutes of the regular meeting of County Council held on March 19, 2014 be adopted as circulated.

37-39 b) March 24, 2014 Special County Council Meeting Minutes

RESOLVED THAT the minutes of the Special meeting of County Council held on March 24, 2014 be adopted as circulated.

5. DEPUTATIONS AND/OR PRESENTATIONS

6. CLOSED MEETING

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

(a) personal matters about an identifiable individual - as it relates to the Ministry of Health and Long-Term Care Inspection Report dated March 20, 2014;

(b) labour relations or employee negotiations - as it relates to changes during the freeze period - re: Community Paramedicine;

(c) Adoption of the March 19, 2014 County Council Closed Meeting Minutes.

6. CLOSED MEETING

(d) Adoption of the March 24, 2014 Special County Council Closed Meeting Minutes.

7. BRIEFINGS

a) Marian VanBruinessen, Acting CAO/Director of Corporate Services/Treasurer will provide County Council with a presentation on the EOWC White Paper on Rate Payer Affordability.

8. UNFINISHED BUSINESS

9. COMMUNICATIONS

40-43

a) 2014-057
Corporate Services
Communications Report

Recommendation:

RESOLVED THAT the Council of the County of Frontenac accept the Corporate 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.

b) February 14, 2014
Lupus Foundation of Ontario
World Lupus Day, May 10th, 2014

WHEREAS lupus is an autoimmune disease that can cause severe damage to the tissue and organs in the body and, in some cases, death; and

WHEREAS more than five million people worldwide suffer the devastating effects of this disease and each year over a hundred thousand young women, men and children are newly diagnosed with lupus, the great majority of whom are women of childbearing age; and

9. COMMUNICATIONS

WHEREAS medical research efforts into lupus and the discovery of safer, more effective treatments for lupus patients are under-funded in comparison with diseases of comparable magnitude and severity; and

WHEREAS many physicians worldwide are unaware of symptoms and health effects of lupus, causing people with lupus to suffer for many years before they obtain a correct diagnosis and medical treatment; and

WHEREAS there is a deep, unmet need worldwide to educate and support individuals and families affected by lupus; and

WHEREAS there is an urgent need to increase awareness in communities worldwide of the debilitating impact of lupus;

NOW, THEREFORE, BE IT RESOLVED that May 10, 2014 is hereby designated as World Lupus Day on which lupus organizations around the globe call for increases in public and private sector funding for medical research on lupus, targeted education programs for health professionals, patients and the public and worldwide recognition of lupus as significant public health issue.

c) Seniors Month
June 1 to June 30, 2014

WHEREAS Seniors' Month is an annual nation-wide celebration;

AND WHEREAS seniors have contributed and continue to contribute immensely to the life and vibrancy of the community;

AND WHEREAS seniors continue to serve as leaders, mentors, volunteers and important and active members of this community;

AND WHEREAS their contributions past and present warrant appreciation and recognition and their stories deserve to be told;

AND WHEREAS the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community;

AND WHEREAS the knowledge and experience seniors pass on to us continues to benefit all:

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of

9. COMMUNICATIONS

the County of Frontenac hereby proclaims June 1st to June 30th, 2014 as Seniors' Month in Frontenac County and encourages all citizens to recognize and celebrate the accomplishments of our seniors.

d) **Kemptville College Closure**

WHEREAS on October 7, 2013, the Premier, in her capacity as Minister of Agriculture and AgriFood, challenged the agriculture and agri-food sector to double its growth rate and create 120,000 new jobs in Ontario by 2020;

AND WHEREAS the University of Guelph's Kemptville and Alfred Campuses are two of Ontario's outstanding post-secondary agricultural schools;

AND WHEREAS these campuses have delivered specialized and high-quality programs to generations of students from agricultural communities across Eastern Ontario and the future success of the region's agri-food industry depends on continuing this strong partnership;

AND WHEREAS regional campuses like those in Kemptville and Alfred ensure the agri-food industry has access to the knowledge, research and innovation that are critical for Ontario to remain competitive in this rapidly changing sector.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Frontenac strongly support a two year moratorium on the closure of the Kemptville College campus and accept students for the Fall 2014 semester;

AND FURTHER THAT Premier Wynne in her dual capacity as Minister of Agriculture and Food act immediately to reverse the University of Guelph's short-sighted and unacceptable decision to close its Kemptville and Alfred Campuses;

AND FURTHER THAT the Province of Ontario work immediately with local stakeholders to develop a new model to operate the Kemptville campus that will ensure its sustainability and viability in Eastern Ontario;

AND FURTHER THAT a copy of this resolution be forwarded to the Honourable Kathleen Wynne, Premier, the Honourable Jeff Leal, Minister of Rural Affairs, the Honourable Brad Duguid, Minister of Training, Colleges, and Universities, Steve Clark, MPP, Leeds-Grenville, John Gerretsen, MPP Kingston and the Islands, Randy Hillier, MPP, Lanark-Frontenac-Lennox and Addington and the Eastern Ontario Warden's Caucus.

9. COMMUNICATIONS

44-45 e) Kingston & Frontenac Housing Corporation February 18, 2014 Meeting Minutes

46-48 f) Kingston & Frontenac Housing Corporation February 24, 2014 Meeting Minutes

49-106 g) Ministry of Municipal Affairs and Housing - Provincial Policy Statement 2014

107-109 h) AMO - BN New Accountability and Transparency Act for Broader Public Sector

110-111 i) AMO Breaking News - Bill 69, The Prompt Payment Act Put Aside; Government Announces Construction Liens Act Review

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

112-118 a) 2014-048
Corporate Services
2014 Property Tax Capping

Recommendation

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

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

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

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

AND WHEREAS under the Municipal Act S.O. 2001, Chapter 25 as amended (the Act), Subsection 329.1 (1), upper tier and single tier

municipalities have the opportunity to select from prescribed options the calculation of the amount of taxes for municipal and school purposes payable in respect of property in the commercial class, industrial class or multi-residential property class for 2005 or a subsequent taxation year;

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

THEREFORE BE IT RESOLVED THAT the Council of the County of Frontenac accepts this Financial Services 2014 Property Tax Capping report; Recommend Report to Council 2014 Property Tax Capping April 16, 2014 Page 2 of 7;

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

AND FURTHER THAT properties that were at CVA tax in 2013 are excluded from the capping and claw-back calculation in 2014;

AND FURTHER to exclude properties that would move from being capped in 2013 to being clawed back in 2014 or from being clawed back in 2013 to being capped in 2014 as a result of the changes to the CVA tax caused by the 2014 reassessment;

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

a) the amount of the taxes determined for the property for 2014 under subsection 331(2), and;
b) the amount of the uncapped taxes for the property multiplied by one hundred per cent (100%)
means the taxes for municipal and school purposes that would have been imposed for the taxation year but for the
application of the cap.

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

119-189

b) 2014-050
Corporate Services
Capital Asset Management Plan

Recommendation

RESOLVED THAT Council of the County of Frontenac accept the Corporate Services – Capital Asset Management Plan report;

AND FURTHER direct that the Asset Management Plan (AMP) as attached, be updated annually or as required in accordance with changes to best management practices, technology, financial constraints and the outcome of asset condition assessments.

190-206

c) 2014-059
Emergency and Transportation Services
Community Paramedicine in Ontario Application Process

Recommendation

RESOLVED the Council of the County of Frontenac accept this Emergency and Transportation Services – Community Paramedicine in Ontario Application report for information;

AND FURTHER BE IT RESOLVED the Council of the County of Frontenac hereby approve the submission of the attached application for community paramedicine initiatives funding under the Community Paramedicine in Ontario Application Process;

AND FINALLY BE IT RESOLVED that the Council of the County of Frontenac commit to ongoing operational support of the Community Paramedicne wellness clinics in Frontenac at a cost of approximately $5,600 per year.

207-209

d) 2014-065
Emergency and Transportation Services
2014 Emergency Preparedness Week Proclamation - May 4th to May 10th

Recommendation

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

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

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

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

NOW THEREFORE Council of the County of Frontenac accept this Emergency and Transportation Services – 2014 Emergency Preparedness Week, May 5th to 10th report for information;

AND FURTHER Council of the County of Frontenac hereby proclaim the week of May 5th to 10th, 2014, to be EMERGENCY PREPAREDNESS WEEK throughout the County, and encourage all citizens to participate in educational activities on emergency preparedness.

210-211

e) 2014-066
Emergency and Transportation Services
2014 Paramedic Week Proclamation - May 25th to May 31st

Recommendation

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

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

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

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

AND WHEREAS the members of paramedic services teams often find themselves in dangerous and traumatic situations requiring spontaneous

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

decision-making;

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

NOW THEREFORE BE IT RESOLVED the Council of the County of Frontenac receive this Emergency and Transportation Services – 2014 Paramedic Services Week, May 25th to May 31st, report;

AND FURTHER that the week of May 25th to May 31st, 2014 be proclaimed PARAMEDIC SERVCIES WEEK in the County of Frontenac.

212-216

f) 2014-067
Corporate Services
Appointment of Integrity Commission for the County of Frontenac

Recommendation

THAT Ronald R. Price, Q.C. be appointed as the Integrity Commissioner for the County of Frontenac;

AND FURTHER THAT the Clerk be authorized to execute the required agreements.

217-249

g) 2014-068
Corporate Services
Sandstone Shores Plan of Subdivision Final Approval– County File 10T-2006/001

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the Corporate Services – Sandstone Shores Plan of Subdivision Final Approval – County File 10T-2006/001 report;

AND FURTHER the Council of the County of Frontenac pass a bylaw later in the meeting to delegate authority to the Manager of Sustainability Planning for this specific file in order to change conditions as necessary, extend draft approvals, and grant final approval to the Sandstone Shores plan of

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

subdivision, being County File No. 10T-2006/001, based on resolution of the remaining issues identified in the report;

AND FINALLY that the Clerk be authorized to approve the plan for registration by executing the required documents, following the granting of final approval.

250-252

h) 2014-069
Fairmount Home
Pharmacy Contract

Recommendation

THAT the Council of the County of Frontenac receive this Fairmount Home – Pharmacy Contract report for information, and;

THAT Council authorize the Clerk to enter into an agreement with Scott Ford Pharmacy Ltd., Shoppers Drug Mart #1144 for the provision of Pharmacy Services at Fairmount Home.

253-254

i) 2014-070
Corporate Services
Budget Amendment: K&P Trail and Eco-Tourism Report

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the Corporate Services – Budget Amendment: K&P Trail and Eco-Tourism Report,

AND FURTHER THAT the Council of the County of Frontenac pass a by-law to amend the 2014 budget to reflect the Trans Canada Trail grant of $115,000 as revenue and also be added to the expenditure for construction of the Frontenac K&P Trail,

AND FINALLY THAT the Council of the County of Frontenac include in the by-law a further expenditure of $138,257 of Federal Gas Tax Funds for the North Frontenac and the Frontenac Islands Township`s Eco-Tourism projects allocation.

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

255-256

j) 2014-072
Emergency and Transportation Services
First Responders Day, May 1st

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive this Emergency and Transportation Services – First Responders Day May 1st, report;

AND FURTHER THAT the County of Frontenac Council proclaim May 1st, 2014 as First Responders Day in the County of Frontenac.

257-269

k) 2014-073
Corporate Services
Planning Services Contract for the Township of North Frontenac

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the Corporate Services – Planning Services Contract for the Township of North Frontenac report for information;

AND FURTHER THAT the Council of the County of Frontenac authorize the Warden and Clerk to enter into an agreement with North Frontenac Township for the County of Frontenac to provide Land Use Planning services beginning May 1st, 2014.

270-271

l) 2014-079
Corporate Services
URISA (Urban and Regional Information Systems Association) Ontario Best Challenge Award – University of Guelph

Recommendation:

BE IT RESOLVED THAT the Council of the County of Frontenac receive this Corporate Services – URISA Ontario Best Challenge Award – University of Guelph;

AND FURTHER THAT the Council of the County of Frontenac authorize the

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

Geographic Information System (GIS) Specialist to attend the 2014 URISA BeSpatial 2014 event on April 28 & 29, 2014 in order to receive the Best Public Sector Award.

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.

272-280 a) 2014-051
Corporate Services
2014 1st Quarter Activity Update

281-282 b) 2014-052
Corporate Services
Energy Conservation and Demand Management Plan

283-290 c) 2014-058
Fairmount Home
Additions and Alterations to Fairmount Home Auditorium Construction Progress Report #4

291-299 d) 2014-060
Fairmount Home
Auditorium Renovation Project Progress Report No. 5

300-305 e) 2014-061
Fairmount Home
2014 Ministry of Health & Long-Term Care Resident Quality Inspection (RQI)

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

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306-308 f) 2014-062
Fairmount Home
2014 1st Quarter Activity Report

309-313 g) 2014-063
Emergency and Transportation Services
2014 1st Quarter Activity Update

314-322 h) 2014-064
Emergency and Transportation Services
Robertsville Station Construction Progress Report #6

323-379 i) 2014-071
Corporate Services
The State of Homelessness in the Frontenacs – Results of the Frontenac and Rural Kingston Homelessness Study - 2013

380-381 j) 2014-074
Corporate Services
Public Works Managers Project

382-446 k) 2014-075
Corporate Services
2014 Provincial Policy Statement

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

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447-449 l) 2014-076
Corporate Management
Attendance Management Monthly Report

450-491 m) 2014-078
Corporate Services
EOWC Ratepayer Affordability White Paper

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

492-495 a) Minutes of Committee of the Whole Meeting held April 2, 2014

496 b) Report of the Committee of the Whole from Meeting Held April 2, 2014

RESOLVED THAT the Report of the Committee of the Whole be received and adopted.

Report of the Committee of the Whole

2014-038
Corporate Services
Review of Council Procedural By-law

RESOLVED THAT staff be directed to bring forward a by-law to amend By-law 2013-0020, being a by-law for governing the calling, place and proceedings of meetings for the County of Frontenac to the April 16, 2014 regular meeting of County Council as amended.

13. REPORTS FROM EXTERNAL BOARDS AND COMMITTEES

497-519 a) Kingston Frontenac Library Board Update - Councillor Purdon

13. REPORTS FROM EXTERNAL BOARDS AND COMMITTEES

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

h) Eastern Ontario Warden's Caucus Update - Warden & CAO

14. REPORTS FROM ADVISORY COMMITTEES OF COUNTY COUNCIL

520-524 a) March 26, 2014 150th Anniversary Advisory Committee Meeting Minutes

525-526 b) March 26, 2014 150th Anniversary Planning Advisory Committee Report to Council

Recommendation:

THAT the report of the 150th Anniversary Planning Advisory Committee be received and adopted.

All items listed on the 150th Anniversary Planning Advisory Committee Report shall be the subject of one motion. Any member of County Council may ask for any item(s) included in the 150th Anniversary Planning Advisory Committee Report to be separated from that motion and considered separately, whereupon the 150th Anniversary Planning Advisory Committee Report without the separated item(s) shall be put to the vote and the separated item(s) shall be considered immediately thereafter.

14. REPORTS FROM ADVISORY COMMITTEES OF COUNTY COUNCIL

(From the 150th Anniversary Planning Advisory Committee meeting held December 11, 2013)

a) **THAT** the amount of $1000 for the 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;

AND FURTHER THAT staff be directed to bring back to the 150th Anniversary Planning Advisory Committee at a later date criteria for the selection of the recipient of the scholarship award for approval by Council.

b) **THAT** in order to ensure the success of the 150th Anniversary Celebration, that staff be directed to seek possible funding for internships for a support position for the 150th Anniversary.

(From the 150th Anniversary Planning Advisory Committee meeting held March 26, 2014)

c) **THAT** the interested historical societies be invited to a luncheon, attended by the Chair and Vice Chair and committee staff support, to discuss a project for collaboration at a cost of no more than $200.

527-532 c) March 26, 2014 Senior's Housing Task Force Meeting Minutes

533-537 d) April 7, 2014 Sustainability Advisory Committee Meeting Minutes

538-539 e) April 7, 2014 Sustainability Advisory Committee Report to Council

Recommendation:

THAT the report of the Sustainability Advisory Committee be received and adopted.

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

a) **2013-231**
Sustainability

14. REPORTS FROM ADVISORY COMMITTEES OF COUNTY COUNCIL

PAPER/CHEERIO Update

Note: The following motion was LOST at the Committee.

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.

b) **Feasibility of Scoped PAPER/CHEERIO Pilot Project**

RESOLVED THAT staff be directed to investigate the feasibility of a scoped PAPER/Cheerio pilot project for the County of Frontenac and report back to the Sustainability Advisory Committee.

540-543 f) April 3, 2014 Trails Advisory Committee Meeting Minutes

15. ACCOUNTS

544-550 a) Accounts for the Period of: March 12, 2014 to April 10, 2014

16. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

17. GIVING NOTICE OF MOTION

18. OTHER BUSINESS

551-554 a) Report on the Senior Care Governance Conference 2014
Provided by Deputy Warden Doyle

19. PUBLIC QUESTION PERIOD

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

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

555-560 a) By-Law No. 2014-0018
To Amend By-Law 32-2004 to Adopt a Recruitment Policy

561-564 b) By-Law No. 2014-0019
To Amend By-Law 2013-0020

565-566 c) By-Law No. 2014-0020
To Appoint a CAO

567-568 d) By-Law No. 2014-0021
Property Tax Capping

569-570 e) By-Law No. 2014-0022
To Delegate Authority under the Planning Act

571-572 f) By-Law No. 2014-0023
To Amend the 2014 Budget By-law 2014-0006

573-574 g) By-Law No. 2014-0024
Confirmatory By-law

21. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF COUNCIL
March 19, 2014

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, March 19, 2014 at 9:00 AM

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

ALSO PRESENT: **County:** Marian VanBruinessen, Acting CAO/Treasurer; Paul Charbonneau, Director of Emergency & Transportation Services; Julie Shillington, Administrator-Fairmount Home; Jannette Amini, Acting Clerk
Media: Jeff Green, The Frontenac News and Craig Backay, Frontenac EMC

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Motion #: 52-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Jones

RESOLVED THAT the agenda for the March 19, 2014 meeting of the Council of the County of Frontenac be adopted as circulated.

CARRIED

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

The Warden 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 #: 53-14 Moved By: Councillor Purdon
Seconded By: Councillor Gutowski

RESOLVED THAT the minutes of the regular meeting of County Council held on February 19, 2014 be adopted as circulated.

CARRIED

5. DEPUTATIONS AND/OR PRESENTATIONS

The following names were drawn by Warden Clayton for the quarterly attendance draw in which a $50.00 gift certificate of choice is awarded:

- Ron Byrne – Emergency and Transportation Services
- Anne Flavien – Fairmount Home
- Jannette Amini – Corporate Services

Council requested that the names of all those employees who obtained perfect attendance during the last quarter be entered into the minutes.

Emergency and Transportation Services
Mel Beaubiah, Richard Bowlby, Jeff Burgess, Ron Byrne, Paul Charbonneau, Gale Chevalier, Campbell Dailey, Todd Fisher, Ingmar Frietag, Dave Gemmill, Mark Ritchie, Mike Vanhartingsveldt.

Fairmount Home
Miranda Barrett, Sam Barry, Shauna Barton, Andrea Bos, Katelyn Bradshaw, Leslie Cameron, Andrea Clarke, Deb Crawford, Mike Cross, Wilma Dixon, Lorraine Farrar, Anne flavien, Penny Hartwick, Michelle Hottot, Dorothy Jackson, Mike Jamieson, Katie Johnson, Stella Kwak, Mary Lake, Sara Martin, Janet McCallum, Hayley Petzold, Omar Rahim, Carli Robson, Pam Scott, Chelsea Shogren, Cece Shoniker, Amy Skinner, Joanne Sloan, Sherry Sparks, Gail Williams, Cindy Woodcox, Marie Woodward

Corporate S ervices
Jannette Amini, Susan Brant, Kevin Farrell, Colleen Hickey, David Millard, Krista Vandewal, Marian VanBruinessen, Noreen Wright, Peter Young.

6. CLOSED MEETING

Motion #: 54-14 Moved By: Councillor Davison
Seconded By: Councillor McDougall

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) a proposed or pending acquisition or disposition of land - as it relates to Rights of Way over the K&P Trail

(b) Adoption of the January 15, 2014 County Council Closed Meeting Minutes

(c) Adoption of the January 29, 2014 Committee of the Whole Closed Budget Minutes

CARRIED

Motion #: 55-14 Moved By: Councillor Inglis
Seconded By: Councillor Doyle

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

CARRIED

7. BRIEFINGS

a) **Paul Charbonneau,** Chief/Director of Emergency & Transportation Services provided a PowerPoint presentation to County Council on Community Paramedicine in Ontario - the Six Million Dollar Investment Initiative, a copy of which is attached to the record in the Clerk's Office. He did advise Council that any community service organization such as the CCAC and the LHIN may submit an application for this funding; however the Chief of Paramedic Services must sign off on the application.

8. UNFINISHED BUSINESS – Nil

9. COMMUNICATIONS

a) 2014-030
Communications of Interest to Council:

Motion #: 56-14 Moved By: Councillor Jones
Seconded By: Councillor Purdon

RESOLVED THAT the items listed in the Communications of Interest to County Council report dated March19, 2014 be received as circulated and filed for information purposes.

CARRIED

10. COMMUNICATIONS FOR ACTION

a) March 5, 2013
AMO Request for Support:
Joint and Several Liability

Motion #: 57-14 Moved By: Councillor Gutowski
Seconded By: Councillor Davison

WHEREAS nearly 200 municipalities supported a motion introduced by Randy Pettapiece, MPP for Perth-Wellington which called on the Government of Ontario to reform joint and several liability and to implement a comprehensive, long-term solution no later than June 2014;

AND WHEREAS the Ministry of the Attorney General is now consulting municipalities and the legal community on a comprehensive long-term solution, which includes reviewing three models, those being a Saskatchewan model, a Multiplier model and a Combined model;

AND WHEREAS AMO supports the adoption of the "Combined Model" which places some reasonable limits on the damages that may be recovered from a municipality under limited circumstances:

THEREFORE BE IT RESOVED THAT the Council of the County of Frontenac authorize the Clerk to issue a letter on behalf of the County of Frontenac to the provincial government advising of the County of Frontenac's support for a Combined Model;

AND FURTHER THAT a copy of this resolution and the letter be forwarded to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable John Gerretsen, Attorney General, the Honourable Linda Jeffrey, Minister of Municipal Affairs and Housing and the Association of Municipalities of Ontario (AMO)

CARRIED

b) March 3, 2014
EOWC Request for Support:
Bill 34 - *Highway Traffic Statute Amendment Act*

Motion #: 58-14 Moved By: Councillor McDougall
Seconded By: Councillor Inglis

WHEREAS Bill 34, the Highway Traffic Statute Law Amendment Act would assist municipalities, including many across rural Eastern Ontario, in recovering millions of dollars in unpaid provincial offences fines;

AND WHEREAS Bill 34 would also deny license plates for unpaid fines related to violations such as speeding, careless driving and driving with no insurance;

AND WHEREAS Bill 34 would also make it easier for municipalities to pursue out-of-province drivers that are issued a fine under the Provincial Offences Act;

AND WHEREAS Bill 34 was introduced in the Ontario Legislature in March 2013 with support from all three parties but has not yet received second reading:

THEREFORE BE IT RESOLVED THAT the Council of the County of Frontenac authorizes the Clerk to issue a letter to the Honourable Glen Murray, Minister of Infrastructure and Transportation requesting that the provincial government take whatever action necessary in concert with the Opposition parties to ensure that Bill 34 gets through the Legislature and given Royal Assent in the current session.

AND FURTHER THAT a copy of the letter be forwarded to the City of Kingston, the Honourable John Gerretsen, Attorney General, the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Linda Jeffrey, Minister of Municipal Affairs and Housing, Andreas Horwath, NDP Leader, Tim Hudak, PC Leader and the EOWC.

CARRIED

c) Request from the EOWC and AMO
Standing Committee on Bill 69

Motion #: 59-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Jones

WHEREAS Bill 69, The Prompt Payment Act 2013, a Private Members Bill proposed by Liberal MPP Steven Del Duca has been referred to the Standing Committee on Regulations and Private Bills of the Ontario Legislature;

AND WHEREAS this legislation will have significant impacts on a municipalities ability to manage taxpayer funds prudently in construction and infrastructure contracts and if passed could negatively impact municipalities, other public sector organizations, provincial government ministries and agencies as well as potentially residents and homeowners;

AND WHEREAS Bill 69 will limit the County's ability to contract for the best payment arrangements to safeguard public funds in each construction project it manages as it imposes unrealistic and imprudent timelines for payment and review work and certify payments; limits the ability to hold back reserves for warranty and maintenance; and does not reflect the complex nature of financial arrangements under large infrastructure projects

THEREFORE BE IT RESOLVED THAT the County of Frontenac authorize the Clerk to send a letter on behalf of the County of Frontenac requesting that Bill 69, The Prompt Payment Act 2013, be amended to allow municipalities to continue to exert prudent stewardship over public financial resources by:

- Reflecting more realistic timelines for payments in infrastructure projects;
- Allowing time for due diligence before accepting work and certifying payments; and
- Allow payments to continue to be tied to project milestones.

AND FURTHER THAT a copy of the letter be forwarded to Steven Del Duca, MPP, Parliamentary Assistant to the Minister of Finance, the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Linda Jeffrey, Minister of Municipal Affairs and Housing, Andrea Horwath, NDP Leader, Tim Hudak, PC Leader and Members of the Standing Committee on Regulations and Private Bills

CARRIED

d) Request for Proclamation
Annual United Way Success By 6 Week

Motion #: 60-14 Moved By: Councillor Purdon
Seconded By: Councillor Gutowski

THAT the Council of the County of Frontenac do hereby proclaim the week of May 3, 2014 as United Way Success By 6 Week.

CARRIED

e) Request for Proclamation
Volunteer Week

Motion #: 61-14 Moved By: Councillor Davison
Seconded By: Councillor McDougall

THAT the Council of the County of Frontenac do hereby proclaim the week of April 6 to 12, 2014 as Volunteer Week.

CARRIED

11. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

a) 2014-035
Fairmount Home
OANHSS Annual Convention

Motion #: 62-14 Moved By: Councillor Inglis
Seconded By: Deputy Warden Doyle

RESOLVED THAT Council of the County of Frontenac authorize the Fairmount Assistant Director of Care to attend the OANHSS Convention in Toronto from April 28 to 30, 2014.

CARRIED

b) 2014-037
Corporate Services
2014 Temporary Borrowing Bylaw

Motion #: 63-14 Moved By: Councillor Gutowski
Seconded By: Councillor Purdon

RESOLVED THAT Council of the County of Frontenac accept the Financial Services – 2014 Temporary Borrowing Bylaw report;

AND FURTHER direct the Clerk to introduce a by-law later in the meeting to authorize current borrowings from time to time during 2014.

CARRIED

c) 2014-039
Emergency Services
Election to Paramedic Chiefs of Canada (PCC) Board of Directors Executive of the Chief of Paramedic Services

Motion #: 64-14 Moved By: Councillor Jones
Seconded By: Councillor Davison

RESOLVED THAT the Council of the County of Frontenac accept the Emergency and Transportation Services – Election to Paramedic Chiefs of Canada (PCC) Board of Directors Executive of the Chief of Paramedic Services report for information;

AND FURTHER the Council of the County of Frontenac support the Chief of Paramedic Services' election to the Executive of the Paramedic Chiefs of Canada for the period of June 13, 2014 to June 12, 2015.

CARRIED

d) 2014-040
Emergency and Transportation Services
2013 Legislated Response Time Standard Reporting to MOHLTC

Motion #: 65-14 Moved By: Councillor McDougall
Seconded By: Councillor Inglis

RESOLVED THAT the Council of the County of Frontenac receive this Emergency and Transportation Services – 2013 Legislated Response Time Standard Performance Plan Reporting to MOHLTC for information,

AND FURTHER THAT the 2013 Response Time Standard Performance Plan outcomes for the County of Frontenac be reported to the Director, Emergency Health Services Branch, Ministry of Health and Long term Care as required by legislation.

CARRIED

e) 2014-042
Emergency and Transportation Services
Frontenac Paramedic Services (FPS) Staff Attendance at Conferences in Fiscal 2014

Motion #: 66-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Jones

RESOLVED THAT the Council of the County of Frontenac receive this Emergency and Transportation Services – Frontenac Paramedic Services (FPS) Staff Attendance at Conferences in Fiscal 2014 report;

AND FURTHER THAT the Council of the County of Frontenac authorize FPS staff to attend conferences as outlined in the report.

CARRIED

f) 2014-044
Corporate Services
Review of the Customer Service Standard

Motion #: 67-14 Moved By: Councillor McDougall
Seconded By: Councillor Davison

BE IT RESOLVED THAT the Council of the County of Frontenac receive the Corporate Services – Review of the Customer Service Standard report;

AND FURTHER THAT the Council of the County of Frontenac direct staff to submit the comments as outlined in the report to the Accessibility Directorate of Ontario.

CARRIED

g) 2014-047
Corporate Services
Attendance at Annual Conferences

Motion #: 68-14 Moved By: Councillor Purdon
Seconded By: Councillor Gutowski

BE IT RESOLVED THAT the Council of the County of Frontenac receive the Corporate Services – Attendance at Annual Conferences report;

AND FURTHER THAT the Council of the County of Frontenac authorize the following staff to attend the following conferences in 2014:

Peter Young, Community Planner - Ontario East Municipal Conference – Kingston – September 9th to 11th – no accommodation/travel required

Angelique Tamblyn, Executive Assistant to the Director of Corporate Services/Treasurer - AMCTO Annual Conference – Niagara Falls – June 8th to 11th – shared accommodation and travel

Joe Gallivan, Manager of Sustainability Planning - Ontario East Municipal Conference – Kingston – September 9th to 11th – no accommodation/travel required (This conference is in addition to the 1 conference per year that Managers are able to attend)

CARRIED

Councillor Davison exited the meeting at 10:00 a.m.

12. INFORMATION REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

The Information Reports of the Chief Administrative Officer were attached to the agenda as schedule pages 84-186.

a) 2014-027
Corporate Services
Disability Management Audit

b) 2014-031

Corporate Services
Amendments to the Ontario Building Code

c) 2014-032
Fairmount Home
2013 4th Quarter Consolidated Statistical Update

d) 2014-033
Emergency and Transportation Services
Robertsville Station Construction Progress Report # 5

e) 2014-036
Corporate Services
2014 Vendor of Record List

f) 2014-041
Corporate Services – Sustainability
Frontenac Corridor – Public Works Managers Project Update #1

g) 2014-043
Corporate Services
2013 Remuneration and Reimbursement of Expenses to Council Members and Non-Council Appointees

h) 2014-046
Corporate Services
February Monthly Attendance Report Card

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

a) March 5, 2014 Committee of the Whole Meeting Minutes

Motion #: 69-14 Moved By: Councillor Inglis
Seconded By: Deputy Warden Doyle

RESOLVED THAT the Council of the County of Frontenac receive the Committee of the Whole meeting minutes dated March 5, 2014 information purposes.

CARRIED

b) March 5, 2014 Committee of the Whole Report to Council

Motion #: 70-14 Moved By: Councillor Jones

Seconded By: Councillor Purdon

RESOLVED THAT the Report of the Committee of the Whole be received and adopted.

Report of the Committee of the Whole

2014-029
Corporate Services
Performance Concepts County of Frontenac Strategic Plan Draft Report

BE IT RESOLVED THAT the Council of the County of Frontenac receive the Corporate Services – Performance Concepts Consulting Inc. – County of Frontenac Strategic Plan Draft Report for information;

AND FURTHER THAT Council approve the draft County of Frontenac Strategic Plan report provided by Performance Concepts Consulting Inc, attached to this report as Appendix A, as amended at the March 5, 2014 Committee of the Whole meeting as follows:

Goal 1 – Aging Population
Change the goal for a 5 unit project to just a project

Goal 3 – Good Government and Controllership
Amend the wording as follows:
Recognizing that there is one rate payer and recognizing the burden of property taxes and also recognizing the importance of financial sustainability and the value of long term financial planning of the County and the Townships, Council agrees to prioritize support to economic development objectives of employment/revenue generation and to support continued efforts to rationalize costs across the Townships and County.

Appendix A to the Strategic Plan will be removed

CARRIED

14. REPORTS FROM EXTERNAL BOARDS AND COMMITTEES

a) Kingston Frontenac Library Board Update - Councillor Purdon

No updates provided.

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

The next meeting of the KFL&A Public Health Board will be held on Wednesday, March 26th. There will also be a training session for Board Members in April.

c) RULAC, LSR and Other Updates

No updates provided.

d) Algonquin Land Claim Update - Councillor Inglis

Changes have been made around Crotch Lake as a result of the requested meetings in North Frontenac. Detailed maps are available in the County Planning Office as well as Township Offices.

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

No update provided.

f) Housing and Homelessness Committee Update - Councillor McDougall

The Committee has received an update on the Point in Time survey.

g) Rideau Corridor Landscape Steering Committee Update - Councillor Jones

No update provided.

h) Eastern Ontario Warden's Caucus Update - Warden & CAO

- The new Chair of the EOWC is J.P. St. Pierre of Prescott Russell;
- EORN is near completion;
- White Papers on Rate Payer Affordability will be released later this week;
- Ontario Good Roads has provided pamphlets which are now available;
- Goals of the EOWC were overviewed at its last meeting.

15. REPORTS FROM ADVISORY COMMITTEES OF COUNTY COUNCIL

a) Service Delivery and Organization Review Committee Meeting Minutes dated February 28, 2014

Motion #: 71-14 Moved By: Councillor Gutowski
Seconded By: Councillor McDougall

RESOLVED THAT the Council of the County of Frontenac receive the Service Delivery and Organizational Review Committee meeting minutes dated February 28, 2014 for information purposes.

CARRIED

b) Service Delivery and Organization Review Committee Report to Council

Motion #: 72-14 Moved By: Councillor McDougall
Seconded By: Councillor Inglis

RESOLVED THAT the Service Delivery and Organization Review Committee, having met its mandate, be hereby disbanded;

AND FURTHER THAT the Council of the County of Frontenac thank Mr. Walter Knott for his time and service to the Service Delivery and Organization Review Committee.

CARRIED

16. ACCOUNTS

a) Accounts for Period of: February 11, 2014 - March 11, 2014

Motion #: 73-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Jones

RESOLVED THAT the Council of the County of Frontenac receive for information the following accounts for March 11, 2014:

- Payroll dated between January 27, 2014 to March 2, 2014 in the amount of $887,703.25; and

- Cheque Listing in the amount of $2,492,232.31

CARRIED

17. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN – Nil

18. GIVING NOTICE OF MOTION – Nil

19. OTHER BUSINESS

a) Confirmation of Appointment to the Seniors Housing Task Force

Motion #: 74-14 Moved By: Councillor Purdon
Seconded By: Councillor Gutowski

THAT the Council of the County of Frontenac confirm the appointments of Betty Hunter, Councillor for the Township of North Frontenac and Frances Smith, Councillor for the Township of Central Frontenac as alternates to the Seniors Housing Task Force;

AND FURTHER THAT By-law 2013-0020 be amended to reflect these appointments.

CARRIED

b) Report on the Federation of Canadian Municipalities Conference and Trade Show, February 10-13, 2014 by Councillor McDougall and Deputy Warden Doyle

The reports of both Councillor McDougall and Deputy Warden Doyle were attached to the agenda as schedule pages 243-252.

c) Appointments to the Rural Urban Liaison Advisory Committee (RULAC) with City of Kingston

Motion #: 75-14 Moved By: Councillor Jones
Seconded By: Councillor McDougall

BE IT RESOLVED THAT By-law 2010-0036 be amended by removing Councillor Janet Gutowski and adding Warden Clayton.

CARRIED

20. PUBLIC QUESTION PERIOD

RE-ENTER CLOSED MEETING

Due to additional information received during the course of the meeting, County Council moved back into Closed Session.

Motion #: 76-14 Moved By: Councillor McDougall
Seconded By: Councillor Inglis

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) a proposed or pending acquisition or disposition of land - as it relates to the expropriation of the Leonard property.

CARRIED
(a 2/3 vote was received)

Motion #: 77-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Jones

RESOLVED THAT Council rise from Closed Session, that the rules of Procedural By-law No. 2013-0020 be waived and the Warden report.

CARRIED

(a 2/3 vote was received)

Motion #: 78-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor McDougall

BE IT RESOLVED THAT Council authorize staff to proceed with resolving the Leonard property purchase by accepting the formal offer from Ecclestone & Ecclestone LLP, on behalf of Bob Leonard, in the amount of $15,000 ($9,000 for title and $6,000 to cover Mr. Leonard's Legal fees) for title of Part 3 Plan 13R- 19867 pending confirmation from the County Solicitor;

AND FURTHER THAT should this offer not be accepted by Mr. Leonard, that staff be authorized to continue with the expropriation.

CARRIED

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

a) By-Law No. 2014-0010 - To Distribute the Federal Gas Tax to Lower Tiers
b) By-Law No. 2014-0011 - To Authorize a Temporary Borrowing By-Law for 2014
c) By-Law No. 2014-0012 - To Amend By-Law 2013-0020 as it Relates to the Establishment of a Seniors Task Force (Council Procedural By-Law)
d) By-Law No. 2014-0013 - To Amend By-law 2011-0004 (Council Remuneration By-law)
e) By-Law No. 2014-0014 - To Amend By-law 2010-0036 (Appointments to External Boards and Committee as it relates to the appointments to RULAC)
f) By-Law No. 2014-0015 - To Appoint a Deputy Clerk
g) By-Law No. 2014-0016 -Confirmation of Proceedings for March 19, 2014 Council Meeting

Motion #: 79-14 Moved By: Councillor Purdon
Seconded By: Councillor Gutowski

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. 2014-0010 - to Authorize the Corporation of the County of Frontenac to Distribute FGT

- By-Law No. 2014-0011 - To Authorize Temporary Borrowing for 2014

- By-Law No. 2014-0012 - To Amend By-law 2013-0020 as it relates to the establishment of a Seniors Task Force (Council Procedural By-law).

- By-Law No. 2014-0013 - To Amend By-law 2011-0004 (Council Remuneration By-law)
- By-Law No. 2014-0014 - To Amend By-law 2010-0036 (Appointments to External Boards and Committee as it relates to the appointments to RULAC)

- By-Law No. 2014-0015 - To Appoint a Deputy Clerk

- By-Law No. 2014-0016 - Confirmation of Proceedings

CARRIED

Motion #: 80-14 Moved By: Councillor McDougall
Seconded By: Councillor Inglis

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

- By-Law No. 2014-0010 - to Authorize the Corporation of the County of Frontenac to Distribute FGT

- By-Law No. 2014-0011 - To Authorize Temporary Borrowing for 2014

- By-Law No. 2014-0012 - To Amend By-law 2013-0020 as it relates to the establishment of a Seniors Task Force (Council Procedural By-law).

- By-Law No. 2014-0013 - To Amend By-law 2011-0004 (Council Remuneration By-law)
- By-Law No. 2014-0014 - To Amend By-law 2010-0036 (Appointments to External Boards and Committee as it relates to the appointments to RULAC)

- By-Law No. 2014-0015 - To Appoint a Deputy Clerk

- By-Law No. 2014-0016 - Confirmation of Proceedings

CARRIED

22. ADJOURNMENT

Motion #: 81-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Jones

RESOLVED THAT the meeting hereby adjourn at 10:49 a.m.

CARRIED

Bud Clayton, Warden

Jannette Amini, Acting Clerk

MINUTES OF THE SPECIAL MEETING OF COUNCIL
March 24, 2014

A special meeting of the Council of the County of Frontenac was held in the Council Chamber of the South Frontenac Township Office, 4432 George Street, Sydenham, ON on Monday, March 24, 2014 at 9:00 AM

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

ALSO PRESENT: Bruce Malcolm, Deputy Clerk

1. CALL TO ORDER

The Warden called the meeting to order at 8:35 a.m.

2. ADOPTION OF THE AGENDA

Motion #: 82-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor McDougall

BE IT RESOLVED THAT the March 24, 2014 Agenda for the Special Meeting of County Council be adopted.

CARRIED

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

4. CLOSED MEETING

Motion #: 83-14 Moved By: Councillor Gutowski
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 CAO interviews.

CARRIED

Motion #: 84-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Gutowski

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

CARRIED

5. PUBLIC QUESTION PERIOD

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

By-law No. 2014-0017 - To Confirm the Proceedings of County Council at its Special Meeting held March 24, 2014

Motion #: 85-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Davison

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

• By-law No. 2014-0017 - To Confirm the Proceedings of County Council at its Special Meeting held March 24, 2014

CARRIED

Motion #: 86-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Davison

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

• By-law No. 2014-0017 - To Confirm the Proceedings of County Council at its Special Meeting held March 24, 2014

CARRIED

7. ADJOURNMENT

Motion #: 87-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor McDougall

RESOLVED THAT the meeting hereby adjourn at 11:15 a.m.

CARRIED

Bud Clayton, Warden

Bruce Malcolm, Deputy Clerk

Report 2014-057

INFORMATION REPORT TO COUNCIL

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

Prepared by: Angelique Tamblyn
Executive Assistant

Date Prepared: April 1, 2014

Date of Meeting: April 16, 2014

Re: Corporate Services – Communications of Interest to Council

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the *Corporate 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 Health and Long-Term Care, April 9, 2014 – Correspondence from Minister Deb Matthews Re: Funding. The Ministry of Health and Long-Term Care will provide The County of Frontenac additional base funding of up to $150,480 with respect to the land ambulance services grant for the 50:50 partnership for the 2014 calendar year.

2. Ministry Responsible for Seniors Affairs, March 28, 2014 – Correspondence from Mario Sergio, Minister Re: Seniors' Month www.ontarioseniors.ca/seniorsmonth
3. Ministry of Citizenship and Immigration, March 18, 2014 – Correspondence from The Honourable Michael Coteau, Minister Re: Lincoln M. Alexander Award 2014. Since 1993, the Government of Ontario has presented the Lincoln M. Alexander Award to honour Ontarians who have demonstrated exemplary leadership in contributing to the elimination of racial discrimination. Nomination forms and information is available at www.ontario.ca/honourandawards For further information please contact the Ontario Honours and Awards Secretariat 1-877-832-8622. The deadline for nominations is May 31, 2014.

Other Correspondence:

- FCM, April 8, 2014 – CBC-TV personality Rick Mercer will be a special guest speaker at FCM's 2014 Annual Conference and Trade Show, which runs from May 30 to June 2 in Niagara Falls. Early Bird Registration is April 14th, 2014. To view the program visit http://www.fcm.ca/home/events/annual-conference-and-trade-show/program.htm?_cldee=aW5mb0Bmcm9udGVuYWNjb3VudHkuY2E%3d&utm_source=ClickDimensions&utm_medium=email&utm_campaign=AGM%202014
- Communities in Bloom, March 14, 2014 – Correspondence from Martin Quinn, Chair, Communities in Bloom Ontario Re: 2014 Edition of Communities in Bloom Ontario. Registrations available online at www.communitiesinbloom.ca/cib2014 to be completed by May 1, 2014. Contact 1-888-991-9319 for further information.
- Canadian Medical Cannabis Partners, March 14, 2014 – Correspondence from Jennifer C. Collett, http://canadamedicalcannabispartners.ca Re: Medical cannabis in communities Federal Court Decision and Order of Judge Michael Manson, March 21, 2014 supporting patient's rights to continue to grow and use cannabis for medical purposes. This does not mean all patients may grow now, this means that the historic exemptions are valid and legal until the trial is resolved. As it can take up to 1 year for the trial to begin, they would like to meet with Council to discuss further.
- Casa Cubana, March 2014 – Correspondence from Luc Martial, VP Government Affairs, Casa Cubana Re: Flavoured tobacco products. Business owners in 57 towns/cities across Ontario petition government – Stop the lies. A rising number of retailers across the province have been emailing and faxing signed Petitions to Premier Wynne, demanding a say on proposed legislation that directly impact their lives and livelihoods. Business owners are hoping that their call for honesty and fair play in government will find further support from local MPP's 1-819-743-9140

AMO Member Communications:

1. Media Releases
    - AMO Breaking News Re: Bill 69, The Prompt Payment Act Put Aside; Government Announces Construction Liens Act Review. AMO would like

to thank all the many municipal governments who sent letters on Bill 69 to the Standing Committee and all the political parties. (April 2, 2014)

2. AMO Breaking News & Policy News
   - AMO New Task Force on Police Modernization (April 10, 2014)
   - Bill 69, the Prompt Payment Act Put Aside (April 2, 2014)
   - AMO's Interest Arbitration Update (April 1, 2014)
   - New Building Canada Fund Announced (March 28, 2014)
   - March 2014 Board Meeting Highlights (March 28, 2014)
   - Ontario Cabinet Shuffle Announced (March 25, 2014)
   - Release of Province's New Accountability Measures (March 24, 2014)
   - Prompt Payment Act Sacrifices Quality, Accountability (March 19, 2014)

3. Watch Files
   http://www.amo.on.ca/WCM/AMO/AMO_/About/Watch_File.aspx
   - March 13, 20, 27 and April 3, 2014

FCM Member Communications:

1. Media Releases
   - FCM Conference - CBC TV personality Rick Mercer will be a special guest speaker at FCM's 2014 Annual Conference and Trade Show, May 30 to June 2, 2014 in Niagara Falls, Ontario.
   - FCM First Vice-President joins Ukraine's local democratic leaders to discuss importance of Open Government in economic development (March 31, 2014)
   - Partners launch second phase of the Haiti/Canada Municipal Cooperation Program (March 13, 2014)

2. PCP News
   - PCP News Update February 2014, PCP membership now stands at 254 – representing local and regional governments (February 27, 2014)

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

C Agency/Board Minutes:

1. Kingston & Frontenac Public Library
   - AGM Minutes, March 27th and Board Minutes February 26, 2014.

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

1. Lupus Foundation of Ontario, February 19, 2014 – Correspondence from Kathy Crowhurst Re: Request for Proclamation World Lupus Day, May 10, 2014. Lupus is an autoimmune disease that can cause severe damage to the tissue and organs in the body and in some cases death.

2. Minister Responsible for Seniors Affairs, March 28, 2014 – Correspondence from Minister Mario Sergio Re: Proclamation. Request to proclaim June 1-30, 2014 as Seniors' Month. June 2014 marks the 30th Anniversary of Seniors' Month. www.ontarioseniors.ca/seniorsmonth
3. Letters Re: Kemptville & Alfred Agriculture College Closures Request for Council's support for the University of Guelph Kemptville Campus Resolutions have been received from the Municipality of North Grenville (March 19, 2014) and United Counties of Stormont, Dundas & Glengarry (March 17, 2014)

E County of Frontenac Outgoing Communications:

1. Media Releases:
   - County of Frontenac Welcomes New CAO (April 3, 2014)
   - Frontenac K&P Trail Gates Close for Season (April 4, 2014)

2. E-Newsletters
   - April edition of Frontenac County Bytes (attached)

RECEIVED
APR 0 1 2014
County of Frontenac

Kingston & Frontenac Housing Corporation
Finance & Administration Committee
Minutes for Meeting No. FA- 02-2014
Tuesday, February 18, 2014
10:30 a.m.-Boardroom 119 Van Order Drive

In Attendance:

Ms Karen Pagratis Chair
Councillor Schell
Mary Lynn Cousins Brame, CEO
Scott VanderSchoor, Manager Technical Service
Dan Song, Finance Manager
Janice Dobler, Recorder

Regrets: Karen Humphries Blake

APPROVAL OF THE AGENDA
Moved by Councillor Schell
Seconded by Ms Pagratis
THAT the Agenda for the Meeting No. FA – 02-2014, held on Tuesday, February 18, 2014 be approved.
CARRIED

APPROVAL OF THE MINUTES
Moved by Councillor Schell
Seconded by Ms Humphries Blake
THAT the draft Minutes for Meeting No. FA-01-2014, held on Tuesday, January 21, 2014 be approved.
CARRIED

DECLARATION OF PECUNARY INTEREST – None

PRESENTATIONS - None

BUSINESS
Moved by Councillor Schell
Second by Ms Pagratis
THAT the Finance and Administration Committee receive the reports as presented.

I. **Vacancy Loss Report – Area A & B**
The CEO gave an update on the Vacancy Loss Report.

II. **Consolidated Income Report**
The Finance & Administration Manager gave an update on the Consolidated Income Report

III. **Arrears Report**
The Finance & Administration Manager reviewed the Arrears Report

Meeting No. FA02-2014 February 18, 2014

IV. 2013 Capital Budget
The Technical Service Manager gave update on 2014 Capital Budget.

CARRIED

New Business

Affordable Housing Cash Investment-Bond Equity
Dan Son Finance & Administration Manager
Moved by Councillor Schell
Second by Ms Pagratis
THAT the Kingston & Frontenac Housing Corporation Finance & Administration Committee deferred the Affordable Housing Cash Investment – Bond Equity for the Finance & Administration Manager to do further research on investment options and bring back to Finance & Administration at the next meeting.

CARRIED

Former Tenant Arrears Collection – Dan Son Finance & Administration Manager
Moved by Councillor Schell
Second by Ms Pagratis
THAT the Kingston & Frontenac Housing Corporation Finance & Administration Committee approve the Former Tenant Arrears Collection Report as presented by the Finance & Administration Manager.

CARRIED

NEXT MEETING – March 25, 2014 - 10:30 a.m. - KFHC Boardroom

ADJOURNMENT
Moved by Councillor Schell
Second by Ms Pagratis

There being no further business, the meeting was adjourned at 11:30 a.m.

CARRIED

KINGSTON & FRONTENAC HOUSING CORPORATION

Ms K. Pagratis, Chair

Mary Lynn Cousins Brame, CEO

DRAFT Minutes of Meeting 02-2014
Kingston & Frontenac Housing Corporation
Monday February 24, 2014 at 1:00 p.m.
Boardroom, 119 Van Order Drive Kingston

Directors: Mr. Geoff Heminsley, Chair
Ms. Karen Pagratis, Vice-Chair
Councillor Hector
Councillor Neill
Ms. Beth Moore
Ms. Penny Wall
Ms. Humphries Blake
Councillor Schell
Mr. Gerard Hunt

RECEIVED
APR 0 1 2014
County of Frontenac

KFHC Staff:
Ms Mary Lynn Cousins Brame, CEO
Scott VanderSchoor Manager Technical Services
Ms Janice Dobler, Executive Assistant, Recorder

MEETING TO ORDER
The Chair called the meeting to order, time being 1:07 p.m.

DISCLOSURE OF PECUNIARY INTEREST - None

APPROVAL OF AGENDA
Moved by: Councillor Schell
Second by: Councillor Neill
That the agenda for February 24, 2014 meeting be approved as amended to include **(d-2)** The Decommission of 80 Daly St. **CARRIED**

CONFIRMATION OF MINUTES
Moved by: Ms Humphries Blake
Second by: Councillor Hector
That the minutes Monday January 27, 2014 Board of Directors meeting be approved.
CARRIED

PRESENTATIONS: None

BUSINESS

Chief Executive Officer

a) **Summary Report February 2014 – (Verbal)**
Moved by: Mr. Hunt
Second by: Councillor Schell
That the Board of Directors receives this report for information.

b) **Summary Report McMullen Manor Fire**
Moved by: Mr. Hunt
Second by: Councillor Hector

That the Summary Report on the McMullen Manor Fire be approved as amended.

CARRIED

c) **Board Structure of Committees**
Moved by: Mr. Hunt
Second by: Councillor Neill

That the Board of Directors receives this report for information.

CARRIED

d) **Configuration at Evolution of the Board**
Moved by: Councillor Hector
Second by: Ms Humphries Blake
That Board of Directors direct the CEO, on their behalf, to respond to the Acting Clerk from Frontenac County, to inform her that the request to have Frontenac County Representation on KFHC committees must go through the City of Kingston as the Board of KFHC is governed by the Shareholders Agreement and appointments are made by the Nominations Committee of City Council.

CARRIED

d-2) **Decommission of 80 Daly St.**
Moved by: Councillor Hector
Second by: Ms Pagratis
That the Board of Directors approve the CEO to investigate as part of the Rideau Height Regeneration planning the possibility of decommissioning of 80 Daly.

And Further

That the CEO report back to the Board of Directors recommendations as how to proceed with 80 Daly Street in terms of the overall plan of the Rideau Heights Regeneration.

CARRIED

e) **Social Housing –Annual Information Return**
Moved by: Councillor Hector
Second by: Councillor Schell
That Board of Director approve the Social Housing –Annual Information Return as presented by the CEO.

CARRIED

f) **New Ranges for 300 Conacher Dr. – Technical Service Manager**
Moved by: Councillor Hector
Second by: Councillor Neill

That the Board of Directors approve the Capital Contract award for the installation of new electric ranges at 300 Conacher Dr., Planned Capital project #6, in the amount of $33,158.72 including HST to Debsel Inc.

CARRIED

Other Business
Moved by: Councillor Hector
Second by: Councillor Neill
The Board of Directors receives the Finance & Administration Committee minutes of January 21, 2014.

CARRIED

FCM- Federation on Municipalities
Councillor Hector gave an update to the Board on FCM- Federation on Municipalities, that they are currently holding roundtables on Canada's Housing crunch across Canada. Councillor Hector offered to support anyone who may be interested in learning more.

DATE OF NEXT MEETING
Moved by: Councillor Hector
Second by: Ms Pagratis
Monday March 31, 2014 at 1 p.m., in the Board Room at 119 Van Order Drive.

CARRIED

ADJOURNMENT
Meeting adjourned 2:15 p.m.

Kingston & Frontenac Housing Corporation

Mr. Geoff Heminsley, Chair

Mary Lynn Cousins Brame, CEO

Ministry of
Municipal Affairs
and Housing

Office of the Minister

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Ontario

February 28, 2014

Dear Head of Council:

RE: Provincial Policy Statement, 2014

I am pleased to provide you with the new Provincial Policy Statement, 2014 (PPS, 2014) that comes into effect on April 30, 2014.

The PPS, 2014 supports the government's commitment to building more liveable and resilient communities. It provides a strong and clear foundation for land use planning and development in Ontario.

The new PPS, 2014 brings together all of the government's policies concerning land use for Ontario. It provides policy direction on matters of provincial interest related to land use planning and development. It is the cornerstone of Ontario's land use planning system, as all land use decisions are required to be consistent with these policies.

During the review of the Provincial Policy Statement, 2005, the government conducted two rounds of consultations which helped to shape the new policies. I would like to extend our thanks to everyone for their contribution and valuable suggestions which helped to inform the development of the PPS, 2014.

The new policies give better direction for supporting healthy active communities, strong economies and the responsible management of resources in a clean and healthy environment.

The PPS, 2014 recognizes that different regions of the province face different challenges and provides clear direction and additional flexibility to help all communities prosper, including northern and rural communities.

We have also prepared two complementary draft documents for discussion. These highlight the policies in the PPS, 2014 that affect planning in Northern Ontario and rural Ontario, particularly those that have been added or revised since the Provincial Policy Statement, 2005. The discussion period for these documents ends April 25, 2014.

/2

For additional information on the PPS, 2014 and the draft northern and rural documents, please visit our website at Ontario.ca/PPS or call (416) 585-6014.

You may also wish to contact any of the Ministry of Municipal Affairs and Housing's Municipal Services Offices closest to you:

Central (Toronto): (416) 585-6226 or 1-800-668-0230
Western (London): (519) 873-4020 or 1-800-265-4736
Eastern (Kingston): (613) 545-2100 or 1-800-267-9438
Northern (Sudbury): (705) 546-0120 or 1-800-461-1193
Northern (Thunder Bay): (807) 475-1651 or 1-800-465-5027

We look forward to continuing to work with you as we implement the new policies to support a strong, healthy and prosperous Ontario.

Thank you again for your continuing support in this important initiative.

Sincerely,

Linda Jeffrey
Minister

Attachments

c. Members of Provincial Parliament

2014 Provincial Policy Statement

Under the *Planning Act*

Ontario.ca/PPS

Ontario

For more copies of this document,
in either English or French,
please contact:

Ministry of Municipal Affairs and Housing
Provincial Planning Policy Branch
777 Bay Street, 13th Floor
Toronto, ON M5G 2E5

Tel: 416-585-6014 or 1-877-711-8208

Website: Ontario.ca/PPS

Approved by the Lieutenant Governor in Council, Order in Council No. 107/2014

This Provincial Policy Statement was issued under section 3 of the *Planning Act* and came into effect April 30, 2014. It replaces the Provincial Policy Statement issued March 1, 2005.

Materials may be available to assist planning authorities and decision-makers with implementing the policies of the Provincial Policy Statement. Please visit the Ministry website at Ontario.ca/PPS for more information.

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Part I: Preamble

The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the Provincial Policy Statement sets the policy foundation for regulating the development and use of land. It also supports the provincial goal to enhance the quality of life for all Ontarians.

The Provincial Policy Statement provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment. The Provincial Policy Statement supports improved land use planning and management, which contributes to a more effective and efficient land use planning system.

The policies of the Provincial Policy Statement may be complemented by provincial plans or by locally-generated policies regarding matters of municipal interest. Provincial plans and municipal official plans provide a framework for comprehensive, integrated, place-based and long-term planning that supports and integrates the principles of strong communities, a clean and healthy environment and economic growth, for the long term.

Land use planning is only one of the tools for implementing provincial interests. A wide range of legislation, regulations, policies and programs may also affect planning matters, and assist in implementing these interests.

Part II: Legislative Authority

The Provincial Policy Statement is issued under the authority of section 3 of the *Planning Act* and came into effect on April 30, 2014.

In respect of the exercise of any authority that affects a planning matter, section 3 of the *Planning Act* requires that decisions affecting planning matters "shall be consistent with" policy statements issued under the Act.

Part III: How to Read the Provincial Policy Statement

The provincial policy-led planning system recognizes and addresses the complex inter-relationships among environmental, economic and social factors in land use planning. The Provincial Policy Statement supports a comprehensive, integrated and long-term approach to planning, and recognizes linkages among policy areas.

Read the Entire Provincial Policy Statement

The Provincial Policy Statement is more than a set of individual policies. It is to be read in its entirety and the relevant policies are to be applied to each situation. When more than one policy is relevant, a decision-maker should consider all of the relevant policies to understand how they work together. The language of each policy, including the Implementation and Interpretation policies, will assist decision-makers in understanding how the policies are to be implemented.

While specific policies sometimes refer to other policies for ease of use, these cross-references do not take away from the need to read the Provincial Policy Statement as a whole.

There is no implied priority in the order in which the policies appear.

Consider Specific Policy Language

When applying the Provincial Policy Statement it is important to consider the specific language of the policies. Each policy provides direction on how it is to be implemented, how it is situated within the broader Provincial Policy Statement, and how it relates to other policies.

Some policies set out positive directives, such as "settlement areas shall be the focus of growth and development." Other policies set out limitations and prohibitions, such as "development and site alteration shall not be permitted." Other policies use enabling or supportive language, such as "should," "promote" and "encourage."

The choice of language is intended to distinguish between the types of policies and the nature of implementation. There is some discretion when applying a policy with enabling or supportive language in contrast to a policy with a directive, limitation or prohibition.

Geographic Scale of Policies

The Provincial Policy Statement recognizes the diversity of Ontario and that local context is important. Policies are outcome-oriented, and some policies provide flexibility in their implementation provided that provincial interests are upheld.

While the Provincial Policy Statement is to be read as a whole, not all policies will be applicable to every site, feature or area. The Provincial Policy Statement applies at a range of geographic scales.

Some of the policies refer to specific areas or features and can only be applied where these features or areas exist. Other policies refer to planning objectives that need to be considered in the context of the municipality or planning area as a whole, and are not necessarily applicable to a specific site or development proposal.

Policies Represent Minimum Standards

The policies of the Provincial Policy Statement represent minimum standards.

Within the framework of the provincial policy-led planning system, planning authorities and decision-makers may go beyond these minimum standards to address matters of importance to a specific community, unless doing so would conflict with any policy of the Provincial Policy Statement.

Defined Terms and Meanings

Except for references to legislation which are italicized, other italicized terms in the Provincial Policy Statement are defined in the Definitions section. For non-italicized terms, the normal meaning of the word applies. Terms may be italicized only in specific policies; for these terms, the defined meaning applies where they are italicized and the normal meaning applies where they are not italicized. Defined terms in the Definitions section are intended to capture both singular and plural forms of these terms in the policies.

Guidance Material

Guidance material and technical criteria may be issued from time to time to assist planning authorities and decision-makers with implementing the policies of the Provincial Policy Statement. Information, technical criteria and approaches outlined in guidance material are meant to support but not add to or detract from the policies of the Provincial Policy Statement.

Relationship with Provincial Plans

Provincial plans, such as the Greenbelt Plan, the Growth Plan for the Greater Golden Horseshoe and the Growth Plan for Northern Ontario, build upon the policy foundation provided by the Provincial Policy Statement. They provide land use planning policies to address issues facing specific geographic areas in Ontario.

Provincial plans are to be read in conjunction with the Provincial Policy Statement. They take precedence over the policies of the Provincial Policy Statement to the extent of any conflict, except where the relevant legislation provides otherwise. Land use planning decisions made by municipalities, planning boards, the Province, or a commission or agency of the government must be consistent with the Provincial Policy Statement. Where provincial plans are in effect, planning decisions must conform or not conflict with them, as the case may be.

Part IV: Vision for Ontario's Land Use Planning System

The long-term prosperity and social well-being of Ontario depends upon planning for strong, sustainable and resilient communities for people of all ages, a clean and healthy environment, and a strong and competitive economy.

Ontario is a vast province with diverse urban, rural and northern communities which may face different challenges related to diversity in population, economic activity, pace of growth and physical and natural conditions. Some areas face challenges related to maintaining population and diversifying their economy, while other areas face challenges related to accommodating and managing the development and population growth which is occurring, while protecting important resources and the quality of the natural environment.

Ontario's rich cultural diversity is one of its distinctive and defining features. The Provincial Policy Statement reflects Ontario's diversity, which includes the histories and cultures of Aboriginal peoples, and is based on good land use planning principles that apply in communities across Ontario. The Province recognizes the importance of consulting with Aboriginal communities on planning matters that may affect their rights and interests.

The Provincial Policy Statement focuses growth and development within urban and rural settlement areas while supporting the viability of rural areas. It recognizes that the wise management of land use change may involve directing, promoting or sustaining development. Land use must be carefully managed to accommodate appropriate development to meet the full range of current and future needs, while achieving efficient development patterns and avoiding significant or sensitive resources and areas which may pose a risk to public health and safety.

Efficient development patterns optimize the use of land, resources and public investment in infrastructure and public service facilities. These land use patterns promote a mix of housing, including affordable housing, employment, recreation, parks and open spaces, and transportation choices that increase the use of active transportation and transit before other modes of travel. They also support the financial well-being of the Province and municipalities over the long term, and minimize the undesirable effects of development, including impacts on air, water and other resources. Strong, liveable and healthy communities promote and enhance human health and social well-being, are economically and environmentally sound, and are resilient to climate change.

The Province's natural heritage resources, water resources, including the Great Lakes, agricultural resources, mineral resources, and cultural heritage and archaeological resources provide important environmental, economic and social benefits. The wise use and management of these resources over the long term is a key provincial interest. The Province must ensure that its resources are managed in a sustainable way to conserve biodiversity, protect essential ecological processes and public health and safety, provide for the production of food and fibre, minimize environmental and social impacts, and meet its long-term needs.

It is equally important to protect the overall health and safety of the population. The Provincial Policy Statement directs development away from areas of natural and human-made hazards. This preventative approach supports provincial and municipal financial well-being over the long term, protects public health and safety, and minimizes cost, risk and social disruption.

Taking action to conserve land and resources avoids the need for costly remedial measures to correct problems and supports economic and environmental principles.

Strong communities, a clean and healthy environment and a strong economy are inextricably linked. Long-term prosperity, human and environmental health and social well-being should take precedence over short-term considerations.

The fundamental principles set out in the Provincial Policy Statement apply throughout Ontario. To support our collective well-being, now and in the future, all land use must be well managed.

Part V: Policies

1.0 Building Strong Healthy Communities

Ontario is a vast province with urban, rural, and northern communities with diversity in population, economic activities, pace of growth, service levels and physical and natural conditions. Ontario's long-term prosperity, environmental health and social well-being depend on wisely managing change and promoting efficient land use and development patterns. Efficient land use and development patterns support sustainability by promoting strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth.

Accordingly:

1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns

1.1.1 Healthy, liveable and safe communities are sustained by:

a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;
c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;
d) avoiding development and land use patterns that would prevent the efficient expansion of *settlement areas* in those areas which are adjacent or close to *settlement areas*;
e) promoting cost-effective development patterns and standards to minimize land consumption and servicing costs;
f) improving accessibility for persons with disabilities and older persons by identifying, preventing and removing land use barriers which restrict their full participation in society;
g) ensuring that necessary *infrastructure*, electricity generation facilities and transmission and distribution systems, and *public service facilities* are or will be available to meet current and projected needs; and
h) promoting development and land use patterns that conserve biodiversity and consider the impacts of a changing climate.

1.1.2 Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 20 years. However, where an alternate time period has been established for specific areas of the Province as a result of a provincial planning exercise or a *provincial plan*, that time frame may be used for municipalities within the area.

Within *settlement areas*, sufficient land shall be made available through *intensification* and *redevelopment* and, if necessary, *designated growth areas.*

Nothing in policy 1.1.2 limits the planning for *infrastructure* and *public service facilities* beyond a 20-year time horizon.

1.1.3 Settlement Areas

Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets. Ontario's settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of infrastructure available.

The vitality of settlement areas is critical to the long-term economic prosperity of our communities. Development pressures and land use change will vary across Ontario. It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.

1.1.3.1 *Settlement areas* shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

1.1.3.2 Land use patterns within *settlement areas* shall be based on:

a) densities and a mix of land uses which:
   1. efficiently use land and resources;
   2. are appropriate for, and efficiently use, the *infrastructure* and *public service facilities* which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
   3. minimize negative impacts to air quality and climate change, and promote energy efficiency;
   4. support *active transportation*;
   5. are *transit-supportive*, where transit is planned, exists or may be developed; and
   6. are *freight-supportive*; and

b) a range of uses and opportunities for *intensification* and *redevelopment* in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.

1.1.3.3 Planning authorities shall identify appropriate locations and promote opportunities for *intensification* and *redevelopment* where this can be accommodated taking into account existing building stock or areas, including *brownfield sites*, and the availability of suitable existing or planned *infrastructure* and *public service facilities* required to accommodate projected needs.

Intensification and *redevelopment* shall be directed in accordance with the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety.

1.1.3.4 Appropriate development standards should be promoted which facilitate *intensification*, *redevelopment* and compact form, while avoiding or mitigating risks to public health and safety.

1.1.3.5 Planning authorities shall establish and implement minimum targets for *intensification* and *redevelopment* within built-up areas, based on local conditions. However, where provincial targets are established through *provincial plans*, the provincial target shall represent the minimum target for affected areas.

1.1.3.6 New development taking place in *designated growth areas* should occur adjacent to the existing built-up area and shall have a compact form, mix of uses and densities that allow for the efficient use of land, *infrastructure* and *public service facilities*.

1.1.3.7 Planning authorities shall establish and implement phasing policies to ensure:

a) that specified targets for *intensification* and *redevelopment* are achieved prior to, or concurrent with, new development within *designated growth areas*; and
b) the orderly progression of development within *designated growth areas* and the timely provision of the *infrastructure* and *public service facilities* required to meet current and projected needs.

1.1.3.8 A planning authority may identify a *settlement area* or allow the expansion of a *settlement area* boundary only at the time of a *comprehensive review* and only where it has been demonstrated that:

a) sufficient opportunities for growth are not available through *intensification*, *redevelopment* and *designated growth areas* to accommodate the projected needs over the identified planning horizon;
b) the *infrastructure* and *public service facilities* which are planned or available are suitable for the development over the long term, are financially viable over their life cycle, and protect public health and safety and the natural environment;

c) in *prime agricultural areas*:
   1. the lands do not comprise *specialty crop areas*;
   2. alternative locations have been evaluated, and
      i. there are no reasonable alternatives which avoid *prime agricultural areas*; and
      ii. there are no reasonable alternatives on lower priority agricultural lands in *prime agricultural areas*;

d) the new or expanding *settlement area* is in compliance with the *minimum distance separation formulae*; and

e) impacts from new or expanding *settlement areas* on agricultural operations which are adjacent or close to the *settlement area* are mitigated to the extent feasible.

In determining the most appropriate direction for expansions to the boundaries of *settlement areas* or the identification of a *settlement area* by a planning authority, a planning authority shall apply the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety.

1.1.4 Rural Areas in Municipalities

Rural areas are important to the economic success of the Province and our quality of life. Rural areas are a system of lands that may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and other resource areas. Rural areas and urban areas are interdependent in terms of markets, resources and amenities. It is important to leverage rural assets and amenities and protect the environment as a foundation for a sustainable economy.

Ontario's rural areas have diverse population levels, natural resources, geographies and physical characteristics, and economies. Across rural Ontario, local circumstances vary by region. For example, northern Ontario's natural environment and vast geography offer different opportunities than the predominately agricultural areas of southern regions of the Province.

1.1.4.1 Healthy, integrated and viable *rural areas* should be supported by:

a) building upon rural character, and leveraging rural amenities and assets;
b) promoting regeneration, including the redevelopment of *brownfield sites*;
c) accommodating an appropriate range and mix of housing in rural *settlement areas*;
d) encouraging the conservation and *redevelopment* of existing rural housing stock on *rural lands*;
e) using rural *infrastructure* and *public service facilities* efficiently;
f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;

g) providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;
h) conserving biodiversity and considering the ecological benefits provided by nature; and
i) providing opportunities for economic activities in *prime agricultural areas*, in accordance with policy 2.3.

1.1.4.2 In *rural areas*, rural *settlement areas* shall be the focus of growth and development and their vitality and regeneration shall be promoted.

1.1.4.3 When directing development in rural *settlement areas* in accordance with policy 1.1.3, planning authorities shall give consideration to rural characteristics, the scale of development and the provision of appropriate service levels.

1.1.4.4 Growth and development may be directed to *rural lands* in accordance with policy 1.1.5, including where a municipality does not have a *settlement area*.

1.1.5 Rural Lands in Municipalities

1.1.5.1 When directing development on *rural lands*, a planning authority shall apply the relevant policies of Section 1: Building Strong Healthy Communities, as well as the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety.

1.1.5.2 On *rural lands* located in municipalities, permitted uses are:

a) the management or use of resources;
b) resource-based recreational uses (including recreational dwellings);
c) limited residential development;
d) home occupations and home industries;
e) cemeteries; and
f) other rural land uses.

1.1.5.3 Recreational, tourism and other economic opportunities should be promoted.

1.1.5.4 Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.

1.1.5.5 Development shall be appropriate to the *infrastructure* which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this *infrastructure*.

1.1.5.6 Opportunities should be retained to locate new or expanding land uses that require separation from other uses.

1.1.5.7 Opportunities to support a diversified rural economy should be promoted by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.

1.1.5.8 *Agricultural uses*, *agriculture-related uses*, *on-farm diversified uses* and *normal farm practices* should be promoted and protected in accordance with provincial standards.

1.1.5.9 New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the *minimum distance separation formulae*.

1.1.6 Territory Without Municipal Organization

1.1.6.1 On *rural lands* located in territory without municipal organization, the focus of development activity shall be related to the sustainable management or use of resources and resource-based recreational uses (including recreational dwellings).

1.1.6.2 Development shall be appropriate to the *infrastructure* which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this *infrastructure*.

1.1.6.3 The establishment of new permanent townsites shall not be permitted.

1.1.6.4 In areas adjacent to and surrounding municipalities, only development that is related to the sustainable management or use of resources and resource-based recreational uses (including recreational dwellings) shall be permitted. Other uses may only be permitted if:

a) the area forms part of a planning area;
b) the necessary *infrastructure* and *public service facilities* are planned or available to support the development and are financially viable over their life cycle; and
c) it has been determined, as part of a *comprehensive review*, that the impacts of development will not place an undue strain on the *public service facilities* and *infrastructure* provided by adjacent municipalities, regions and/or the Province.

1.2 Coordination

1.2.1 A coordinated, integrated and comprehensive approach should be used when dealing with planning matters within municipalities, across lower, single and/or upper-tier municipal boundaries, and with other orders of government, agencies and boards including:

a) managing and/or promoting growth and development;
b) economic development strategies;
c) managing natural heritage, water, agricultural, mineral, and cultural heritage and archaeological resources;
d) *infrastructure*, electricity generation facilities and transmission and distribution systems, *multimodal transportation systems*, *public service facilities* and *waste management systems*;
e) ecosystem, shoreline, watershed, and Great Lakes related issues;
f) natural and human-made hazards;
g) population, housing and employment projections, based on *regional market areas*; and
h) addressing housing needs in accordance with provincial policy statements such as the Ontario Housing Policy Statement.

1.2.2 Planning authorities are encouraged to coordinate planning matters with Aboriginal communities.

1.2.3 Planning authorities should coordinate emergency management and other economic, environmental and social planning considerations to support efficient and resilient communities.

1.2.4 Where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with lower-tier municipalities shall:

a) identify, coordinate and allocate population, housing and employment projections for lower-tier municipalities. Allocations and projections by upper-tier municipalities shall be based on and reflect *provincial plans* where these exist;
b) identify areas where growth or development will be directed, including the identification of nodes and the corridors linking these nodes;
c) identify targets for *intensification* and *redevelopment* within all or any of the lower-tier municipalities, including minimum targets that should be met before expansion of the boundaries of *settlement areas* is permitted in accordance with policy 1.1.3.8;
d) where transit corridors exist or are to be developed, identify density targets for areas adjacent or in proximity to these corridors, including minimum targets that should be met before expansion of the boundaries of *settlement areas* is permitted in accordance with policy 1.1.3.8; and
e) identify and provide policy direction for the lower-tier municipalities on matters that cross municipal boundaries.

1.2.5 Where there is no upper-tier municipality, planning authorities shall ensure that policy 1.2.4 is addressed as part of the planning process, and should coordinate these matters with adjacent planning authorities.

1.2.6 Land Use Compatibility

1.2.6.1 *Major facilities* and *sensitive land uses* should be planned to ensure they are appropriately designed, buffered and/or separated from each other to prevent or mitigate *adverse effects* from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term viability of *major facilities*.

1.3 Employment

1.3.1 Planning authorities shall promote economic development and competitiveness by:

a) providing for an appropriate mix and range of employment and institutional uses to meet long-term needs;
b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
c) encouraging compact, mixed-use development that incorporates compatible employment uses to support liveable and resilient communities; and
d) ensuring the necessary *infrastructure* is provided to support current and projected needs.

1.3.2 Employment Areas

1.3.2.1 Planning authorities shall plan for, protect and preserve *employment areas* for current and future uses and ensure that the necessary *infrastructure* is provided to support current and projected needs.

1.3.2.2 Planning authorities may permit conversion of lands within *employment areas* to non-employment uses through a *comprehensive review*, only where it has been demonstrated that the land is not required for employment purposes over the long term and that there is a need for the conversion.

1.3.2.3 Planning authorities shall protect *employment areas* in proximity to *major goods movement facilities and corridors* for employment uses that require those locations.

1.3.2.4 Planning authorities may plan beyond 20 years for the long-term protection of employment areas provided lands are not designated beyond the planning horizon identified in policy 1.1.2.

1.4 Housing

1.4.1 To provide for an appropriate range and mix of housing types and densities required to meet projected requirements of current and future residents of the *regional market area*, planning authorities shall:

a) maintain at all times the ability to accommodate residential growth for a minimum of 10 years through *residential intensification* and *redevelopment* and, if necessary, lands which are *designated and available* for residential development; and
b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned to facilitate *residential intensification* and *redevelopment*, and land in draft approved and registered plans.

1.4.2 Where planning is conducted by an upper-tier municipality:

a) the land and unit supply maintained by the lower-tier municipality identified in policy 1.4.1 shall be based on and reflect the allocation of population and units by the upper-tier municipality; and
b) the allocation of population and units by the upper-tier municipality shall be based on and reflect *provincial plans* where these exist.

1.4.3 Planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the *regional market area* by:

a) establishing and implementing minimum targets for the provision of housing which is *affordable* to *low and moderate income households*. However, where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with the lower-tier municipalities may identify a higher target(s) which shall represent the minimum target(s) for these lower-tier municipalities;
b) permitting and facilitating:
    1. all forms of housing required to meet the social, health and well-being requirements of current and future residents, including *special needs* requirements; and
    2. all forms of *residential intensification*, including second units, and *redevelopment* in accordance with policy 1.1.3.3;
c) directing the development of new housing towards locations where appropriate levels of *infrastructure* and *public service facilities* are or will be available to support current and projected needs;
d) promoting densities for new housing which efficiently use land, resources, *infrastructure* and *public service facilities*, and support the use

of *active transportation* and transit in areas where it exists or is to be developed; and

e) establishing development standards for *residential intensification*, *redevelopment* and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

1.5 Public Spaces, Recreation, Parks, Trails and Open Space

1.5.1 Healthy, active communities should be promoted by:

a) planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate *active transportation* and community connectivity;
b) planning and providing for a full range and equitable distribution of publicly-accessible built and natural settings for *recreation*, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources;
c) providing opportunities for public access to shorelines; and
d) recognizing provincial parks, conservation reserves, and other protected areas, and minimizing negative impacts on these areas.

1.6 Infrastructure and Public Service Facilities

1.6.1 *Infrastructure,* electricity generation facilities and transmission and distribution systems, and *public service facilities* shall be provided in a coordinated, efficient and cost-effective manner that considers impacts from climate change while accommodating projected needs.

Planning for *infrastructure,* electricity generation facilities and transmission and distribution systems, and *public service facilities* shall be coordinated and integrated with land use planning so that they are:

a) financially viable over their life cycle, which may be demonstrated through asset management planning; and
b) available to meet current and projected needs.

1.6.2 Planning authorities should promote g*reen infrastructure* to complement *infrastructure*.

1.6.3 Before consideration is given to developing new *infrastructure* and *public service facilities*:

a) the use of existing *infrastructure* and *public service facilities* should be optimized; and
b) opportunities for adaptive re-use should be considered, wherever feasible.

1.6.4 *Infrastructure* and *public service facilities* should be strategically located to support the effective and efficient delivery of emergency management services.

1.6.5 *Public service facilities* should be co-located in community hubs, where appropriate, to promote cost-effectiveness and facilitate service integration, access to transit and *active transportation*.

1.6.6 Sewage, Water and Stormwater

1.6.6.1 Planning for *sewage and water services* shall:

a) direct and accommodate expected growth or development in a manner that promotes the efficient use and optimization of existing:
   1. *municipal sewage services* and *municipal water services*; and
   2. *private communal sewage services* and *private communal water services*, where *municipal sewage services* and *municipal water services* are not available;
b) ensure that these systems are provided in a manner that:
   1. can be sustained by the water resources upon which such services rely;
   2. is feasible, financially viable and complies with all regulatory requirements; and
   3. protects human health and the natural environment;
c) promote water conservation and water use efficiency;
d) integrate servicing and land use considerations at all stages of the planning process; and
e) be in accordance with the servicing hierarchy outlined through policies 1.6.6.2, 1.6.6.3, 1.6.6.4 and 1.6.6.5.

1.6.6.2 *Municipal sewage services* and *municipal water services* are the preferred form of servicing for *settlement areas*. *Intensification* and *redevelopment* within *settlement areas* on existing *municipal sewage services* and *municipal water services* should be promoted, wherever feasible.

1.6.6.3 Where *municipal sewage services* and *municipal water services* are not provided, municipalities may allow the use of *private communal sewage services* and *private communal water services*.

1.6.6.4 Where *municipal sewage services* and *municipal water services* or *private communal sewage services* and *private communal water services* are not provided, *individual on-site sewage services* and *individual on-site water services* may be used provided that site conditions are suitable for the long-term provision of such services with no *negative impacts*. In *settlement areas*, these services may only be used for infilling and minor rounding out of existing development.

1.6.6.5 *Partial services* shall only be permitted in the following circumstances:

a) where they are necessary to address failed *individual on-site sewage services* and *individual on-site water services* in existing development; or
b) within *settlement areas*, to allow for infilling and minor rounding out of existing development on *partial services* provided that site conditions are suitable for the long-term provision of such services with no *negative impacts*.

1.6.6.6 Subject to the hierarchy of services provided in policies 1.6.6.2, 1.6.6.3, 1.6.6.4 and 1.6.6.5 planning authorities may allow lot creation only if there is confirmation of sufficient *reserve sewage system capacity* and *reserve water system capacity* within *municipal sewage services* and *municipal water services* or *private communal sewage services* and *private communal water services*. The determination of sufficient *reserve sewage system capacity* shall include treatment capacity for hauled sewage from *private communal sewage services* and *individual on-site sewage services*.

1.6.6.7 Planning for stormwater management shall:

a) minimize, or, where possible, prevent increases in contaminant loads;
b) minimize changes in water balance and erosion;
c) not increase risks to human health and safety and property damage;
d) maximize the extent and function of vegetative and pervious surfaces; and
e) promote stormwater management best practices, including stormwater attenuation and re-use, and low impact development.

1.6.7 Transportation Systems

1.6.7.1 *Transportation systems* should be provided which are safe, energy efficient, facilitate the movement of people and goods, and are appropriate to address projected needs.

1.6.7.2 Efficient use shall be made of existing and planned *infrastructure*, including through the use of *transportation demand management* strategies, where feasible.

1.6.7.3 As part of a *multimodal transportation system*, connectivity within and among *transportation systems* and modes should be maintained and, where possible, improved including connections which cross jurisdictional boundaries.

1.6.7.4 A land use pattern, density and mix of uses should be promoted that minimize the length and number of vehicle trips and support current and future use of transit and *active transportation*.

1.6.7.5 Transportation and land use considerations shall be integrated at all stages of the planning process.

1.6.8 Transportation and Infrastructure Corridors

1.6.8.1 Planning authorities shall plan for and protect corridors and rights-of-way for *infrastructure*, including transportation, transit and electricity generation facilities and transmission systems to meet current and projected needs.

1.6.8.2 *Major goods movement facilities and corridors* shall be protected for the long term.

1.6.8.3 Planning authorities shall not permit *development* in *planned corridors* that could preclude or negatively affect the use of the corridor for the purpose(s) for which it was identified.

New *development* proposed on *adjacent lands* to existing or *planned corridors* and transportation facilities should be compatible with, and supportive of, the long-term purposes of the corridor and should be designed to avoid, mitigate or minimize negative impacts on and from the corridor and transportation facilities.

1.6.8.4 The preservation and reuse of abandoned corridors for purposes that maintain the corridor's integrity and continuous linear characteristics should be encouraged, wherever feasible.

1.6.8.5 When planning for corridors and rights-of-way for significant transportation, electricity transmission, and *infrastructure* facilities, consideration will be given to the significant resources in Section 2: Wise Use and Management of Resources.

1.6.9 Airports, Rail and Marine Facilities

1.6.9.1 Planning for land uses in the vicinity of *airports*, *rail facilities* and *marine facilities* shall be undertaken so that:

a) their long-term operation and economic role is protected; and

b) *airports*, *rail facilities* and *marine facilities* and *sensitive land uses* are appropriately designed, buffered and/or separated from each other, in accordance with policy 1.2.6.

1.6.9.2 *Airports* shall be protected from incompatible land uses and development by:

a) prohibiting new residential *development* and other sensitive land uses in areas near *airports* above 30 NEF/NEP;
b) considering redevelopment of existing residential uses and other sensitive land uses or infilling of residential and other sensitive land uses in areas above 30 NEF/NEP only if it has been demonstrated that there will be no negative impacts on the long-term function of the *airport*; and
c) discouraging land uses which may cause a potential aviation safety hazard.

1.6.10 Waste Management

1.6.10.1 *Waste management systems* need to be provided that are of an appropriate size and type to accommodate present and future requirements, and facilitate, encourage and promote reduction, reuse and recycling objectives. Planning authorities should consider the implications of development and land use patterns on waste generation, management and diversion.

Waste management systems shall be located and designed in accordance with provincial legislation and standards.

1.6.11 Energy Supply

1.6.11.1 Planning authorities should provide opportunities for the development of energy supply including electricity generation facilities and transmission and distribution systems, to accommodate current and projected needs.

1.6.11.2 Planning authorities should promote *renewable energy systems* and *alternative energy systems*, where feasible, in accordance with *provincial and federal requirements*.

1.7 Long-Term Economic Prosperity

1.7.1 Long-term economic prosperity should be supported by:

a) promoting opportunities for economic development and community investment-readiness;

b) optimizing the long-term availability and use of land, resources, *infrastructure*, electricity generation facilities and transmission and distribution systems, and *public service facilities*;
c) maintaining and, where possible, enhancing the vitality and viability of downtowns and mainstreets;
d) encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including *built heritage resources* and *cultural heritage landscapes*;
e) promoting the redevelopment of *brownfield sites*;
f) providing for an efficient, cost-effective, reliable *multimodal transportation system* that is integrated with adjacent systems and those of other jurisdictions, and is appropriate to address projected needs to support the movement of goods and people;
g) providing opportunities for sustainable tourism development;
h) providing opportunities to support local food, and promoting the sustainability of agri-food and agri-product businesses by protecting agricultural resources, and minimizing land use conflicts;
i) promoting energy conservation and providing opportunities for development of *renewable energy systems* and *alternative energy systems*, including district energy;
j) minimizing negative impacts from a changing climate and considering the ecological benefits provided by nature; and
k) encouraging efficient and coordinated communications and telecommunications infrastructure.

1.8 Energy Conservation, Air Quality and Climate Change

1.8.1 Planning authorities shall support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and climate change adaptation through land use and development patterns which:

a) promote compact form and a structure of nodes and corridors;
b) promote the use of *active transportation* and transit in and between residential, employment (including commercial and industrial) and institutional uses and other areas;
c) focus major employment, commercial and other travel-intensive land uses on sites which are well served by transit where this exists or is to be developed, or designing these to facilitate the establishment of transit in the future;
d) focus freight-intensive land uses to areas well served by major highways, *airports*, *rail facilities* and *marine facilities*;
e) improve the mix of employment and housing uses to shorten commute journeys and decrease transportation congestion;
f) promote design and orientation which:

1. maximizes energy efficiency and conservation, and considers the mitigating effects of vegetation; and
2. maximizes opportunities for the use of *renewable energy systems* and *alternative energy systems*; and

g) maximize vegetation within *settlement areas*, where feasible.

2.0 Wise Use and Management of Resources

Ontario's long-term prosperity, environmental health, and social well-being depend on conserving biodiversity, protecting the health of the Great Lakes, and protecting natural heritage, water, agricultural, mineral and cultural heritage and archaeological resources for their economic, environmental and social benefits.

Accordingly:

2.1 Natural Heritage

2.1.1 Natural features and areas shall be protected for the long term.

2.1.2 The diversity and connectivity of natural features in an area, and the long-term *ecological function* and biodiversity of *natural heritage systems*, should be maintained, restored or, where possible, improved, recognizing linkages between and among *natural heritage features and areas*, *surface water features* and *ground water features*.

2.1.3 *Natural heritage systems* shall be identified in Ecoregions 6E & 7E[1], recognizing that *natural heritage systems* will vary in size and form in *settlement areas*, *rural areas*, and *prime agricultural areas*.

2.1.4 *Development* and *site alteration* shall not be permitted in:

a) *significant wetlands* in Ecoregions 5E, 6E and 7E[1]; and
b) *significant coastal wetlands*.

2.1.5 *Development* and *site alteration* shall not be permitted in:

a) *significant wetlands* in the Canadian Shield north of Ecoregions 5E, 6E and 7E[1];
b) *significant woodlands* in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River)[1];
c) *significant valleylands* in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River)[1];
d) *significant wildlife habitat*;
e) *significant areas of natural and scientific interest*; and
f) *coastal wetlands* in Ecoregions 5E, 6E and 7E[1] that are not subject to policy 2.1.4(b)

unless it has been demonstrated that there will be no *negative impacts* on the natural features or their *ecological functions*.

[1] Ecoregions 5E, 6E and 7E are shown on Figure 1.

2.1.6 *Development* and *site alteration* shall not be permitted in *fish habitat* except in accordance with *provincial and federal requirements*.

2.1.7 *Development* and *site alteration* shall not be permitted in *habitat of endangered species and threatened species*, except in accordance with *provincial and federal requirements*.

2.1.8 *Development* and *site alteration* shall not be permitted on *adjacent lands* to the *natural heritage features and areas* identified in policies 2.1.4, 2.1.5, and 2.1.6 unless the *ecological function* of the *adjacent lands* has been evaluated and it has been demonstrated that there will be no *negative impacts* on the natural features or on their *ecological functions*.

2.1.9 Nothing in policy 2.1 is intended to limit the ability of *agricultural uses* to continue.

2.2 Water

2.2.1 Planning authorities shall protect, improve or restore the *quality and quantity of water* by:

a) using the *watershed* as the ecologically meaningful scale for integrated and long-term planning, which can be a foundation for considering cumulative impacts of development;
b) minimizing potential *negative impacts*, including cross-jurisdictional and cross-*watershed* impacts;
c) identifying water resource systems consisting of *ground water features*, *hydrologic functions*, *natural heritage features and areas*, and *surface water features* including shoreline areas, which are necessary for the ecological and hydrological integrity of the *watershed*;
d) maintaining linkages and related functions among *ground water features*, *hydrologic functions*, *natural heritage features and areas*, and *surface water features* including shoreline areas;
e) implementing necessary restrictions on *development* and *site alteration* to:
    1. protect all municipal drinking water supplies and *designated vulnerable areas*; and
    2. protect, improve or restore *vulnerable* surface and ground water, *sensitive surface water features* and *sensitive ground water features*, and their *hydrologic functions*;
f) planning for efficient and sustainable use of water resources, through practices for water conservation and sustaining water quality;
g) ensuring consideration of environmental lake capacity, where applicable; and

h) ensuring stormwater management practices minimize stormwater volumes and contaminant loads, and maintain or increase the extent of vegetative and pervious surfaces.

2.2.2 *Development* and *site alteration* shall be restricted in or near *sensitive surface water features* and *sensitive ground water features* such that these features and their related *hydrologic functions* will be protected, improved or restored.

Mitigative measures and/or alternative development approaches may be required in order to protect, improve or restore *sensitive surface water features*, *sensitive ground water features*, and their *hydrologic functions*.

2.3 Agriculture

2.3.1 *Prime agricultural areas* shall be protected for long-term use for agriculture.

Prime agricultural areas are areas where *prime agricultural lands* predominate. *Specialty crop areas* shall be given the highest priority for protection, followed by Canada Land Inventory Class 1, 2, and 3 lands, and any associated Class 4 through 7 lands within the *prime agricultural area*, in this order of priority.

2.3.2 Planning authorities shall designate *prime agricultural areas* and *specialty crop areas* in accordance with guidelines developed by the Province, as amended from time to time.

2.3.3 Permitted Uses

2.3.3.1 In *prime agricultural areas*, permitted uses and activities are: *agricultural uses*, *agriculture-related uses* and *on-farm diversified uses*.

Proposed *agriculture-related uses* and *on-farm diversified uses* shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

2.3.3.2 In *prime agricultural areas*, all types, sizes and intensities of *agricultural uses* and *normal farm practices* shall be promoted and protected in accordance with provincial standards.

2.3.3.3 New land uses, including the creation of lots, and new or expanding livestock facilities shall comply with the *minimum distance separation formulae*.

2.3.4 Lot Creation and Lot Adjustments

2.3.4.1 Lot creation in *prime agricultural areas* is discouraged and may only be permitted for:

a) *agricultural uses*, provided that the lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;
b) *agriculture-related uses*, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate *sewage and water services*;
c) a *residence surplus to a farming operation* as a result of farm consolidation, provided that:
   1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate *sewage and water services*; and
   2. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective; and
d) *infrastructure*, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way.

2.3.4.2 Lot adjustments in *prime agricultural areas* may be permitted for *legal or technical reasons*.

2.3.4.3 The creation of new residential lots in *prime agricultural areas* shall not be permitted, except in accordance with policy 2.3.4.1(c).

2.3.5 Removal of Land from Prime Agricultural Areas

2.3.5.1 Planning authorities may only exclude land from *prime agricultural areas* for expansions of or identification of *settlement areas* in accordance with policy 1.1.3.8.

2.3.6 Non-Agricultural Uses in Prime Agricultural Areas

2.3.6.1 Planning authorities may only permit non-agricultural uses in *prime agricultural areas* for:

a) extraction of *minerals*, *petroleum resources* and *mineral aggregate resources*, in accordance with policies 2.4 and 2.5; or

b) limited non-residential uses, provided that all of the following are demonstrated:
   1. the land does not comprise a *specialty crop area*;
   2. the proposed use complies with the *minimum distance separation formulae*;
   3. there is an identified need within the planning horizon provided for in policy 1.1.2 for additional land to be designated to accommodate the proposed use; and
   4. alternative locations have been evaluated, and
      i. there are no reasonable alternative locations which avoid *prime agricultural areas*; and
      ii. there are no reasonable alternative locations in *prime agricultural areas* with lower priority agricultural lands.

2.3.6.2 Impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands are to be mitigated to the extent feasible.

2.4 Minerals and Petroleum

2.4.1 *Minerals* and *petroleum resources* shall be protected for long-term use.

2.4.2 Protection of Long-Term Resource Supply

2.4.2.1 *Mineral mining operations* and *petroleum resource operations* shall be identified and protected from *development* and activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impact.

2.4.2.2 Known *mineral deposits*, known *petroleum resources* and *significant areas of mineral potential* shall be identified and *development* and activities in these resources or on *adjacent lands* which would preclude or hinder the establishment of new operations or access to the resources shall only be permitted if:

a) resource use would not be feasible; or
b) the proposed land use or development serves a greater long-term public interest; and
c) issues of public health, public safety and environmental impact are addressed.

2.4.3 Rehabilitation

2.4.3.1 Rehabilitation to accommodate subsequent land uses shall be required after extraction and other related activities have ceased. Progressive rehabilitation should be undertaken wherever feasible.

2.4.4 Extraction in Prime Agricultural Areas

2.4.4.1 Extraction of *minerals* and *petroleum resources* is permitted in *prime agricultural areas* provided that the site will be rehabilitated.

2.5 Mineral Aggregate Resources

2.5.1 *Mineral aggregate resources* shall be protected for long-term use and, where provincial information is available, *deposits of mineral aggregate resources* shall be identified.

2.5.2 Protection of Long-Term Resource Supply

2.5.2.1 As much of the *mineral aggregate resources* as is realistically possible shall be made available as close to markets as possible.

Demonstration of need for *mineral aggregate resources*, including any type of supply/demand analysis, shall not be required, notwithstanding the availability, designation or licensing for extraction of *mineral aggregate resources* locally or elsewhere.

2.5.2.2 Extraction shall be undertaken in a manner which minimizes social, economic and environmental impacts.

2.5.2.3 *Mineral aggregate resource conservation* shall be undertaken, including through the use of accessory aggregate recycling facilities within operations, wherever feasible.

2.5.2.4 *Mineral aggregate operations* shall be protected from *development* and activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impact. Existing *mineral aggregate operations* shall be permitted to continue without the need for official plan amendment, rezoning or development permit under the *Planning Act*. When a license for extraction or operation ceases to exist, policy 2.5.2.5 continues to apply.

2.5.2.5 In known *deposits of mineral aggregate resources* and on *adjacent lands*, *development* and activities which would preclude or hinder the establishment of new operations or access to the resources shall only be permitted if:

a) resource use would not be feasible; or
b) the proposed land use or development serves a greater long-term public interest; and
c) issues of public health, public safety and environmental impact are addressed.

2.5.3 Rehabilitation

2.5.3.1 Progressive and final rehabilitation shall be required to accommodate subsequent land uses, to promote land use compatibility, to recognize the interim nature of extraction, and to mitigate negative impacts to the extent possible. Final rehabilitation shall take surrounding land use and approved land use designations into consideration.

2.5.3.2 *Comprehensive rehabilitation* planning is encouraged where there is a concentration of mineral aggregate operations.

2.5.3.3 In parts of the Province not designated under the *Aggregate Resources Act*, rehabilitation standards that are compatible with those under the Act should be adopted for extraction operations on private lands.

2.5.4 Extraction in Prime Agricultural Areas

2.5.4.1 In *prime agricultural areas*, on *prime agricultural land,* extraction of *mineral aggregate resources* is permitted as an interim use provided that the site will be rehabilitated back to an *agricultural condition*.

Complete rehabilitation to an *agricultural condition* is not required if:

a) outside of a *specialty crop area*, there is a substantial quantity of *mineral aggregate resources* below the water table warranting extraction, or the depth of planned extraction in a quarry makes restoration of pre-extraction agricultural capability unfeasible;
b) in a *specialty crop area*, there is a substantial quantity of *high quality mineral aggregate resources* below the water table warranting extraction, and the depth of planned extraction makes restoration of pre-extraction agricultural capability unfeasible;
c) other alternatives have been considered by the applicant and found unsuitable. The consideration of other alternatives shall include resources in areas of Canada Land Inventory Class 4 through 7 lands, resources on lands identified as *designated growth areas*, and resources

on *prime agricultural lands* where rehabilitation is feasible. Where no other alternatives are found, *prime agricultural lands* shall be protected in this order of priority: *specialty crop areas*, Canada Land Inventory Class 1, 2 and 3 lands; and

d) agricultural rehabilitation in remaining areas is maximized.

2.5.5 Wayside Pits and Quarries, Portable Asphalt Plants and Portable Concrete Plants

2.5.5.1 *Wayside pits and quarries*, *portable asphalt plants* and *portable concrete plants* used on public authority contracts shall be permitted, without the need for an official plan amendment, rezoning, or development permit under the *Planning Act* in all areas, except those areas of existing development or particular environmental sensitivity which have been determined to be incompatible with extraction and associated activities.

2.6 Cultural Heritage and Archaeology

2.6.1 *Significant built heritage resources* and *significant cultural heritage landscapes* shall be *conserved*.

2.6.2 *Development* and *site alteration* shall not be permitted on lands containing *archaeological resources* or *areas of archaeological potential* unless *significant archaeological resources* have been *conserved*.

2.6.3 Planning authorities shall not permit *development* and *site alteration* on *adjacent lands* to *protected heritage property* except where the proposed *development* and *site alteration* has been evaluated and it has been demonstrated that the *heritage attributes* of the *protected heritage property* will be *conserved*.

2.6.4 Planning authorities should consider and promote archaeological management plans and cultural plans in conserving cultural heritage and archaeological resources.

2.6.5 Planning authorities shall consider the interests of Aboriginal communities in conserving cultural heritage and archaeological resources.

3.0 Protecting Public Health and Safety

Ontario's long-term prosperity, environmental health and social well-being depend on reducing the potential for public cost or risk to Ontario's residents from natural or human-made hazards.

Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.

Accordingly:

3.1 Natural Hazards

3.1.1 Development shall generally be directed to areas outside of:

a) *hazardous lands* adjacent to the shorelines of the *Great Lakes - St. Lawrence River System* and *large inland lakes* which are impacted by *flooding hazards*, *erosion hazards* and/or *dynamic beach hazards*;
b) *hazardous lands* adjacent to *river*, *stream and small inland lake systems* which are impacted by *flooding hazards* and/or *erosion hazards*; and
c) *hazardous sites.*

3.1.2 *Development* and *site alteration* shall not be permitted within:

a) the *dynamic beach hazard*;
b) *defined portions of the flooding hazard along connecting channels* (the St. Marys, St. Clair, Detroit, Niagara and St. Lawrence Rivers);
c) areas that would be rendered inaccessible to people and vehicles during times of *flooding hazards*, *erosion hazards* and/or *dynamic beach hazards*, unless it has been demonstrated that the site has safe access appropriate for the nature of the *development* and the natural hazard; and
d) a *floodway* regardless of whether the area of inundation contains high points of land not subject to flooding.

3.1.3 Planning authorities shall consider the potential impacts of climate change that may increase the risk associated with natural hazards.

3.1.4 Despite policy 3.1.2, *development* and *site alteration* may be permitted in certain areas associated with the *flooding hazard* along *river*, *stream and small inland lake systems*:

a) in those exceptional situations where a *Special Policy Area* has been approved. The designation of a *Special Policy Area*, and any change or modification to the official plan policies, land use designations or boundaries applying to *Special Policy Area* lands, must be approved by the Ministers of Municipal Affairs and Housing and Natural Resources prior to the approval authority approving such changes or modifications; or
b) where the *development* is limited to uses which by their nature must locate within the *floodway*, including flood and/or erosion control works or minor additions or passive non-structural uses which do not affect flood flows.

3.1.5 *Development* shall not be permitted to locate in *hazardous lands* and *hazardous sites* where the use is:

a) an *institutional use* including hospitals, long-term care homes, retirement homes, pre-schools, school nurseries, day cares and schools;
b) an *essential emergency service* such as that provided by fire, police and ambulance stations and electrical substations; or
c) uses associated with the disposal, manufacture, treatment or storage of *hazardous substances*.

3.1.6 Where the *two zone concept* for *flood plains* is applied, *development* and *site alteration* may be permitted in the *flood fringe*, subject to appropriate floodproofing to the *flooding hazard* elevation or another *flooding hazard* standard approved by the Minister of Natural Resources.

3.1.7 Further to policy 3.1.6, and except as prohibited in policies 3.1.2 and 3.1.5, *development* and *site alteration* may be permitted in those portions of *hazardous lands* and *hazardous sites* where the effects and risk to public safety are minor, could be mitigated in accordance with provincial standards, and where all of the following are demonstrated and achieved:

a) *development* and *site alteration* is carried out in accordance with *floodproofing standards*, *protection works standards*, and *access standards*;
b) vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;
c) new hazards are not created and existing hazards are not aggravated; and
d) no adverse environmental impacts will result.

3.1.8 *Development* shall generally be directed to areas outside of lands that are unsafe for *development* due to the presence of *hazardous forest types for wildland fire*.

Development may however be permitted in lands with *hazardous forest types for wildland fire* where the risk is mitigated in accordance with *wildland fire assessment and mitigation standards.*

3.2 Human-Made Hazards

3.2.1 Development on, abutting or adjacent to lands affected by *mine hazards*; *oil*, *gas and salt hazards*; or former *mineral mining operations*, *mineral aggregate operations* or *petroleum resource operations* may be permitted only if rehabilitation or other measures to address and mitigate known or suspected hazards are under way or have been completed.

3.2.2 Sites with contaminants in land or water shall be assessed and remediated as necessary prior to any activity on the site associated with the proposed use such that there will be no *adverse effects*.

4.0 Implementation and Interpretation

4.1 This Provincial Policy Statement applies to all decisions in respect of the exercise of any authority that affects a planning matter made on or after April 30, 2014.

4.2 In accordance with section 3 of the *Planning Act*, a decision of the council of a municipality, a local board, a planning board, a minister of the Crown and a ministry, board, commission or agency of the government, including the Municipal Board, in respect of the exercise of any authority that affects a planning matter, "shall be consistent with" this Provincial Policy Statement.

Comments, submissions or advice that affect a planning matter that are provided by the council of a municipality, a local board, a planning board, a minister or ministry, board, commission or agency of the government "shall be consistent with" this Provincial Policy Statement.

4.3 This Provincial Policy Statement shall be implemented in a manner that is consistent with the recognition and affirmation of existing Aboriginal and treaty rights in section 35 of the *Constitution Act*, *1982*.

4.4 This Provincial Policy Statement shall be read in its entirety and all relevant policies are to be applied to each situation.

4.5 In implementing the Provincial Policy Statement, the Minister of Municipal Affairs and Housing may take into account other considerations when making decisions to support strong communities, a clean and healthy environment and the economic vitality of the Province.

4.6 This Provincial Policy Statement shall be implemented in a manner that is consistent with the Ontario *Human Rights Code* and the *Canadian Charter of Rights and Freedoms*.

4.7 The official plan is the most important vehicle for implementation of this Provincial Policy Statement. Comprehensive, integrated and long-term planning is best achieved through official plans.

Official plans shall identify provincial interests and set out appropriate land use designations and policies. To determine the significance of some natural heritage features and other resources, evaluation may be required.

Official plans should also coordinate cross-boundary matters to complement the actions of other planning authorities and promote mutually beneficial solutions. Official plans shall provide clear, reasonable and attainable policies to protect provincial interests and direct development to suitable areas.

In order to protect provincial interests, planning authorities shall keep their official plans up-to-date with this Provincial Policy Statement. The policies of this Provincial Policy Statement continue to apply after adoption and approval of an official plan.

4.8 Zoning and development permit by-laws are important for implementation of this Provincial Policy Statement. Planning authorities shall keep their zoning and development permit by-laws up-to-date with their official plans and this Provincial Policy Statement.

4.9 The policies of this Provincial Policy Statement represent minimum standards. This Provincial Policy Statement does not prevent planning authorities and decision-makers from going beyond the minimum standards established in specific policies, unless doing so would conflict with any policy of this Provincial Policy Statement.

4.10 A wide range of legislation, regulations, policies, and plans may apply to decisions with respect to *Planning Act* applications. In some cases, a *Planning Act* proposal may also require approval under other legislation or regulation, and policies and plans issued under other legislation may also apply.

4.11 In addition to land use approvals under the *Planning Act*, *infrastructure* may also require approval under other legislation and regulations. An environmental assessment process may be applied to new *infrastructure* and modifications to existing *infrastructure* under applicable legislation.

There may be circumstances where land use approvals under the *Planning Act* may be integrated with approvals under other legislation, for example, integrating the planning processes and approvals under the *Environmental Assessment Act* and the *Planning Act*, provided the intent and requirements of both Acts are met.

4.12 *Provincial plans* shall be read in conjunction with this Provincial Policy Statement and take precedence over policies in this Provincial Policy Statement to the extent of any conflict, except where legislation establishing *provincial plans* provides otherwise. Examples of these are plans created under the *Niagara Escarpment Planning and Development Act*, the *Ontario Planning and Development Act*, *1994*, the *Oak Ridges Moraine Conservation Act*, *2001*, the *Greenbelt Act*, *2005* and the *Places to Grow Act*, *2005*.

4.13 Within the Great Lakes - St. Lawrence River Basin, there may be circumstances where planning authorities should consider agreements related to the protection or restoration of the Great Lakes - St. Lawrence River Basin. Examples of these agreements include Great Lakes agreements between Ontario and Canada, between Ontario, Quebec and the Great Lakes States of the United States of America, and between Canada and the United States of America.

4.14 The Province, in consultation with municipalities, other public bodies and stakeholders shall identify performance indicators for measuring the effectiveness of some or all of the policies. The Province shall monitor their implementation, including reviewing performance indicators concurrent with any review of this Provincial Policy Statement.

4.15 Municipalities are encouraged to establish performance indicators to monitor the implementation of the policies in their official plans.

5.0 Figure 1

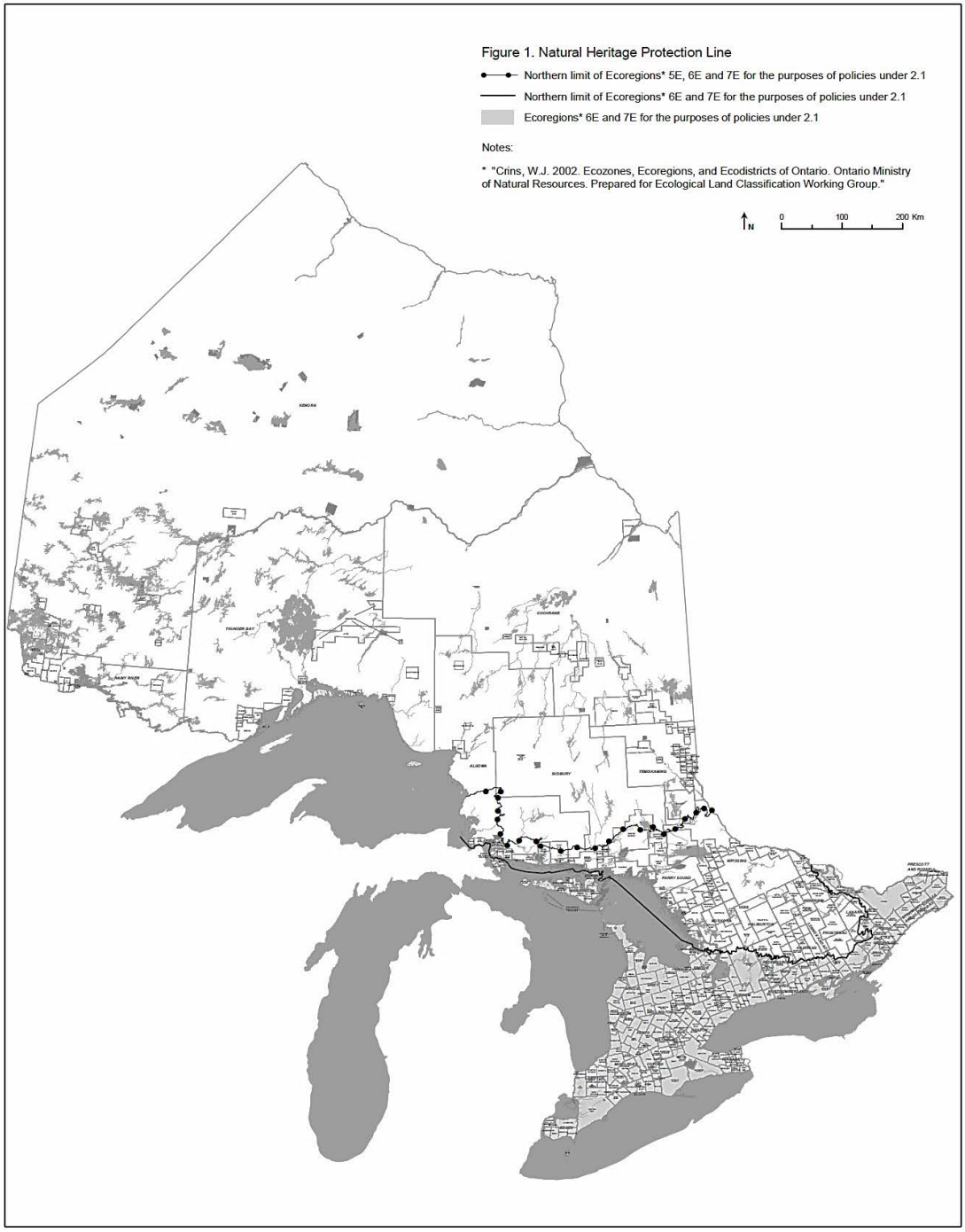
Figure 1. Natural Heritage Protection Line
Northern limit of Ecoregions* 5E, 6E and 7E for the purposes of policies under 2.1
Northern limit of Ecoregions* 6E and 7E for the purposes of policies under 2.1
Ecoregions* 6E and 7E for the purposes of policies under 2.1
Notes:
* "Crins, W.J. 2002. Ecozones, Ecoregions, and Ecodistricts of Ontario. Ontario Ministry of Natural Resources. Prepared for Ecological Land Classification Working Group."
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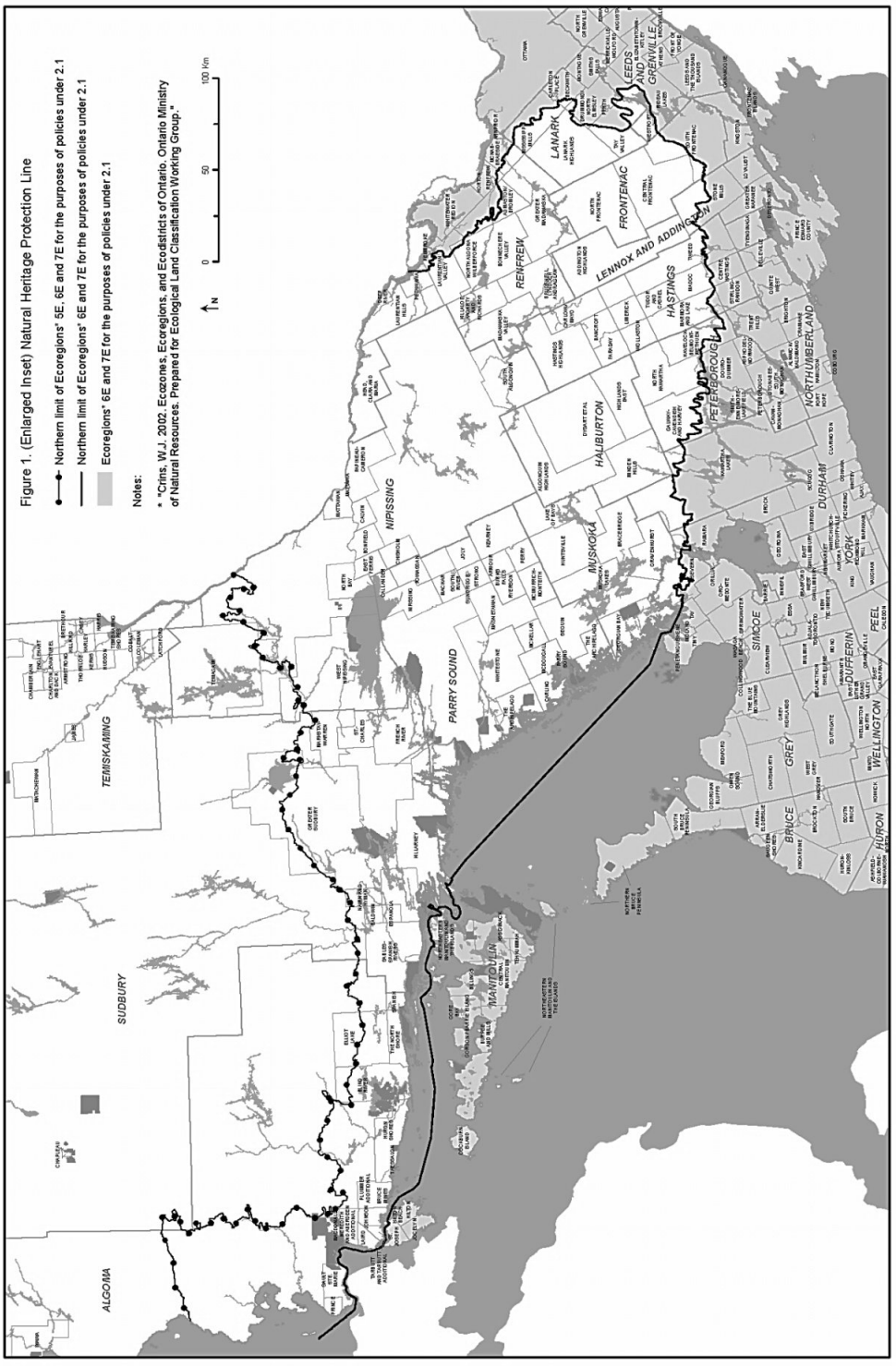
Figure 1. (Enlarged Inset) Natural Heritage Protection Line
Northern limit of Ecoregions* 5E, 6E and 7E for the purposes of policies under 2.1
Northern limit of Ecoregions* 6E and 7E for the purposes of policies under 2.1
Ecoregions* 6E and 7E for the purposes of policies under 2.1
Notes:
* "Crins, W.J. 2002. Ecozones, Ecoregions, and Ecodistricts of Ontario. Ontario Ministry of Natural Resources. Prepared for Ecological Land Classification Working Group."
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50
100 Km
N
ALGOMA
SUDBURY
TEMISKAMING
NIPISSING
PARRY SOUND
MANITOULIN
SUDBURY
MUSKOKA
HALIBURTON
RENFREW
LANARK
LENNOX AND ADDINGTON
FRONTENAC
LEEDS AND GRENVILLE
HASTINGS
PETERBOROUGH
NORTHUMBERLAND
DURHAM
YORK
SIMCOE
DUFFERIN
PEEL
GREY
BRUCE
WELLINGTON
HURON

6.0 Definitions

Access standards: means methods or procedures to ensure safe vehicular and pedestrian movement, and access for the maintenance and repair of protection works, during times of *flooding hazards*, *erosion hazards* and/or *other water-related hazards*.

Active transportation: means human-powered travel, including but not limited to, walking, cycling, inline skating and travel with the use of mobility aids, including motorized wheelchairs and other power-assisted devices moving at a comparable speed.

Adjacent lands: means

a) for the purposes of policy 1.6.8.3, those lands contiguous to existing or planned corridors and transportation facilities where *development* would have a negative impact on the corridor or facility. The extent of the *adjacent lands* may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives;
b) for the purposes of policy 2.1.8, those lands contiguous to a specific *natural heritage feature or area* where it is likely that *development* or *site alteration* would have a *negative impact* on the feature or area. The extent of the *adjacent lands* may be recommended by the Province or based on municipal approaches which achieve the same objectives;
c) for the purposes of policies 2.4.2.2 and 2.5.2.5, those lands contiguous to lands on the surface of known *petroleum resources*, *mineral deposits*, or *deposits of mineral aggregate resources* where it is likely that *development* would constrain future access to the resources. The extent of the *adjacent lands* may be recommended by the Province; and
d) for the purposes of policy 2.6.3, those lands contiguous to a *protected heritage property* or as otherwise defined in the municipal official plan.

Adverse effects: as defined in the *Environmental Protection Act*, means one or more of:

a) impairment of the quality of the natural environment for any use that can be made of it;
b) injury or damage to property or plant or animal life;
c) harm or material discomfort to any person;
d) an adverse effect on the health of any person;
e) impairment of the safety of any person;
f) rendering any property or plant or animal life unfit for human use;
g) loss of enjoyment of normal use of property; and
h) interference with normal conduct of business.

Affordable: means

a) in the case of ownership housing, the least expensive of:
    1. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for *low and moderate income households*; or
    2. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the *regional market area*;
b) in the case of rental housing, the least expensive of:
    1. a unit for which the rent does not exceed 30 percent of gross annual household income for *low and moderate income households*; or
    2. a unit for which the rent is at or below the average market rent of a unit in the *regional market area*.

Agricultural condition: means

a) in regard to *specialty crop areas*, a condition in which substantially the same areas and same average soil capability for agriculture are restored, the same range and productivity of specialty crops common in the area can be achieved, and, where applicable, the microclimate on which the site and surrounding area may be dependent for specialty crop production will be maintained or restored; and
b) in regard to *prime agricultural land* outside of *specialty crop areas*, a condition in which substantially the same areas and same average soil capability for agriculture are restored.

Agricultural uses: means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals

for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

Agri-tourism uses: means those farm-related tourism uses, including limited accommodation such as a bed and breakfast, that promote the enjoyment, education or activities related to the farm operation.

Agriculture-related uses: means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.

Airports: means all Ontario airports, including designated lands for future airports, with Noise Exposure Forecast (NEF)/Noise Exposure Projection (NEP) mapping.

Alternative energy system: means a system that uses sources of energy or energy conversion processes to produce power, heat and/or cooling that significantly reduces the amount of harmful emissions to the environment (air, earth and water) when compared to conventional energy systems.

Archaeological resources: includes artifacts, archaeological sites, marine archaeological sites, as defined under the *Ontario Heritage Act*. The identification and evaluation of such resources are based upon archaeological fieldwork undertaken in accordance with the *Ontario Heritage Act*.

Areas of archaeological potential: means areas with the likelihood to contain *archaeological resources*. Methods to identify archaeological potential are established by the Province, but municipal approaches which achieve the same objectives may also be used. The *Ontario Heritage Act* requires archaeological potential to be confirmed through archaeological fieldwork.

Areas of mineral potential: means areas favourable to the discovery of *mineral deposits* due to geology, the presence of known *mineral deposits* or other technical evidence.

Areas of natural and scientific interest (ANSI): means areas of land and water containing natural landscapes or features that have been identified as having life science or earth science values related to protection, scientific study or education.

Brownfield sites: means undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant.

Built heritage resource: means a building, structure, monument, installation or any manufactured remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Aboriginal community. Built heritage resources are generally located on property that has been designated under Parts IV or V of the *Ontario Heritage Act*, or included on local, provincial and/or federal registers.

Coastal wetland: means

a) any *wetland* that is located on one of the Great Lakes or their connecting channels (Lake St. Clair, St. Marys, St. Clair, Detroit, Niagara and St. Lawrence Rivers); or
b) any other *wetland* that is on a tributary to any of the above-specified water bodies and lies, either wholly or in part, downstream of a line located 2 kilometres upstream of the 1:100 year floodline (plus wave run-up) of the large water body to which the tributary is connected.

Comprehensive rehabilitation: means rehabilitation of land from which *mineral aggregate resources* have been extracted that is coordinated and complementary, to the extent possible, with the rehabilitation of other sites in an area where there is a high concentration of *mineral aggregate operations*.

Comprehensive review: means

a) for the purposes of policies 1.1.3.8 and 1.3.2.2, an official plan review which is initiated by a planning authority, or an official plan amendment which is initiated or adopted by a planning authority, which:

1. is based on a review of population and employment projections and which reflect projections and allocations by upper-tier municipalities and *provincial plans*, where applicable; considers alternative directions for growth or development; and determines how best to accommodate the development while protecting provincial interests;
2. utilizes opportunities to accommodate projected growth or development through *intensification* and *redevelopment*; and considers physical constraints to accommodating the proposed development within existing *settlement area* boundaries;
3. is integrated with planning for *infrastructure* and *public service facilities*, and considers financial viability over the life cycle of these assets, which may be demonstrated through asset management planning;
4. confirms sufficient water quality, quantity and assimilative capacity of receiving water are available to accommodate the proposed development;
5. confirms that sewage and water services can be provided in accordance with policy 1.6.6; and
6. considers cross-jurisdictional issues.

b) for the purposes of policy 1.1.6, means a review undertaken by a planning authority or comparable body which:
   1. addresses long-term population projections, *infrastructure* requirements and related matters;
   2. confirms that the lands to be developed do not comprise *specialty crop areas* in accordance with policy 2.3.2; and
   3. considers cross-jurisdictional issues.

In undertaking a *comprehensive review* the level of detail of the assessment should correspond with the complexity and scale of the settlement boundary or development proposal.

Conserved: means the identification, protection, management and use of *built heritage resources, cultural heritage landscapes* and *archaeological resources* in a manner that ensures their cultural heritage value or interest is retained under the *Ontario Heritage Act*. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment. Mitigative measures and/or alternative development approaches can be included in these plans and assessments.

Cultural heritage landscape: means a defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Aboriginal community. The area may involve features such as structures, spaces, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association. Examples may include, but are not limited to, heritage conservation districts designated under the *Ontario Heritage Act*; villages, parks, gardens, battlefields, mainstreets and neighbourhoods, cemeteries, trailways, viewsheds, natural areas and industrial complexes of heritage significance; and areas recognized by federal or international designation authorities (e.g. a National Historic Site or District designation, or a UNESCO World Heritage Site).

Defined portions of the flooding hazard along connecting channels: means those areas which are critical to the conveyance of the flows associated with the *one hundred year flood level* along the St. Marys, St. Clair, Detroit, Niagara and St. Lawrence Rivers, where *development* or *site alteration* will create *flooding hazards*, cause updrift and/or downdrift impacts and/or cause adverse environmental impacts.

Deposits of mineral aggregate resources: means an area of identified *mineral aggregate resources*, as delineated in Aggregate Resource Inventory Papers or comprehensive studies prepared using evaluation procedures established by the Province for surficial and bedrock resources, as amended from time to time, that has a sufficient quantity and quality to warrant present or future extraction.

Designated and available: means lands designated in the official plan for urban residential use. For municipalities where more detailed official plan policies (e.g. secondary plans) are required before development applications can be considered for approval, only lands that have commenced the more detailed planning process are considered to be *designated and available* for the purposes of this definition.

Designated growth areas: means lands within *settlement areas* designated in an official plan for growth over the long-term planning horizon provided in policy 1.1.2, but which have not yet

been fully developed. *Designated growth areas* include lands which are *designated and available* for residential growth in accordance with policy 1.4.1(a), as well as lands required for employment and other uses.

Designated vulnerable area: means areas defined as vulnerable, in accordance with provincial standards, by virtue of their importance as a drinking water source.

Development: means the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the *Planning Act*, but does not include:

a) activities that create or maintain *infrastructure* authorized under an environmental assessment process;
b) works subject to the *Drainage Act*; or
c) for the purposes of policy 2.1.4(a), underground or surface mining of *minerals* or advanced exploration on mining lands in *significant areas of mineral potential* in Ecoregion 5E, where advanced exploration has the same meaning as under the *Mining Act*. Instead, those matters shall be subject to policy 2.1.5(a).

Dynamic beach hazard: means areas of inherently unstable accumulations of shoreline sediments along the *Great Lakes - St. Lawrence River System* and *large inland lakes*, as identified by provincial standards, as amended from time to time. The *dynamic beach hazard* limit consists of the *flooding hazard* limit plus a dynamic beach allowance.

Ecological function: means the natural processes, products or services that living and non-living environments provide or perform within or between species, ecosystems and landscapes. These may include biological, physical and socio-economic interactions.

Employment area: means those areas designated in an official plan for clusters of business and economic activities including, but not limited to, manufacturing, warehousing, offices, and associated retail and ancillary facilities.

Endangered species: means a species that is listed or categorized as an "Endangered Species" on the Ontario Ministry of Natural Resources' official Species at Risk list, as updated and amended from time to time.

Erosion hazard: means the loss of land, due to human or natural processes, that poses a threat to life and property. The *erosion hazard* limit is determined using considerations that include the 100 year erosion rate (the average annual rate of recession extended over a one hundred year time span), an allowance for slope stability, and an erosion/erosion access allowance.

Essential emergency service: means services which would be impaired during an emergency as a result of flooding, the failure of floodproofing measures and/or protection works, and/or erosion.

Fish: means fish, which as defined in the *Fisheries Act*, includes fish, shellfish, crustaceans, and marine animals, at all stages of their life cycles.

Fish habitat: as defined in the *Fisheries Act*, means spawning grounds and any other areas, including nursery, rearing, food supply, and migration areas on which *fish* depend directly or indirectly in order to carry out their life processes.

Flood fringe: for *river*, *stream and small inland lake systems*, means the outer portion of the *flood plain* between the *floodway* and the *flooding hazard* limit. Depths and velocities of flooding are generally less severe in the flood fringe than those experienced in the *floodway*.

Flood plain: for *river*, *stream and small inland lake systems*, means the area, usually low lands adjoining a watercourse, which has been or may be subject to *flooding hazards*.

Flooding hazard: means the inundation, under the conditions specified below, of areas adjacent to a shoreline or a river or stream system and not ordinarily covered by water:

a) along the shorelines of the *Great Lakes - St. Lawrence River System* and *large inland lakes*, the *flooding hazard* limit is based on the *one hundred year flood level* plus an allowance for *wave uprush* and *other water-related hazards*;
b) along *river*, *stream and small inland lake systems*, the *flooding hazard* limit is the greater of:
    1. the flood resulting from the rainfall actually experienced during a major storm such as the Hurricane Hazel storm (1954) or the Timmins storm (1961), transposed over a specific watershed and combined with the local conditions,

where evidence suggests that the storm event could have potentially occurred over watersheds in the general area;
2. the *one hundred year flood*; and
3. a flood which is greater than 1. or 2. which was actually experienced in a particular watershed or portion thereof as a result of ice jams and which has been approved as the standard for that specific area by the Minister of Natural Resources;

except where the use of the *one hundred year flood* or the actually experienced event has been approved by the Minister of Natural Resources as the standard for a specific watershed (where the past history of flooding supports the lowering of the standard).

Floodproofing standard: means the combination of measures incorporated into the basic design and/or construction of buildings, structures, or properties to reduce or eliminate *flooding hazards*, *wave uprush* and *other water-related hazards* along the shorelines of the *Great Lakes - St. Lawrence River System* and *large inland lakes*, and *flooding hazards* along *river*, *stream and small inland lake systems*.

Floodway: for *river*, *stream and small inland lake systems*, means the portion of the *flood plain* where *development* and *site alteration* would cause a danger to public health and safety or property damage.

Where the one zone concept is applied, the *floodway* is the entire contiguous *flood plain*.

Where the *two zone concept* is applied, the *floodway* is the contiguous inner portion of the *flood plain*, representing that area required for the safe passage of flood flow and/or that area where flood depths and/or velocities are considered to be such that they pose a potential threat to life and/or property damage. Where the *two zone concept* applies, the outer portion of the *flood plain* is called the *flood fringe*.

Freight-supportive: in regard to land use patterns, means transportation systems and facilities that facilitate the movement of goods. This includes policies or programs intended to support efficient freight movement through the planning, design and operation of land use and transportation systems. Approaches may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives.

Great Lakes - St. Lawrence River System: means the major water system consisting of Lakes Superior, Huron, St. Clair, Erie and Ontario and their connecting channels, and the St. Lawrence River within the boundaries of the Province of Ontario.

Green infrastructure: means natural and human-made elements that provide ecological and hydrological functions and processes. *Green infrastructure* can include components such as natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces, and green roofs.

Ground water feature: means water-related features in the earth's subsurface, including recharge/discharge areas, water tables, aquifers and unsaturated zones that can be defined by surface and subsurface hydrogeologic investigations.

Habitat of endangered species and threatened species: means

a) with respect to a species listed on the Species at Risk in Ontario List as an endangered or threatened species for which a regulation made under clause 55(1)(a) of the *Endangered Species Act*, *2007* is in force, the area prescribed by that regulation as the habitat of the species; or
b) with respect to any other species listed on the Species at Risk in Ontario List as an endangered or threatened species, an area on which the species depends, directly or indirectly, to carry on its life processes, including life processes such as reproduction, rearing, hibernation, migration or feeding, as approved by the Ontario Ministry of Natural Resources; and

places in the areas described in clause (a) or (b), whichever is applicable, that are used by members of the species as dens, nests, hibernacula or other residences.

Hazardous forest types for wildland fire: means forest types assessed as being associated with the risk of high to extreme wildland fire using risk assessment tools established by the Ontario Ministry of Natural Resources, as amended from time to time.

Hazardous lands: means property or lands that could be unsafe for development due to naturally occurring processes. Along the shorelines of the *Great Lakes - St. Lawrence River System*, this means the land, including that covered by water, between the international boundary, where applicable, and the furthest landward limit of the *flooding hazard*, *erosion hazard* or *dynamic beach hazard* limits. Along the shorelines of *large inland lakes*, this means the land, including that covered by water, between a defined offshore distance or depth and the furthest landward limit of the *flooding hazard*, *erosion hazard* or *dynamic beach hazard* limits. Along *river*, *stream and small inland lake systems*, this means the land, including that covered by water, to the furthest landward limit of the *flooding hazard* or *erosion hazard* limits.

Hazardous sites: means property or lands that could be unsafe for *development* and *site alteration* due to naturally occurring hazards. These may include unstable soils (sensitive marine clays [leda], organic soils) or unstable bedrock (karst topography).

Hazardous substances: means substances which, individually, or in combination with other substances, are normally considered to pose a danger to public health, safety and the environment. These substances generally include a wide array of materials that are toxic, ignitable, corrosive, reactive, radioactive or pathological.

Heritage attributes: means the principal features or elements that contribute to a *protected heritage property*'s cultural heritage value or interest, and may include the property's built or manufactured elements, as well as natural landforms, vegetation, water features, and its visual setting (including significant views or vistas to or from a *protected heritage property*).

High quality: means primary and secondary sand and gravel resources and bedrock resources as defined in the Aggregate Resource Inventory Papers (ARIP).

Hydrologic function: means the functions of the hydrological cycle that include the occurrence, circulation, distribution and chemical and physical properties of water on the surface of the land, in the soil and underlying rocks, and in the atmosphere, and water's interaction with the environment including its relation to living things.

Individual on-site sewage services: means sewage systems, as defined in O. Reg. 332/12 under the *Building Code Act*, *1992*, that are owned, operated and managed by the owner of the property upon which the system is located.

Individual on-site water services: means individual, autonomous water supply systems that are owned, operated and managed by the owner of the property upon which the system is located.

Infrastructure: means physical structures (facilities and corridors) that form the foundation for development. *Infrastructure* includes: sewage and water systems, septage treatment systems, stormwater management systems, waste management systems, electricity generation facilities, electricity transmission and distribution systems, communications/telecommunications, transit and transportation corridors and facilities, oil and gas pipelines and associated facilities.

Institutional use: for the purposes of policy 3.1.5, means land uses where there is a threat to the safe evacuation of vulnerable populations such as older persons, persons with disabilities, and those who are sick or young, during an emergency as a result of flooding, failure of floodproofing measures or protection works, or erosion.

Intensification: means the development of a property, site or area at a higher density than currently exists through:

a) *redevelopment*, including the reuse of *brownfield sites*;
b) the development of vacant and/or underutilized lots within previously developed areas;
c) infill development; and
d) the expansion or conversion of existing buildings.

Large inland lakes: means those waterbodies having a surface area of equal to or greater than 100 square kilometres where there is not a measurable or predictable response to a single runoff event.

Legal or technical reasons: means severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot.

Low and moderate income households: means
a) in the case of ownership housing, households with incomes in the lowest 60 percent of the income distribution for the *regional market area*; or
b) in the case of rental housing, households with incomes in the lowest 60 percent of the income distribution for renter households for the *regional market area*.

Major facilities: means facilities which may require separation from *sensitive land uses*, including but not limited to airports, transportation infrastructure and corridors, *rail facilities*, *marine facilities*, sewage treatment facilities, *waste management systems*, oil and gas pipelines, industries, energy generation facilities and transmission systems, and resource extraction activities.

Major goods movement facilities and corridors: means transportation facilities and corridors associated with the inter- and intra-provincial movement of goods. Examples include: inter-modal facilities, ports, *airports, rail facilities*, truck terminals, freight corridors, freight facilities, and haul routes and primary transportation corridors used for the movement of goods. Approaches that are freight-supportive may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives.

Marine facilities: means ferries, harbours, ports, ferry terminals, canals and associated uses, including designated lands for future *marine facilities*.

Mine hazard: means any feature of a mine as defined under the *Mining Act*, or any related disturbance of the ground that has not been rehabilitated.

Minerals: means metallic minerals and non-metallic minerals as herein defined, but does not include *mineral aggregate resources* or *petroleum resources*.

Metallic minerals means those minerals from which metals (e.g. copper, nickel, gold) are derived.

Non-metallic minerals means those minerals that are of value for intrinsic properties of the minerals themselves and not as a source of metal. They are generally synonymous with industrial minerals (e.g. asbestos, graphite, kyanite, mica, nepheline syenite, salt, talc, and wollastonite).

Mineral aggregate operation: means
a) lands under license or permit, other than for *wayside pits and quarries*, issued in accordance with the *Aggregate Resources Act*;
b) for lands not designated under the *Aggregate Resources Act*, established pits and quarries that are not in contravention of municipal zoning by-laws and including adjacent land under agreement with or owned by the operator, to permit continuation of the operation; and
c) associated facilities used in extraction, transport, beneficiation, processing or recycling of *mineral aggregate resources* and derived products such as asphalt and concrete, or the production of secondary related products.

Mineral aggregate resources: means gravel, sand, clay, earth, shale, stone, limestone, dolostone, sandstone, marble, granite, rock or other material prescribed under the *Aggregate Resources Act* suitable for construction, industrial, manufacturing and maintenance purposes but does not include metallic ores, asbestos, graphite, kyanite, mica, nepheline syenite, salt, talc, wollastonite, mine tailings or other material prescribed under the *Mining Act*.

Mineral aggregate resource conservation: means
a) the recovery and recycling of manufactured materials derived from mineral aggregates (e.g. glass, porcelain, brick, concrete, asphalt, slag, etc.), for re-use in construction, manufacturing, industrial or maintenance projects as a substitute for new mineral aggregates; and
b) the wise use of mineral aggregates including utilization or extraction of on-site *mineral aggregate resources* prior to development occurring.

Mineral deposits: means areas of identified *minerals* that have sufficient quantity and quality based on specific geological evidence to warrant present or future extraction.

Mineral mining operation: means mining operations and associated facilities, or, past producing mines with remaining mineral development potential that have not been permanently rehabilitated to another use.

Minimum distance separation formulae: means formulae and guidelines developed by the Province, as amended from time to time, to separate uses so as to reduce incompatibility concerns about odour from livestock facilities.

Multimodal transportation system: means a transportation system which may include several forms of transportation such as automobiles, walking, trucks, cycling, buses, rapid transit, rail (such as commuter and freight), air and marine.

Municipal sewage services: means a sewage works within the meaning of section 1 of the *Ontario Water Resources Act* that is owned or operated by a municipality.

Municipal water services: means a municipal drinking-water system within the meaning of section 2 of the *Safe Drinking Water Act*, *2002*.

Natural heritage features and areas: means features and areas, including *significant wetlands*, *significant coastal wetlands*, other *coastal wetlands* in Ecoregions 5E, 6E and 7E, *fish habitat*, *significant woodlands* and *significant valleylands* in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River), *habitat of endangered species and threatened species*, *significant wildlife habitat*, and *significant areas of natural and scientific interest*, which are important for their environmental and social values as a legacy of the natural landscapes of an area.

Natural heritage system: means a system made up of *natural heritage features and areas*, and linkages intended to provide connectivity (at the regional or site level) and support natural processes which are necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species, and ecosystems. These systems can include *natural heritage features and areas*, federal and provincial parks and conservation reserves, other natural heritage features, lands that have been restored or have the potential to be restored to a natural state, areas that support hydrologic functions, and working landscapes that enable ecological functions to continue. The Province has a recommended approach for identifying *natural heritage systems*, but municipal approaches that achieve or exceed the same objective may also be used.

Negative impacts: means

a) in regard to policy 1.6.6.4 and 1.6.6.5, degradation to the *quality and quantity of water*, *sensitive surface water features* and *sensitive ground water features*, and their related *hydrologic functions*, due to single, multiple or successive *development*. *Negative impacts* should be assessed through environmental studies including hydrogeological or water quality impact assessments, in accordance with provincial standards;
b) in regard to policy 2.2, degradation to the *quality and quantity of water*, *sensitive surface water features* and *sensitive ground water features*, and their related *hydrologic functions*, due to single, multiple or successive *development* or *site alteration* activities;
c) in regard to *fish habitat*, any permanent alteration to, or destruction of *fish habitat*, except where, in conjunction with the appropriate authorities, it has been authorized under the *Fisheries Act*; and
d) in regard to other *natural heritage features and areas*, degradation that threatens the health and integrity of the natural features or *ecological functions* for which an area is identified due to single, multiple or successive *development* or *site alteration* activities.

Normal farm practices: means a practice, as defined in the *Farming and Food Production Protection Act*, *1998*, that is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances; or makes use of innovative technology in a manner consistent with proper advanced farm management practices. Normal farm practices shall be consistent with the *Nutrient Management Act*, *2002* and regulations made under that Act.

Oil, gas and salt hazards: means any feature of a well or work as defined under the *Oil, Gas and Salt Resources Act*, or any related disturbance of the ground that has not been rehabilitated.

On-farm diversified uses: means uses that are secondary to the principal agricultural use of the property, and are limited in area. *On-farm diversified uses* include, but are not limited to, home occupations, home industries, *agri-tourism uses*, and uses that produce value-added agricultural products.

One hundred year flood: for *river, stream and small inland lake systems*, means that flood, based on an analysis of precipitation, snow melt, or a combination thereof, having a return period of 100 years on average, or having a 1% chance of occurring or being exceeded in any given year.

One hundred year flood level: means

a) for the shorelines of the Great Lakes, the peak instantaneous stillwater level, resulting from combinations of mean monthly lake levels and wind setups, which has a 1% chance of being equalled or exceeded in any given year;
b) in the connecting channels (St. Marys, St. Clair, Detroit, Niagara and St. Lawrence Rivers), the peak instantaneous stillwater level which has a 1% chance of being equalled or exceeded in any given year; and
c) for large inland lakes, lake levels and wind setups that have a 1% chance of being equalled or exceeded in any given year, except that, where sufficient water level records do not exist, the one hundred year flood level is based on the highest known water level and wind setups.

Other water-related hazards: means water-associated phenomena other than *flooding hazards* and *wave uprush* which act on shorelines. This includes, but is not limited to ship-generated waves, ice piling and ice jamming.

Partial services: means

a) *municipal sewage services* or *private communal sewage services* and *individual on-site water services*; or
b) *municipal water services* or *private communal water services* and *individual on-site sewage services*.

Petroleum resource operations: means oil, gas and salt wells and associated facilities and other drilling operations, oil field fluid disposal wells and associated facilities, and wells and facilities for the underground storage of natural gas and other hydrocarbons.

Petroleum resources: means oil, gas, and salt (extracted by solution mining method) and formation water resources which have been identified through exploration and verified by preliminary drilling or other forms of investigation. This may include sites of former operations where resources are still present or former sites that may be converted to underground storage for natural gas or other hydrocarbons.

Planned corridors: means corridors or future corridors which are required to meet projected needs, and are identified through *provincial plans*, preferred alignment(s) determined through the *Environmental Assessment Act* process, or identified through planning studies where the Ontario Ministry of Transportation is actively pursuing the identification of a corridor. Approaches for the protection of *planned corridors* may be recommended in guidelines developed by the Province.

Portable asphalt plant: means a facility

a) with equipment designed to heat and dry aggregate and to mix aggregate with bituminous asphalt to produce asphalt paving material, and includes stockpiling and storage of bulk materials used in the process; and
b) which is not of permanent construction, but which is to be dismantled at the completion of the construction project.

Portable concrete plant: means a building or structure

a) with equipment designed to mix cementing materials, aggregate, water and admixtures to produce concrete, and includes stockpiling and storage of bulk materials used in the process; and
b) which is not of permanent construction, but which is designed to be dismantled at the completion of the construction project.

Prime agricultural area: means areas where *prime agricultural lands* predominate. This includes areas of *prime agricultural lands* and associated Canada Land Inventory Class 4 through 7 lands, and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture. *Prime agricultural areas* may be identified by the Ontario Ministry of Agriculture and Food using guidelines developed by the Province as amended from time to time. A *prime agricultural area* may also be identified through an alternative agricultural land evaluation system approved by the Province.

Prime agricultural land: means *specialty crop areas* and/or Canada Land Inventory Class 1, 2, and 3 lands, as amended from time to time, in this order of priority for protection.

Private communal sewage services: means a sewage works within the meaning of section 1 of the *Ontario Water Resources Act* that serves six or

more lots or private residences and is not owned by a municipality.

Private communal water services: means a non-municipal drinking-water system within the meaning of section 2 of the *Safe Drinking Water Act*, *2002* that serves six or more lots or private residences.

Protected heritage property: means property designated under Parts IV, V or VI of the *Ontario Heritage Act*; property subject to a heritage conservation easement under Parts II or IV of the *Ontario Heritage Act*; property identified by the Province and prescribed public bodies as provincial heritage property under the Standards and Guidelines for Conservation of Provincial Heritage Properties; property protected under federal legislation, and UNESCO World Heritage Sites.

Protection works standards: means the combination of non-structural or structural works and allowances for slope stability and flooding/erosion to reduce the damage caused by *flooding hazards*, *erosion hazards* and *other water-related hazards*, and to allow access for their maintenance and repair.

Provincial and federal requirements: means

a) in regard to policy 1.6.11.2, legislation, regulations, policies and standards administered by the federal or provincial governments for the purpose of protecting the environment from potential impacts associated with energy systems and ensuring that the necessary approvals are obtained;
b) in regard to policy 2.1.6, legislation and policies administered by the federal or provincial governments for the purpose of fisheries protection (including *fish* and *fish habitat*), and related, scientifically established standards such as water quality criteria for protecting lake trout populations; and
c) in regard to policy 2.1.7, legislation and policies administered by the provincial government or federal government, where applicable, for the purpose of protecting species at risk and their habitat.

Provincial plan: means a provincial plan within the meaning of section 1 of the *Planning Act*.

Public service facilities: means land, buildings and structures for the provision of programs and services provided or subsidized by a government or other body, such as social assistance, recreation, police and fire protection, health and educational programs, and cultural services. *Public service facilities* do not include *infrastructure*.

Quality and quantity of water: is measured by indicators associated with hydrologic function such as minimum base flow, depth to water table, aquifer pressure, oxygen levels, suspended solids, temperature, bacteria, nutrients and hazardous contaminants, and hydrologic regime.

Rail facilities: means rail corridors, rail sidings, train stations, inter-modal facilities, rail yards and associated uses, including designated lands for future *rail facilities*.

Recreation: means leisure time activity undertaken in built or natural settings for purposes of physical activity, health benefits, sport participation and skill development, personal enjoyment, positive social interaction and the achievement of human potential.

Redevelopment: means the creation of new units, uses or lots on previously developed land in existing communities, including *brownfield sites*.

Regional market area: refers to an area that has a high degree of social and economic interaction. The upper or single-tier municipality, or planning area, will normally serve as the *regional market area*. However, where a *regional market area* extends significantly beyond these boundaries, then the *regional market area* may be based on the larger market area. Where *regional market areas* are very large and sparsely populated, a smaller area, if defined in an official plan, may be utilized.

Renewable energy source: means an energy source that is renewed by natural processes and includes wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and tidal forces.

Renewable energy system: means a system that generates electricity, heat and/or cooling from a *renewable energy source.*

Reserve sewage system capacity: means design or planned capacity in a centralized waste water treatment facility which is not yet committed to existing or approved development. For the purposes of policy 1.6.6.6, reserve capacity for

private communal sewage services and *individual on-site sewage services* is considered sufficient if the hauled sewage from the development can be treated and land-applied on agricultural land under the *Nutrient Management Act*, or disposed of at sites approved under the *Environmental Protection Act* or the *Ontario Water Resources Act*, but not by land-applying untreated, hauled sewage.

Reserve water system capacity: means design or planned capacity in a centralized water treatment facility which is not yet committed to existing or approved development.

Residence surplus to a farming operation: means an existing habitable farm residence that is rendered surplus as a result of farm consolidation (the acquisition of additional farm parcels to be operated as one farm operation).

Residential intensification: means intensification of a property, site or area which results in a net increase in residential units or accommodation and includes:

a) redevelopment, including the redevelopment of *brownfield sites*;
b) the development of vacant or underutilized lots within previously developed areas;
c) infill development;
d) the conversion or expansion of existing industrial, commercial and institutional buildings for residential use; and
e) the conversion or expansion of existing residential buildings to create new residential units or accommodation, including accessory apartments, second units and rooming houses.

River, stream and small inland lake systems: means all watercourses, rivers, streams, and small inland lakes or waterbodies that have a measurable or predictable response to a single runoff event.

Rural areas: means a system of lands within municipalities that may include rural *settlement areas*, *rural lands*, *prime agricultural areas*, natural heritage features and areas, and resource areas.

Rural lands: means lands which are located outside *settlement areas* and which are outside *prime agricultural areas*.

Sensitive: in regard to *surface water features* and *ground water features*, means areas that are particularly susceptible to impacts from activities or events including, but not limited to, water withdrawals, and additions of pollutants.

Sensitive land uses: means buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more *adverse effects* from contaminant discharges generated by a nearby *major facility*. *Sensitive land uses* may be a part of the natural or built environment. Examples may include, but are not limited to: residences, day care centres, and educational and health facilities.

Settlement areas: means urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are:

a) built up areas where development is concentrated and which have a mix of land uses; and
b) lands which have been designated in an official plan for development over the long-term planning horizon provided for in policy 1.1.2. In cases where land in *designated growth areas* is not available, the *settlement area* may be no larger than the area where development is concentrated.

Sewage and water services: includes *municipal sewage services* and *municipal water services*, *private communal sewage services* and *private communal water services*, *individual on-site sewage services* and *individual on-site water services*, and *partial services*.

Significant: means

a) in regard to *wetlands*, *coastal wetlands* and *areas of natural and scientific interest*, an area identified as provincially significant by the Ontario Ministry of Natural Resources using evaluation procedures established by the Province, as amended from time to time;
b) in regard to *woodlands*, an area which is ecologically important in terms of features such as species composition, age of trees and stand history; functionally important due to its contribution to the broader landscape because of its location, size or due to the amount of forest cover in the planning area; or economically important due to site quality, species composition, or past management history. These are to be identified using criteria established by the Ontario Ministry of Natural Resources;

c) in regard to other features and areas in policy 2.1, ecologically important in terms of features, functions, representation or amount, and contributing to the quality and diversity of an identifiable geographic area or *natural heritage system*;
d) in regard to *mineral* potential, an area identified as provincially significant through evaluation procedures developed by the Province, as amended from time to time, such as the Provincially Significant Mineral Potential Index; and
e) in regard to cultural heritage and archaeology, resources that have been determined to have cultural heritage value or interest for the important contribution they make to our understanding of the history of a place, an event, or a people.

Criteria for determining significance for the resources identified in sections (c)-(e) are recommended by the Province, but municipal approaches that achieve or exceed the same objective may also be used.

While some significant resources may already be identified and inventoried by official sources, the significance of others can only be determined after evaluation.

Site alteration: means activities, such as grading, excavation and the placement of fill that would change the landform and natural vegetative characteristics of a site.

For the purposes of policy 2.1.4(a), *site alteration* does not include underground or surface mining of *minerals* or advanced exploration on mining lands in *significant areas of mineral potential* in Ecoregion 5E, where advanced exploration has the same meaning as in the *Mining Act*. Instead, those matters shall be subject to policy 2.1.5(a).

Special needs: means any housing, including dedicated facilities, in whole or in part, that is used by people who have specific needs beyond economic needs, including but not limited to, needs such as mobility requirements or support functions required for daily living. Examples of *special needs* housing may include, but are not limited to, housing for persons with disabilities such as physical, sensory or mental health disabilities, and housing for older persons.

Special Policy Area: means an area within a community that has historically existed in the *flood plain* and where site-specific policies, approved by both the Ministers of Natural Resources and Municipal Affairs and Housing, are intended to provide for the continued viability of existing uses (which are generally on a small scale) and address the significant social and economic hardships to the community that would result from strict adherence to provincial policies concerning *development*. The criteria and procedures for approval are established by the Province.

A *Special Policy Area* is not intended to allow for new or intensified *development* and *site alteration*, if a community has feasible opportunities for *development* outside the *flood plain*.

Specialty crop area: means areas designated using guidelines developed by the Province, as amended from time to time. In these areas, specialty crops are predominantly grown such as tender fruits (peaches, cherries, plums), grapes, other fruit crops, vegetable crops, greenhouse crops, and crops from agriculturally developed organic soil, usually resulting from:
a) soils that have suitability to produce specialty crops, or lands that are subject to special climatic conditions, or a combination of both;
b) farmers skilled in the production of specialty crops; and
c) a long-term investment of capital in areas such as crops, drainage, infrastructure and related facilities and services to produce, store, or process specialty crops.

Surface water feature: means water-related features on the earth's surface, including headwaters, rivers, stream channels, inland lakes, seepage areas, recharge/discharge areas, springs, wetlands, and associated riparian lands that can be defined by their soil moisture, soil type, vegetation or topographic characteristics.

Threatened species: means a species that is listed or categorized as a "Threatened Species" on the Ontario Ministry of Natural Resources' official Species at Risk list, as updated and amended from time to time.

Transit-supportive: in regard to land use patterns, means development that makes transit viable and improves the quality of the experience of using

transit. It often refers to compact, mixed-use development that has a high level of employment and residential densities. Approaches may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives.

Transportation demand management: means a set of strategies that result in more efficient use of the *transportation system* by influencing travel behaviour by mode, time of day, frequency, trip length, regulation, route, or cost.

Transportation system: means a system consisting of facilities, corridors and rights-of-way for the movement of people and goods, and associated transportation facilities including transit stops and stations, sidewalks, cycle lanes, bus lanes, high occupancy vehicle lanes, *rail facilities*, parking facilities, park'n'ride lots, service centres, rest stops, vehicle inspection stations, inter-modal facilities, harbours, *airports*, *marine facilities*, ferries, canals and associated facilities such as storage and maintenance.

Two zone concept: means an approach to *flood plain* management where the *flood plain* is differentiated in two parts: the *floodway* and the *flood fringe*.

Valleylands: means a natural area that occurs in a valley or other landform depression that has water flowing through or standing for some period of the year.

Vulnerable: means surface and/or ground water that can be easily changed or impacted.

Waste management system: means sites and facilities to accommodate solid waste from one or more municipalities and includes recycling facilities, transfer stations, processing sites and disposal sites.

Watershed: means an area that is drained by a river and its tributaries.

Wave uprush: means the rush of water up onto a shoreline or structure following the breaking of a wave; the limit of wave uprush is the point of furthest landward rush of water onto the shoreline.

Wayside pits and quarries: means a temporary pit or quarry opened and used by or for a public authority solely for the purpose of a particular project or contract of road construction and not located on the road right-of-way.

Wetlands: means lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of wetlands are swamps, marshes, bogs and fens.

Periodically soaked or wet lands being used for agricultural purposes which no longer exhibit wetland characteristics are not considered to be wetlands for the purposes of this definition.

Wildland fire assessment and mitigation standards: means the combination of risk assessment tools and environmentally appropriate mitigation measures identified by the Ontario Ministry of Natural Resources to be incorporated into the design, construction and/or modification of buildings, structures, properties and/or communities to reduce the risk to public safety, infrastructure and property from wildland fire.

Wildlife habitat: means areas where plants, animals and other organisms live, and find adequate amounts of food, water, shelter and space needed to sustain their populations. Specific wildlife habitats of concern may include areas where species concentrate at a vulnerable point in their annual or life cycle; and areas which are important to migratory or non-migratory species.

Woodlands: means treed areas that provide environmental and economic benefits to both the private landowner and the general public, such as erosion prevention, hydrological and nutrient cycling, provision of clean air and the long-term storage of carbon, provision of wildlife habitat, outdoor recreational opportunities, and the sustainable harvest of a wide range of woodland products. *Woodlands* include treed areas, woodlots or forested areas and vary in their level of significance at the local, regional and provincial levels. *Woodlands* may be delineated according to the *Forestry Act* definition or the Province's Ecological Land Classification system definition for "forest."

Provincial Policy Statement

Ministry of Municipal Affairs and Housing

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Association of Municipalities Ontario **BREAKING NEWS**

March 24, 2014

New Accountability and Transparency Act for Broader Public Sector with Proposed New Requirements to Be Imposed on Municipal Governments

Today the government introduced new accountability legislation which is broad in scope and deals with, among other matters:

- Expanding Ontario Ombudsman's role to municipalities, school boards, and publicly funded universities; the processes for each will be somewhat different.
- Expanding the role of the Ontario Ombudsman after municipal local complaint processes are completed.
- Establishing a Patient Ombudsman to help patients resolve complaints against public hospitals, long-term care homes, and Community Care Access Centres.
- Providing Management Board of Cabinet the authority to obtain compensation information and regulatory authority to set compensation frameworks and undertake compliance audits applicable to executives of designated employers in the broader public sector (i.e., hospitals, universities, colleges, school boards, Hydro One and provincial hydro entities, Community Care Access Centres, and others if prescribed) and require organizations to post their business plans and other relevant financial documents.
- Clarifying retention of emails and offences against wilful destruction, concealment, which is to apply to municipal governments as well through amendments to MFIPA.
- Identifying expenses of MPPs including out of riding expenses to be posted and 90 day timeline for posting.
- Changes to the *Lobbyists Registration Act* including additional investigation authority and increased penalties for non-compliance.

The Bill itself will not be available publicly until it is posted on the Legislature's website, which usually takes 24 hours. It is a very large piece of legislation, amending numerous Acts.

At this point, we have few details to share about the proposed legislation. We do know that some of the details will fall to regulations, which means some questions may be challenging to get answers to in the short term. AMO is undertaking follow up meetings with Ministry of Government Services and Ministry of Municipal Affairs and Housing on an urgent basis.

On March 6, AMO shared with it members some early concerns when the Premier Wynne announced the high level direction within which she was proceeding. Since then, there has been no public information available other than that provided by the Ontario Ombudsman, who indicated then that he had input and had seen the draft legislation. Some of his previous commentary appears to be at odds with what the government shared today with AMO, particularly with respect to local boards.

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What's new for Municipal Governments?

1. **Oversight framework:**

- The government is proposing to maintain the closed meeting 'default' model and will apply this 'default' model to municipal services complaints by individuals. In other words, municipal governments will be required to have their own municipal ombudsman and if not, then the Office of the Ontario Ombudsman would have jurisdiction as it does for closed meetings.

- Even if there is a municipally appointed local ombudsman and closed meeting investigator, the Ontario Ombudsman would have the jurisdiction to investigate complaint(s) after a local ombudsman or closed meeting investigator process has been completed and reported. In practice, this could result in 'double oversight' and effectively means a previous investigation is not necessarily the last stop. The *Municipal Act* and the *Toronto Act* already require the function of these positions to be independent and impartial; to maintain confidentiality and have credible investigative process.

- In addition, we understand that the Ontario Ombudsman's Office could initiate a broader systemic investigation on its own if it identified a broader systemic matter as a result of one or more local ombudsman's complaint investigations or on its own.

2. **Applicability to Local Boards:**

We are told that the current local board definition, including its exception (section 223.1 of the Municipal Act) will not be changed. In other words, police services boards, library boards, boards of health, boards of long-term care, and Children's Aid Societies and municipal corporations created under S. 203 of the *Municipal Act* will not be included within the scope of any of investigators, including the Office of the Ontario Ombudsman. The Ontario Ombudsman has been suggesting publicly and to the media that his Office would have this jurisdiction.

AMO's Early Commentary:

- AMO is disappointed that pre-consultation on this government's policy objective did not occur and that the Province-AMO MOU process on this particular matter was marginalized.

- The double oversight approach suggests that the government does not trust a municipal ombudsman or a closed meeting investigator to meet the *Municipal Act's* or *Toronto Act's* existing provisions for independence and impartiality, confidentiality, and a credible investigative process. There has been no evidence provided by the government that these systems are not functioning.
- There are a great number of questions related to the proposed legislation and how it would be implemented that will need explanation (e.g., will there be timeframes or other conditions

for requesting a referral to the Ontario Ombudsman; what changes will be needed to administer the legislation provincially and locally).

- The government must clarify the proposed authority of the Office of the Ontario Ombudsman and make sure that it is fully understood by all.

AMO Contact: Pat Vanini, Executive Director, E-mail pvanini@amo.on.ca, 416.971.9856 ext. 316

Trina Jones

TO THE IMMEDIATE ATTENTION OF THE CLERK AND COUNCIL

April 2, 2014

Bill 69, The Prompt Payment Act Put Aside ; Government Announces Construction Liens Act Review

Today, the Standing Committee on Regulations and Private Bills of the Ontario Legislative Assembly voted on a motion to set aside Bill 69, *The Prompt Payment Act*. Bill 69 was introduced in May 2013 by MPP Steven Del Duca to change the way payments were made under contracts in the construction industry. AMO and municipal governments across Ontario raised significant concerns with this legislation and AMO is optimistic that members of the committee will not bring the Bill back for further consideration.

At the Standing Committee, as well as prior to, municipal governments brought attention to the difficulty Bill 69 provisions would create for construction owners. Bill 69's payment timelines, progress payment provisions and lack of recognition for payments tied to construction milestones would have created challenges for municipalities in the management of public funds in construction contracts.

AMO, joined with several other public and private sector owner organizations, said the Bill should not proceed and that a proper government policy review be conducted to deal with prompt payment issues so that the perspectives of all interested parties could be input. Linked to this discussion, the Attorney General of Ontario announced last Friday that it would begin a review of the *Construction Liens Act*, under an independent party and to begin in spring 2014. AMO is awaiting details on this review process.

In addition, AMO President Russ Powers received a recent letter from the Ontario General Contractors' Association (OGCA) that explained its position on Bill 69, particularly apologizing to AMO for not reaching out to it and other construction owners when the issues in the Bill were under discussion within the construction industry. At Committee, it had also requested more time for examination of the issues and consultation with affected parties. Like AMO, OGCA has also called for more time for discussion and a more consultative process to discuss prompt payment issues instead of Bill 69.

We thank all the many municipal governments who sent letters on Bill 69 to the Standing Committee and all the political parties. It was very helpful. AMO will continue to work to ensure the interests and needs of our members are part of the future discussions regarding prompt payment for construction contracts.

AMO Contact: Craig Reid, Senior Advisor, creid@amo.on.ca, 416.971.9856 ext. 334.

PLEASE NOTE AMO Breaking News will be broadcast to the member municipality's council, administrator and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

DISCLAIMER These are final versions of AMO documents. AMO assumes no responsibility for any discrepancies that may have been transmitted with the electronic version. The printed versions of the documents stand as the official record.

Report 2014-048

RECOMMEND REPORT TO COUNCIL

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

Date prepared: March 17, 2014

Date of meeting: April 16, 2014

Re: **Corporate Services – 2014 Property Tax Capping**

Recommendation

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

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

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

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

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

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

NOW THEREFORE, Council of the County of Frontenac accepts this *Financial Services – 2014 Property Tax Capping* report;

AND FURTHER THAT Council of the County of Frontenac shall adopt a bylaw setting the 2014 capping adjustment at 10% of the previous year's annualized tax or 5% of CVA tax, whichever is greater and a threshold of $250 for increasing and decreasing properties for properties in the Commercial, Industrial and Multi-residential Classes to which Part IX of the Act applies;

AND FURTHER THAT properties that were at CVA tax in 2013 are excluded from the capping and claw-back calculation in 2014;

AND FURTHER to exclude properties that would move from being capped in 2013 to being clawed back in 2014 or from being clawed back in 2013 to being capped in 2014 as a result of the changes to the CVA tax caused by the 2014 reassessment;

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

a) the amount of the taxes determined for the property for 2014 under subsection 331(2), and
b) the amount of the uncapped taxes for the property multiplied by one hundred per cent (100%) where "uncapped taxes" means the taxes for municipal and school purposes that would have been imposed for the taxation year but for the application of the cap.

Background

Under the *Fair Municipal Tax Finance Act, S.O. 1997, c. 29, as amended*, the provincial government introduced an assessment and taxation policy to affect a more equitable distribution of municipal property taxation. Current Value Assessment (CVA) was to result in similar tax bills for similarly valued properties in the same municipality. It was also to ensure that similarly-valued properties in different municipalities would bear similar assessments. Full implementation of CVA would have addressed the unfairness of two similar properties in the same municipality paying significantly different tax bills. However, the shifts to achieve this level of fairness resulted in an outcry by those individuals and collective groups anticipating the significant increases to their tax bills and, in response, the provincial government introduced a tax capping program requiring that property tax increases for the Multi-residential, Commercial and Industrial tax classes be contained. Within the capping regime, properties which should be experiencing a decrease in taxation as a result of Current Value Assessment (CVA) are shouldering the burden of tax protection. In the two tier system, the claw-back process is undertaken across the County. County Council had the option to finance the subsidization of the capped property owners' taxes either through a general levy across each municipality as a whole or from within the same property tax class.

A strong but unsuccessful argument was presented at the time to exclude Frontenac from the tax capping program. Justifying this position was the tax policy decision made by Council in 1998 to bring the tax ratios for all property classes to 1.0. This, in effect, reduced any additional tax burden experienced by Multi-residential, Commercial and

Industrial properties vis-a-vis residential property owners within the County. In fact, it shifted the burden of property taxes from non-residential to residential taxpayers creating a more desirable environment for our non-residential taxpayers. This full movement to the fair assessment environment led to Council's decision to finance taxation subsidies resulting from the capping program from within each property class. Shifting any further costs to the residential taxpayer would have added an unreasonable additional burden to this class of ratepayers.

Under the *Budget Measures Act, 2004*, new Property Tax Capping Options have been offered for 2005 and future years. These options are described in the *Municipal Act, S.O. 2001, c. 25 as amended*, Section 329.1 (1), which is attached as Appendix A. Starting in 2005, municipalities could set the annual percentage rate of the cap using some or all of the following parameters:

- at 5 per cent of the previous year's CVA taxes
- up to 10 per cent of the previous year's annualized taxes
- at the greater of the above or up to 5 percent of the previous year's annualized CVA taxes.

Municipalities can move capped or clawed-back properties directly to their CVA taxes if the taxes are within (up to) $250 of the properties' CVA taxes. Although this will not significantly reduce the overall level of protection, it will reduce the number of protected properties.

In 2010 municipalities had two additional options, which the County implemented.

The first is the "Stay at CVA Tax" Option which excludes properties from the capping and claw-back calculation if they were at CVA tax in the prior year.

The second is the "Cross CVA Tax" Option which excludes properties that would move from being capped in the prior year to being clawed back in the current year or from being clawed back in the prior year to being capped in current year.

If a municipality decides to adopt an option other than the default option (5% of previous year's annualized taxes), the municipality must specify the option in a by-law each year.

Comment

The capping program is complex. The basic intent of the program was and continues to be the reduction of the tax bill levied against certain properties at the expense of other taxpayers. The County's policy actions since 1998 have already reduced the obligations of all non-residential ratepayers, including those captured within the capping program. The opportunity presented by the revised legislative framework allows the County to follow its established taxation policy to the greatest extent by removing the maximum number of properties from the program and reducing the excess burden placed on the balance of the ratepayers in the affected assessment classes.

County Council undertook an extensive review of the options available in 2005 and set the capped adjustment at the greater of 10% of the prior year's annualized taxes or 5%

of the previous year's annualized CVA and moved any capped or clawed-back properties directly to their CVA taxes if the taxes are within (up to) $250 of the properties' CVA taxes.

In 2010 Council adopted the new parameters whereby properties previously at CVA tax will not move back into the capping program and therefore the number of capped properties will be reduced.

After consultation with the Township Treasurers in 2014, it has been agreed that setting the options as specified above is the most appropriate course of action.

Sustainability Implications

Governance – appropriate stewardship of County resources.

Financial Implications

As all Township budgets have not been passed, it is difficult to provide actual financial implications. Using the OPTA Tax Tools, which provide for estimated tax rates, capping would have no impact on multi-residential properties, the cap impact on commercial properties is estimated at $770 and industrial properties in total would generate an estimated cap impact of $919. This policy will ensure that more properties move toward or stay at their CVA tax rate.

Organizations, Departments and Individuals Consulted and/or Affected

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Michael McGovern, Treasurer, Township of Central Frontenac
Angela Millar, Treasurer, Township of North Frontenac
Carol Dwyre, Treasurer, Township of Frontenac Islands

APPENDIX A:

Municipal Act 2001, as amended, Section 329.1 (1)

Municipal option: application of certain provisions of the Act

329.1 (1) A municipality, other than a lower-tier municipality, may pass a by-law to have one or more of the following paragraphs apply in the calculation of the amount of taxes for municipal and school purposes payable in respect of property in the commercial classes, industrial classes or multi-residential property class for 2005 or a subsequent taxation year:

1. In determining the amount of taxes for municipal and school purposes for the year under subsection 329 (1) and the amount of the tenant's cap under subsection 332 (5),

   i. 10 per cent or a percentage specified in the by-law for the purposes of this paragraph that exceeds 5 per cent, whichever is lower, shall be used, instead of 5 per cent, in determining the amount to be added under paragraph 2 of subsection 329 (1), and

   ii. the same percentage used under subparagraph i, instead of 5 per cent, shall be used in increasing under paragraph 2 of subsection 332 (5) the amount calculated under paragraph 1 of that subsection.

2. In determining the amount of taxes for municipal and school purposes for the year under subsection 329 (1) and the amount of the tenant's cap under subsection 332 (5),

   i. the amount to be added under paragraph 2 of subsection 329 (1) shall be the greatest of,

      A. the amount of the taxes for municipal and school purposes that would have been levied in respect of the property for the previous year but for the application of this Part, subject to such adjustments as may be prescribed, multiplied by 5 per cent or a percentage specified in the by-law for the purposes of this subparagraph that is less than 5 per cent,

      B. the amount that would be added under paragraph 2 of subsection 329 (1) for the year using the percentage used under subparagraph 1 i, if the municipality passes a by-law to have paragraph 1 apply for the year to property in the class in which the property is included, and

      C. 5 per cent of the amount determined under paragraph 1 of subsection 329 (1) for the property for the year, and

ii. the amount determined under paragraph 1 of subsection 332 (5) shall be increased under paragraph 2 of that subsection by the amount determined under the following, instead of the amount specified in paragraph 2 of that subsection:

A. the amount on account of taxes levied for municipal and school purposes that the tenant would have been required to pay under the tenant's lease in the previous year but for the application of section 332 multiplied by the percentage used in determining the amount under sub-subparagraph i A, if the amount determined under sub-subparagraph i A is the greatest of the amounts determined under subparagraph i,

B. the amount calculated under paragraph 1 of subsection 332 (5) multiplied by the percentage used in determining the amount under sub-subparagraph i B, if the amount determined under sub-subparagraph i B is the greatest of the amounts determined under subparagraph i, or

C. the amount calculated under paragraph 1 of subsection 332 (5) multiplied by the percentage used under sub-subparagraph i C, if the amount determined under sub-subparagraph i C is the greatest of the amounts determined under subparagraph i.

3. The amount of the taxes for municipal and school purposes for a property for a taxation year shall be the amount of the uncapped taxes for the property for the year if the amount of the uncapped taxes exceeds the amount of the taxes for municipal and school purposes for the property for the taxation year as determined under section 329 by the lesser of,

   i. $250, and

   ii. the amount, if any, specified in the by-law for the purposes of this paragraph.

4. The amount of the taxes for municipal and school purposes for a property for a taxation year shall be the amount of the uncapped taxes for the property for the year if the amount of the taxes for municipal and school purposes for the property for the taxation year as determined under section 330 exceeds the amount of the uncapped taxes by the lesser of,

   i. $250, and

   ii. the amount, if any, specified in the by-law for the purposes of this paragraph.

5. If, for all or part of 2006, a property becomes an eligible property within the meaning of subsection 331 (20), the taxes for municipal and school purposes for the year or portion of the year shall be the greater of,

   i. the amount of the taxes determined for the property for 2006 under subsection 331 (2), and

ii. the amount of the uncapped taxes for the property for 2006 multiplied by 80 per cent or the percentage specified in the by-law for the purposes of this subparagraph, whichever is lower.

6. If, for all or part of 2006, a property becomes an eligible property within the meaning of subsection 331 (20), the taxes for municipal and school purposes for the year or portion of the year shall be the greater of,

   i. the amount of the taxes determined for the property for 2006 under subsection 331 (2), and

   ii. the amount of the uncapped taxes for the property for 2006 multiplied by 80 per cent or the percentage specified in the by-law for the purposes of this subparagraph, whichever is lower.

7. If, for all or part of 2007, a property becomes an eligible property within the meaning of subsection 331 (20), the taxes for municipal and school purposes for the year or portion of the year shall be the greater of,

   i. the amount of the taxes determined for the property for 2007 under subsection 331 (2), and

   ii. the amount of the uncapped taxes for the property for 2007 multiplied by 90 per cent or the percentage specified in the by-law for the purposes of this subparagraph, whichever is lower.

8. If, for all or part of 2008 or a subsequent taxation year, a property becomes an eligible property within the meaning of subsection 331 (20), the taxes for municipal and school purposes for the year or portion of the year shall be the greater of,

   i. the amount of the taxes determined for the property for the taxation year under subsection 331 (2), and

   ii. the amount of the uncapped taxes for the property for the taxation year multiplied by 100 per cent or the percentage specified in the by-law for the purposes of this subparagraph, whichever is lower. 2004, c. 7, s. 11.

REPORT 2014-050

RECOMMEND REPORT TO COUNCIL

To:	Warden and Council Members of the County of Frontenac
From:	Marian VanBruinessen Acting CAO/Treasurer
Prepared by:	Marian VanBruinessen Acting CAO/Treasurer
Date prepared:	March 24, 2014
Date of meeting:	April 16, 2014

Re: Corporate Services – Capital Asset Management Plan

Recommendation

RESOLVED THAT Council of the County of Frontenac accept the *Corporate Services – Capital Asset Management Plan* report;

AND FURTHER direct that the Asset Management Plan (AMP) as attached, be updated annually or as required in accordance with changes to best management practices, technology, financial constraints and the outcome of asset condition assessments.

Background

A comprehensive asset management plans is a fundamental tool in prudent fiscal management. In addition, Ontario municipalities are now required to develop detailed asset management plans to accompany any requests for provincial infrastructure funding. Frontenac County engaged the services of Citywide Software Solutions, a division of Public Digest, to assist in the development of the County's Capital Asset Management Plan, utilizing the Ministry of Infrastructure's Guide.

In 2009 the County compiled a comprehensive inventory of tangible capital assets in compliance with the Public Sector Accounting Board requirements and continues to update this inventory as the foundation of our asset management planning.

This inventory identifies all County tangible capital assets, has assigned appropriate useful lives and estimated net book value. Further information is required including replacement costs and condition assessments of the municipality's assets.

As the County does not own the core infrastructure assets that were required to be part of every municipality's first plan, the County utilized the funding received to undertake a review of all County assets.

Comment

Asset Management is a systematic process which allows for the maintenance, rehabilitation and operation of our physical assets in a cost effective manner.

The essential components of the Plan are:

- Asset value
  - It must be recognized that all assets have a monetary value. This value is used to determine the depth of re-investment for each asset. By knowing the "value", the type of rehabilitation strategy an optimum replacement time can be determined

- Life Cycle Management
  - All assets have a finite life expectance therefore life cycle management utilizes.
    - Estimate rate of deterioration.
    - Decision point – what impact will work done at any point in the life cycle have on remaining asset life, operational costs and other related expenses.

- Sustainability
  - "Meeting the needs of the present generation without compromising the ability of future generations to meet their own needs" (National Guide to Sustainable Municipal Infrastructure)
  - Current users pay a fair share for the service they receive so that future users do not have to pay a higher cost for the same level of service

- Integration of Technical Plans
  - Identify financial investment required per year for each asset's life cycle over the long term
  - Identify exceptional expenditures necessary to meet requirements of technical plan based on conditions surveys
  - Cash flows

- Integration of Financial Plans
  - Minimize life cycle costs
  - Maintain adequate levels of service
  - Maintain service level at lowest possible risk
  - Cash flows

- Risk Assessment
  - Acceptable risk tolerance for each asset must be part of the strategy
  - Condition survey used to determine rate of failure and consequences of failure

- Risk factors include: financial, environmental, regulatory/legal, public health and safety

- Performance Management
  - Monitor strategies regularly
  - Make adjustments at the right stage of the asset's life cycle to achieve the balance between cost and level of service

How we Bridge the Gap

- Revise asset management strategies periodically in accordance with best management practices, technology, financial constraints and condition assessments
- Continue to work together to accommodate the technical and financial requirements of the plan
- Continue to investigate and pursue any grant funding opportunities that are related to the sustainability of the plan
- Ensure that the long term financial strategy provides for adequate resources to support future replacement and growth.

County of Frontenac State of the Infrastructure

The Annual Deficit identified through the Asset Management Plan is $851,000. This is the County's shortfall and reflects the assumption that the City of Kingston continues to support Fairmount Home and all its assets as well as Land Ambulance vehicle and equipment assets. What has not been reflected in these estimates is the annual change in weighted assessment share of the land ambulance replacement costs, which has seen the County pick up a .5% increase annually.

Vehicles: $155,000 annual contribution shortfall. This estimate reflects an increase in value for some vehicles over time, which was not estimated in the same manner for our annual reserve allocations. These estimates are based on the fleet in 2012, which has since been reduced and the annual review of reserve requirements will take this into consideration.

Buildings: $432,000 annual contribution shortfall. County Council has been made aware that there are no funds being reserved for building replacement. This estimate has assumed a continuation of the City's contribution to the replacement of Fairmount Home. Land Ambulance buildings are fully funded by the County. The report does reflect that the County is currently contributing to a debenture which supported the redevelopment of Fairmount Home in 2004. That debenture payment is required until 2022 and the County's current contribution is $210,295. The land ambulance buildings were constructed using funds deemed surplus from the cross border billing process and were not tax levied.

Machinery and Equipment: $182,000 annual contribution shortfall. County Council has directed over the last few years that additional funds be provided for capital asset replacement of equipment and machinery. To mitigate the impact on the ratepayer the annual requirement has been phased on to the tax rate by utilizing reserve transfers.

The shortfall reflects the fact that the tax rate does not yet carry the full burden of the machinery and equipment replacement requirements.

Land Improvements: $82,000 annual contribution shortfall. The County has investments in trail upgrades and bridges for which no funds are being reserved for replacement.

Social Housing commitment: The City of Kingston as the Consolidated Municipal Service Manager for Social Housing carries the Social Housing assets on its balance sheet. As a result, the social housing assets in the County are not reflected in our Asset Management Plan. These units are Loughborough Housing in Sydenham, North Frontenac Housing in Sharbot Lake and McMullen Manor in Verona. Council does need to be aware however that through our cost sharing agreement the County is responsible for 100% of the costs of the units in the County, which includes capital costs. The full liability of the County is being researched with the City.

Sustainability Implications

Governance – appropriate stewardship of County resources.

Financial Implications

The County has been building up its capital replacement reserves through annual allocations and an increasing requirement from the tax base. It is evident that the total contribution is not adequate with an estimated annual shortfall of $851,000. This estimate, as previously indicated, assumes the City's continued contribution to Fairmount Home and Land Ambulance.

In considering the reallocation of reserves and reserve funds Council might want to allocate an amount for the replacement of buildings and over time, build up the annual allocation in that respect.

Organizations, Departments and Individuals Consulted and/or Affected

Public Sector Digest

THE ASSET MANAGEMENT PLAN FOR THE COUNTY OF FRONTENAC

2013

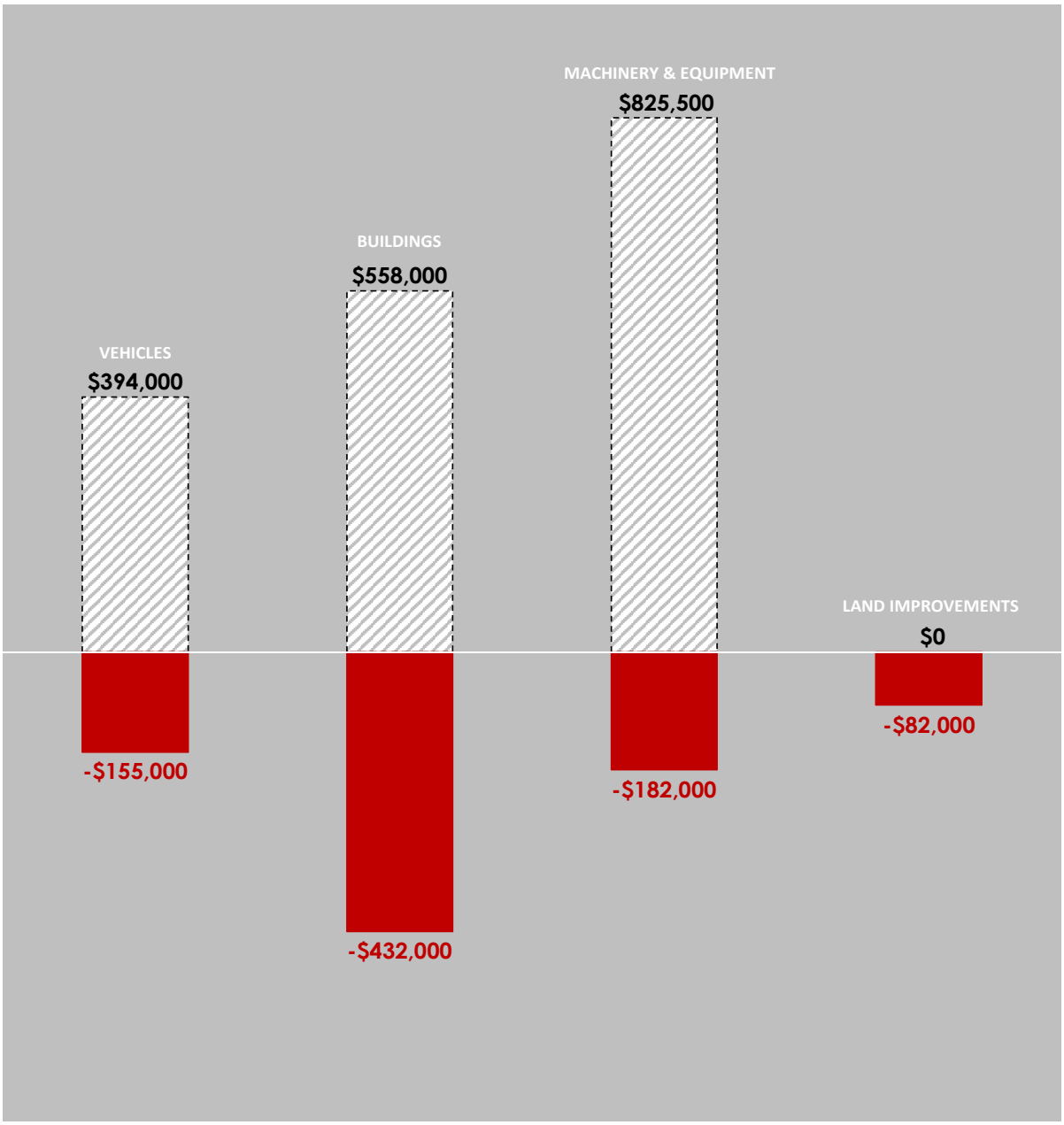
COUNTY OF FRONTENAC
2069 BATTERSEA ROAD
GLENBURNIE, ON, K0H 1S0

SUBMITTED DECEMBER 2013
BY PUBLIC SECTOR DIGEST
148 FULLARTON STREET, SUITE 1410
LONDON, ONTARIO
N6A 5P3

State of the Infrastructure

County of Frontenac

AVERAGE ANNUAL FUNDING REQUIRED **vs.** AVERAGE ANNUAL FUNDING AVAILABLE



Total Annual Deficit: $851,000

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December 2013

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

We are pleased to submit the 2013 Asset Management Plan (AMP) for the County of Frontenac. This AMP complies with the requirements as outlined within the provincial *Building Together Guide for Municipal Asset Management Plans.* It will serve as a strategic, tactical, and financial document, ensuring the management of the municipal infrastructure follows sound asset management practices and principles, while optimizing available resources and establishing desired levels of service. Given the broad and profound impact of asset management on the community, and the financial & administrative complexity involved in this ongoing process, we recommend that senior decision-makers from across the organization are actively involved in its implementation.

The performance of a community's infrastructure provides the foundation for its economic development, competitiveness, prosperity, reputation, and the overall quality of life for its residents. As such, we are appreciative of your decision to entrust us with the strategic direction of its infrastructure and asset management planning, and are confident that this AMP will serve as a valuable tool.

Sincerely,
The Public Sector Digest Inc.

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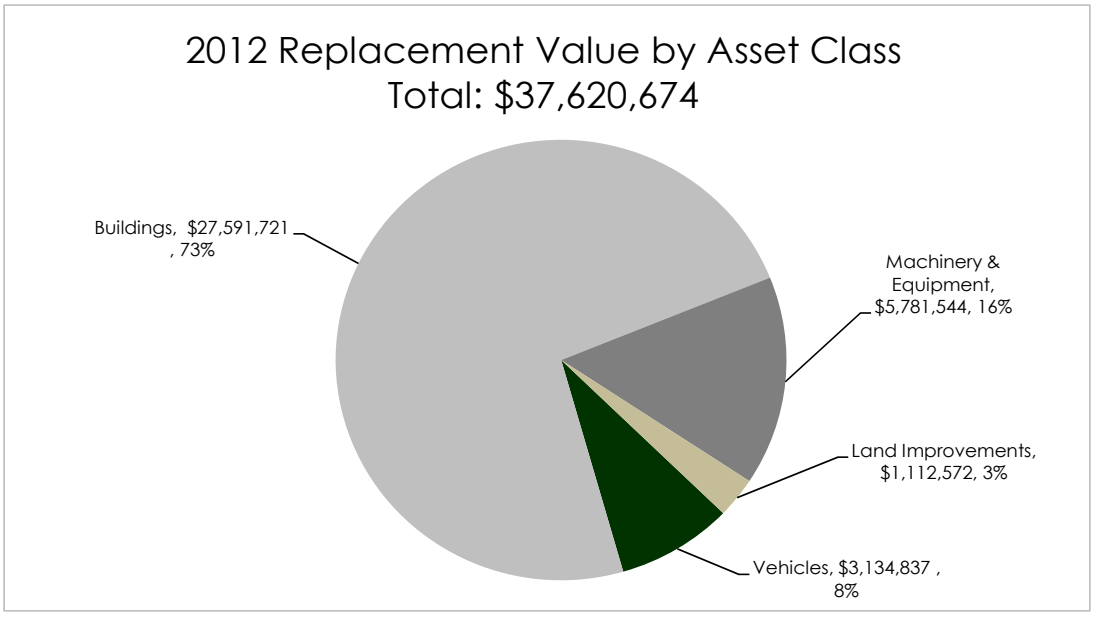
1.0 Executive Summary

The performance of a community's infrastructure provides the foundation for its economic development, competitiveness, prosperity, reputation, and the overall quality of life for its residents. Reliable and well-maintained infrastructure assets are essential for the delivery of critical core services for the citizens of a county.

A technically precise and financially rigorous asset management plan, diligently implemented, will mean that sufficient investments are made to ensure delivery of sustainable infrastructure services to current and future residents. The plan will also indicate the respective financial obligations required to maintain this delivery at established levels of service.

This Asset Management Plan (AMP) for the County of Frontenac meets all requirements as outlined within the provincial *Building Together Guide for Municipal Asset Management Plans.* It will serve as a strategic, tactical, and financial document, ensuring the management of the municipal infrastructure follows sound asset management practices and principles, while optimizing available resources and establishing desired levels of service. Given the expansive financial and social impact of asset management on both a county, and its citizens, it is critical that senior decision-makers, including department heads as well as the chief executives, are strategically involved.

Measured in 2012 dollars, the replacement value of the asset classes analyzed totaled **$37.6 million** for the County of Frontenac.



While the county is responsible for the strategic direction, it is the taxpayer in the County of Frontenac who ultimately bears the financial burden. As such, a 'cost per household' (CPH) analysis was conducted for each of the asset classes to determine the financial obligation of each household in sharing the replacement cost of the county's assets. Such a measurement can serve as an excellent communication tool for both the administration and the council in communicating the importance of asset management to the citizen. The diagram below illustrates the total CPH, as well as the CPH for individual asset classes.

Infrastructure Replacement Cost Per Household

Total: $2,041 per household

In assessing the county's state of the infrastructure, we examined, and graded, both the current condition (Condition vs. Performance) of the asset classes as well as the county's financial capacity to fund the asset's average annual requirement for sustainability (Funding vs. Need). We then generated the county's infrastructure report card. The county received a **cumulative GPA of 'D+'**, with an **annual infrastructure deficit of $851,000**. County of Frontenac's grades on the Funding vs. Need dimension varied, receiving a 'B' in Machinery & Equipment, and an 'F' in Land Improvements, indicating that funding is critically low.

County of Frontenac's grades on the Condition vs. Performance dimension varied, receiving a 'C' in both the vehicles and buildings asset classes. The county earned a 'B' in land improvements, indicating that on average, assets within this class display only minor deterioration. The machinery & equipment class on the other hand, based on age data only, has significant replacement cycles required over the next 5 years totaling approximately $3.55 million. A breakdown of inventory at the component level and an associated condition assessment program should be established to aid in prioritizing overall needs for rehabilitation and replacement and to assist with optimizing the long term budget.

In order for an AMP to be effectively put into action, it must be integrated with financial planning and long-term budgeting. We have developed scenarios that would enable the County of Frontenac to achieve full funding within 5 years, 10 years or 15 years for the following: tax funded assets, including vehicles, buildings, machinery & equipment, and land improvements.

The average annual investment requirement for vehicles, buildings, machinery & equipment, and land improvements is $2,628,500. Annual revenue currently allocated to these assets for capital purposes is $1,777,500 leaving an annual deficit of $851,000. To put it another way, these infrastructure categories are

currently funded at 68% of their long-term requirements. County of Frontenac has annual tax revenues of $8,162,000 in 2013. Full funding would require an increase in tax revenue of 10.4% over time. We recommend a 10 year option which involves full funding being achieved over 10 years by:

a) increasing tax revenues by 1.0% each year for the next 10 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
b) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Although this option achieves full funding on an annual basis in 10 years and provides financial sustainability over the period modeled (to 2050), the recommendations do require prioritizing capital projects to fit the resulting annual funding available. County of Frontenac has $2.7 million in reserves available for use by applicable asset categories during the phase-in period to full funding. This, coupled with County of Frontenac's judicious use of debt in the past, allows the scenarios to assume that, if required, available reserves and debt capacity can be used for high priority and emergency infrastructure investments in the short to medium-term.

2.0 Introduction

This Asset Management Plan meets all provincial requirements as outlined within the Ontario Building Together Guide for Municipal Asset Management Plans. As such, the following key sections and content are included:

1. Executive Summary and Introduction
2. State of the Current Infrastructure
3. Desired Levels of Service
4. Asset Management Strategy
5. Financial Strategy

The following asset classes are addressed:

1. **Vehicles:** Ambulances and Other
2. **Buildings**: Fairmount Home and Ambulance Bases
3. **Machinery & Equipment**
4. **Land Improvements**

This asset management plan will serve as a strategic, tactical, and financial document ensuring the management of the municipal infrastructure follows sound asset management practices and principles, while optimizing available resources and establishing desired levels of service.

At a strategic level, within the State of the Current Infrastructure section, it will identify current and future challenges that should be addressed in order to maintain sustainable infrastructure services on a long-term, life cycle basis.

It will outline a Desired Level of Service (LOS) Framework for each asset category to assist the development and tracking of LOS through performance measures across strategic, financial, tactical, operational, and maintenance activities within the organization.

At a tactical level, within the Asset Management Strategy section, it will develop an implementation process to be applied to the needs-identification and prioritization of renewal, rehabilitation, and maintenance activities, resulting in a 10 year plan that will include growth projections.

At a financial level, within the Financial Strategy section, a strategy will be developed that fully integrates with other sections of this asset management plan, to ensure delivery and optimization of the 10 year infrastructure budget.

Through the development of this plan, all data, analysis, life cycle projections, and budget models will be provided through the Public Sector Digest's CityWide suite of software products. The software and plan will be synchronized, will evolve together, and therefore, will allow for ease of updates, and annual reporting of performance measures and overall results.

This will allow for continuous improvement of the plan and its projections. It is therefore recommended that the plan be revisited and updated on an annual basis, particularly as more detailed information becomes available.

2.1 Importance of Infrastructure

Municipalities throughout Ontario, large and small, own a diverse portfolio of infrastructure assets that in turn provide a varied number of services to their citizens. The infrastructure, in essence, is a conduit for the various public services the county provides, i.e. the facilities necessary to deliver county services. A community's prosperity, economic development, competitiveness, image, and overall quality of life are inherently and explicitly tied to the performance of its infrastructure.

2.2 Asset Management Plan (AMP) - Relationship to Strategic Plan

The major benefit of strategic planning is the promotion of strategic thought and action. A strategic plan spells out where an organization wants to go, how it's going to get there, and helps decide how and where to allocate resources, ensuring alignment to the strategic priorities and objectives. It will help identify priorities and guide how municipal tax dollars and revenues are spent into the future.

The strategic plan usually includes a vision and mission statement, and key organizational priorities with alignment to objectives and action plans. Given the growing economic and political significance of infrastructure, the asset management plan will become a central component of most municipal strategic plans, influencing corporate priorities, objectives, and actions.

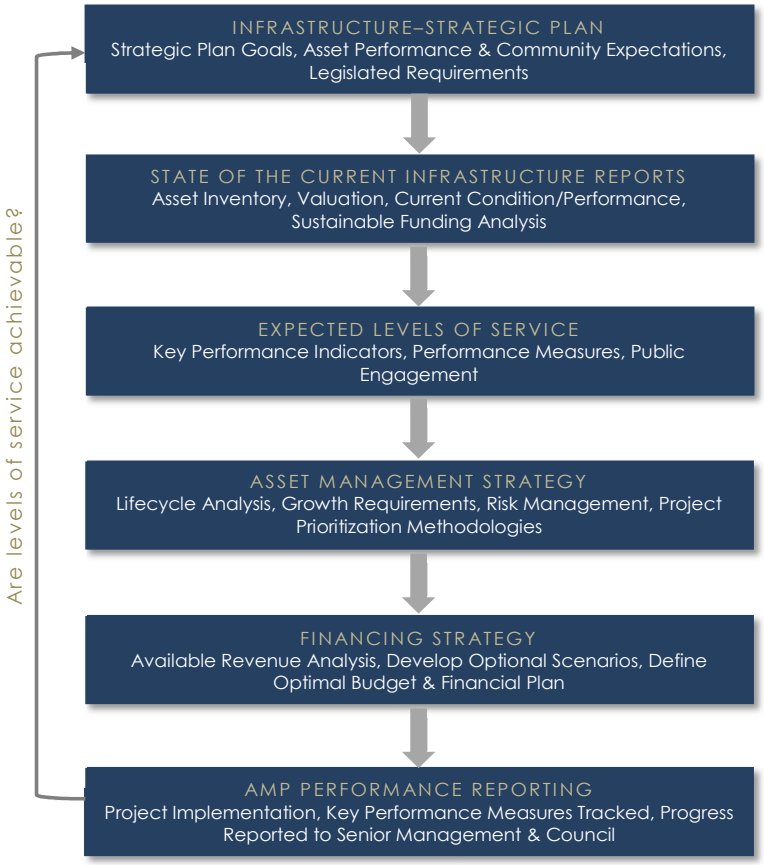
2.3 AMP - Relationship to other Plans

An asset management plan is a key component of the county's planning process linking with multiple other corporate plans and documents. For example:

- **The Official Plan** – The AMP should utilize and influence the land use policy directions for long-term growth and development as provided through the Official Plan.
- **Long Term Financial Plan** – The AMP should both utilize and conversely influence the financial forecasts within the long-term financial plan.
- **Capital Budget** – The decision framework and infrastructure needs identified in the AMP form the basis on which future capital budgets are prepared.
- **Infrastructure Master Plans** – The AMP will utilize goals and projections from infrastructure master plans and in turn will influence future master plan recommendations.
- **By-Laws, standards, and policies** – The AMP will influence and utilize policies and by-laws related to infrastructure management practices and standards.
- **Regulations** – The AMP must recognize and abide by industry and senior government regulations.
- **Business Plans** – The service levels, policies, processes, and budgets defined in the AMP are incorporated into business plans as activity budgets, management strategies, and performance measures.

2.4 Purpose and Methodology

The following diagram depicts the approach and methodology, including the key components and links between those components that embody this asset management plan:



It can be seen from the above that a county's infrastructure planning starts at the corporate level with ties to the strategic plan, alignment to the community's expectations, and compliance with industry and government regulations.

Then, through the State of the Infrastructure analysis, overall asset inventory, valuation, condition and performance are reported. Also, a life cycle analysis of needs for each infrastructure class is conducted. This analysis yields the sustainable funding level, compared against actual current funding levels, and determines whether there is a funding surplus or deficit for each infrastructure program. The overall measure of condition and available funding is finally scored for each asset class and presented as a star rating (similar to the hotel star rating) and a letter grade (A-F) within the Infrastructure Report card.

From the lifecycle analysis above, the county gains an understanding of the level of service provided today for each infrastructure class and the projected level of service for the future. The next section of the AMP provides a framework for a county to develop a Desired Level of Service (or target service level) and develop performance measures to track the year-to-year progress towards this established target level of service.

The Asset Management Strategy then provides a detailed analysis for each infrastructure class. Included in this analysis are best practices and methodologies from within the industry which can guide the overall management of the infrastructure in order to achieve the desired level of service. This section also provides an overview of condition assessment techniques for each asset class; life cycle interventions required, including those interventions that yield the best return on investment; and prioritization techniques, including risk quantification, to determine which priority projects should move forward into the budget first.

The Financing Strategy then fully integrates with the asset management strategy and asset management plan, and provides a financial analysis that optimizes the 10 year infrastructure budget. All revenue sources available are reviewed, such as the tax levy, debt allocations, rates, reserves, grants, gas tax, development charges, other reliable funding sources, and necessary budget allocations are analysed to inform and deliver the infrastructure programs.

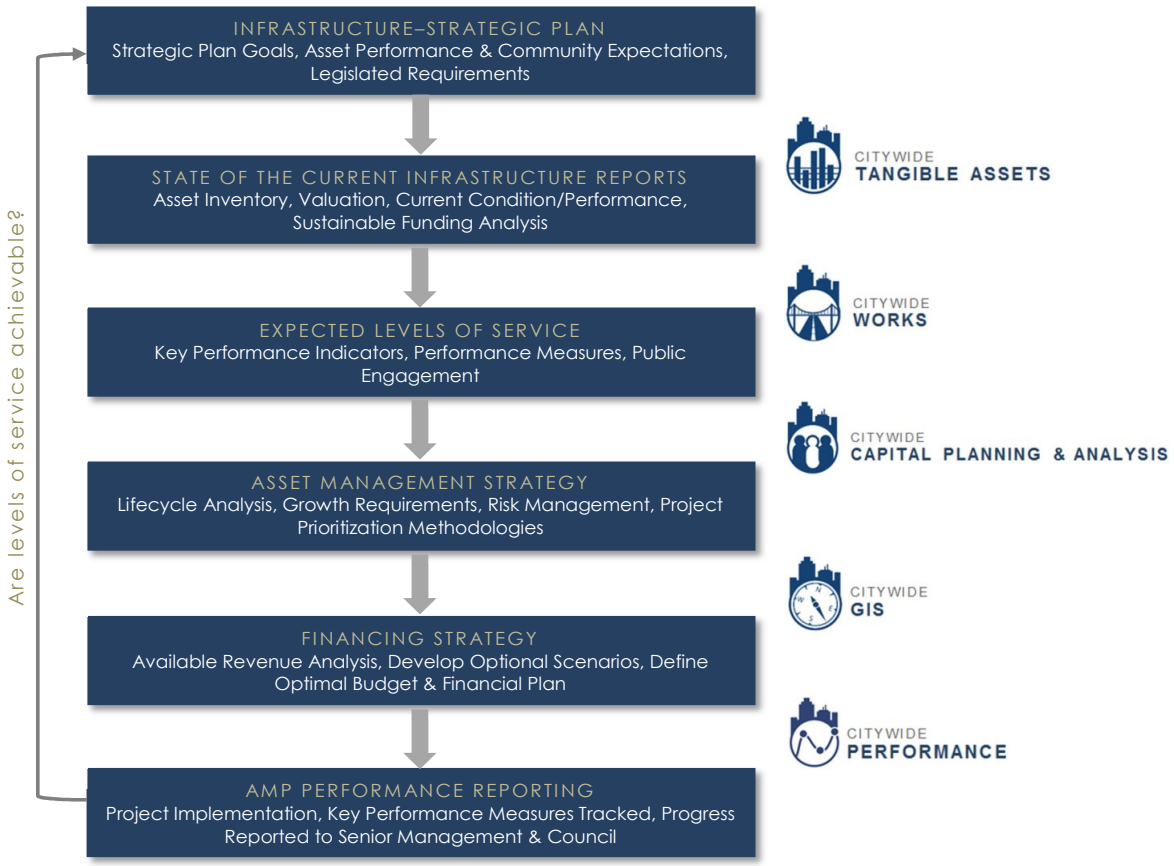
Finally, in subsequent updates to this AMP, actual project implementation will be reviewed and measured through the established performance metrics to quantify whether the desired level of service is achieved or achievable for each infrastructure class. If shortfalls in performance are observed, these will be discussed and alternate financial models or service level target adjustments will be presented.

2.5 CityWide Software alignment with AMP

The plan will be built and developed hand in hand with a database of municipal infrastructure information in the CityWide software suite of products. The software will ultimately contain the county's asset base, valuation information, life cycle activity predictions, costs for activities, sustainability analysis, project prioritization parameters, key performance indicators and targets, 10 year asset management strategy, and the financial plan to deliver the required infrastructure budget.

The software and plan will be synchronized, and will evolve together year-to-year as more detailed information becomes available. This synchronization will allow for ease of updates, modeling and scenario building, and annual reporting of performance measures and results. This will allow for continuous improvement of the plan and its projections. It is therefore recommended that it is revisited and updated on an annual basis.

The following diagram outlines the various CityWide software products and how they align to the various components of the AMP.



3.0 State of the Infrastructure (SOTI)

3.1 Objective and Scope

Objective: To identify the state of the county's infrastructure today and the projected state in the future if current funding levels and management practices remain status quo.

The analysis and subsequent communication tools will outline future asset requirements, will start the development of tactical implementation plans, and ultimately assist the organization to provide cost effective sustainable services to the current and future community.

The approach was based on the following key industry state of the infrastructure documents:

- Canadian Infrastructure Report Card
- City of Hamilton's State of the Infrastructure reports
- Other Ontario Municipal State of the Infrastructure reports

The above reports are themselves based on established principles found within key, industry best practices documents such as:

- The National Guide for Sustainable Municipal Infrastructure (Canada)
- The International Infrastructure Management Manual (Australia / New Zealand)
- American Society of Civil Engineering Manuals (U.S.A.)

Scope: Within this State of the Infrastructure report, a high level review will be undertaken for the following asset classes:

1. **Vehicles:** Ambulances and Other
2. **Buildings**: Fairmount Home, Ambulance Bases
3. **Machinery & Equipment**
4. **Land Improvements**

3.2 Approach

The asset classes above were reviewed at a very high level due to the nature of data and information available. Subsequent detailed reviews of this analysis are recommended on an annual basis, as more detailed conditions assessment information becomes available for each infrastructure program.

3.2.1 Base Data

In order to understand the full inventory of infrastructure assets within Frontenac County, all tangible capital asset data, as collected to meet the PSAB 3150 accounting standard, was loaded into the CityWide Tangible Asset™ software module. This data base now provides a detailed and summarized inventory of assets as used throughout the analysis within this report and the entire Asset Management Plan.

3.2.2 Asset Deterioration Review

For those assets without condition data, buildings and fleet, the deterioration review will rely on the 'straight line' amortization schedule approach provided from the accounting data. Although this approach is based on age data and useful life projections, and is not as accurate as the use of detailed condition data, it does provide a relatively reliable benchmark of future requirements.

3.2.3 Identify Sustainable Investment Requirements

A gap analysis was performed to identify sustainable investment requirements for each asset category. Information on current spending levels and budgets was acquired from the organization, future investment requirements were calculated, and the gap between the two was identified.

The above analysis is performed by using investment and financial planning models, and life cycle costing analysis, embedded within the CityWide software suite of applications.

3.2.4 Asset Rating Criteria

Each asset category will be rated on two key dimensions:

- **Condition vs. Performance**: Based on the condition of the asset today and how well performs its function.
- **Funding vs. Need**: Based on the actual investment requirements to ensure replacement of the asset at the right time, versus current spending levels for each asset group.

3.2.5 Infrastructure Report Card

The dimensions above will be based on a simple 1–5 star rating system, which will be converted into a letter grading system ranging from A-F. An average of the two ratings will be used to calculate the combined rating for each asset class. The outputs for all municipal assets will be consolidated within the CityWide software to produce one overall Infrastructure Report Card showing the current state of the assets.

Grading Scale: Condition vs. Performance

What is the condition of the asset today and how well does it perform its function?

Star Rating	Letter Grade	Color Indicator	Description
★★★★★	A		**Excellent**: No noticeable defects
★★★★	B		**Good**: Minor deterioration
★★★	C		**Fair**: Deterioration evident, function is affected
★★	D		**Poor**: Serious deterioration. Function is inadequate
★	F		**Critical**: No longer functional. General or complete failure

Grading Scale: Funding vs. Need

Based on the actual investment requirements to ensure replacement of the asset at the right time, versus current spending levels for each asset group.

Star Rating	Letter Grade	Description
★★★★★	A	**Excellent**: 91 to 100% of need
★★★★	B	**Good**: 76 to 90% of need
★★★	C	**Fair**: 61 to 75% of need
★★	D	**Poor**: 46 – 60% of need
★	F	**Critical**: under 45% of need

3.2.6 General Methodology and Reporting Approach

The report will be based on the seven key questions of asset management as outlined within the National Guide for Sustainable Municipal Infrastructure:

- What do you own and where is it? (inventory)
- What is it worth? (valuation / replacement cost)
- What is its condition / remaining service life? (function & performance)
- What needs to be done? (maintain, rehabilitate, replace)
- When do you need to do it? (useful life analysis)
- How much will it cost? (investment requirements)
- How do you ensure sustainability? (long-term financial plan)

The above questions will be answered for each individual asset category in the following report sections.

3.3 Vehicles

3.3 Vehicles

3.3.1 What do we own?

The entire vehicle inventory comprises of 29 units.

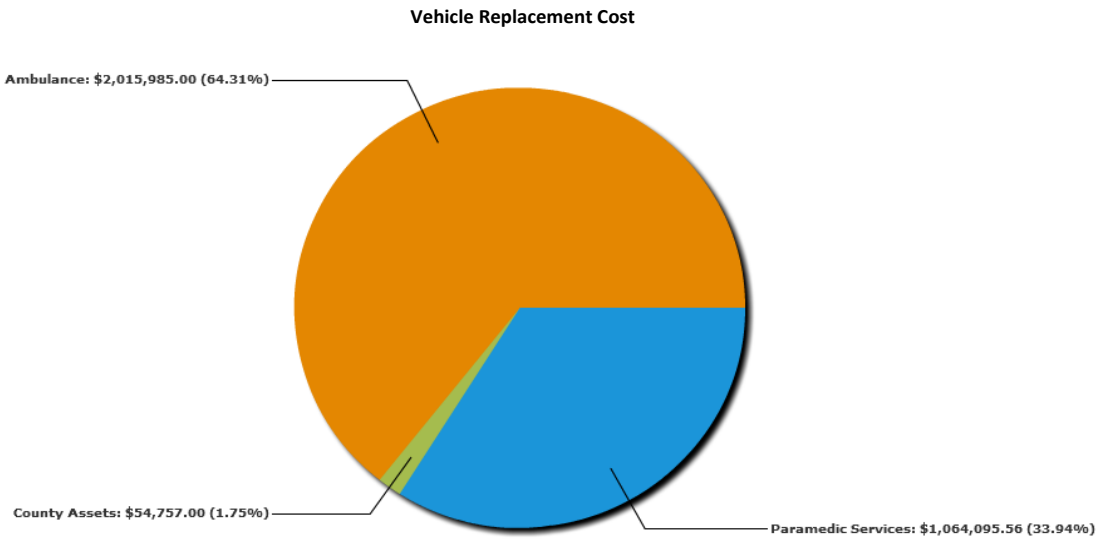
Vehicle Inventory		
Asset Type	Asset Component	Quantity/Units
Vehicles	Ambulances	15
	County Assets	2
	Paramedic Services	12

The vehicles data was extracted from the Tangible Capital Asset module of the CityWide software suite.

3.3.2 What is it worth?

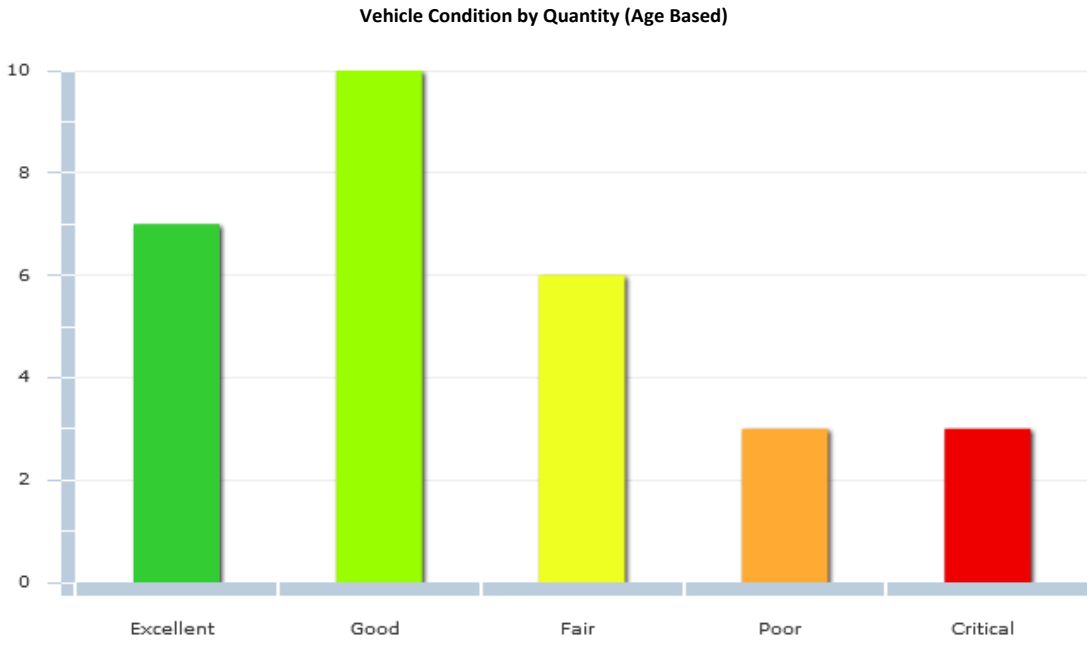
The estimated replacement value of all vehicles, in 2012 dollars, is approximately $3.1 million. The cost per household for vehicles is $170 based on 18,433 households.

Vehicles Replacement Value				
Asset Type	Asset Component	Quantity/Units	2012 Unit Replacement Cost	2012 Overall Replacement Cost
Vehicles	Ambulances	15	User Defined	$2,015,985
	County Assets	2	User Defined	$54,757
	Paramedic Services	12	User Defined	$1,064,095
				$3,134,837



3.3.3 What condition is it in?

The majority, 80%, of the county's vehicles are in fair to excellent condition, with the remaining 20% in poor to critical condition. As such, the county received a Condition vs. Performance rating of 'C+'.



3.3.4 What do we need to do to it?

There are generally four distinct phases in an asset's life cycle that require specific types of attention and lifecycle activity. These are presented at a high level for the vehicle inventory below. Further detail is provided in the "Asset Management Strategy" section of this AMP.

Addressing Asset Needs

Phase	Lifecycle Activity	Asset Life Stage
Minor maintenance	Activities such as oil change, tire rotation and inspection, brake inspection, body and chassis lubrication, fluid and belt inspections	1st Qtr
Major maintenance	Activities such as Replacement of various filters, fluids, spark plugs, brakes, tires, and engine belts & timing belts.	2nd Qtr
Rehabilitation	Rehab activities such as stripping and rebuilding major components, upgrading and component replacement to cover obsolescence, system capability upgrades, de-corrosion work and repainting	3rd Qtr
Replacement	Full replacement	4th Qtr

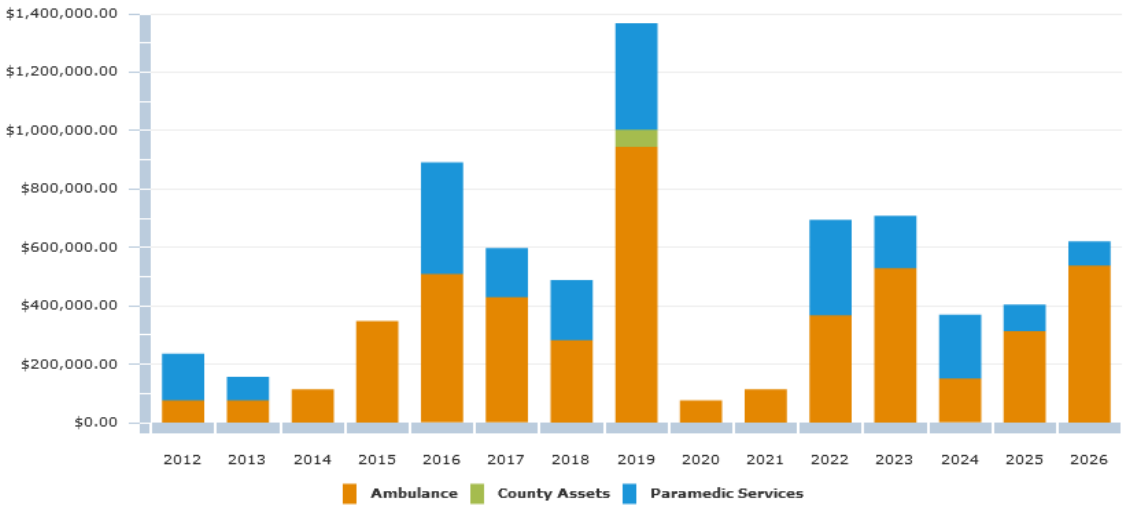
3.3.5 When do we need to do it?

For the purpose of this report, 'useful life' data for each asset class was obtained from the accounting data within the CityWide software database. This proposed useful life is used to determine replacement needs of individual assets. These needs are calculated and quantified in the system as part of the overall financial requirements.

Asset Useful Life in Years

Asset Type	Asset Component	Useful Life in years
Vehicles	Ambulances	7.5 (Includes Refurbishment)
	County Assets	10
	Paramedic Services	15/10/6

Vehicles Replacement Profile (Age Based)



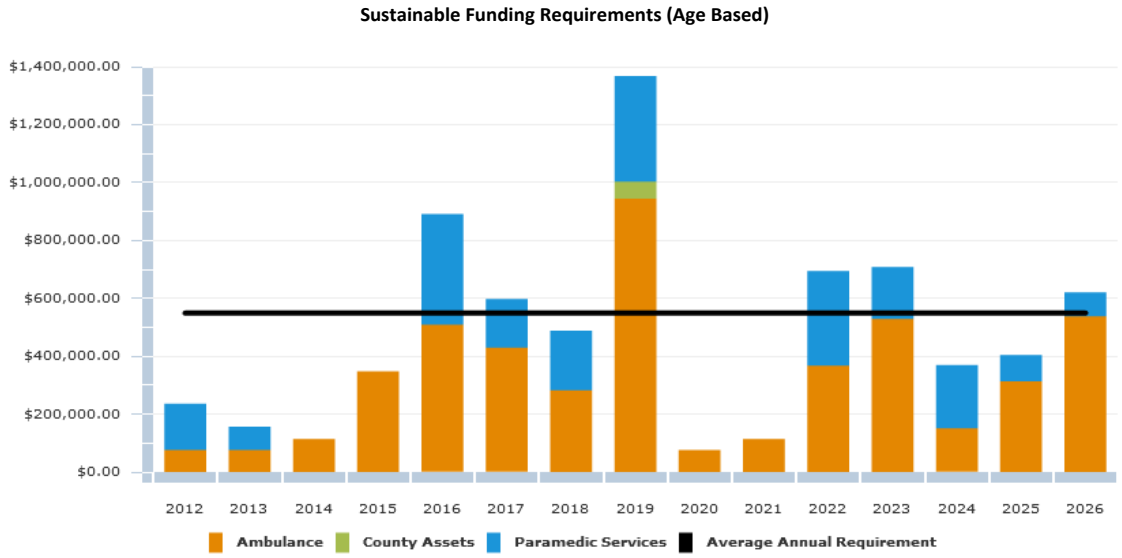
3.3.6 How much money do we need?

The analysis completed to determine capital revenue requirements was based on the following constraints and assumptions:

1. Replacement costs are based upon the unit costs identified within the "What is it worth" section.
2. The timing for individual vehicle replacement was defined by the replacement year as described in the "When do you need to do it?" section.
3. The above replacement profile includes a full refurbishment of the ambulances for $38,000 at the end of their useful life that extends the life of each ambulance by an additional 3 years.
4. All values are presented in 2012 dollars.
5. The analysis was run for a 15 year period including a 1% inflation factor to ensure all assets went through at least one iteration of replacement, therefore providing a sustainable projection.

3.3.7 How do we reach sustainability?

Based upon the above parameters, the average annual revenue required to sustain the County of Frontenac's vehicles is approximately **$549,000**. Based on The County of Frontenac's current annual funding of **$394,000**, there is an annual **deficit of $155,000**. As such, the county received a Funding vs. Need rating of 'C+'. The following graph illustrates the expenditure requirements against the sustainable funding threshold line.



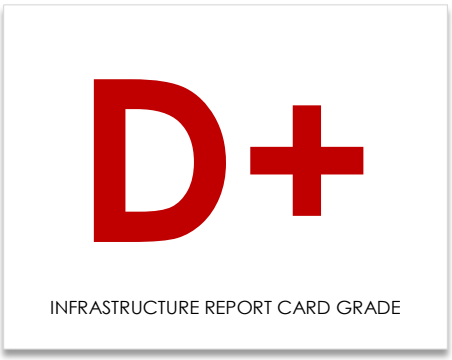
In conclusion, based on age based data for the vehicles they are generally in good condition. However, there are significant replacement cycles required over the next 5 years totaling approximately $1.75 million. Condition assessment data for vehicles, along with risk management strategies, should be reviewed together to aid in prioritizing overall needs.

3.3.8 Recommendations

The county received an overall rating of 'C+' for its vehicles, calculated from the Condition vs. Performance and the Funding vs. Need ratings. Accordingly, we recommend the following:

1. A condition assessment program should be established for the entire vehicle inventory to gain a better understanding of current condition and performance as outlined further within the "Asset Management Strategy" section of this AMP.
2. The condition assessment data for vehicles, along with risk management strategies, should be reviewed together to aid in prioritizing overall needs for rehabilitation and replacement.
3. A tailored life cycle activity framework should be also be developed by the county as outlined further within the "Asset Management Strategy" section of this AMP.
4. The useful life projections used by the county should be reviewed for consistency with industry standards.
5. An appropriate % of asset replacement value should be used for operations and maintenance activities on an annual basis. This should be determined through a detailed analysis of O & M activities and be added to future AMP reporting.
6. The Infrastructure Report Card should be updated on an annual basis.

3.4 Buildings



3.4 Buildings

3.4.1 What do we own?

Buildings Inventory

Asset Type	Asset Component	Quantity/Units
Buildings	Ambulance Bases	3
	County Admin & Annex	1
	Fairmount Home	1
	Ferry	1
	Library	1

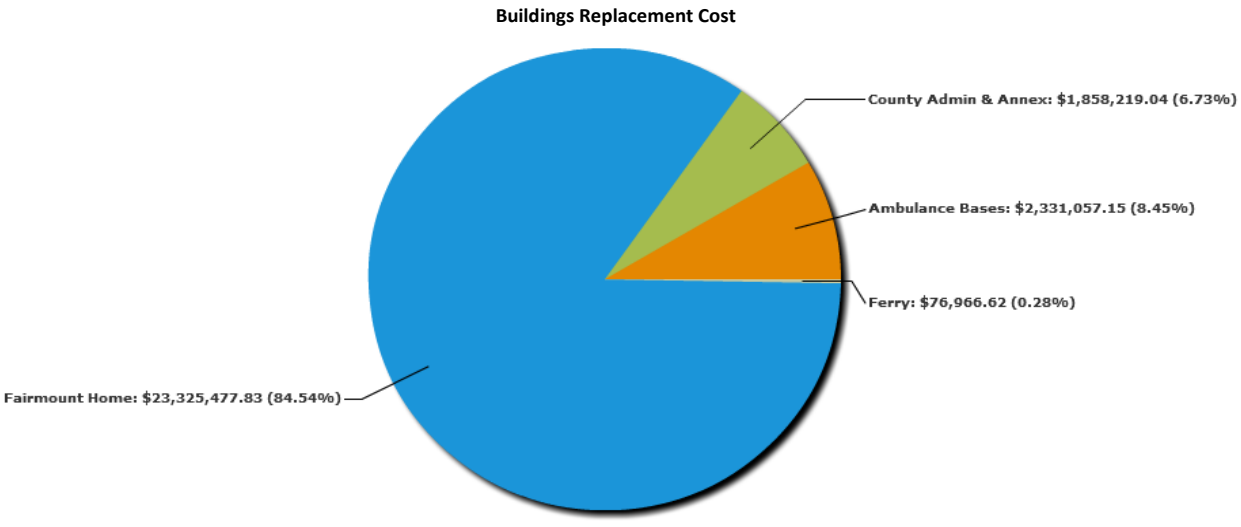
The buildings data was extracted from the Tangible Capital Asset module of the CityWide software suite.

3.4.2 What is it worth?

The estimated replacement value of the county's buildings, in 2012 dollars, is approximately $27.6 million. The cost per household for buildings is $1,497 based on 18,433 households.

Buildings Replacement Value

Asset Type	Asset Component	Quantity/Units	2012 Unit Replacement Cost	2012 Replacement Cost
Buildings	Ambulance Bases	3	NRBCPI (Ottawa)	$2,331,057
	County Admin & Annex	1	NRBCPI (Ottawa)	$1,858,219
	Fairmount Home	1	NRBCPI (Ottawa)	$23,325,478
	Ferry	1	NRBCPI (Ottawa)	$76,967
	Library	1	Not Planned for Replacement	$0
				$27,591,721



3.4.3 What condition is it in?

The majority, 90%, of the county's buildings are in fair to excellent condition. As such, the county received a Condition vs. Performance rating of 'C+'.

3.4.4 What do we need to do to it?

There are generally four distinct phases in an asset's life cycle. These are presented at a high level for the building structures below. Further detail is provided in the "Asset Management Strategy" section of this AMP.

Addressing Asset Needs

Phase	Lifecycle Activity	Asset Life Stage
Minor Maintenance	Planned activities such as inspections, monitoring, etc.	1st Qtr
Major Maintenance	Maintenance and repair activities, generally unplanned, however, anticipated activities that are included in the annual operating budget.	2nd Qtr
Rehabilitation	Major activities such as the upgrade or replacement of smaller individual facility components (e.g. windows)	3rd Qtr
Replacement	Complete replacement of asset components or a facility itself.	4th Qtr

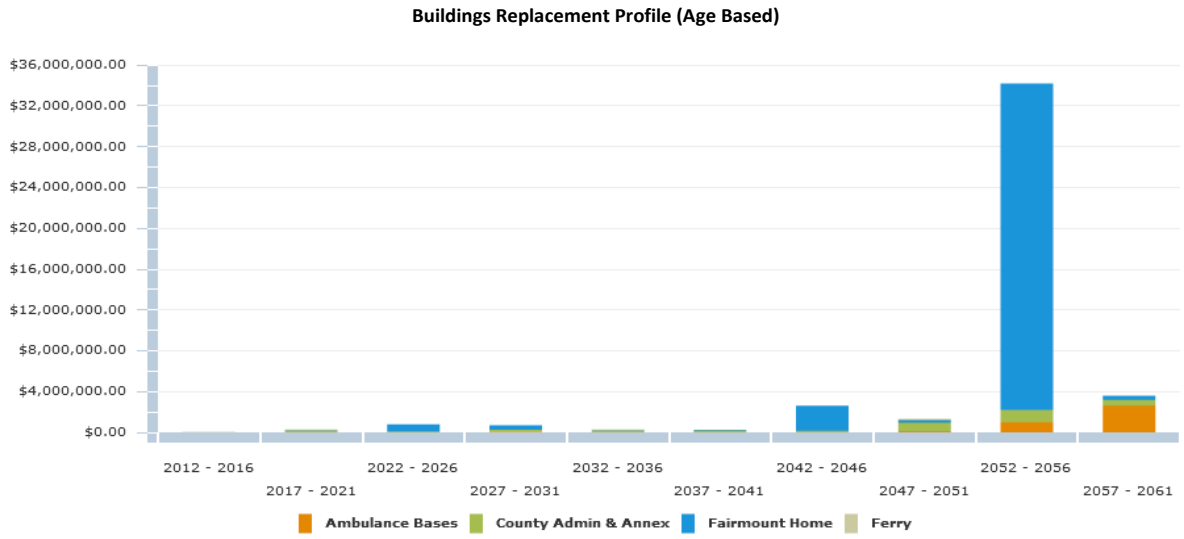
3.4.5 When do we need to do it?

For the purpose of this report, 'useful life' data for each asset class was obtained from the accounting data within the CityWide software database. This proposed useful life is used to determine replacement needs of individual assets, which are calculated in the system as part of the overall financial requirements.

Asset Useful Life in Years

Asset Type	Asset Component	Useful Life in Years
Buidings	Ambulance Bases	50
	County Admin & Annex	50/45/30/25/20/15/10
	Fairmount Home	50/45/30/25/20
	Ferry	15
	Library	50

As additional field condition information becomes available, the data can be loaded into the CityWide system to increase the accuracy of current asset age and, therefore, that of future replacement requirements. The following graph shows the current projection of buildings replacements based on the age of the asset only.



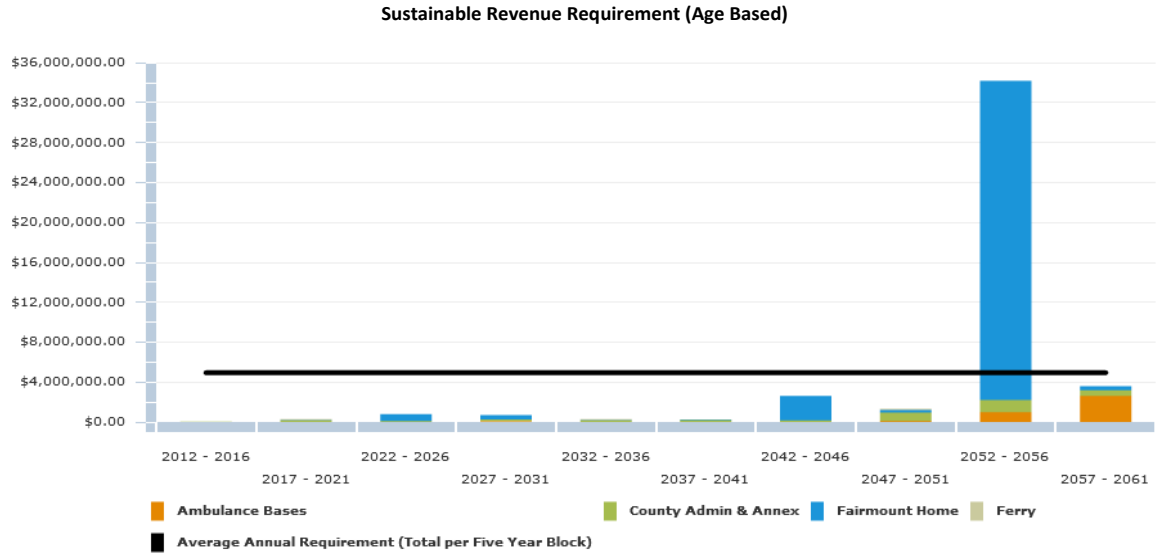
3.4.6 How much money do we need?

The analysis completed to determine capital revenue requirements was based on the following constraints and assumptions:

1. Replacement costs are based upon the "What is it worth" section above.
2. The timing for individual structure replacement was defined by the replacement year as described in the "When do you need to do it?" section above.
3. All values are presented in 2012 dollars.
4. The analysis was run for a 50 year period including a 1% inflation factor to ensure all assets cycled through at least one iteration of replacement, therefore providing a sustainable projection.

3.4.7 How do we reach sustainability?

Based upon the above assumptions, the average annual revenue required to sustain the County of Frontenac's building inventory is approximately **$990,000.** Based on the County of Frontenac's current annual funding of **$558,000**, and based on the County's 32% share of Fairmount Home, assuming the City of Kingston's continued 68% commitment, there is an annual **deficit of $432,000**. As such, the county received a Funding vs. Need rating of 'D'.



In conclusion, the County of Frontenac's buildings, based on age data only, are in good condition with no immediate asset replacements required. However, a breakdown of inventory at the component level and an associated condition assessment program should be established to aid in prioritizing overall needs for rehabilitation and replacement and to assist with optimizing the long term budget.

3.4.8 Recommendations

The county received an overall rating of 'D+' for its buildings, calculated from the Condition vs. Performance and the Funding vs. Need ratings. Accordingly, we recommend the following:

1. An inventory at the component level and an associated condition assessment program should be established to aid in prioritizing overall needs for rehabilitation and replacement and to assist with optimizing the long and short term budget as outlined further within the "Asset Management Strategy" section of this AMP.
2. Once the above study is complete or underway, the condition data should be loaded into the CityWide software and an updated "current state of the infrastructure" analysis should be generated.
3. An appropriate % of asset replacement value should be used for operations and maintenance activities on an annual basis. This should be determined through a detailed analysis of O & M activities and be added to future AMP reporting.
4. The Infrastructure Report Card should be updated on an annual basis.

3.5 Machinery & Equipment

3.5 Machinery & Equipment

3.5.1 What do we own?

Frontenac County is responsible for the following machinery and equipment inventory:

Machinery and Equipment Inventory		
Asset Type	Asset Component	Quantity
Machinery & Equipment	County Assets	27
	Fairmount Home	366
	Paramedic Services	108

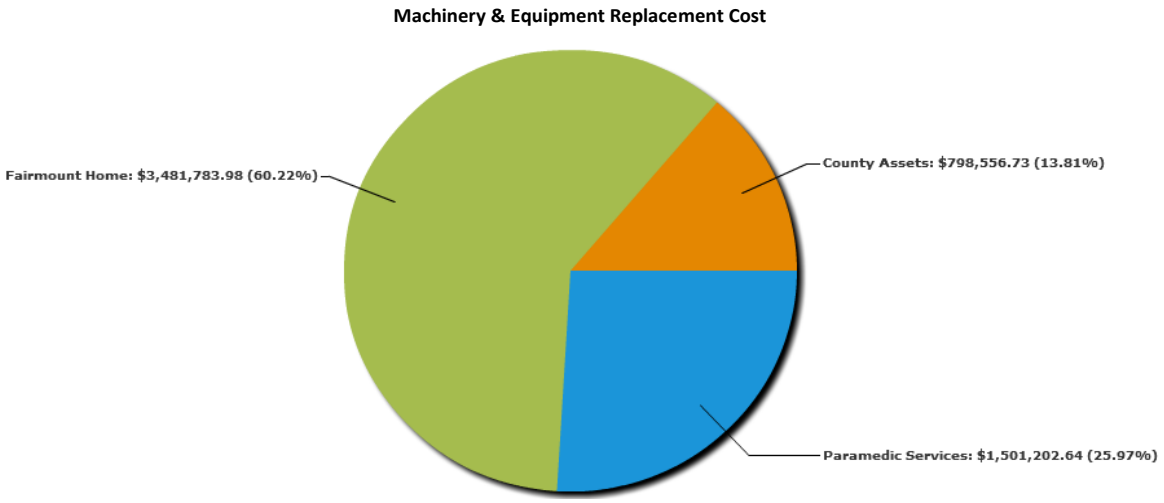
The machinery & equipment data was extracted from the Tangible Capital Asset module of the CityWide software suite.

3.5.2 What is it worth?

The estimated replacement value of the machinery & equipment, in 2012 dollars, is approximately $5.8 million. The cost per household for machinery & equipment is $314 based on 18,433 households.

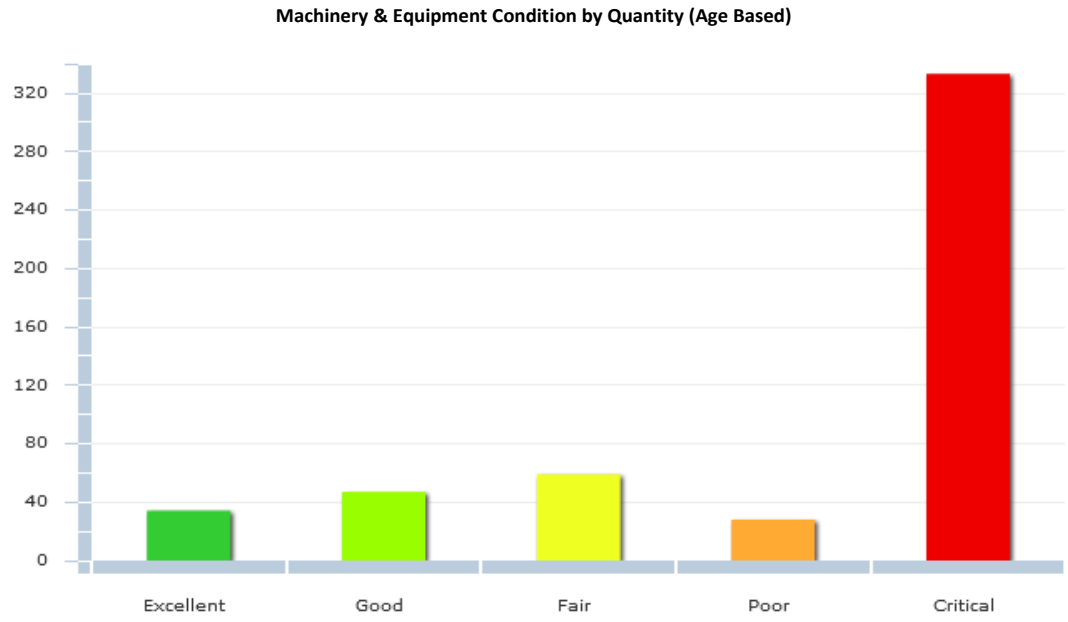
Machinery & Equipment Replacement Value				
Asset Type	Asset Component	Quantity	2012 Unit Replacement Cost	2012 Overall Replacement Cost
Machinery & Equipment	County Assets	27	CPI (Ontario)	$798,557
	Fairmount Home	366	CPI (Ontario)	$3,481,784
	Paramedic Services	108	CPI (Ontario)	$1,501,203
				$5,781,544

The pie chart below provides a breakdown of each of the network components to the overall system value.



3.5.3 What condition is it in?

Approximately 67% of the county's machinery & equipment inventory are in poor to critical condition. As such, the county received a Condition vs. Performance rating of 'D'.



3.5.4 What do we need to do to it?

There are generally four distinct phases in an asset's life cycle. These are presented at a high level for the machinery & equipment below. Further detail is provided in the "Asset Management Strategy" section of this AMP.

Addressing Asset Needs

Phase	Lifecycle Activity	Asset Age
Minor Maintenance	Planned activities such as inspections, monitoring, etc.	1st Qtr
Major Maintenance	Maintenance and repair activities, generally unplanned, however, anticipated activities that are included in the annual operating budget.	2nd Qtr
Rehabilitation	Major activities such as the upgrade or replacement of smaller individual components.	3rd Qtr
Replacement	Complete replacement of asset components.	4th Qtr

3.5.5 When do we need to do it?

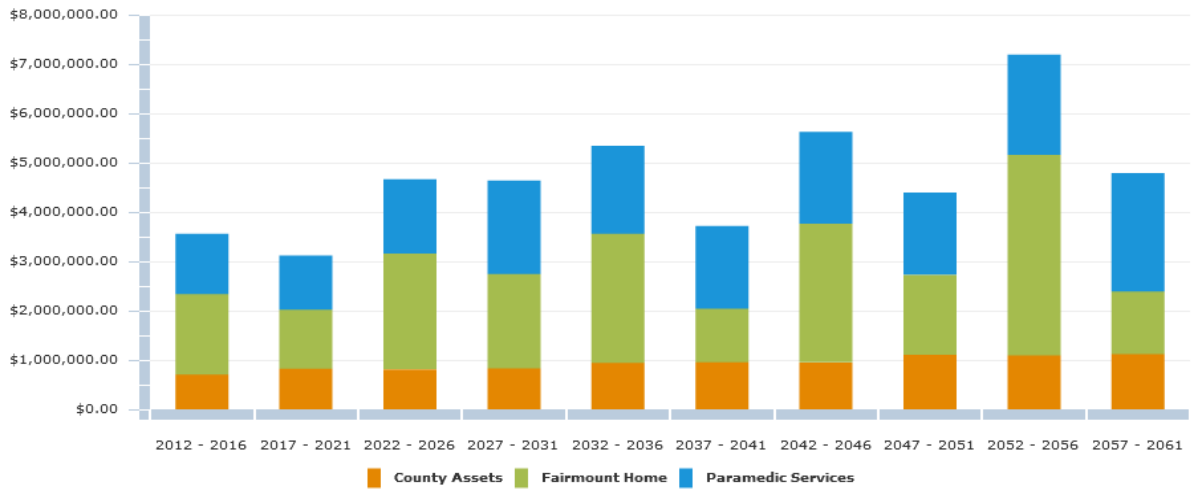
For the purpose of this report 'useful life' data for each asset class was obtained from the accounting data within the CityWide software database. This proposed useful life is used to determine replacement needs of individual assets, which are calculated in the system as part of the overall financial requirements.

Asset Useful Life in Years

Asset Type	Asset Component	Useful Life in Years
Machinery & Equipment	County Assets	15/10/5
	Fairmount Home	50/25/20/15/10/5
	Paramedic Services	30/20/10/7/6/5/3

As field condition information becomes available in time, the data should be loaded into the CityWide system in order to increasingly have a more accurate picture of current asset age and condition, therefore, future replacement requirements. The following graph shows the current projection of machinery & equipment replacements based on the age of the asset only.

Machinery & Equipment Replacement Profile (Age Based)



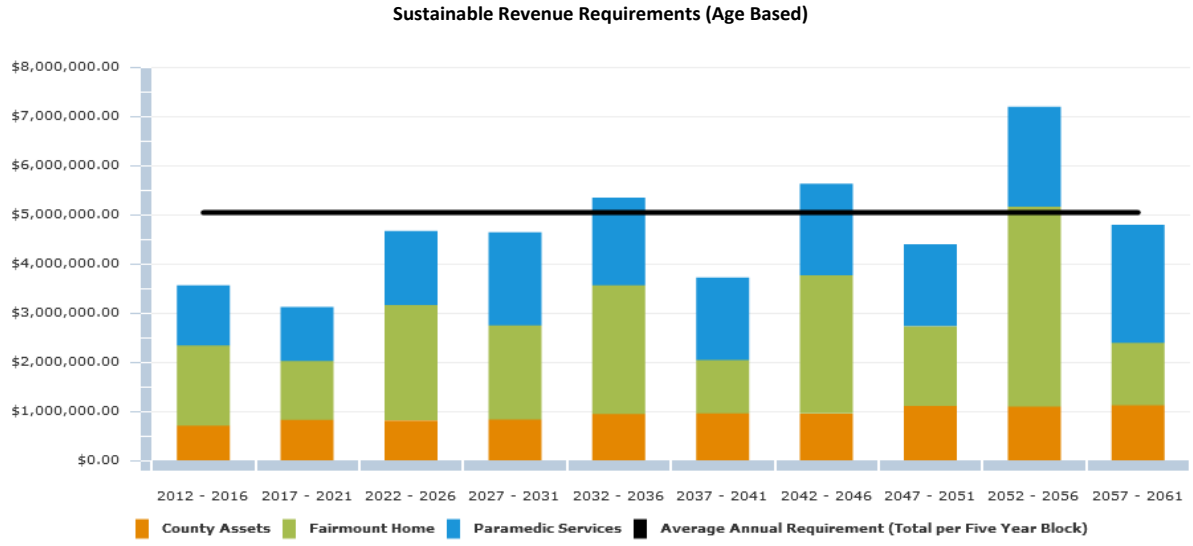
3.5.6 How much money do we need?

The analysis completed to determine capital revenue requirements was based on the following assumptions:

1. Replacement costs are based upon the unit costs identified within the "What is it worth" section above.
2. The timing for individual machinery & equipment replacement was defined by the replacement year as described in the "When do you need to do it?" section above.
3. All values are presented in 2012 dollars.
4. The analysis was run for a 50 year period including a 1% inflation factor to ensure all assets went through at least one iteration of replacement, therefore providing a sustainable projection.

3.5.7 How do we reach sustainability?

Based upon the above assumptions, the average annual revenue required to sustain the County of Frontenac's machinery & equipment inventory is approximately **$1,007,500.** Based on the County of Frontenac's current annual funding of **$825,500** which includes the City of Kingston's current and anticipated contribution to Fairmount Home assets, there is an annual **deficit of $182,000**. As such, the county received a Funding vs. Need rating of 'B'.



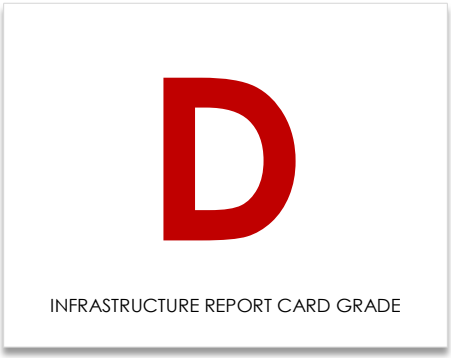
In conclusion, the majority of County of Frontenac's machinery & equipment, based on age data only, is in poor to critical condition with some immediate asset replacements required. With significant replacement cycles required over the next 5 years totaling approximately $3.55 million, a breakdown of inventory at the component level and an associated condition assessment program should be established to aid in prioritizing overall needs for rehabilitation and replacement and to assist with optimizing the long term budget.

3.5.8 Recommendations

The county received an overall rating of 'C' for its machinery & equipment, calculated from the Condition vs. Performance and the Funding vs. Need ratings. Accordingly, we recommend the following:

1. An inventory at the component level and an associated condition assessment program should be established to aid in prioritizing overall needs for rehabilitation and replacement and to assist with optimizing the long and short term budget as outlined further within the "Asset Management Strategy" section of this AMP.
2. Once the above study is complete or underway, the condition data should be loaded into the CityWide software and an updated "current state of the infrastructure" analysis should be generated.
3. An appropriate % of asset replacement value should be used for operations and maintenance activities on an annual basis. This should be determined through a detailed analysis of O & M activities and be added to future AMP reporting.
4. The Infrastructure Report Card should be updated on an annual basis.

3.6 Land Improvements



3.6 Land Improvements

3.6.1 What do we own?

The inventory components for Land Improvements are outlined in the table below.

Land Improvements Inventory

Asset Type	Asset Component	Quantity
Land Improvements	Lighting	1
	Parking Lots/Sidewalks	5
	Trail	1
	Trail Bridge	1
	Wastewater/Storm	3

The land improvement data was extracted from the Tangible Capital Asset module of the CityWide software application.

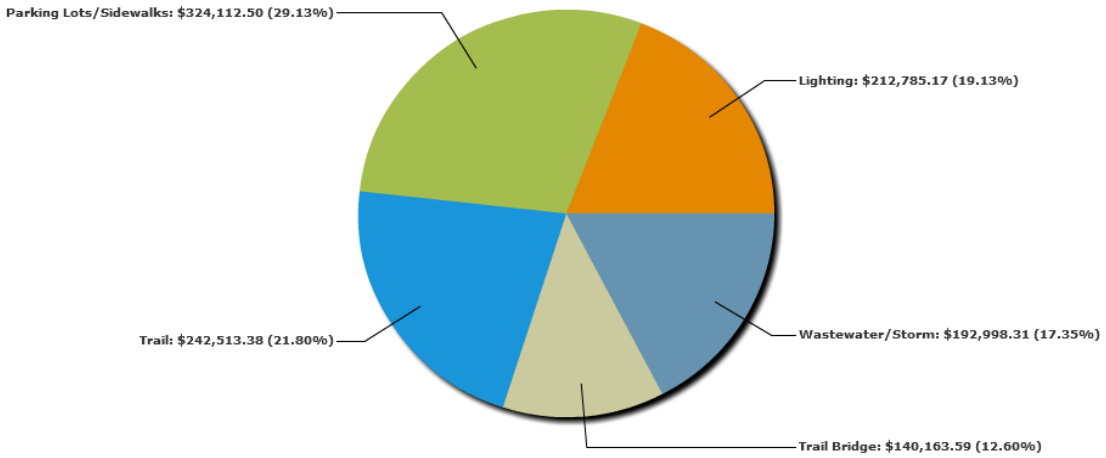
3.6.2 What is it worth?

The estimated replacement value of land improvements, in 2012 dollars, is approximately $1.1 million. The cost per household for land improvements is $60 based on 18,433 households.

Land Improvements Replacement Value

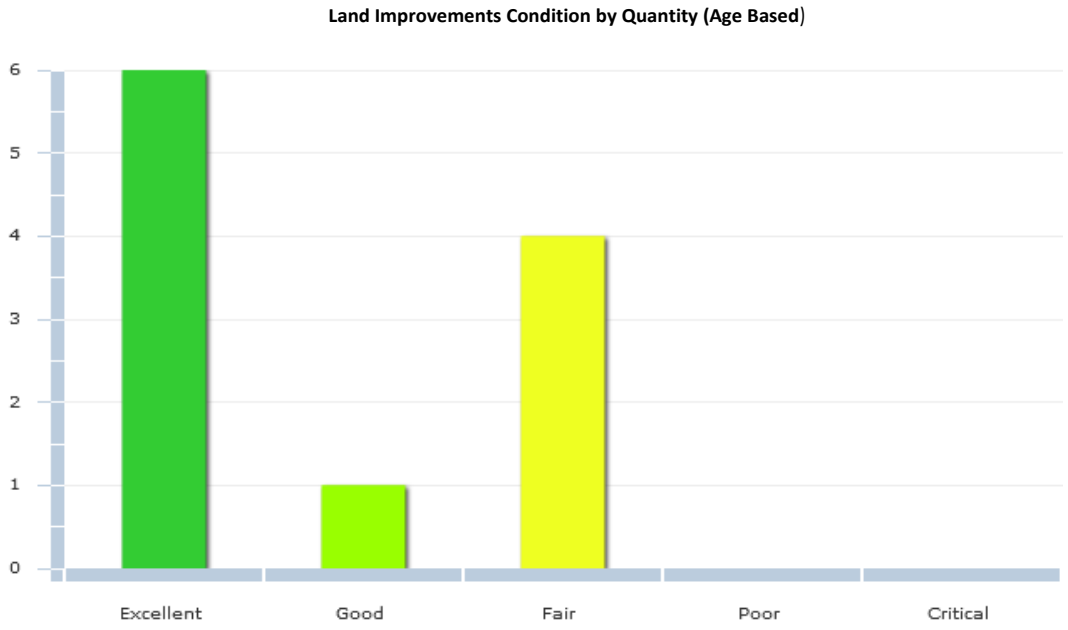
Asset Type	Asset Component	Quantity	2012 Unit Replacement Cost	2012 Overall Replacement Cost
Land Improvements	Lighting	1	NRBCPI (Ottawa)	$212,785
	Parking Lots/Sidewalks	5	NRBCPI (Ottawa)	$324,112
	Trail	1	NRBCPI (Ottawa)	$242,513
	Trail Bridge	1	NRBCPI (Ottawa)	$140,164
	Wastewater/Storm	3	NRBCPI (Ottawa)	$192,998
				$1,112,572

Land Improvements Replacement Cost



3.6.3 What condition is it in?

All of the county's land improvements are in fair to excellent condition. As such, the county received a Condition vs. Performance rating of 'B'.



3.6.4 What do we need to do to it?

There are generally four distinct phases in an assets life cycle. These are presented at a high level for the land improvements below. Further detail is provided in the "Asset Management Strategy" section of this AMP.

Addressing Asset Needs

Phase	Lifecycle Activity	Asset Life Stage
Minor Maintenance	Planned activities such as inspections, monitoring, etc.	1st Qtr
Major Maintenance	Maintenance and repair activities, generally unplanned, however, anticipated activities that are included in the annual operating budget.	2nd Qtr
Rehabilitation	Major activities such as the upgrade or replacement of smaller individual components.	3rd Qtr
Replacement	Complete replacement of asset components.	4th Qtr

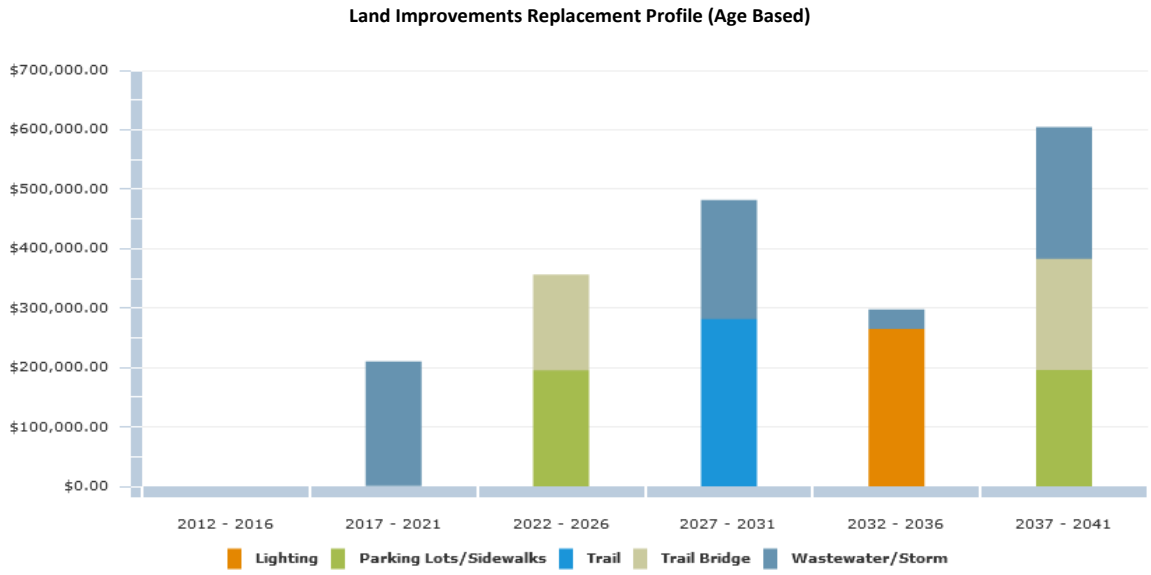
3.6.5 When do we need to do it?

For the purpose of this report 'useful life' data for each asset class was obtained from the accounting data within the CityWide software database. This proposed useful life is used to determine replacement needs of individual assets, which are calculated in the system as part of the overall financial requirements.

Asset Useful Life in Years

Asset Type	Asset Component	Useful Life in Years
Land Improvements	Lighting	30
	Parking Lots/Sidewalks	30/20
	Trail	15
	Trail Bridge	15
	Wastewater/Storm	15/10

As field condition information becomes available in time, the data should be loaded into the CityWide system in order to increasingly have a more accurate picture of current asset performance age and, therefore, future replacement requirements. The following graph shows the current projection of land improvement replacements based on the age of the asset only.



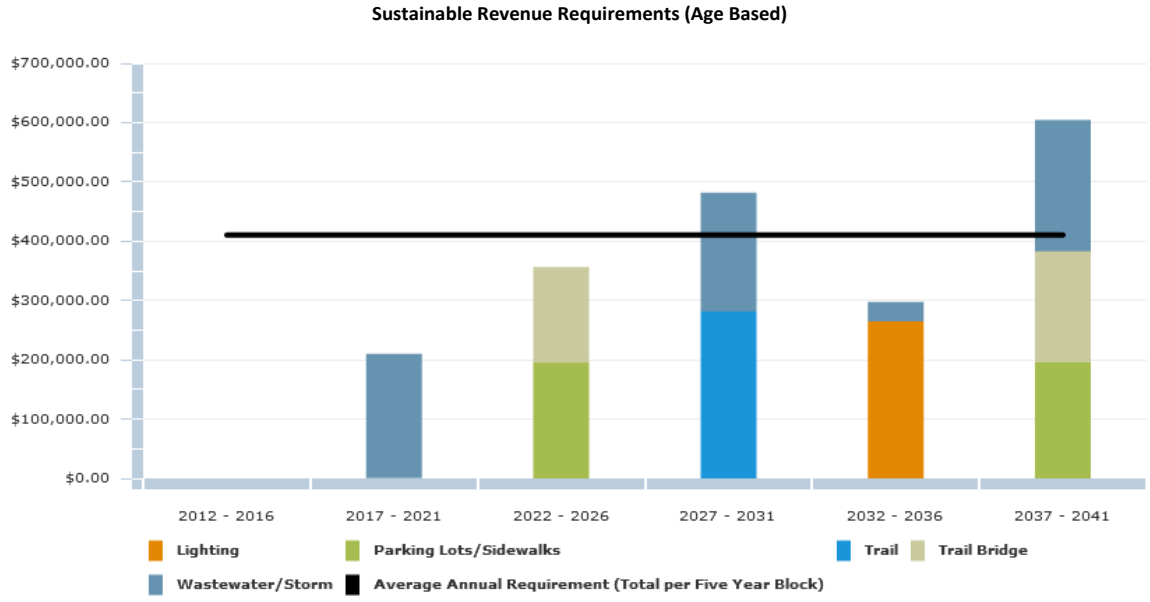
3.6.6 How much money do we need?

The analysis completed to determine capital revenue requirements was based on the following assumptions:

1. Replacement costs are based upon the unit costs identified within the "What is it worth" section above.
2. The timing for individual land improvement replacement was defined by the replacement year as described in the "When do you need to do it?" section above.
3. All values are presented in 2012 dollars.
4. The analysis was run for a 30 year period including a 1% inflation factor to ensure all assets went through at least one iteration of replacement, therefore providing a sustainable projection.

3.6.7 How do we reach sustainability?

Based upon the above assumptions, the average annual revenue required to sustain the County of Frontenac's land improvements inventory is approximately **$82,000.** Based on the County of Frontenac's current annual funding of **$0**, there is an annual **deficit of $82,000**. As such, the county received a Funding vs. Need rating of 'F'.



In conclusion, County of Frontenac's land improvements, based on age data only, are in good condition with no immediate asset replacements required. However, a breakdown of inventory at the component level and an associated condition assessment program should be established to aid in prioritizing overall needs for rehabilitation and replacement and to assist with optimizing the long term budget.

3.6.8 Recommendations

The county received an overall rating of 'D' for land improvements, calculated from the Condition vs. Performance and the Funding vs. Need ratings. Accordingly, we recommend the following:

1. An inventory at the component level and an associated condition assessment program should be established to aid in prioritizing overall needs for rehabilitation and replacement and to assist with optimizing the long and short term budget as outlined further within the "Asset Management Strategy" section of this AMP.
2. Once the above study is complete or underway, the condition data should be loaded into the CityWide software and an updated "current state of the infrastructure" analysis should be generated.
3. An appropriate % of asset replacement value should be used for operations and maintenance activities on an annual basis. This should be determined through a detailed analysis of O & M activities and be added to future AMP reporting.
4. The Infrastructure Report Card should be updated on an annual basis.

4.0 Infrastructure Report Card

CUMULATIVE GPA

D+

Infrastructure Report Card

The County of Frontenac

1. Each asset category was rated on two key, equally weighted (50/50) dimensions: **Condition vs. Performance**, and **Funding vs. Need**.
2. See the "***What condition is it in***?" section details on the grade of each asset category on the Condition vs. Performance dimension.
3. See the "***How do we reach sustainability***?" section for details on the grade of each asset category on the Funding vs. Need dimension.
4. The 'Overall Rating' below is the average of the two ratings.

Asset Category	Condition vs. Performance	Funding vs. Need	Overall Grade	Comments
Vehicles	C+	C	C	The majority, 80%, of the county's vehicles are in fair to excellent condition, with the remaining 20% in poor to critical condition. The average annual revenue required to sustain the County of Frontenac's vehicles is approximately **$549,000**. Based on The County of Frontenac's current annual funding of **$394,000**, there is an annual **deficit of $155,000**.
Buildings	C+	D	D+	The majority, 90%, of the county's buildings are in fair to excellent condition. The average annual revenue required to sustain the County of Frontenac's building inventory is approximately **$990,000** Based on the County of Frontenac's current annual funding of **$558,000**, and based on the County's 32% share of Fairmount Home, assuming the City of Kingston's continued 68% commitment, there is an annual **deficit of $432,000**.
Machinery & Equipment	D	B	C	Approximately 67% of the county's machinery & equipment inventory are in poor to critical condition. The average annual revenue required to sustain the County of Frontenac's machinery & equipment inventory is approximately **$1,007,500.** Based on the County of Frontenac's current annual funding of **$825,500** which includes the City of Kingston's current and anticipated contribution to Fairmount Home assets, there is an annual **deficit of $182,000**.
Land Improvements	B	F	D	All of the county's land improvements are in fair to excellent condition. The above assumptions, the average annual revenue required to sustain the County of Frontenac's land improvements inventory is approximately **$82,000.** Based on the County of Frontenac's current annual funding of **$0**, there is an annual **deficit of $82,000**.

5.0 Desired Levels of Service

Desired levels of service are high level indicators, comprising many factors, as listed below, which establish defined quality thresholds at which municipal services should be supplied to the community. They support the organisation's strategic goals and are based on customer expectations, statutory requirements, standards, and the financial capacity of a county to deliver those levels of service.

Levels of Service are used:

- to inform customers of the proposed type and level of service to be offered;
- to identify the costs and benefits of the services offered;
- to assess suitability, affordability and equity of the services offered;
- as a measure of the effectiveness of the asset management plan
- as a focus for the AM strategies developed to deliver the required level of service

In order for a county to establish a desired level of service, it will be important to review the key factors involved in the delivery of that service, and the interactions between those factors. In addition, it will be important to establish some key performance metrics and track them over an annual cycle to gain a better understanding of the current level of service supplied.

Within this first Asset Management Plan, key factors affecting level of service will be outlined below and some key performance indicators for each asset type will be outlined for further review. This will provide a framework and starting point from which the county can determine future desired levels of service for each infrastructure class.

5.1 Key factors that influence a level of service:

- Strategic and Corporate Goals
- Legislative Requirements
- Expected Asset Performance
- Community Expectations
- Availability of Finances

5.1.1 Strategic and Corporate Goals

Infrastructure levels of service can be influenced by strategic and corporate goals. Strategic plans spell out where an organization wants to go, how it's going to get there, and helps decide how and where to allocate resources, ensuring alignment to the strategic priorities and objectives . It will help identify priorities and guide how municipal tax dollars and revenues are spent into the future. The level of importance that a community's vision is dependent upon infrastructure, will ultimately affect the levels of service provided or those levels that it ultimately aspires to deliver.

5.1.2 Legislative Requirements

Infrastructure levels of service are directly influenced by many legislative and regulatory requirements. For instance, building codes, and the Accessibility for Ontarians with Disabilities Act are both legislative requirements that prevent levels of service from declining below a certain standard.

5.1.3 Expected Asset Performance

A level of service will be affected by current asset condition, and performance and limitations in regards to safety, capacity, and the ability to meet regulatory and environmental requirements. In addition, the design life of the asset, the maintenance items required, the rehabilitation or replacement schedule of the asset, and the total costs, are all critical factors that will affect the level of service that can be provided.

5.1.4 Community Expectations

Levels of services are directly related to the expectations that the general public has from the infrastructure. For example, the public will have a qualitative opinion on what the acceptable condition of a County Facility should look like, and a quantitative one on how long it should take to make noticeable repairs. Infrastructure costs are projected to increase dramatically in the future, therefore it is essential that

the public is not only consulted, but also be educated, and ultimately make choices with respect to the service levels that they wish to pay for.

5.1.5 Availability of Finances

Availability of finances will ultimately control all aspects of a desired level of service. Ideally, these funds must be sufficient to achieve corporate goals, meet legislative requirements, address an asset's life cycle needs, and meet community expectations. Levels of service will be dictated by availability of funds or elected officials' ability to increase funds, or the community's willingness to pay.

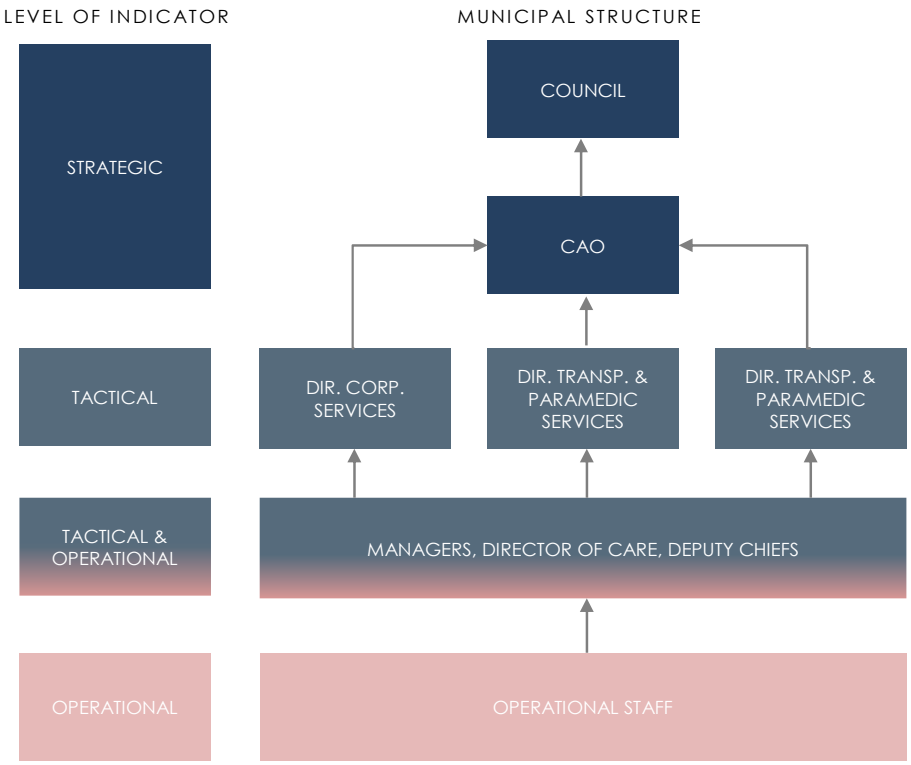
5.2 Key Performance Indicators

Performance measures or key performance indicators (KPIs) that track levels of service should be specific, measurable, achievable, relevant, and timebound (SMART). Many good performance measures can be established and tracked through the CityWide suite of software products. In this way, through automation, results can be reviewed on an annual basis and adjustments can be made to the overall asset management plan, including the desired level of service targets.

In establishing measures, a good rule of thumb to remember is that maintenance activities ensure the performance of an asset and prevent premature aging, whereas rehab activities extend the life of an asset. Replacement activities, by definition, renew the life of an asset. In addition, these activities are constrained by resource availability (in particular, finances) and strategic plan objectives. Therefore, performance measures should not just be established for operating and maintenance activities, but also for the strategic, financial, and tactical levels of the asset management program. This will assist all levels of program delivery to review their performance as part of the overall level of service provided.

This is a very similar approach to the "balanced score card" methodology, in which financial and non-financial measures are established and reviewed to determine whether current performance meets expectations. The "balanced score card", by design, links day to day operations activities to tactical and strategic priorities in order to achieve an overall goal, or in this case, a desired level of service.

The structure of accountability and level of indicator with this type of process is represented in the following table, modified from the InfraGuide's best practice document, "Developing Indicators and Benchmarks" published in April 2003.



As a note, a caution should be raised over developing too many performance indicators that may result in data overload and lack of clarity. It is better to develop a select few that focus in on the targets of the asset management plan.

Outlined below for each infrastructure class is a suggested service description, suggested service scope, and suggested performance indicators. These should be reviewed and updated in each iteration of the AMP.

5.3 Buildings and Facilities

5.3.1 Buildings and Facilities

The county's buildings and facilities enable the county to perform administrative functions and also provide social, cultural, recreational and educational amenities for the community at large.

5.3.2 Scope of Services

- **Movement** – providing for the movement of people and goods.
- **Access** – providing access to residential, commercial, and industrial properties and other community amenities.
- **Recreation** –providing for recreational use, such as walking, cycling, or special events such as parades.

5.3.3 Performance Indicators (reported annually)

Performance Indicators (reported annually)	
Strategic Indicators	■ percentage of total reinvestment compared to asset replacement value ■ completion of strategic plan objectives (related to facilities)
Financial Indicators	■ annual revenues compared to annual expenditures ■ annual replacement value depreciation compared to annual expenditures ■ repair and maintenance cost per square metre ■ energy, utility and water cost per square metre
Tactical Indicators	■ percentage of component value replaced ■ overall facility condition index as a percentage of desired condition index ■ annual adjustment in condition indexes ■ annual percentage of new facilities (square metre) ■ percent of facilities rated poor or critical ■ percentage of facilities replacement value spent on operations and maintenance
Operational Indicators	■ percentage of facilities inspected within the last 5 years ■ number/type of service requests ■ percentage of customer requests responded to within 24 hours

5.4 Parks and Open Spaces

5.4.1 Service Description

The county's parks and open space land holdings and related infrastructure provide recreation and conservation of natural resources, and ultimately contribute to the county's natural form, character and scenic value.

5.4.2 Performance Indicators (reported annually)

Performance Indicators (reported annually)	
Strategic Indicators	■ percentage of total reinvestment compared to asset replacement value completion of strategic plan objectives (related to parks & land)
Financial Indicators	■ annual revenues compared to annual expenditures ■ annual replacement value depreciation compared to annual expenditures ■ cost per capita for supplying parks / trails, etc ■ maintenance cost per square metre
Tactical Indicators	■ overall park condition index as a percentage of desired condition index ■ annual adjustment in condition indexes ■ annual percentage of new parkland ■ percent of park land and infrastructure rated poor or critical ■ percentage of replacement value spent on operations and maintenance parkland per capita
Operational Indicators	■ percentage of park and infrastructure inspected within the last 5 years ■ number/type of service requests ■ percentage of customer requests responded to within 24 hours

5.5 Fleet (Rolling Stock)

5.5.1 Service Description

The county's diverse fleet of vehicles provides support to multiple departments as part of their delivery of various public programs and services to the citizens.

5.5.2 Performance Indicators (reported annually)

Performance Indicators (reported annually)	
Strategic Indicators	■ percentage of total reinvestment compared to asset replacement value ■ completion of strategic plan objectives (related to fleet)
Financial Indicators	■ annual revenues compared to annual expenditures ■ annual replacement value depreciation compared to annual expenditures ■ operating and maintenance cost per fleet category ■ Fuel costs per fleet category
Tactical Indicators	■ percentage of all vehicles replaced ■ average age of fleet vehicles ■ percent of vehicles rated poor or critical ■ percentage of fleet replacement value spent on operations and maintenance
Operational Indicators	■ average downtime per fleet category ■ average utilization per fleet category and/or each vehicle ■ ratio of preventative maintenance repairs vs reactive repairs ■ percent of vehicles that received preventative maintenance ■ number/type of service requests ■ percentage of customer requests responded to within 24 hours

6.0 Asset Management Strategy

6.1 Objective

To outline and establish a set of planned actions, based on best practice, that will enable the assets to provide a desired and sustainable level of service, while managing risk, at the lowest life cycle cost.

The Asset Management Strategy will develop an implementation process that can be applied to the needs identification and prioritization of renewal, rehabilitation, and maintenance activities. This will assist in the production of a 10 year plan, including growth projections, to ensure the best overall health and performance of the county's infrastructure.

This section includes an overview of condition assessment techniques for each asset class; the life cycle interventions required, including interventions with the best ROI; and prioritization techniques, including risk, to determine which priority projects should move forward into the budget first.

6.2 Non-Infrastructure Solutions and Requirements

The county should explore, as requested through the provincial requirements, which non-infrastructure solutions should be incorporated into the budgets for the vehicles, buildings, machinery & equipment, and land improvements. Non- Infrastructure solutions are such items as studies, policies, condition assessments, consultation exercises, etc., that could potentially extend the life of assets or lower total asset program costs in the future.

Typical solutions for a county include linking the asset management plan to the strategic plan, growth and demand management studies, infrastructure master plans, better integrated infrastructure and land use planning, public consultation on levels of service, and condition assessment programs. As part of future asset management plans, a review of these requirements should take place, and a portion of the capital budget should be dedicated for these items in each programs budget.

It is recommended, under this category of solutions, that the county implement holistic condition assessment programs for their vehicles, buildings, machinery & equipment, and land improvement assets. This will lead to higher understanding of infrastructure needs, enhanced budget prioritization methodologies, and a clearer path of what is required to achieve sustainable infrastructure programs.

6.3 Condition Assessment Programs

The foundation of good asset management practice is based on having comprehensive and reliable information on the current condition of the infrastructure. Municipalities need to have a clear understanding regarding performance and condition of their assets, as all management decisions regarding future expenditures and field activities should be based on this knowledge. An incomplete understanding about an asset may lead to its premature failure or premature replacement.

Some benefits of holistic condition assessment programs within the overall asset management process are listed below:

- Understanding of overall condition leads to better management practices
- Allows for the establishment of rehabilitation programs
- Prevents future failures and provides liability protection
- Potential reduction in operation / maintenance costs
- Accurate current asset valuation
- Allows for the establishment of risk assessment programs
- Establishes proactive repair schedules and preventive maintenance programs
- Avoids unnecessary expenditures

- Extends asset service life therefore improving level of service
- Improves financial transparency and accountability
- Enables accurate asset reporting which, in turn, enables better decision making

Condition assessment can involve different forms of analysis such as subjective opinion, mathematical models, or variations thereof, and can be completed through a very detailed or very cursory approach.

When establishing the condition assessment of an entire asset class, the cursory approach (metrics such as good, fair, poor, critical) is used. This will be a less expensive approach when applied to thousands of assets, yet will still provide up to date information, and will allow for detailed assessment or follow up inspections on those assets captured as poor or critical condition later.

The following section outlines condition assessment programs available for facilities and fleet that would be useful for the county.

6.3.1 Facility Inspections

The most popular and practical type of facility assessment involves qualified groups of trained industry professionals (engineers or architects) performing an analysis of the condition of a group of facilities, and their components, that may vary in terms of age, design, construction methods, and materials. This analysis can be done by walk-through inspection, mathematical modeling, or a combination of both. But the most accurate way of determining the condition requires a walk-through to collect baseline data.

The following 5 asset classifications are typically inspected:

- **Site Components –** property around the facility and includes the outdoor components such as utilities, signs, stairways, walkways, parking lots, fencing, courtyards and landscaping.
- **Structural Components –** physical components such as the foundations, walls, doors, windows, roofs.
- **Electrical Components –** all components that use or conduct electricity such as wiring, lighting, electric heaters, and fire alarm systems
- **Mechanical Components –** components that convey and utilize all non-electrical utilities within a facility such as gas pipes, furnaces, boilers, plumbing, ventilation, and fire extinguishing systems
- **Vertical Movement –** components used for moving people between floors of buildings such as elevators, escalators and stair lifts.

The data collection on the above components typically includes: type and category of component; estimated age; current condition; estimated repair, rehabilitation or replacement date; and estimated cost for the repair, rehabilitation or replacement.

Once collected this type of information can be uploaded into the CityWide software database in order for short and long term repair, rehabilitation and replacement reports to be generated to assist with programming the short and long term maintenance and capital budgets.

In addition, reports can be generated for each facility that accumulate all current repair, rehabilitation and replacement requirements and generate a facility condition index (FCI) for the overall facility. This allows senior management to assess the overall state of the housing portfolio and determine which facilities have the greatest overall needs.

$$\text{FCI (Facility Condition Index)} = \frac{\text{Renewal Requirement in a Given Year}}{\text{Replacement Value of an Asset}}$$

Good < 5%	Fair 5% - 10%	Poor 10% - 30%	Critical > 30%

It is recommended that the county establish a facility condition assessment program and that a portion of capital funding is dedicated to this.

6.3.2 Fleet (Rolling Stock) Inspections and Maintenance

The typical approach to optimizing the maintenance expenditures of a corporate fleet of vehicles is through routine vehicle inspections, routine vehicle servicing, and an established routine preventative maintenance program.

Most, if not all, makes and models of vehicles are supplied with maintenance manuals that define the appropriate schedules and routines for typical maintenance and servicing and also more detailed restoration or rehabilitation protocols.

The primary goal of good vehicle maintenance is to avoid or mitigate the consequence of failure of equipment or parts. An established preventative maintenance program serves to ensure this, as it will consist of scheduled inspections and follow up repairs of vehicles and equipment in order to decrease breakdowns and excessive downtimes.

A good preventative maintenance program will include partial or complete overhauls of equipment at specific periods, including oil changes, lubrications, fluid changes and so on. In addition, workers can record equipment or part deterioration so they can schedule to replace or repair worn parts before they fail. The ideal preventative maintenance program would move further and further away from reactive repairs and instead towards the prevention of all equipment failure before it occurs.

Once a good preventative maintenance program is defined and scheduled for various categories and types of vehicles it becomes essential to have good software tools to track the scheduling and performance of the overall program. There are municipal maintenance software programs, such as CityWide, that are ideal for this purpose as they are designed to enable county staff to prioritize, schedule and track projects including preventative maintenance schedules. In addition these software applications typically calculate resources utilized, inventory consumed, as well as direct and indirect labour, and will provide full management reporting.

The County currently has a comprehensive fleet inspection and maintenance program in place. This program should be reviewed annually and updated as required.

6.4 Growth and Demand

Typically a county will have specific plans associated with population growth. It is essential that the asset management strategy should address not only the existing infrastructure, as above, but must include the impact of projected growth on defined project schedules and funding requirements. Projects would include the funding of the construction of new assets, and/or the expansion of existing to meet new demands.

6.4.1 Buildings and Facilities

The best approach to develop a 10 year needs list for the county's facility portfolio would be to have the engineers or architects who perform the facility inspections to also develop a complete portfolio maintenance requirements report and rehabilitation and replacement requirements report, and also identify additional detailed inspections and follow up studies as required. This may be performed as a separate assignment once all individual facility audits / inspections are complete. Of course, if the inspection data is housed or uploaded into the CityWide software, then these reports can be produced automatically from the system.

The above reports could be considered the beginning of a 10 year maintenance and capital plan, however, within the facilities industry there are other key factors that should be considered to determine over all priorities and future expenditures. Some examples would be functional / legislative requirements, energy conservation programs and upgrades, customer complaints and health and safety concerns, and also customer expectations balanced with willingness to pay initiatives.

6.4.2 Legislative requirements

Acts to consider as part of the 10 year plan would be:
Accessibility for Ontarians with Disabilities Act By January 2012, all public sector in Ontario were required to comply with the customer service standard under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA). This means that each organization will have to establish policies, practices and procedures on providing goods and services to people with disabilities.

The Building Code Act (BCA) and the *Ontario Building Code* (OBC) govern the construction, demolition, and renovation of buildings by setting certain minimum performance and safety standards.

The initial 10 year requirements listings produced from the facility audits / inspections should be reviewed to ensure capital replacements and upgrades are compliant with industry standards and legislation and project prioritisations and estimates should be adjusted accordingly.

6.4.3 Energy Conservation

There are significant savings to be achieved within a facility portfolio through the implementation of energy conservation programs and the associated industry incentives available upon the market. Some examples would be:

Mechanical & Structural Components

- Improve mechanical systems by replacing old inefficient systems (e.g., HVAC, boilers) with new high efficiency systems; investigate if incentives for these improvements are available from utilities, federal government, etc.
- Investigate the tightness and insulation of the building envelope in all properties and develop programs for improvement
- Reduce solar gain through windows with awnings or landscaping.
- Replace/upgrade all toilets with high efficiency toilets

Electrical Components

- Install occupancy sensors
- Implement energy efficiency lighting using compact fluorescent light bulbs and install timers where appropriate to control outside lights
- Install fully programmable thermostats within all housing units

Energy conservation should be studied in detail for the entire facilities portfolio and upgrade and replacement programs should be implemented through the capital program as part of the 10 year plan.

Customer Expectation and Affordability or Willingness to Pay
As discussed within the "Desired Levels of Service" section of this AMP, levels of service are directly related to the expectations of the customer and also their ability to pay for a level of service. Community facilities, such as libraries, are infrastructure service areas where customer surveys can be conducted to gain a better sense of what customer expectations are and to assist in the establishment of a standard level of provision or service. Information could be collected on: safety; security; esthetics; environment; comfort; affordability; cleanliness; functional use of space; etc. This would require a much more detailed review, however, the establishment of a level of service based on customer needs and expectations, while still balancing affordability, would directly affect the prioritization of programs and projects brought forward into the 10 year facility budget.

It is recommended that the county develop a life cycle framework for the facility portfolio based on a detailed review of the above factors and that the results are brought forward into future iterations of this AMP.

6.4.4 Fleet (Rolling Stock)

Life Cycle Requirements
The best approach to develop a 10 year needs list for the county's vehicles would first be through a defined preventative maintenance program as described in the "Fleet inspections and maintenance section", and secondly through an optimized life cycle vehicle replacement schedule. The county has already implemented a preventative maintenance program and a refurbishment program for its ambulance. As previously described, the preventative maintenance program will serve to determine budget requirements for operating and minor capital expenditures for part renewal and major refurbishments and rehabilitations. An optimized vehicle replacement program will ensure a vehicle is replaced at the correct point in time in order to minimize overall cost of ownership, minimize costly repairs and downtime, while maximizing potential re-sale value. There is significant benchmarking information available within the Fleet industry in regards to vehicle life cycles which can be used to assist in this process. Once appropriate replacement schedules are established the short and long term budgets can be funded accordingly.

Fleet Utilization
One of the most critical factors in managing a fleet of vehicles and the associated costs is utilization. Over utilized vehicles may be used for additional shifts or operated in demanding environments while other vehicles are significantly under-utilized. To ensure preventative maintenance programs and vehicle replacement schedules are optimized, vehicle utilization must be managed and tracked. The county is currently tracking both mileage and engine usage.

A good performance indicator to assist with managing fleet utilization is tracking engine hours of actual vehicle usage, whether it's being driven or not, as kilometers driven is not always a meaningful way to assess whether a vehicle is being utilized fully. Better management of utilization can lower costs by reducing preventative maintenance for some vehicles, selling certain vehicles, encouraging vehicle pooling, outsourcing the use of certain vehicle types, and encouraging the use of employee vehicles.

Green Fleets
Due to the significant increase of fuel costs many fleet management groups are increasingly looking towards the greening of their fleets to lower future operating and maintenance costs. To date County council has supported green fleets, which includes most FPS fleet vehicles, ambulances and supervisor vehicles have Acetech ECORUN technology on-board, Deputy Chiefs and Chiefs vehicles are hybrid, and 2 non ambulance vehicles are hybrid. The city of London, UK, defines a green fleet "as one that does its best to minimize fuel consumption and exhaust emissions. It also seeks to minimize the amount of traffic it generates by utilizing vehicles efficiently and by using alternatives wherever possible". This area would require an individually tailored study for any county to project what type of savings could be achieved over the long term.

6.5 Project Prioritization

The above techniques and processes when established for the vehicles, buildings, machinery & equipment and land improvements will supply a significant listing of potential projects. Typically the infrastructure needs will exceed available resources and therefore project prioritization parameters must be developed to ensure the right projects come forward into the short and long range budgets. An important method of project prioritization is to rank each project, or each piece of infrastructure, on the basis of how much risk it represents to the organization.

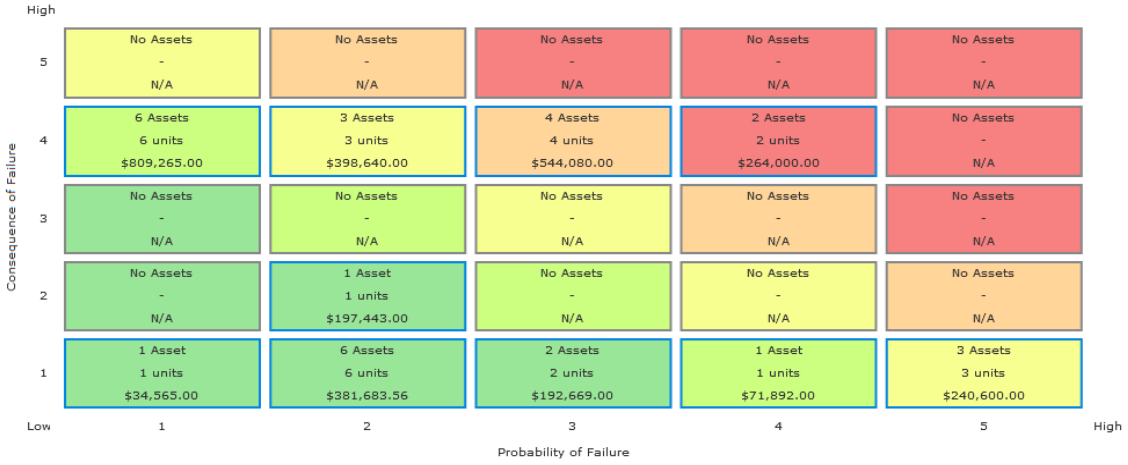
6.5.1 Risk Matrix and Scoring Methodology

Risk within the infrastructure industry is often defined as the probability (likelihood) of failure multiplied by the consequence of that failure.

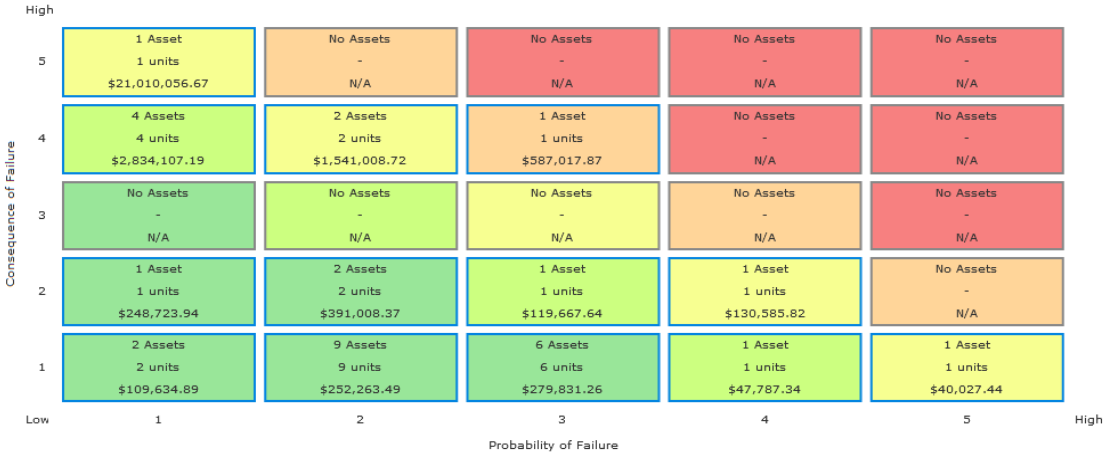
RISK = LIKELIHOOD OF FAILURE **x** CONSEQUENCE OF FAILURE

The likelihood of failure relates to the current condition state of each asset, whether they are in excellent, good, fair, poor or critical condition, as this is a good indicator regarding their future risk of failure. The consequence of failure relates to the magnitude, or overall effect, that an asset's failure will cause. The following table represents the scoring matrix for risk:

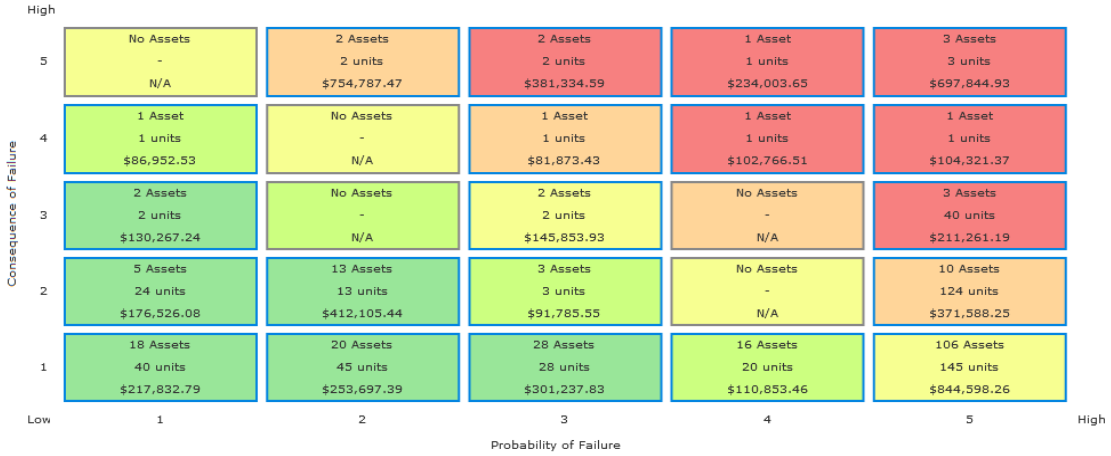
Vehicles Risk Profile



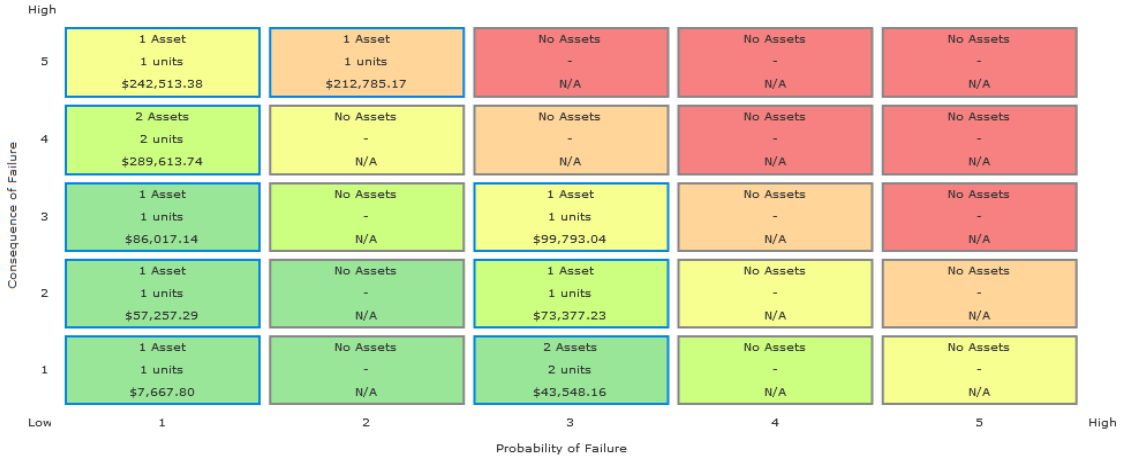
Buildings Risk Profile



Machinery & Equipment Risk Profile



Land Improvements Risk Profile



All of the county's assets analyzed within this asset management plan have been given both a likelihood of failure score and a consequence of failure score within the CityWide software.

The following risk scores have been developed at a high level for each asset class within the CityWide software system. It is recommended that the county undertake a detailed study to develop a more tailored suite of risk scores, particularly in regards to the consequence of failure, and that this be updated within the CityWide software with future updates to this Asset Management Plan.

The current scores that will determine budget prioritization currently within the system are as follows:

All Assets:
The Likelihood of Failure score is based on the condition of the assets:

Likelihood of Failure: **All Assets**	
Asset condition	Likelihood of failure
Excellent condition	Score of 1
Good condition	Score of 2
Fair condition	Score of 3
Poor condition	Score of 4
Critical condition	Score of 5

Vehicles (based on valuation):
The consequence of failure score for this initial AMP is based upon the replacement value of each vehicle. The higher the value, probably the more critical the vehicle and therefore probably the higher the consequential risk of failure:

Consequence of Failure: **Vehicles**	
Replacement Value	Consequence of failure
Up to $50k	Score of 1
$51k to $75k	Score of 2
$76k to $100k	Score of 3
$101k to $150k	Score of 4
Over $150k	Score of 5

Buildings (based on valuation):
The consequence of failure score for this initial AMP is based upon the replacement value of each structure or component. The higher the value, probably the larger the structure and therefore probably the higher the consequential risk of failure:

Consequence of Failure: **Buildings**	
Replacement Value	Consequence of failure
Up to $100k	Score of 1
$101k to $250k	Score of 2
$251k to $500k	Score of 3
$500k to $1M	Score of 4
Over $1M	Score of 5

Machinery & Equipment (based on valuation):
The consequence of failure score for this initial AMP is based upon the replacement value of each piece of machinery or equipment. The higher the value, probably the more critical the machinery or equipment and therefore probably the higher the consequential risk of failure:

Consequence of Failure: **Machinery & Equipment**	
Replacement Value	Consequence of failure
Up to $25k	Score of 1
$26k to $50k	Score of 2
$51k to $75k	Score of 3
$76k to $100k	Score of 4
Over $100k	Score of 5

Land Improvements (based on valuation):
The consequence of failure score for this initial AMP is based upon the replacement value of each land improvement. The higher the value, probably the more critical the land improvement and therefore probably the higher the consequential risk of failure:

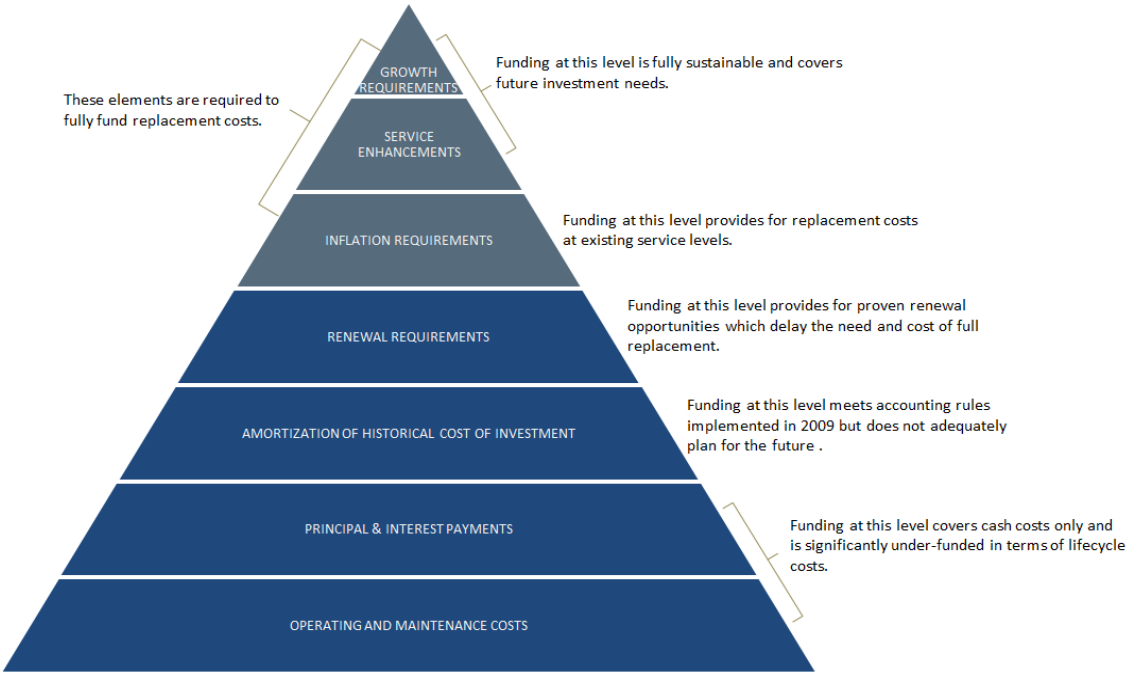
Consequence of Failure: **Land Improvements**	
Replacement Value	Consequence of failure
Up to $50k	Score of 1
$51k to $75k	Score of 2
$76k to $100k	Score of 3
$101k to $150k	Score of 4
Over $150k	Score of 5

7.0 Financial Strategy

7.1 General overview of financial plan requirements

In order for an AMP to be effectively put into action, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow Frontenac County to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service and projected growth requirements.

The following pyramid depicts the various cost elements and resulting funding levels that should be incorporated into AMP's that are based on best practices.



This report develops such a financial plan by presenting several scenarios for consideration and culminating with final recommendations. As outlined below, the scenarios presented model different combinations of the following components:

a) the financial requirements (as documented in the SOTI section of this report) for:
- existing assets
- existing service levels
- requirements of contemplated changes in service levels (none identified for this plan)
- requirements of anticipated growth (none identified for this plan)

b) use of traditional sources of municipal funds:
- tax levies
- user fees
- reserves
- debt (no additional debt required for this AMP)
- development charges (not applicable)

c) use of non-traditional sources of municipal funds:
- reallocated budgets (not required for this AMP)
- partnerships (not applicable)
- procurement methods (no changes recommended)

d) use of senior government funds:
- gas tax
- grants (not included in this plan due to Provincial requirements for firm commitments)

If the financial plan component of an AMP results in a funding shortfall, the Province requires the inclusion of a specific plan as to how the impact of the shortfall will be managed. In determining the legitimacy of a funding shortfall, the Province may evaluate a county's approach to the following:

a) in order to reduce financial requirements, consideration has been given to revising service levels downward
b) all asset management and financial strategies have been considered. For example:
- if a zero debt policy is in place, is it warranted? If not, the use of debt should be considered.
- do user fees reflect the cost of the applicable service? If not, increased user fees should be considered.

This AMP includes recommendations that avoid long-term funding deficits.

7.2 Financial information relating to County of Frontenac's AMP

7.2.1 Funding objective

We have developed scenarios that would enable the County of Frontenac to achieve full funding within 5 years or 10 years for the following assets:

a) Vehicles
b) Buildings
c) Machinery & Equipment
d) Land Improvements

For each scenario developed we have included strategies, where applicable, regarding the use of tax revenues, user fees and reserves.

7.3 Tax funded assets

7.3.1 Current funding position

Tables 1 and 2 outline, by asset category, County of Frontenac's average annual asset investment requirements, current funding positions and funding changes required to achieve full funding on assets funded by taxes.

Table 1. Summary of Infrastructure Requirements & Current Funding Available

Asset Category	Average Annual Investment Required	Average Annual Funding Over Last 3 Years				Annual Deficit/Surplus
		Taxes	Gas Tax	City of Kingston	Total Funding Available	
Vehicles	549,000	99,000	0	295,000	394,000	155,000
Buildings	990,000	0	0	558,000	558,000	432,000
Machinery & Equipment	1,007,500	232,500	0	593.000	825,500	182,000
Land Improvements	82,000	0	0	0	0	82,000
Total	**2,628,500**	**331,500**	**0**	**1,446,000**	**1,777,500**	**851,000**

7.3.2 Recommendations for full funding

The average annual investment requirement for vehicles, buildings, machinery & equipment, and land improvements is $2,628,500. Annual revenue currently allocated to these assets for capital purposes is $1,777,500 leaving an annual deficit of $851,000. To put it another way, these infrastructure categories are currently funded at 68% of their long-term requirements.

In 2013, the County of Frontenac has annual tax revenues of $8,162,000. As illustrated in table 2, without consideration of any other sources of revenue, full funding would require the following tax increase over time:

Table 2. Tax Change Required for Full Funding

Asset Category	Tax Change Required for Full Funding
Vehicles	1.9%
Buildings	5.3%
Machinery & Equipment	2.2%
Land Improvements	1.0%
Total	**10.4%**

Through table 3, we have expanded the above scenario to present multiple options for a dedicated capital levy:

Table 3. Revenue Options for Full Funding

	Tax Revenues	
	5 Years	10 Years
Annual Tax Increase Required	2.1%	1.0%

Considering all of the above information, we recommend the 10 year option in table 3. This involves full funding being achieved over 10 years by:

a) increasing tax revenues by 1.0% each year for the next 10 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
b) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By Provincial AMP rules, this funding cannot be incorporated into the AMP unless there are firm commitments in place.
2. We realize that raising tax revenues by the amounts recommended above for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.

Although this option achieves full funding on an annual basis in 10 years and provides financial sustainability over the period modeled (to 2050), the recommendations do require prioritizing capital projects to fit the resulting annual funding available. As of 2013, age based data shows a backlog investment demand of $395,000 for vehicles, $0 for buildings, $1,634,035 for machinery & equipment and $0 for land improvements. Prioritizing future projects will require the age based data to be replaced by condition based data. Although our recommendations include no further use of debt, the results of the condition based analysis may require otherwise.

7.4 Use of debt

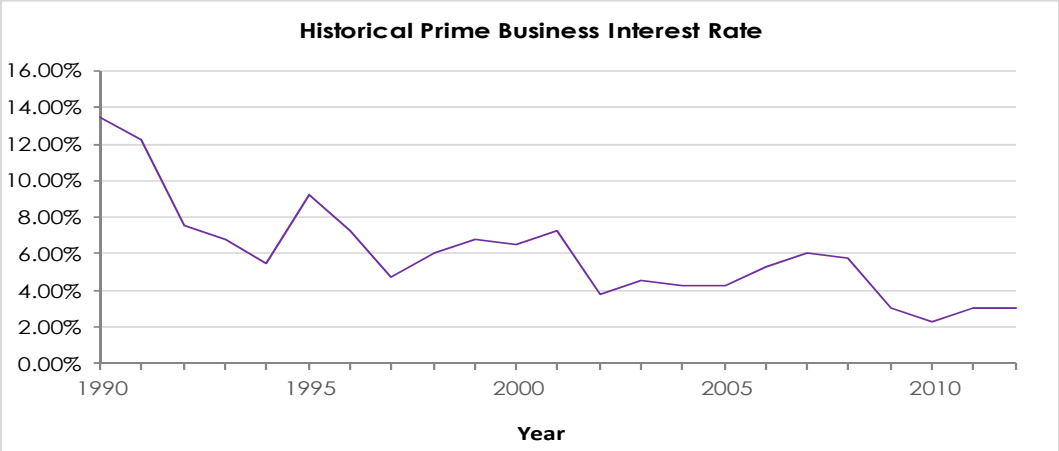
For reference purposes, table 4 outlines the premium paid on a project if financed by debt. For example, a $1M project financed at 3.0%[1] over 15 years would result in a 26% premium or $260,000 of increased costs due to interest payments. For simplicity, the table does not take into account the time value of money or the effect of inflation on delayed projects.

Table 4. Total Interest Paid as a % of Project Costs

Interest Rate	Number of Years Financed					
	5	10	15	20	25	30
7.0%	22%	42%	65%	89%	115%	142%
6.5%	20%	39%	60%	82%	105%	130%
6.0%	19%	36%	54%	74%	96%	118%
5.5%	17%	33%	49%	67%	86%	106%
5.0%	15%	30%	45%	60%	77%	95%
4.5%	14%	26%	40%	54%	69%	84%
4.0%	12%	23%	35%	47%	60%	73%
3.5%	11%	20%	30%	41%	52%	63%
3.0%	9%	17%	26%	34%	44%	53%
2.5%	8%	14%	21%	28%	36%	43%
2.0%	6%	11%	17%	22%	28%	34%
1.5%	5%	8%	12%	16%	21%	25%
1.0%	3%	6%	8%	11%	14%	16%
0.5%	2%	3%	4%	5%	7%	8%
0.0%	0%	0%	0%	0%	0%	0%

[1] Current municipal Infrastructure Ontario rates for 15 year money is 3.2%.

It should be noted that current interest rates are near all-time lows. Sustainable funding models that include debt need to incorporate the risk of rising interest rates. The following graph shows where historical lending rates have been:



As illustrated in table 4, a change in 15 year rates from 3% to 6% would change the premium from 26% to 54%. Such a change would have a significant impact on a financial plan.

Tables 5 and 6 outline how the County of Frontenac has historically used debt for investing in the asset categories as listed. There is currently $10,300,000 of debt outstanding for the assets covered by this AMP. In terms of overall debt capacity, the County of Frontenac has $1,531,000 of total annual principal and interest payment commitments. These principal and interest payments are well within its provincially prescribed annual maximum of $2,972,000.

Table 5. Overview of Use of Debt

Asset Category	Current Debt Outstanding	Use Of Debt in the Last Five Years				
		2009	2010	2011	2012	2013
Vehicles	0	0	0	0	0	0
Buildings	10,300,000	0	0	0	0	0
Machinery & Equipment	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Non AMP Debt	0	0	0	0	0	0
Overall Total	**10,300,000**	**0**	**0**	**0**	**0**	**0**

Table 6. Overview of Debt Costs						
Asset Category	Principal & Interest Payments in the Next Five Years					
	2013	2014	2015	2016	2017	2018
Vehicles	0	0	0	0	0	0
Buildings	1,531,000	1,531,000	1,531,000	1,531,000	1,531,000	1,531,000
Machinery & Equipment	0	0	0	0	0	0
Land Improvements	0	0	0	0	0	0
Non Amp Debt	0	0	0	0	0	0
Overall Total	**1,531,000**	**1,531,000**	**1,531,000**	**1,531,000**	**1,531,000**	**1,531,000**

7.5 Use of reserves

7.5.1 Available reserves

Reserves play a critical role in long-term financial planning. The benefits of having reserves available for infrastructure planning include:

- the ability to stabilize tax rates when dealing with variable and sometimes uncontrollable factors
- financing one-time or short-term investments
- accumulating the funding for significant future infrastructure investments
- managing the use of debt
- normalizing infrastructure funding requirements

By infrastructure category, table 7 outlines the details of the reserves currently available to County of Frontenac.

Table 7. Summary of Reserves Available	
Asset Category	Balance at December 31st, 2013
Vehicles	170,700
Buildings	0
Machinery & Equipment	1,641,300
Land Improvements	0
Total Rate Funded	**1,812,000**

There is considerable debate in the municipal sector as to the appropriate level of reserves that a county should have on hand. There is no clear guideline that has gained wide acceptance. Factors that municipalities should take into account when determining their capital reserve requirements include:

- breadth of services provided
- age and condition of infrastructure
- use and level of debt
- economic conditions and outlook
- internal reserve and debt policies.

The reserves in table 7 are available for use by applicable asset categories during the phase-in period to full funding. If required, available reserves and debt capacity can be used for high priority and emergency infrastructure investments in the short to medium-term.

7.5.2 Recommendation

As the County of Frontenac updates its AMP and expands it to include other asset categories, we recommend that future planning should include determining what its long-term reserve balance requirements are and a plan to achieve such balances.

8.0 Appendix A: Report Card Calculations

Key Calculations

1. "Weighted, unadjusted star rating":

(% of assets in given condition) x (potential star rating)

2. "Adjusted star rating"

(weighted, unadjsted star rating) x (% of total replacement value)

3. "Overall Rating"

$$\frac{\textit{(Condition vs. Performance star rating)} + \textit{(Funding vs. Need star rating)}}{2}$$

Grade Cuttoffs

1. Conditions vs Performance

Letter Grade	Star Rating
F	0
D	2
D+	2.5
C	2.9
C+	3.5
B	3.9
B+	4.5
A	4.9
A	5

2. Funding vs Need

Funding %	Star rating	Grade
0.0%	0	F
25.0%	1	F
46.0%	1.9	D
61.0%	2.9	C
76.0%	3.9	B
91.0%	4.9	A
100.0%	5	A

Vehicles County of Frontenac

1. Condition vs. Performance

Total category replacement value	$3,134,837	Segment replacement value	$3,134,837	Segment value as a % of total category replacement value	100.0%

Segment	Condition	Letter grade	Star rating	Quantity of assets in given condition	% of Assets in given condition	Weighted, unadjusted star rating	Segment adjusted star rating
Vehicles	Excellent	A	5	7	24%	1.21	3.5
	Good	B	4	10	34%	1.38	
	Fair	C	3	6	21%	0.62	
	Poor	D	2	3	10%	0.21	
	Critical	F	1	3	10%	0.10	
			Totals	**29**	**100%**	**3.52**	

Category star rating	Category letter grade
3.5	C+

2. Funding vs. Need

Average annual investment required	2013 funding available	Funding percentage	Deficit			Category star rating	Category letter grade
$549,000	$394,000	71.8%	$155,000			2.9	C

3. Overall Rating

Condition vs Performance star rating	Funding vs. Need star rating	Average star rating	Overall letter grade
3.5	2.9	3.2	C

Buildings County of Frontenac

1. Condition vs. Performance

Total category replacement value	$27,591,721	Segment replacement value	$27,591,721	Segment value as a % of total category replacement value	100.0%

Segment	Condition	Letter grade	Star rating	Quantity of assets in given condition	% of Assets in given condition	Weighted, unadjusted star rating	Segment adjusted star rating
Buildings	Excellent	A	5	8	26%	1.29	3.8
	Good	B	4	12	39%	1.55	
	Fair	C	3	8	26%	0.77	
	Poor	D	2	2	6%	0.13	
	Critical	F	1	1	3%	0.03	
			Totals	**31**	**100%**	**3.77**	

Category star rating	Category letter grade
3.8	C+

2. Funding vs. Need

Average annual investment required	2013 funding available	Funding percentage	Deficit		
$990,000	$558,000	56.4%	$432,000		

Category star rating	Category letter grade
1.9	D

3. Overall Rating

Condition vs Performance star rating	Funding vs. Need star rating	Average star rating	Overall letter grade
3.8	1.9	2.8	D+

Machinery & Equipment County of Frontenac

1. Condition vs. Performance

Total category replacement value	$5,781,544	Segment replacement value	$5,781,544	Segment value as a % of total category replacement value	100.0%

Segment	Condition	Letter grade	Star rating	Quantity of assets in given condition	% of Assets in given condition	Weighted, unadjusted star rating	Segment adjusted star rating
Machinery & Equipment	Excellent	A	5	67	14%	0.68	2.1
	Good	B	4	60	12%	0.49	
	Fair	C	3	36	7%	0.22	
	Poor	D	2	18	4%	0.07	
	Critical	F	1	313	63%	0.63	
			Totals	**494**	**100%**	**2.09**	

Category star rating	Category letter grade
2.1	D

2. Funding vs. Need

Average annual investment required	2013 funding available	Funding percentage	Deficit			Category star rating	Category letter grade
$1,007,500	$825,500	81.9%	$182,000			3.9	B

3. Overall Rating

Condition vs Performance star rating	Funding vs. Need star rating	Average star rating	Overall letter grade
2.1	3.9	3.0	C

Land Improvements County of Frontenac

1. Condition vs. Performance

Total category replacement value	$1,112,572	Segment replacement value	$1,112,572	Segment value as a % of total category replacement value	100.0%

Segment	Condition	Letter grade	Star rating	Quantities ($) given condition	% of Assets in given condition	Weighted, unadjusted star rating	Segment adjusted star rating
Land Improvements	Excellent	A	5	6	55%	2.73	4.2
	Good	B	4	1	9%	0.36	
	Fair	C	3	4	36%	1.09	
	Poor	D	2	0	0%	0.00	
	Critical	F	1	0	0%	0.00	
			Totals	**11**	**100%**	**4.18**	

Category star rating	Category letter grade
4.2	B

2. Funding vs. Need

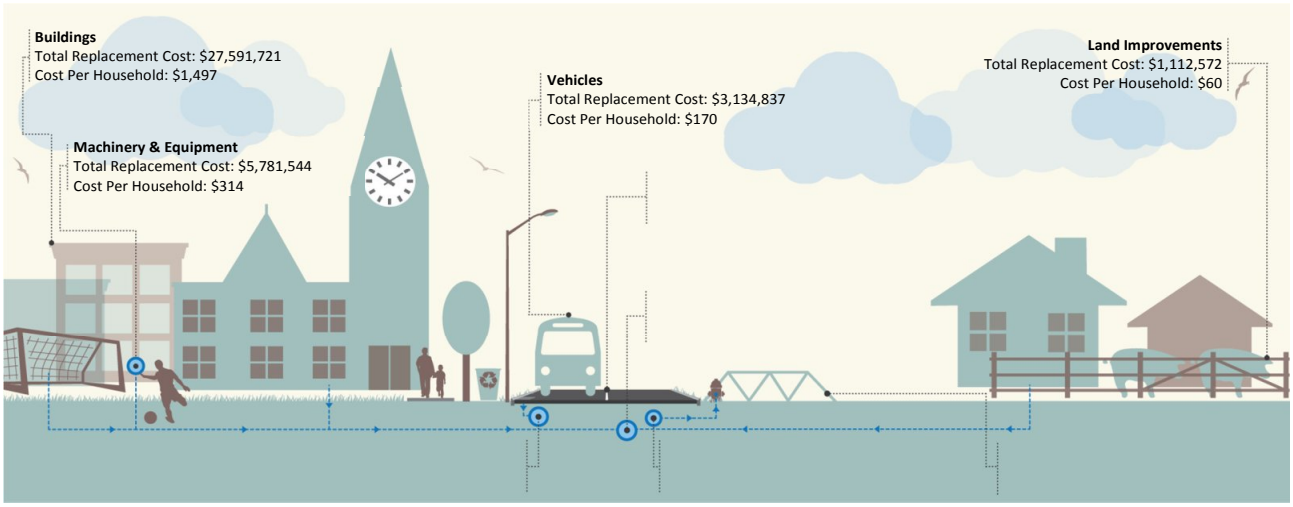
Average annual investment required	2013 funding available	Funding percentage	Deficit			Category star rating	Category letter grade
$82,000	$0	0.0%	$82,000			0.0	F

3. Overall Rating

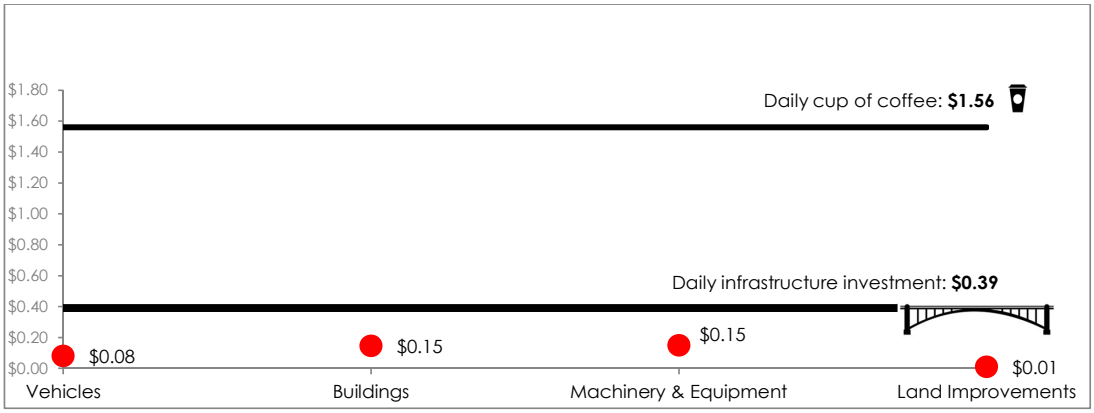
Condition vs Performance star rating	Funding vs. Need star rating	Average star rating	Overall letter grade
4.2	0.0	2.1	D

Infrastructure Replacement Cost Per Household

Total: $2,041 per household



Daily Investment Required Per Household for Infrastructure Sustainability



COUNTY of Frontenac

Report 2014-059

ADMINISTRATIVE REPORT

To:	Warden and Council Members of the County of Frontenac
From:	Marian VanBruinessen Acting CAO/Director of Corporate Services/Treasurer
Prepared by:	Paul J. Charbonneau Director of Emergency & Transportation Services/Chief of Paramedic Services
Date prepared:	April 7, 2014
Date of meeting:	April 16, 2014

Re: Emergency and Transportation Services – Community Paramedicine in Ontario Application

Recommendation

RESOLVED the Council of the County of Frontenac accept this *Emergency and Transportation Services – Community Paramedicine in Ontario Application* report for information;

AND FURTHER BE IT RESOLVED the Council of the County of Frontenac hereby approve the submission of the attached application for community paramedicine initiatives funding under the Community Paramedicine in Ontario Application Process;

AND FINALLY BE IT RESOLVED that the Council of the County of Frontenac commit to ongoing operational support of the Community Paramedicne wellness clinics in Frontenac at a cost of approximately $5,600 per year.

Background

On January 21, 2014 Minister of Health Deb Matthews released the following:

“Ontario is supporting the expansion of community paramedicine programs to improve access to home care and community support services for seniors and other patients with chronic conditions. The province is investing $6 million to support the expansion and development of community paramedicine initiatives across the province. These

programs allow paramedics to apply their training and skills beyond the traditional role of emergency response, and can include:

- Providing home visits to seniors known to call emergency services frequently, to provide a range of services such as ensuring they are taking their medications as prescribed.
- Educating seniors in their homes about chronic disease management and helping to connect them to local supports, such as Diabetes Education Teams.
- Helping refer patients to their local Community Care Access Centre (CCAC) so that they can be provided with appropriate home care services."

Comment

The goal of the proposed Community Paramedicine Project by the County of Frontenac is to establish a solid framework for future core Community Paramedicine Programs within the geographical areas of the County of Frontenac and City of Kingston. Of critical importance is the development of a comprehensive communication plan, within the framework, between Paramedics and other healthcare providers.

This will ensure that all healthcare workers involved in the care of patients in the project area are informed so that patients receive the right care, in the right place, at the right time, in a fiscally responsible manner with no duplication of services.

There are four primary components of this project:

1. Paramedic referrals. A process, policies and procedures must be developed to initiate a Paramedic Referral (e.g. CREMS/PERIL) Program.
2. Development of communication links between Paramedics and other healthcare providers involved with the patient.
3. Home visits by Paramedics. Processes, policies and procedures will be developed to identify appropriate patients and to set guidelines for Community Paramedic Home Visits.
4. Wellness Clinics. The opportunities to provide Wellness Clinics in appropriate locations will be investigated.

The Community Paramedicine project, attached as Appendix A, will be set up in a way that meets the requirements of the local partners and ensures effective communication.

The key requirement for this project is the acquisition of a Community Paramedicine Project Developer in a term position. The Developer will investigate and make recommendations for the appropriate programs and establish essential communication links to ensure the success of this program.

Sustainability Implications

Directions for Our Future, under Capacity Building and Governance on page 36, states: "Strong links ensure seamless relationships between community and municipalities." This work also contributes to the sustainability indicator – number of collaborative projects developed and implemented with two or more municipalities and many outside stakeholders in the primary health care field.

Financial Implications

The total funding request is:

Community Paramedicine Project Developer	$116,298
Project Coordination	$33,000
Expansion of Wolfe Island Wellness Clinic Pilot project (2 volunteer Paramedics x $75 each per clinic x 12 clinics)	$1,800
Wellness Clinic Pilot Project north County of Frontenac (2 paramedics x $53.25/hour x 12 3-hour clinics)	$3,834
Paramedic training hours (new policies and protocols, form completion, etc. $53.25/hour x 4 hours x 140 medics	$29,820
KFL&A Public Health - to set up flu directive/medical oversight	$5,000
Legal Fees (regarding patient consents, etc.)	$5,000
TOTAL FUNDING REQUESTED	**$194,752**

The ongoing costs, post project, would be the Wellness Clinic projects; this would total approximately $5,600 per year.

Organizations, Departments and Individuals Consulted and/or Affected

Rural Kingston Health Link
Kingston Health Link
South East Community Care Access Centre (SECCAC)
Southern Frontenac Community Services Corporation (SFCSC)
North Frontenac Community Services (NFCS)
South East Local Health Integrated Network (SELHIN)
Kingston General Hospital (KGH)
Kingston Frontenac Lennox & Addington (KFL&A) Health Unit

Appendix “A”

COMMUNITY PARAMEDICINE

“IDENTIFYING AND FILLING THE GAPS TOGETHER”

April 17, 2014

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SECTION 1—LEAD CONTACT INFORMATION

Gale Chevalier
Deputy Chief of Performance Standards
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SECTION 2—THE PROPOSED CP ACTIVITY/ACTIVITIES

The goal of the proposed Community Paramedicine Project by the County of Frontenac is to establish a solid framework for future core Community Paramedicine Programs within the geographical areas of the County of Frontenac and the City of Kingston. Of critical importance is the development of a comprehensive communication plan, within the framework, between Paramedics and other healthcare providers.

This will ensure that all healthcare workers involved in the care of patients in the project area are informed so that patients receive the right care, in the right place, at the right time, in a fiscally responsible manner with no duplication of services.

There are four primary components of this project:

5. Paramedic referrals. A process, and policies and procedures must be developed to initiate a Paramedic Referral (e.g. CREMS/PERIL) Program.
6. Development of communication links between Paramedics and other healthcare providers involved with the patient.
7. Home visits by Paramedics. Processes, policies and procedures will be developed to identify appropriate patients and to set guidelines for Community Paramedic Home Visits.
8. Wellness Clinics. The opportunities to provide Wellness Clinics in appropriate locations will be investigated.

The Community Paramedicine project will be set up in a way that meets the requirements of the local partners and ensures effective communication.

The key requirement for this project is the acquisition of a Community Paramedicine Project Developer in a term position. The Developer will investigate and make recommendations for the appropriate programs and establish essential communication links to ensure the success of this program.

Working closely with the Community Partners, the functions of this Project Developer would include:

- Establishing guidelines for patient identification and developing procedures for the Paramedic Referral Process
- Investigating and building the critical communication links between the Paramedics and Community Partners
- Determining legal requirements regarding information sharing and developing appropriate consents
- Identifying patients who would benefit from Community Paramedic follow up, (e.g. Wellness Clinics, home visits) and developing guidelines for this process
- Investigating needs and opportunities for Wellness Clinics
- Determining training requirements
- Initial data analysis and recommendations

The Community Paramedicine Project Developer will be the primary team member for the first year, responsible for recommending, developing and implementing the core programs and communications, in consultation with essential Community Partners who will be involved in the programs (see section 5).

The Deputy Chief of Performance Standards will be the key member of the team at Frontenac Paramedic Services. The Community Paramedicine Project Developer will report to the Deputy Chief, with ongoing consultation being a crucial component of the process. At the end of the term of the Community Paramedicine Project Developer, the Deputy Chief, along with the Supervisory staff of Frontenac Paramedic Services, will administer the Community Paramedicine Project.

Paramedics will play an essential role in the project. Core Community Paramedicine programs will be established in order to identify and refer appropriate patients to the resources they need.

The first step may include Paramedic Referral programs such as CREMS and PERIL. Communication links will be established to provide feedback to ensure that appropriate referrals are being made, that referred patients are receiving the resources they require, and that other healthcare providers involved in the patient's care are informed.

After applicable referrals are made, a process will be developed for follow up of appropriate patients via Community Paramedicine Wellness Clinics, adhoc home visits or "aging at home" visits using Paramedics. The communication process for this referral must be established and feedback provided to the physician and/or other Community Partners.

SECTION 3—DEMONSTRATED NEED

Consultation was held with our Community Partners:

- Rural Kingston Health Link,
- Kingston Health Link,
- South East Local Health Integrated Network,
- Northern Frontenac Community Services,
- Southern Frontenac Community Services,
- Community Care Access Centre
- Kingston General Hospital.
- Kingston Frontenac Lennox & Addington (KFL&A) Health Unit

The most significant gap identified was the lack of communication between the agencies providing services for the patients.

It was recognized that Paramedics have a unique opportunity to identify patients who require assistance and who have not yet been connected with the appropriate resources. The Community Partners were supportive of a system where Paramedics could make a referral for these patients.

It was agreed that it is important that there is communication which allows Paramedics to find out if their referrals were appropriate and that the patient is receiving recommended supports. Another identified communication gap includes the family physicians who are often unaware of ambulance calls to their patients for events such as “lift assists” or other patients who do not require acute interventions and transportation to hospital. It is unanimously agreed that these communication links need to be established.

It was also agreed that Community Paramedic Wellness Clinics, adhoc home visits and/or “aging at home” visits would be most beneficial if Community Partners could be involved in identifying appropriate patients, and, most importantly, receive information regarding the results of these visits. This would be an important part of the project.

The County of Frontenac is a geographically diverse area of 3,996 square kilometres with a population of 26,375 people. A round trip to Kingston for assessment from some parts of the County can take up to five (5) hours. By ensuring that patients have the supports they need (Paramedic Referral) and visiting patients in their homes (“aging at home”, adhoc visits), this travel could be avoided, which may lead to greater patient compliance with treatment plans and improved patient satisfaction.

The City of Kingston is 534 square kilometres with a population of 123,363. There are currently more than 600 patients on a waiting list for a family physician. The potential role of Paramedics in this urban setting will be investigated.

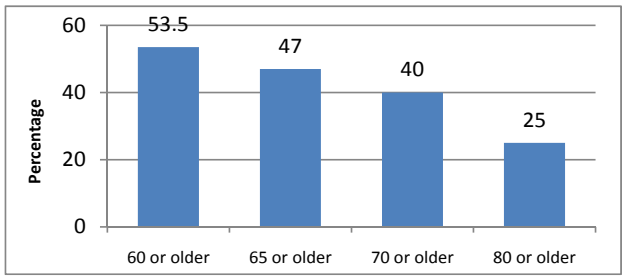
SECTION 4—TARGET POPULATION

An important role of the Community Paramedicine Project Developer will be to work with the Community Partners to identify the appropriate patients for the Community Paramedicine Programs.

Frontenac Paramedic Services Ambulance Call Report (ACR) data for the County of Frontenac and the City of Kingston was reviewed from 2013 and demonstrated the following:

Patient Age

53.5% of patients were 60 or older
47% were 65 or older
40% were 70 or older
25% were 80 or older



While the Kingston Health Link Business Plan estimates that 16% of their patient population is over the age of 65, these patients represent 47% of ambulance calls in the County of Frontenac. The potential benefit of "aging at home" visits will be considered.

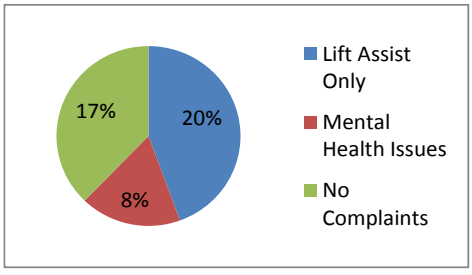
High Utilization Patients

Thirty-six (36) patients had ten (10) or greater ambulance visits, resulting in a total of 681 ambulance calls. These 36 patients represented 6% of total ambulance calls for 2013.

It is believed that these patients frequently call 911 because they have no other resources available to them. Through Paramedic referral programs, these patients could be connected with required resources. As well, strong communication links will ensure that family physicians and other caregivers are notified, ensuring appropriate continuing care. The potential use of Wellness Clinics and home visits will be investigated.

Primary Complaint

Code 72 calls (patient refused transport) indicate:
20% were for lift assist only
8% were for mental health issues
17% had "no complaints"



The reasons these patients are calling an ambulance must be investigated to see what measures can be taken to reduce these calls. Again, ensuring appropriate referrals are made, and that other healthcare providers are aware of these non-transport calls, will potentially decrease 911 calls.

OTHER

Data from The Rural Kingston Health Link Business Plan (2011/2012) estimates that with an expected growth rate of 3.9% annually, the projected patient population over age 65 by 2021 will be 25.2% in the rural area of Frontenac County. These older adults would benefit from programs to assist them to stay healthy in their homes and this will be investigated.

The Rural Kingston Health Link has noted that 31% of their patients have identified mental health issues—often seniors with depression, anxiety and dementia who may benefit from Community Paramedic home visits.

The report also shows that almost 10% of Emergency Room visits to the hospitals in the County of Frontenac were for CTAS 1 and 2 patients. Opportunities to reduce these calls will be explored.

In conjunction with the Rural Kingston Health Link, resources available through Community Care Access Centre, Northern and Southern Frontenac Community Services, and family health teams are currently working to address the needs of these patients. The data indicates that gaps exist, especially in the elderly population.

A Wellness Clinic Pilot Project was established on Wolfe Island in 2013. It has been very successful and patient surveys indicate that hospital visits have potentially been avoided by the clinic. We would like to extend this pilot project through 2014 and increase the frequency to monthly (currently every six (6) weeks). The opportunity to hold Wellness Clinics in other parts of the County will be researched.

The Kingston Health Link reports 131 family physicians caring for more than 132,000 patients. Their goal is to improve access and care for patients with multiple, complex conditions, reduce avoidable emergency room visits, and reduce unnecessary re-admission to hospitals shortly after discharge. Areas identified as needing attention includes mental health, addictions and palliative care, along with improved coordination of patient care.

The opportunities to establish Community Paramedicine Programs to assist with these identified issues will be reviewed by the Community Paramedicine Project Developer and recommendations made.

SECTION 5—COOPERATION AND PARTNERSHIPS

The proposed Community Paramedicine Project would utilize established resources within the County, with enhanced communication being a key factor. The anticipated roles of these partners include:

Frontenac Paramedic Services

Paramedics who are called via 911 will identify patients for referral (CREMS/PERIL) and make appropriate recommendations. They may also identify patients who would benefit from adhoc home visits. Once the patient has been referred to appropriate resources, and consents obtained, patients identified by family health teams, mental health services or Community Care Access Centre can be visited by Paramedics through home visits, with feedback provided to the referring partner and family physician.

Rural Kingston Health Link

The Rural Kingston Health Link's Business Plan (February 2013) includes Frontenac Paramedic Services as one of its Community Partners. The proposed Community Paramedicine program ties in with the four (4) essential drivers of change identified in this Business Plan:

- **Integration** of the continuum of patient care is the driving force for Health Links in the current Ministry of Health initiative. Improved integration, in turn, will drive a more cost-effective and patient-care-effective health care system.
- **Focus:** Innovative approaches that focus particularly on delivery of patient care to complex patients with comorbid conditions must first serve to improve patient experience and quality of life. At the same time, these approaches can assist with cost containment, smarter investments, and new patient-sensitive efficiencies.
- **Sustainability:** Where existing resources are marginal, changes to achieve ongoing sustainability will be an issue but one worth the effort. To achieve progress, it will take time, willing partners and a series of creative, adaptive actions that build on our strengths and are responsive to our patients' behaviours — leading with a "lean strategy" approach.
- **CSR Alignment:** The design of Rural Kingston Health Link's business plan seeks alignment with key initiatives in the Clinical Service Roadmap developed by the SELHIN — particularly in the areas of Cardiovascular Disease Services, Emergency Department Wait Times, and Mental Health and Addictions Services.

The Business Plan has a focus on "older high-risk target populations in the rural areas with a view to assisting them to remain at home". This is, in fact, the essence of the Community Paramedicine initiative. This focus includes prevention, early detection or intervention, addressing unmet needs among complex patients and working with patients proactively for self-management of their own health. One of the three major programs proposed in the Business Plan is called "Transitions" which aims to decrease admissions and readmissions to hospital, and to decrease Emergency Room visits. Paramedics can assist with this through early referrals of patients identified during emergency calls, wellness clinics and home visits.

Kingston Health Link

The goal of the Kingston Health Link is "to work together as system partners to facilitate a coordinated approach for seniors and others with complex health conditions to improve access, reduce avoidable emergency room visits and improve the patient's experience with the health care system. The Kingston Health Link represents over 132,500 patients and over 100 family physicians and is comprised of over 14 organizations".

The Kingston Health Link has identified an opportunity to work together by analyzing our emergency call database for high users and investigating ways to reduce that number.

South East Community Care Access Centre (SECCAC)

SECCAC will receive Paramedic referrals and attempt to provide appropriate resources to the patients. Communication links will help ensure that appropriate referrals are being made, and that the patient needs are being addressed. The possibility that some requests for follow-up by Paramedics could be initiated by SECCAC will be investigated through this project

Northern and Southern Frontenac Community Services

Both Northern and Southern Frontenac Community Services recognize that there are many patients in the County of Frontenac who are not receiving the supports they require. Community Social Services is involved in providing services such as Meals on Wheels, Diners Clubs, Transportation, Foot Care, Home Help, Respite, Hospice Services, Caregiver Support and Adult Day Programs. It has been suggested that with appropriate training Paramedics could play an important role in helping to keep these patients functioning in their homes.

South East Local Heath Integrated Network (SELHIN)

The SELHIN Clinical Services Roadmap was "designed to find better ways of providing improved access to care for residents across this region; to cut down on the red tape patients have to deal with in moving from one caregiver to another; and to ensure that hospitals and the SECCAC can integrate their services to fill the gaps and deliver a more seamless continuum of care region-wide". It identifies Emergency Department wait times, Mental Health and Addiction Services and Restorative care as areas for improvements to streamline and improve health service delivery in the region. Through identifying and referring appropriate patients, reducing ambulance transports to hospital and assisting patients to remain healthy in their homes, the Community Paramedicine project aligns itself with the SELHIN roadmap.
The SELHIN's Aging at Home Strategy includes that there must be a shift in thinking to service provision "driven by needs" which will be supported by this Community Paramedicine initiative.

Kingston General Hospital KGH

KGH is working on a continuous improvement process that will focus on understanding readmissions to hospital and aims to work with community partners to design steps to minimize this. Their plan involves improving coordinated discharge planning and this will fit in well with Community Paramedicine referral process where paramedics could identify potential risks to be considered when sending patients home.

Kingston Frontenac Lennox & Addington Health Unit (KFL&A)

The KFL&A Health Unit has identified that a gap exists in providing flu shots to shut-ins who are at risk of exposure to the flu through caregivers who come into their homes. KFL&A Medical Director is in favour of developing a medical directive and providing oversight to allow Paramedics to provide this service for identified patients.

Community Partners Summary

The above Community Partners have been engaged in discussions regarding the potential Community Paramedicine projects, have reviewed the application and provided input. Letters of support have been provided.

The Community Paramedicine Project Developer will continue to work with the partners to investigate and establish the appropriate Community Paramedic referral processes, communication links and home visiting procedures. Once established, this Community Paramedicine Program will be able to run with existing resources. Paramedic referrals originate through emergency 911 calls using existing staff. Current efforts and modified workers will be utilized to perform home visits.

Ongoing communication is important throughout the development of the Community Paramedicine Project and once programs are established. The Community Paramedicine Project Developer will work with the Community Partners to establish ongoing communication methods that meet the needs of each partner. It is anticipated that periodic meetings would be held to facilitate discussion.

SECTION 6—PROMOTE COMMUNICATION

Core team members including CCAC, Rural Kingston Health Links, Kingston Health Link, Northern Frontenac Community Services, Southern Frontenac Community Services, Kingston General Hospital and the LHIN were identified as being essential to the delivery of the proposed project, and were involved in initial meetings regarding the project. Each partner recommended the appropriate person from their organization to participate in discussions, and as the process developed, additional participants were added. Moving forward, the Community Paramedicine Project Developer will continue to evaluate the members who need to be involved.

The root of this Community Paramedicine project is about communication. The primary gap identified was the communications between agencies. The recruitment of a Project Developer to establish processes and communication links will ensure this communication occurs.

SECTION 7—TRACKING AND MONITORING

The first milestone of the project will be to hire the Community Paramedicine Project Developer. The goal is to achieve this in one month (now).

Once the Community Paramedicine Project Developer begins work on the project, initial goals will be:

- Establishing working relationships with the Community Partners (now)
- Researching the specific needs of the target population and determining the best methods to address these needs (<3 months)
- Developing the Paramedic Referral process, including guidelines and protocols (>3 months)
- Investigating and establishing a communications system between Community Partners (>3 months)

Monthly reports outlining progress and recommendations will be submitted. These can be shared with the Community Partners to ensure all are aware of progress and can identify concerns early.

The Wolfe Island Wellness Clinic is already established. Patients have identified that they would like to see the Clinic occur monthly. As an ongoing Pilot Project, we would be able to increase the frequency to monthly immediately, and monitor patient usage and patient satisfaction.

The Community Paramedicine Project Developer will be responsible for making recommendations on whether another Wellness Clinic in the north part of the County would be recommended and this would be established as a pilot project, with patient usage and satisfaction monitored.

We would like to see the establishment of the Paramedic Referral program within six months. Optimization of the communication links involved with this process will be ongoing.

Through the communication links established, data will be collected to track success of the program. The specific key performance metrics that will be used and how this information will be obtained will be established through the work of the Community Paramedicine Project Developer, but are anticipated to include:

- Decrease in 911 calls by target populations e.g. elderly, high utilization patients, mental health, (evaluated through analysis of FPS iMEDIC data)
- Improved access to homecare and community supports (data obtained from community partners)
- Decreased hospital admissions/readmissions (data from KGH)
- Increased attendance at Wellness Clinic(s)
- Patient satisfaction surveys

SECTION 8—SUSTAINABILITY PLAN

Once the core Community Paramedicine programs, processes and communication links have been established, the program will run utilizing existing resources, within current efforts and modified workers.

Frontenac County Council has been supportive of Community Paramedicine initiatives in the County, and has approved funding for the Wellness Clinic pilot project on Wolfe Island. If further Wellness Clinics or other initiatives prove to be of value to the citizens of the County, and economic benefits can be shown, County Council would have to make further decisions regarding additional future funding.

SECTION 9—ESTABLISHED GOVERNANCE AND ACCOUNTABILITY

The core programs of this Community Paramedicine Project do not require paramedics to use skills beyond their current scope of practice, or any delegated medical acts, therefore medical oversight is not required. The one exception to this would be if Paramedics are used to deliver flu shots to shut-in patients. In this case, Dr. I. Gemmill, Medical Officer of Health, or his designate, would be responsible for developing a medical directive and providing medical oversight. The estimated cost associated with this project is included in the budget.

The Community Paramedicine Project Developer, and the Paramedics involved in delivering the programs, will be overseen by the Deputy Chief of Performance Standards, reporting to the Chief of Frontenac Paramedic Services. Quality review processes will be established to ensure safe, high-quality care is being provided through Community Paramedicine projects. Ultimately, Frontenac County Council makes the final decision regarding the Community Paramedicine Projects that will be undertaken.

The Community Paramedicine Project Developer will provide regular updates to the Deputy Chief of Performance Standards. Monthly reports will be provided to the Senior Management Team of the County of Frontenac, and the Chief of Paramedic Services will provide quarterly reports to Frontenac County Council.

SECTION 10—NO INTERFERENCE WITH EMERGENCY RESPONSE

This Community Paramedicine project will not impact core business of providing emergency response. Paramedics will immediately respond to emergency calls within the legislated time parameters regardless of whether they are responding from their Station or any other mobile location, including a home-visit residence.
Chute times and RTS timeframes will be tracked and monitored to ensure there is no negative impact on the core business of providing emergency response.

SECTION 11—FUNDING REQUESTED

Community Paramedicine Project Developer	$116,298
Project Coordination	$33,000
Expansion of Wolfe Island Wellness Clinic Pilot project (2 volunteer Paramedics x $75 each per clinic x 12 clinics)	$1,800
Wellness Clinic Pilot Project north County of Frontenac (2 paramedics x $53.25/hour x 12 3-hour clinics)	$3,834
Paramedic training hours (new policies and protocols, form completion, etc. $53.25/hour x 4 hours x 140 medics	$29,820
KFL&A Public Health - to set up flu directive/medical oversight	$5,000
Legal Fees (regarding patient consents, etc.)	$5,000
TOTAL FUNDING REQUESTED	**$194,752**

SECTION 12—ADDITIONAL INFORMATION

In his report, *Living Longer, Living Well*, Dr. Samir K. Sinha, Provincial Lead, Ontario's Seniors Strategy, makes a key recommendation that "The Ministry of Health and Long-Term Care, in collaboration with Local Health Integration Networks (LHINs) and local municipal Emergency Medical Services (EMS) programs, should explore the development and expansion of Community Paramedicine programs across Ontario, especially in northern and rural communities. These programs could better support high-users of EMS to avoid emergency department (ED) visits and hospitalizations and potentially delay entry into a long-term care home as well."

The County of Frontenac's Community Paramedicine Project aligns with this key recommendation as it will strive to establish a solid framework for future core Community Paramedicine Programs within the County and develop a comprehensive communication plan between Paramedics and other healthcare providers.

APPLICATION DECLARATION

On behalf of and with the authority of the Applicant, I/we:

1. Certify that the information that the Applicant has supplied in support of its application is true, correct and complete in every respect.
2. Certify that the proposed Community Paramedicine activity does not interfere with core emergency response and service delivery.
3. Agree that if this Application to deliver a community paramedicine initiative is selected, the Applicant will agree to amend any applicable Service Accountability Agreement or other relevant funding agreement that the Ministry may provide or enter into a new Service Accountability Agreement or other funding agreement as applicable relating to this initiative.

Name(s), Title(s) and Signature(s) of Authorized Project Leads:

_____

Name and Signature of EMS Chief:

_____

Name of Partner Organizations:

_____

Date: _____

COUNTY of Frontenac

Report 2014-065

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Director of Corporate Services/Treasurer

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

Date prepared: March 26, 2014

Date of meeting: April 16, 2014

Re: **Emergency and Transportation Services – 2014 Emergency Preparedness Week Proclamation, May 4th to 10th**

Recommendation

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

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

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

NOW THEREFORE Council of the County of Frontenac accept this *Emergency and Transportation Services – 2014 Emergency Preparedness Week, May 5th to 10th* report for information;

AND FURTHER Council of the County of Frontenac hereby proclaim the week of May 5th to 10th, 2014, to be EMERGENCY PREPAREDNESS WEEK throughout the County, and encourage all citizens to participate in educational activities on emergency preparedness.

Background

Insight from recent emergencies has shown that while many are prepared for emergencies, some among us may not have the support or capacity to deal with emergencies due to physical challenges, language barriers, etc. This year's focus will be to expand emergency preparedness beyond the individual to reach out to neighbours, family and friends who may be vulnerable or incapable of supporting themselves during an emergency. Hence, the focus for the provincial campaign is diverse groups which includes people with disabilities and special needs, seniors, and pets.

The provincial EP Week theme this year is "I am ready. We are ready." The theme reinforces the importance of individual preparedness with the need to support community resiliency. The Office of the Fire Marshall and Emergency Management (OFMEM) will actively promote the online Emergency Preparedness Action Plan tool which enables users to build a customized emergency plan tailored to their family's specific needs. Additionally, we are encouraging Ontarians to sign up for our public alerting subscription services, so they can receive emergency notifications and preparedness messaging before and during an emergency.

The provincial campaign will largely be conducted online through its website, via social media engagement through Facebook, Twitter and YouTube, and in partnership with the Insurance Bureau of Canada through digital advertising. OFMEM is encouraging Ministries, communities, our partners and the public to use the following hashtags to support EP Week promotion and monitor trends: #ONready #iamready #weareready #EPweek2014.

Comment

As part of our ongoing Public Awareness Campaign, as mandated under the *Emergency Management and Civil Protection Act*, it is important that we provide citizens with timely, relevant and accurate information regarding emergency preparedness and encourage that they be knowledgeable and prepared for the possibility of an emergency.

Of course, EP Week encourages all Canadians to be prepared to cope on their own for the first 72 hours following an emergency. During this time, frontline emergency responders may be assisting those in urgent need and might not have the ability to support other households.

Sustainability Implications

Directions for Our Future, under Capacity Building and Governance on page 36, states: "Strong links ensure seamless relationships between community and municipalities". This work also contributes to the sustainability indicator – number of collaborative projects developed and implemented with two or more municipalities.

Financial Implications

The County will publish a notice regarding the Proclamation of Emergency Preparedness Week in our local newspapers on behalf of all the municipalities within the Frontenacs. The cost is estimated at approximately $1,700 and has been included in the 2014 budget.

Organizations, Departments and Individuals Consulted and/or Affected

Emergency Management Ontario
Townships' CEMCs

COUNTY of Frontenac

Report 2014-066

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Director of Corporate Services/Treasurer

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

Date prepared: March 26, 2014

Date of meeting: April 16, 2014

Re: **Emergency and Transportation Services – 2014 Paramedic Services Week Proclamation, May 25th to May 31st**

Recommendation

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

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED the Council of the County of Frontenac receive this *Emergency and Transportation Services – 2014 Paramedic Services Week, May 25th to May 31st,* report;

AND FURTHER that the week of May 25th to May 31st, 2014 be proclaimed PARAMEDIC SERVCIES WEEK in the County of Frontenac.

Background

The Ontario Association of Paramedic Chiefs (OAPC), the Paramedic Chiefs of Canada (PCC), the Paramedic Association of Canada (PAC), the Ontario Paramedic Association (OPA) and all associated Paramedic organizations have agreed that Paramedic Services Week will take place on an annual basis.

Comment

Every year Frontenac Paramedic Services (FPS) continues to "bring the hospital to the patient" through the skilled hands of our Primary Care Paramedics (PCPs) and Advanced Care Paramedics (ACPs). Our paramedics raise awareness of paramedic services and its role within the community. In addition, we strive to promote our paramedics, the dedicated service they provide within the Frontenacs and surrounding areas, through their involvement in numerous outreach activities.

Requests from our various community members (local schools and/or their Boards, churches, community groups, regional and private daycare facilities, nonprofit organizations and private sector companies) for education and information about the services paramedics provide continue to rise annually.

This year's theme is: "**Our Family Caring for You!"**

Sustainability Implications

Directions for Our Future, under Capacity Building and Governance on page 36, states: "Strong links ensure seamless relationships between community and municipalities". This work also contributes to the sustainability indicator – number of collaborative projects developed and implemented with two or more municipalities.

Financial Implications

The costs for Paramedic Services Week activities are within the 2014 Land Ambulance budget allocations.

Organizations, Departments and Individuals Consulted and/or Affected

Association of Ontario Paramedic Chiefs (OAPC)
Paramedic Chiefs of Canada (PCC)
Paramedic Association of Canada (PAC)
Ontario Paramedic Association (OPA)

Report 2014-067

RECOMMEND REPORT TO COUNCIL

To:	Warden and Council Members of the County of Frontenac
From:	Marian VanBruinessen Acting CAO/Director of Corporate Services/Treasurer
Prepared by:	Jannette Amini Manager of Legislative Services/Clerk
Date prepared:	April 2, 2014
Date of meeting:	April 16, 2014

Re: **Corporate Services – Appointment of Integrity Commissioner for the County of Frontenac**

Recommendation

THAT Ronald R. Price, Q.C. be appointed as the Integrity Commissioner for the County of Frontenac;

AND FURTHER THAT the Clerk be authorized to execute the required agreements.

Background

At the October 16, 2013 County Council meeting, County Council passed the following resolution:

> **2013-172**
> **Administrative Services**
> **Code of Conduct for County Council and Committee Members**
>
> Motion #: 386-13 Moved By: Councillor Jones
> Seconded By: Councillor Doyle
>
> **BE IT RESOLVED THAT** the Council of the County of Frontenac receive this Administrative Services – Code of Conduct for County Council and Committee Members report;

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

1) the wording of Section 13 (j) of Procedural By-law 2013-0020, Duties of the Warden, be added to Section 1.2 (v) of the Code of Conduct;
2) Section 1.2 of the Code of Conduct be further amended to include the Chair of the Committee of the Whole
3) Section 1.0, Statement of Intent, be deleted and replaced with, "To guide those who are covered by this Code in their day to day responsibilities on behalf of the citizens of the County of Frontenac"

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

CARRIED AS AMENDED

Comment

In January 2013, the County released a Request for Expression of Interest for the Provision of Services: Integrity Commissioner.

The Expression of Interest closed on January 23, 2014 with one (1) proposal received. As a result the Expression of Interest was re-issued and closed a second time on February 28, 2014. In total, two (2) proposals were received. Staff reviewed and evaluated both proposals using the evaluation criteria outlined in Table 1 as follows:

Table 1 – Evaluation Criteria

Evaluation Criteria	Weighting
Price	75%
Brief Description of firm, including clients, history, projects and staff	10%
Outline of services to be provided	10%
Outline of past experience in similar projects	5%
Total	100%

Staff evaluated both proposals using the criteria outlined in the EOI and concluded that the proposal by Ronald Price, Q.C. provided the the best value for the County, as outlined in Table 2.

Table 2 – Summary of Proponent Scores

Proponent	Rank (using criteria in EIO)	Price submitted
Ronald R. Price, Q.C.	1	$200/hr for investigation + minimal costs for administration if

		required.*
ADR Chambers Mediators – Arbitrators	2	$300/hr for investigation + $1,600/month administrative fee

* Mr. Price has indicated that some necessary work including essential research could be assigned to a junior at the Mediation Centre working under his supervision at a reduced rate. Potential minimal costs include office supplies and an independent letterhead for the Integrity Commissioner which could be designed by the County's Communications Officer. There would also be reimbursement of travel expenses if required.

Ronald Price is a Professor Emeritus in the Faculty of Law at Queen's University in Kingston and has been practicing law since 1960. Mr. Price has been Counsel in numerous cases in the Superior Courts and in 1995, took on responsibility for the Alternative Dispute Resolution Course at Queen's teaching Mediation, Arbitration and Conflict Resolution.

Mr. Price currently serves as the Administrative Director of the Mediation Centre of Southeastern Ontario which he formed with colleagues in 2001 and is responsible for the conduct of the Centre's 40-hour Certificate Program on Alternative Dispute and Conflict Resolution which comprises of courses on Conflict Resolution and Negotiation Skills and Mediation Skills. A full professional profile of Mr. Price is attached to this report as Appendix A.

Sustainability Implications

As noted in *Directions for our Future,* providing an equal and equitable level of service across the County is a priority and that government decision-making processes are clear, transparent, forward thinking and focused on the longer term.

Financial Implications

The cost associated with the appointment of Mr. Price as the County of Frontenac Integrity Commissioner would be based on the number of complaints received.

Organizations, Departments and Individuals Consulted and/or Affected

Colleen Hickey, Manager of Human Resources

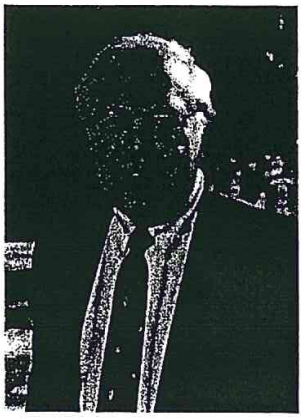
Attachments

Appendix A – Professional Profile, Ronald R. Price.

APPENDIX "A"

RONALD R. PRICE, Q.C., J.D.

ronprice@mediatecentre.com , rrp@queensu.ca



Ronald Price is a Professor Emeritus in the Faculty of Law at Queen's University, Kingston, Ontario.

Mr. Price is a graduate in Law from the University of Toronto in 1958. He was admitted to the Bar of Alberta in 1960, following which he served with the federal Department of Justice until 1966, when he accepted an appointment at Queen's University. In 1968, he was admitted to the Bar of Ontario. He was appointed Queen's Counsel in 1978.

In 1973, Mr. Price established the Correctional Law Project, a clinical legal education service that still continues as part of the Law School's Program.

Mr. Price has been Counsel in numerous cases in the Superior Courts, including eight full appeals and nine in person Applications for Leave to Appeal (seven of them successful) in the Supreme Court of Canada, and numerous cases before the Ontario and Federal Courts of Appeal, Ontario High Court, Federal Court of Canada (Trial Division) and Supreme Court of Northwest Territories. As well, he has appeared regularly before the National Parole Board and the Lieutenant Governor's Board of Review (now Ontario Board of Review). For several years, he served as Alternate Chair of the Psychiatric Review Board (now the Consent and Capacity Board). He is currently Alternate Chair for the Queen's University Appeal Board, which is integrated within the University's recently established coordinated system of Dispute Resolution Mechanisms.

In 1995, Mr. Price took on responsibility for the Alternative Dispute Resolution Course at Queen's, teaching Mediation, Arbitration and Conflict Resolution for six years. He completed the Internal Dispute Resolution Course offered by CDR Associates of Boulder, Colorado, and in 1998 introduced an Advanced Mediation Course at Queen's.

In the period from 1996 to 2001 Mr. Price:- became a founding member of Associates in Dispute Resolution of Kingston (ADR/K); initiated the Queen's Small Claims Court Mediation Service; served as a Mediator for the Dispute Resolution Service of Frontenac County, a Victim-Offender Mediation Pilot Project initiated on the invitation of the Crown Attorney for Frontenac and Hastings counties; developed the Queen's Law Student Victim-Offender Mediation Project; and organized a number of ADR instructional workshops.

In 2001, Mr. Price joined with colleagues to form **The Mediation Centre of Southeastern Ontario (MCSO).** See www.mediatecentre.com. He serves as its administrative Director, and is responsible for the conduct of the Centre's 40-hour ***Certificate Program on Alternative Dispute and Conflict Resolution,*** comprising Courses on ***Conflict Resolution and Negotiation Skills*** and ***Mediation Skills,*** offered twice per year since2001. Commencing in 2001, he has been a Roster Mediator for the Ontario Mandatory Mediation Program in both Toronto and Ottawa.

In the years from 2001, Mr. Price has served as Mediator for an extensive number of Civil Litigation cases, both through the Mandatory Mediation Program and on separate retainers. These have included cases where the matters in issue related variously to personal injury, insurance, commercial law, real property, estates and trusts, health care, employment, workplace conflict, professional negligence, and human rights. He has been brought in as a Facilitator for a number of Governmental and organizational clients in situations requiring the utilization of Third Party Neutral Conflict Resolution techniques and

skills. He has also been appointed to the Roster of Independent Complaint Facilitators established jointly by the ADR Institute of Ontario and the Association of Ontario Community Care Access Centres.

For several years, as above noted, Mr. Price has served as an Alternate Chair of the Queen's University Student Appeal Board, hearing and providing the written Reasons for Decision in numerous cases. In this capacity, he has had occasion to address, and on occasion, invoke Section 33 of the Queen's University Senate Policy Document on Student Appeals, Rights & Discipline, on "Alternative Dispute Resolution". He has served on the Senate Educational Equity Committee, and took an active role in drafting revisions to Educational Equity policy that went forward to the Senate. As well, he was commissioned by the Queen's University Provost to conduct an inquiry into a matter that had been the subject of a contested complaint.

As a Professor at Queen's University, Mr. Price developed and taught Courses in:- Criminal Law; Criminal Procedure; Criminology, Law and Criminal Correction; Human Rights; Health Law; Psychiatry and the Law (Mental Health Law); Legal Ethics; and Public Law Litigation. Since 1996, his academic focus has been on Mediation and Conflict Resolution, as reflected in the ongoing MCSO Certificate Program.

RECOMMEND REPORT TO COUNCIL

REPORT 2014-068

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: April 11, 2014

Date of meeting: April 16, 2014

Re: **Corporate Services – Sandstone Shores Plan of Subdivision Final Approval – County File 10T-2006/001**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Corporate Services – Sandstone Shores Plan of Subdivision Final Approval – County File 10T-2006/001* report;

AND FURTHER the Council of the County of Frontenac pass a bylaw later in the meeting to delegate authority to the Manager of Sustainability Planning for this specific file in order to change conditions as necessary, extend draft approvals, and grant final approval to the Sandstone Shores plan of subdivision, being County File No. *10T-2006/001*, based on resolution of the remaining issues identified in the report;

AND FINALLY that the Clerk be authorized to approve the plan for registration by executing the required documents, following the granting of final approval.

Background

The Sandstone Shores draft approved plan of subdivision (formerly known as the Campbell Subdivision) is located in the Township of South Frontenac at 3799 Moreland-Dixon Road near the village of Inverary. The property is located on the south side of the road and has frontage on the northeast shore of Collins Lake. It is legally described as Part of Lot 22, Concession 2, Geographic Township of Loughborough, Township of

South Frontenac. The draft approved plan creates a residential subdivision consisting of 10 single detached lots, one lot addition block (Block 12), one stormwater block (Block 11) , a Township road named Sandstone Court, and several 30 centimetre (1 foot) reserve blocks to control road access from various lots and blocks.

The applicant appealed the plan of subdivision to the Ontario Municipal Board in October 2008 for lack of a decision within the statutory approval period (180 days). The main reason for the appeal was due to disagreements on how the Minimum Distance Separation formula applied to the proposed development with regards to setbacks from an adjacent agricultural property. The appeal was withdrawn on March 15, 2011 and the subdivision was draft approved by County Council on May 18, 2011. A map of the plan is attached as Appendix A and the draft conditions approved by Council are attached as Appendix B.

The application was submitted in July 2006, prior to the Bill 51 reforms to the *Planning Act*, and therefore would be approved under the previous *Planning Act* that existed in 2006, based on the transition regulations the Ontario government put into place for applications commencing before January 1, 2007 (*Ontario Regulation 548/06)*. However this technicality has no impact on the final approvals process.

Plan of subdivision applications are typically given three year lapsing conditions as part of the conditions of draft approval, similar to the one year deadline for approvals of consents. This is to ensure outdated draft plans of subdivision will not stay on file for years with no intention to develop. Once a draft plan expires, a new application is required for subdivision of the lands; however the *Planning Act* allows for draft approval to be extended. The applicant for the Sandstone Shores plan of subdivision has nearly completed fulfilling the conditions of draft approval, however there are some conditions that may not be able to be fulfilled before the lapsing date of May 11, 2014, so an extension is needed to ensure approvals do not lapse.

The subdivision agreement has been signed with the Township and only minor outstanding issues are remaining. The County has now received a request from the proponent for final approval and potential extension of draft approval.

Comment

County staff have reviewed the Final Plan of Subdivision for conformity with the approved draft plan of subdivision and reviewed each condition to ensure the conditions were satisfied.

The primary conditions of draft subdivision approval have been met to the satisfaction of County staff through the submission of the final plan and through clearance letters provided by the Township of South Frontenac, KFL&A Public Health, the Cataraqui Region Conservation Authority, and other agencies.

There are three minor outstanding issues to be resolved before final approval

1) Condition 22 c) requires clearance from Hydro One. It can sometimes be difficult to get formal responses from Hydro One in writing for subdivisions. For example, for the Kennebec Lake plan of subdivision Hydro One did not respond to

requests from the County or the applicant for a formal clearance letter. The Hydro One provision from that subdivision was removed by County Council following the applicant providing proof of an agreement with the utility. This is expected to be received for the Sandstone in the near future. Additionally, the subdivision agreement includes provisions relating to Hydro easements.

2) Condition 20 identifies Bell Canada requirements and Condition 22 d) specifically requires a clearance letter from Bell prior to final approval. This has not yet been cleared as the developer will likely have WTC Communications service the subdivision rather than Bell. Formal confirmation of this change is required before staff would be in a position to recommend removing or changing the conditions originally requested by Bell in 2006. The subdivision agreement includes provisions relating to utility easements for Bell or other utilities.
3) The M-Plan is required to be pre-approved by the registry office prior to the municipal certificate being signed by the County. The plan is currently being reviewed by the registry office and will not be pre-approved prior to the April 16th Council meeting. The only changes that would happen based on this review would be minor in nature and not planning related (e.g. formatting).

Because these issues are minor and technical in nature, staff are recommending that authority be delegated to the Manager of Sustainability Planning to grant final approval following the resolution of these three issues. This will ensure the plan can be registered in a timely manner and that the applicant would not be held up unnecessarily for minor technical matters. Although staff do not have general delegated authority to grant final approval for subdivisions, it is common practice to do so in other municipalities throughout the Province, similar to the stamping of the deeds for a consent application following fulfillment of the conditions of consent. As part of the delegation for this file, it is recommended that the Manager of Sustainability Planning would also be given authority to modify/remove conditions and extend the lapsing date if needed, based on the issues list identified above.

Appendix C includes a copy the current agency clearing letters, emails describing the current state of the Bell and Hydro conditions, as well as documentation from the applicant detailing how all of the conditions of draft approval have been satisfied.

Staff is satisfied that the application for final approval:

(i) is consistent with the Provincial Policy Statement;
(ii) meets the tests under Section 51(24) of the *Planning Act*;
(iii) complies with policies of the Township of South Frontenac's Official Plan and conforms to the Zoning By-law; and,
(iv) has fulfilled or will fulfill the conditions of draft approval issued by County Council on May 18, 2011 following the resolution of the three remaining issues identified in this report.

Financial Implications

The required fee to process final approval of the plan of subdivision in the amount of $600 has been paid to the County by the proponent and all funds owed have been paid to the Township.

Sustainability Implications

One of the key focus areas of *Directions for Our Future*, the County's Sustainability Plan, is *Land Use Planning and Management*. From a sustainability perspective, this involves an approach that ensures a clean and healthy environment, a strong economy, and long term viability. Final approval of the plan of subdivision will add additional units in the Inverary area and will long term viability of the village. The zoning has been implemented on the property that would protect the nearby agricultural property by implementing Minimum Distance Separation.

Organizations, Departments and Individuals Consulted and/or Affected

Township of South Frontenac
Commenting Agencies
County Clerk
County Solicitor

COUNTY OF FRONTENAC

Data Source: OGDE, MPAC & The County of Frontenac. Created: April 10th, 2014 Reference: Produced by the County of Frontenac with data supplied under license by members of the Ontario Geospatial Data Exchange. The County of Frontenac disclaims all responsibility for errors, omissions or inaccuracies in this publication.

Applicant: Barry Campbell	**Date of Decision: May 18, 2011**
File No.: 10T-2006/001	**Date of Notice: May 31, 2011**
Municipality: Township of South Frontenac in the County of Frontenac	**Last Date of Appeal: June 20, 2011**
Subject Lands: Part Lots 22, Con. 2, Geographic Township of Storrington, Township of South Frontenac	

NOTICE OF DECISION

THE CORPORATION OF THE COUNTY OF FRONTENAC

with respect to an Application for Approval of Draft Plan of Subdivision
Subsection 51(37) of the Planning Act

TAKE NOTICE that the Council of The Corporation of the County of Frontenac approved a Draft Plan of Subdivision Application, in respect of the subject lands noted above, on May 18, 2011, under Section 51 of the *Planning Act, R.S.O. 1990, as amended*.

When and How to File an Appeal

Notice to Appeal the Decision to the Ontario Municipal Board must be filed with the Clerk of the County of Frontenac no later than June 20, 2011 as shown above as the Last Date of Appeal.

The Notice of Appeal should be sent to the attention of the Clerk, and it must:
1. Set out the reasons for the appeal,
2. Indicate the name and address of the appellant;
3. Be sent to the address shown below, and
4. Be accompanied by a fee payment in the amount of $125.00 payable to the Minister of Finance, Province of Ontario.

Who Can File an Appeal

At any time before the approval of the final plan of subdivision, the following may appeal any of the conditions imposed by the Council of the Corporation of the County of Frontenac to the Ontario Municipal Board by filing a Notice of Appeal with the Clerk of the County of Frontenac:
(i) the applicant;
(ii) any public body that, before the approval authority made its decision, made oral submission at a public meeting or written submission to the approval authority;
(iii) the Minister; or
(iv) the Municipality in which the subject land is located.

i. Only individuals, corporations or public bodies may appeal the Decision of the Council of The Corporation of the County of Frontenac in respect of the proposed plan of subdivision to the Ontario Municipal Board. A Notice of Appeal may not be filed by an unincorporated association or group. However, a Notice of Appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

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ii. No person or public body shall be added as a party to the hearing of the appeal of the decision of the Council of The Corporation of the County of Frontenac, including the lapsing provisions or the conditions, unless the person or public body, before the decision of the Council of The Corporation of the County of Frontenac, made oral submissions at a public meeting or written submissions to the Council or, in the Ontario Municipal Board's opinion, there are reasonable grounds to add the person or public body as a party.

How to Receive Notice of Changed Conditions

The conditions of an approval of Draft Plan of Subdivision may be changed at any time before the Final Approval is given. You will be entitled to receive notice of any changes to the conditions of approval of Draft Plan of Subdivision if you have either:

1. Made a written request to be notified of the Decision to give or refuse to give approval of the Draft Plan of Subdivision, or
2. Make a written request to be notified of changes to the conditions of approval of the Draft Plan of Subdivision.

Other Related Applications

No other application has been made for approvals under the *Planning Act*.

Additional Information

Additional Information about the application is available for public inspection during regular office hours at the County of Frontenac office by contacting:

Susan Beckel, Deputy Clerk
County of Frontenac
2069 Battersea Road
R.R.#1 Glenburnie, ON K0H 1S0
Tel: (613) 548-9400 during regular business hours.
Email: sbeckel@frontenaccounty.ca

Mailing Address for Filing a Notice of Appeal

The appeal must be sent to:

K. Elizabeth Savill, CAO/Clerk
County of Frontenac
2069 Battersea Road
R. R #1 Glenburnie, ON K0H 1S0
Tel: (613) 548-9400 Fax: (613) 548-8460

Applicant: Barry Campbell	**Date of Decision: May 18, 2011**
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CONDITIONS TO APPROVAL

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

1. **Approved Draft Plan of Subdivision:**
   This approval applies to the Draft Plan of Subdivision, prepared by Josselyn Engineering Inc. as revised on November 24, 2010, certified by the offices of Grange W. Elliott Ltd., Ontario Land Surveyors, and which shows the following:
   - 10 single unit detached residential Blocks (1-10);
   - 2 blocks as 0.3m road allowances (Blocks C and D);
   - 1 Block for lot addition (Block B);
   - 1 Block (Block E) for stormwater management easement;
   - Street A and associated cul-de-sac.

2. **Lot Addition:**
   That Block B be a lot addition to the existing abutting property to the east or to lot 9 or lot 10 as shown on the draft plan. The deeds for conveyance shall stipulate that subsections 50(3) or (5) of the Planning Act shall apply to any subsequent conveyance of or transaction involving the same parcel.

3. **Streets and Civic Addressing:**
   a) That the road allowances included in this Plan shall be shown and dedicated as public highways.

   b) That the street be named to the satisfaction of the Township.

   c) That the location and design of the construction access shall be to the satisfaction of the Township.

   d) That the intersection of Street A and Moreland Dixon Road be constructed to the Township's satisfaction, inclusive of sight line safety requirements.

4. **Reserves and Easements:**
   a) That any dead ends and open sides of the road allowances created by this Plan shall be terminated in 0.3 metre reserves to be conveyed to, and held in trust, by the Township.

   b) That such easements as may be required for utility, drainage or access purposes shall be granted to the appropriate authority free of all charges and encumbrances.

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c) That a legal easement be established to the satisfaction of the Township between Lots 5 and 6 in favour of the Township to provide drainage from the stormwater management facility to the lake and to allow access for maintenance of the drainage and for fire crews by the Township.

d) That a 0.3 metre reserve be surveyed and identified as a part on the plan along the road frontage of Block 'B' with 'Street A', and that the reserve be dedicated to the municipality to prevent inappropriate access onto 'Street A'.

5. Financial Requirements:

a) That the owner agrees in writing to satisfy all the requirements, financial and otherwise, of the Township concerning the provisions of municipal services including fencing, lighting, landscaping, sidewalks, roads, installation of services, signage, and provision of drainage.

b) That prior to Final Subdivision Approval, the Owner shall submit for the Township's approval a detailed breakdown of the construction costs for the works associated with the development of this Plan, including any cash surcharges or special levies. The construction costs shall be prepared and stamped by a professional engineer. The cost estimate shall be submitted in the Township's standard format for incorporation into the Subdivision Agreement.

c) That the Owner agrees to reimburse the Township and County for the cost of any Peer Reviews of the Studies/Reports submitted in support of the proposed Plan of Subdivision.

d) That the Owner shall bear the expense of all off site work attributable to the subdivision resulting from the approved public works design where such works are not subsidized under the Policies and/or By-Laws of the Township.

6. Subdivision Agreement:

a) That the Owner shall enter into the Township's standard Subdivision Agreement which shall list all approved plans and conditions as required by the Township, Health Unit, Conservation Authority, and so on for the development of this Plan.

b) That Provision is made for the Subdivision Agreement between the Owner and the Township to be registered against the lands to which it applies once the Plan of Subdivision has been registered.

c) That the Subdivision Agreement shall contain all necessary warning clauses and notices to purchasers resulting from, but not necessarily restricted to, the design and

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provision of services, including the requirement to provide and maintain private site specific works where necessary, and easements.

d) That the Subdivision Agreement, for Lots 2 to 8 shall contain clauses and/or restrictions regarding development within 30 metres of Collins Lake in accordance with the Township's environment protection policies.

7. Engineering Drawings:

a) That prior to Final Subdivision Approval, the Owner shall submit for approval, subdivision design drawings, including design plans of all public works and services, prepared and certified by a Professional Engineer and designed pursuant to the Township's, Health Unit's and Conservation Authority's satisfaction. Such plans are to form part of the Subdivision Agreement.

b) That prior to Final Subdivision Approval, the Owner shall submit, if required, a digital file of the approved subdivision design drawings in the Township's standard format.

c) That prior to Final Approval, engineering drawings show Block B as fenced with a 1.5 metre high Page Wire, 5 strand fence where it abuts all lots, streets and blocks in the subdivision. The fencing construction shall be done prior to final approval, unless otherwise agreed to by the Township.

d) That site drainage design, construction and maintenance shall be in accordance with the recommendations contained in the Stormwater Management Report, dated May 26, 2010 by Josselyn Engineering Inc. including the construction of ditches, culverts, and a stormwater management facility designed and constructed to the satisfaction of the Township on Block "E" of the Plan and that such facility be dedicated to the Township of South Frontenac.

8. Revisions to Draft Plan:

a) That prior to Final Subdivision Approval of any part of the Plan, the Owner shall submit a revised Block Plan, if required, to reflect any significant alterations caused from this Draft Approval.

b) That where final engineering design(s) result in minor variations to the Plan (e.g., in the configuration of road allowances and lots, number of lots, etc.), these may be reflected in the Final Plan to the satisfaction of the Township and the County.

9. Phasing:

a) That Final Plan Approval for registration may be issued in phases to the satisfaction of the Township, subject to all applicable fees.

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b) That the phasing of the development shall be reflected in the Subdivision Agreement and on the approved subdivision design drawings to the satisfaction of the Township, taking into account timing of road improvements, construction of public works, the temporary termination of services, operation and maintenance vehicles access, access for emergency vehicles, and safety such as fire protection.

c) That all agencies agree to registration by phases and provide clearances, as required, for each phase proposed for registration.

10. Zoning By-Law Compliance:

a) That the lands within this Draft Plan shall be appropriately zoned by a Zoning By-Law which has come into effect in accordance with the provisions of the *Planning Act.*

b) That the zoning for Block B ensure that it does not permit use of the lands for a use that would result in a conflict with, or MDS non-compliance, with the abutting farm use.

c) That the zoning by-law establish the areas in Lots 9 and 10 which are not suitable for the construction of a single unit dwelling house in order to ensure compliance with the MDS requirements.

d) That prior to Final Subdivision Approval, the Owner shall submit a Surveyor's Certificate which confirms that the lots within this Plan conform to the minimum lot frontage and lot area requirements of the Zoning By-law, and comply with the MDS separation distance.

11. Required Studies:

That prior to Final Subdivision Approval, the Owner shall submit such studies as required by the Township and agencies. This may include:

- a Geotechnical Study, certified by a Professional Engineer, to the satisfaction of the Township. The Subdivision Agreement shall contain provisions whereby the Owner agrees to implement the Study recommendations to the satisfaction of the Township.
- An Environmental Impact Assessment demonstrating that soil and groundwater quality of the property is compatible with a residential land use as defined by the generic criteria listed within the Guideline for Use at Contaminated Sites in Ontario (MOE, re. 1997). The acceptable method for this demonstration would be a Phase I Environmental Site Assessment (ESA) and any required follow up investigations (Phase II ESA) or remediation. The recommendations of the Study shall be incorporated into the Subdivision Agreement.

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The Owner shall provide a certificate by a qualified professional that all lands with the Plan and any lands and easements external to the Plan to be dedicated to the Township by the owner, meet the applicable soil and ground water criteria noted above.

Should site remediation be required to meet the applicable soil and ground water criteria set out in the above Guidelines, the Owner shall submit to the Municipality prior to Final Subdivision Approval, a copy of the Record of Site Condition acknowledged by a Provincial Officer of the Ministry of the Environment.

12. Archaeological Assessment:

a) That the Owner shall carry out an archaeological assessment of the subject property and mitigate, through preservation or resource removal and documentation, adverse impacts to any significant archaeological resources found. No grading or other soil disturbances shall take place on the subject property prior to the approval authority and the Ministry of Culture confirming that all archaeological resource concerns have met licensing and resource requirements.

b) That prior to Final Subdivision Approval and Prior to Commencement of any Works on any site identified as being archaeologically significant, the Owner shall carry out archaeological excavations of such sites to the satisfaction of the Ministry of Culture (Archaeological Unit) and the Township; the Owner shall agree to take protective measures required by the Township and/or Ministry of Culture.

c) That should deeply buried archaeological remains be found on the property during construction activities, the Ministry of Culture shall be notified immediately.

d) That in the event that human remains are encountered during construction, the proponent shall immediately contact the Police Department and the Ministry of Culture and the Registrar or Deputy Registrar of the Cemeteries Regulation Unit of the Ministry of Consumer and Commercial Relations, (416) 326-8404.

13. Stormwater Management:

a) That prior to Final Subdivision Approval, and prior to work commencing on the site, a Stormwater Management Plan /Report that describes the storm drainage system for the proposed development shall be prepared by a qualified Professional Engineer, in accordance with the CRCA Storm Water Management Guidelines to the satisfaction of the Township and Cataraqui Region Conservation Authority (CRCA). Appropriate text to implement the findings is to be included in the subdivision agreement. The Owner shall carry out the recommendations of the report, at the owner's expense, to the satisfaction of the Township and the CRCA.

b) That prior to Final Plan Approval, the Owner shall submit lot grading and drainage plans, and erosion and sediment control plans which shall be prepared by a qualified

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Professional Engineer on behalf of the Owner, to the satisfaction of the Township and the Cataraqui Region Conservation Authority, and shall be included in the Subdivision Agreement between the Owner and the Township.

c) That the Owner shall agree to maintain all storm water management and erosion and sedimentation control structures operating and in good repair for the period required by the Township.

d) That blocks and/or easements required for the stormwater management system, and required for access and maintenance be dedicated to the Township.

14. Notices:

a) That prior to Final Subdivision Approval, text shall be included in the Subdivision Agreement between the Owner and the Township, to the satisfaction of Cataraqui Region Conservation Authority and the Township to advise the Owner that permission will be required in accordance with Ontario Regulation 148/06: *Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses* prior to any development and site alterations to the drainage channels/swales or the stormwater outlet.

b) That the Subdivision Agreement include text, to the satisfaction of the CRCA and Township, to provide notice to purchasers of Lots 2 to 8 inclusive that development, and/or site alterations (including but not limited to buildings, structures, filling and grading) shoreline protection or in-water works such as docks are subject to the same requirements as in condition 14 (a) immediately above.

15. Hydrogeology:

That prior to Final Approval the County is satisfied that the remaining items contained in the June 24, 2009 correspondence from Trow to the County, have been satisfactorily addressed by the development proponent.

16. Subsurface Sewage Disposal Systems:

That the following requirements with respect to the location and construction of Class 4 conventional sewage systems are to be carried out to the satisfaction of the Township and the KFL&A Public Health:

a) That all leaching beds will be either partially or fully raised above grade dependant on soil conditions on each individual block. Leaching beds will require 1.5 metres of suitable granular soil with a percolation rate of not less than 8 minutes per centimeter. Elevations and soil will be confirmed at the sewage system installation application stage.

Applicant: Barry Campbell	**Date of Decision: May 18, 2011**
File No.: 10T-2006/001	**Date of Notice: May 31, 2011**
Municipality: Township of South Frontenac in the County of Frontenac	**Last Date of Appeal: June 20, 2011**
Subject Lands: Part Lots 22, Con. 2, Geographic Township of Storrington, Township of South Frontenac	

b) That the sites shown on the site servicing plan for the proposed sewage systems are to be reserved solely for that purpose. The housing envelopes as shown are to be maintained in order to provide the primary and alternate areas for sewage systems. Wells, roadways, outbuildings or other uses that impact these sites are prohibited.

c) That all lots will require a mantle in combination with the leaching bed that extends a suitable distance in the direction in which the sewage effluent will travel.

d) That sewage effluent pumps may be required on lots where the dwelling elevation does not provide gravity flow. The pumps, where necessary, must be provided with high water alarms.

e) That the subdivision agreement contain a warning clause indicating that:

- Any changes to the building envelope or primary and alternate area for sewage systems may require a sewage system design from a qualified sewage system designer,
- The site servicing plan showing the building envelopes and sewage systems is to be made available to all persons having an interest in the development,
- A copy of the final plan showing the primary and alternate locations for the sewage systems and the storm water management plan be forwarded to KFL&A Public Health.

17. Parkland Conveyance/Open Space:

That the Owner conveys up to 5% of the land included in the Plan of Subdivision to the Township for park purposes. Alternatively, the Township may require cash-in-lieu for all or a portion of the conveyances. Cash-in-Lieu of parkland dedicated pursuant to the *Planning Act* shall be based on an appraisal of the lands by a qualified appraiser, unless otherwise agreed to by the municipality.

18. Trees and Landscaping Plan:

a) That prior to Final Subdivision Approval, the Owner shall submit a tree preservation plan, prepared by a person qualified in that field, outlining trees to be preserved, the methods for doing so, and the restriction and/or warning to be placed within the subdivision agreement. This is to be approved by the Township and the Conservation Authority.

b) That prior to Final Subdivision Approval, a landscape plan be prepared to the satisfaction of the Township showing tree planting to be carried out.

Applicant: Barry Campbell	**Date of Decision: May 18, 2011**
File No.: 10T-2006/001	**Date of Notice: May 31, 2011**
Municipality: Township of South Frontenac in the County of Frontenac	**Last Date of Appeal: June 20, 2011**
Subject Lands: Part Lots 22, Con. 2, Geographic Township of Storrington, Township of South Frontenac	

19. Community Mailboxes:

a) That prior to Final Plan Approval, the Owner shall, in consultation with and to the satisfaction of Canada Post, identify the method of mail delivery. If community mailboxes are required, the location of the community mailboxes within the Plan shall be identified on drawings for approval by the Township. The locations of these community mailboxes shall be identified in the notice to future purchasers of the lots within the Subdivision.

b) The Owner shall, if required, provide detailed design plans for the community mailboxes including a landscape plan.

c) If required, the Owner shall provide a suitable temporary community mailbox location to the satisfaction of the Township.

20. Bell Canada Requirements:

a) The Developer is hereby advised that prior to commencing any work within the Plan, the Developer must confirm that sufficient wire line communication/telecommunication infrastructure is currently available within the proposed development to provide communication/telecommunication service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure. If the Developer elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the Developer shall be required to demonstrate to the Municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e., 911 Emergency Services).

b) The Owner shall agree in the Agreement, in words satisfactory to Bell Canada, to grant to Bell Canada any easements that may be required for telecommunication services. Easements may be required subject to final servicing decisions. In the event of any conflict with existing Bell Canada facilities or easements, the owner/developer shall be responsible for the relocation of such facilities or easements.

c) The Owner shall be required to enter into an agreement (Letter of Understanding) with Bell Canada complying with any underground servicing conditions imposed by the Municipality, and if no such conditions are imposed the owner shall advise the municipality of the arrangement made for such servicing.

Applicant: Barry Campbell	**Date of Decision: May 18, 2011**
File No.: 10T-2006/001	**Date of Notice: May 31, 2011**
Municipality: Township of South Frontenac in the County of Frontenac	**Last Date of Appeal: June 20, 2011**
Subject Lands: Part Lots 22, Con. 2, Geographic Township of Storrington, Township of South Frontenac	

21. General conditions:

a) That the Owner shall pay any and all outstanding application fees to the Township, in accordance with the Municipality's Tariff of Fees By-Law.

b) That when requesting final Approval from the Township, the Owner shall accompany such request with the required number of originals and copies of the Final Plan, together with a surveyor's certificate stating that the lots/blocks thereon conform to the frontage and area requirements of the Zoning By-Law and with the MDS formulae.

c) The Owner agrees to remove any driveways and buildings on site which are not approved to be maintained as part of the Plan. Any modification to off-site driveways required to accommodate this Plan shall be coordinated and completed at the cost of the Owner.

d) That the Owner shall agree that all lots or blocks to be left vacant shall be graded, seeded, maintained and signed to prohibit dumping.

e) The Owner shall agree that no building permits will be granted until the Township is satisfied that adequate access and services are available.

f) That any existing wells and or septic systems that may be present on the site and are not to be used as part of the plan of subdivision be decommissioned as per applicable regulations.

g) That prior to Final Subdivision Approval, all existing buildings and structures on the subject lands be removed.

22. Clearance Letters:

a) That prior to Final Subdivision Approval, the County shall be advised that all Conditions of Draft Plan Approval have been satisfied; the clearance memorandum shall include a brief statement detailing how each Condition has been met.

b) That prior to Final Subdivision Approval, the County is to be advised in writing by Cataraqui Region Conservation Authority the methods by which conditions 7, 13, 14 and 18 have been satisfied.

c) That prior to Final Subdivision Approval, the County is to be advised in writing by Hydro One the method by which condition 7 has been satisfied.

d) That prior to Final Subdivision Approval, the County is to be advised in writing by Bell Canada the method by which condition 20 has been satisfied.

Applicant: Barry Campbell	**Date of Decision: May 18, 2011**
File No.: 10T-2006/001	**Date of Notice: May 31, 2011**
Municipality: Township of South Frontenac in the County of Frontenac	**Last Date of Appeal: June 20, 2011**
Subject Lands: Part Lots 22, Con. 2, Geographic Township of Storrington, Township of South Frontenac	

e) That prior to Final Subdivision Approval, the County is to be advised in writing by Canada Post the method by which condition 19 has been satisfied.

f) That prior to Final Subdivision Approval, the County is to be advised in writing by KFL&A Public Health the method by which conditions 7 and 16 have been satisfied.

g) That prior to Final Subdivision Approval, the County is to be advised in writing by the Township of South Frontenac the method by which condition 1 to 21 have been satisfied.

23. Lapsing Provisions:

a) That pursuant to Section 51(32) of the *Planning Act*, this Draft Plan Approval shall lapse at the expiration of three (3) years from the date of issuance of Draft Plan Approval if final approval has not been given, unless an extension is requested by the Owner and, subject to review, granted by the approval authority.

b) That pursuant to Section 51(33) of the *Planning Act*, the Owner may submit a request to the approval authority for an extension of the Draft Plan Approval. The extension period shall be for a maximum of three (3) years and must be submitted prior to the lapsing of Draft Plan Approval. Further extensions may be considered at the discretion of the Township and the County.

Applicant: Barry Campbell	**Date of Decision: May 18, 2011**
File No.: 10T-2006/001	**Date of Notice: May 31, 2011**
Municipality: Township of South Frontenac in the County of Frontenac	**Last Date of Appeal: June 20, 2011**
Subject Lands: Part Lots 22, Con. 2, Geographic Township of Storrington, Township of South Frontenac	

NOTES TO DRAFT APPROVAL

1. It is the applicant's responsibility to fulfill the foregoing Conditions of Draft Plan Approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Frontenac.

2. When requesting Final Approval, the applicant will submit an account of how each Condition of Draft Approval has been satisfied along with the appropriate clearance letter from the Agency, Ministry or body requesting the condition.

3. Prior to Final Subdivision Approval, the applicant shall submit to the County of Frontenac for review four (4) draft copies of all Reference Plans and Surveys and three (3) draft copies of the Final M-Plan.

4. When requesting final approval, such a request must be directed to the Deputy Clerk, Susan Beckel, and be accompanied with:

- Eight (8) mylars and four (4) paper prints of the completed Final M-Plan;
- Four (4) copies of all Reference Plans and (4) copies of all Conveyance Documents for all easements and lands being conveyed to the Municipality; and,
- A Surveyor's Certificate to the effect that the lots and blocks on the Plan conform to the Zoning By-Law with respect to lot area, lot frontage and MDS calculations.
- A digital file in AutoCAD format.

5. All measurements in subdivision final plans must be presented in metric units.

6. The Final Plan approved by the County must be registered within thirty (30) days or the County may, under Subsection 51(59) of the *Planning Act,* withdraw it approval.

7. Clearances are required from the following agencies:

- Township of South Frontenac
- Cataraqui Region Conservation Authority
- KFL & A Public Health
- Bell Canada
- Canada Post
- Hydro One

Peter Young

From: Mitchell, Gord [Gord.Mitchell@kflapublichealth.ca]
Sent: Wednesday, December 11, 2013 6:55 PM
To: Peter Young
Cc: 'Murray Josselyn'; 'Barry Campbell'; John Campbell
Subject: Sandstone Shores

Mr. Peter Young
Community Planner
County of Frontenac
2069 Battersea Road
Glenburnie, Ontario K0H 1S0

Re: Sandstone Shores Subdivision, Parts Lot 22, Con. 2, Township of South Frontenac, Storrington District, County of Frontenac, File # 10T-2006/001

KFLA Public Health has reviewed the final drawings[march 9th 2012,revision #3, November 6th ,2013, project 933 Josselyn Engineering Inc.] as well as condition 16, of the subdivision agreement with respect the above noted Subdivision Project. At this time we are happy to indicate that all of our previously requested requirements have been met and we are prepared to endorse final approval of the subdivision agreement.

A. Gordon Mitchell, CPHI (C)
B.A.Sc., Environmental Health
C.B.O. Part 8, O.B.C.
Public Health Inspector

KFL&A Public Health
221 Portsmouth Avenue
Kingston, Ontario
K7M 1V5
613-549-1232, ext. 1247
gord.mitchell@kflapublichealth.ca

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LACHANCE, Bob <bob.lachance@canadapost.postescanada.ca>
to Murray, me

Murray,

Spoke to the post office in Inverary, the closes they deliver is at the corner of Perth Road & Moreland Dixon Road where there exists a cluster of Rural Mailboxes pı customers in that area, these new customers will be asked to install there own rural mailboxes at that location for there mail delivery when required.

Once they move in it is there responsible to advise and request delivery at the Inverary PO. 613-353-2248.

The Developer or Delivery Planning has no responsibilities or condition in this case.

Bob

Bob Lachance
Canada Post Corporation
Central Region / Delivery Planning
90 Madawaska Street, Suite 1
Arnprior ON. K7S 1S0
TEL: 613-203-3097
FAX: 613-623-0853
E: MAIL bob.lachance@canadapost.ca

CATARAQUI REGION CONSERVATION AUTHORITY
1641 Perth Road, P.O. Box 160 Glenburnie, Ontario K0H 1S0
Phone: (613) 546-4228 Toll Free (613 area code): 1-877-956-CRCA
Fax: (613) 547-6474 E-mail: info@crca.ca
Websites: www.crca.ca & www.cleanwatercataraqui.ca

March 21, 2014

File: SUB-FRS
10T-2006/001

Mr. Peter Young, Community Planner
County of Frontenac
2069 Battersea Road
Glenburnie, ON K0H 1S0
Fax: 613-548-8460
Email: pyoung@frontenaccounty.ca

Dear Mr. Young:

RE: Application for Final Plan of Subdivision 10T-2006/001 – Clearance of Conditions
Sandstone Shores Subdivision
(Formerly Barry Campbell / Collins Lake Subdivision)
Part Lot 22, Concession II; District of Storrington
Township of South Frontenac

Further to our most recent correspondence (letter to Murray Josselyn dated March 1, 2013), staff of the Cataraqui Region Conservation Authority (CRCA) have now reviewed a draft Subdivision Agreement prepared by Township of South Frontenac staff.

The draft Agreement (attached) has been prepared to our satisfaction. Staff are now able to clear all applicable conditions from the May 18, 2011 Notice of Decision from the County of Frontenac. We request that a final copy of the Subdivision Agreement be provided to this office for our files.

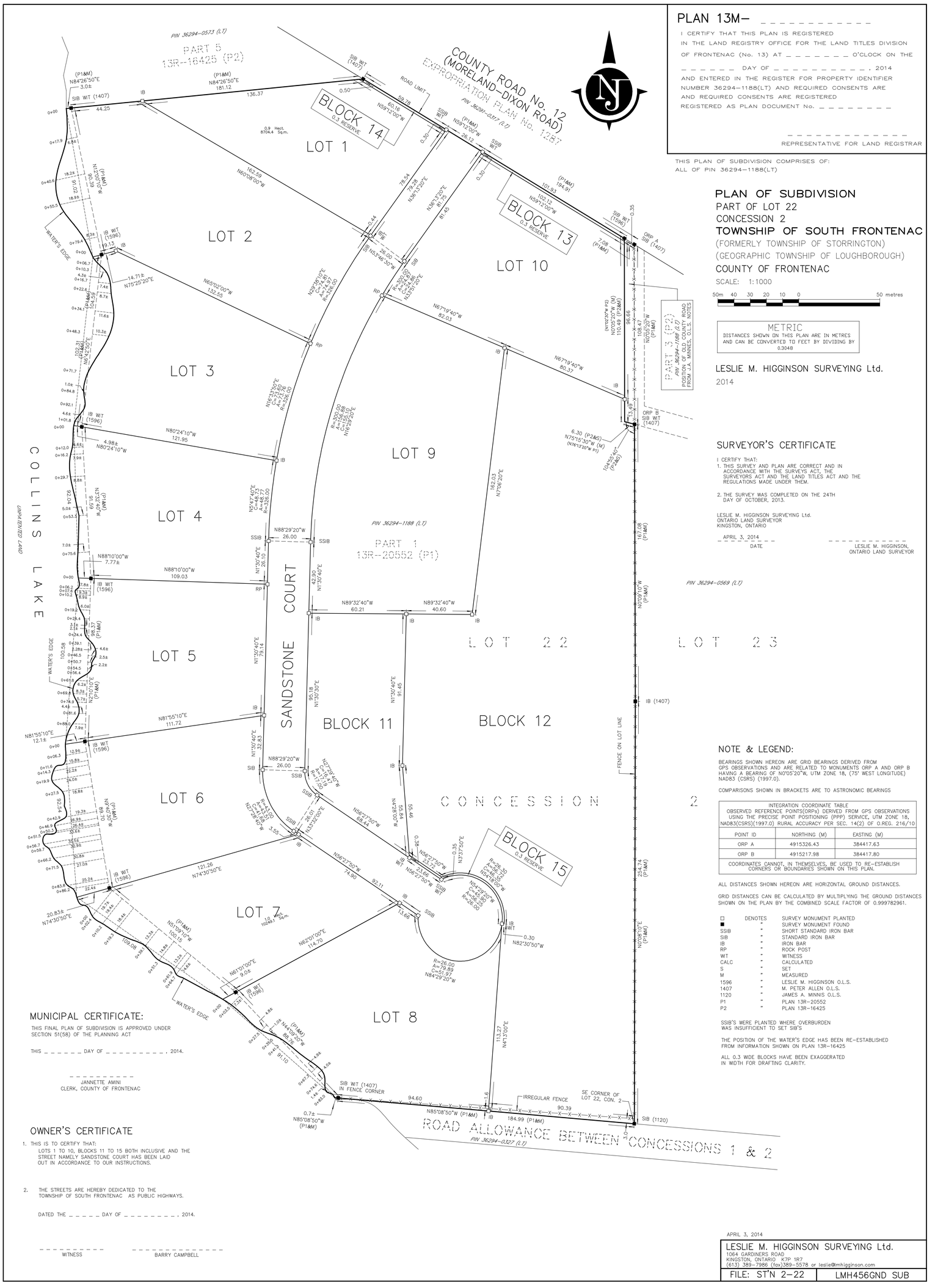
Please inform us of any decision made by the County with regards to this application. If you have any questions, please contact the undersigned at (613) 546-4228 extension 228 or via e-mail at mdakin@crca.ca

Yours truly,

Michael Dakin
Resource Planner

attachment: Draft Subdivision Agreement – Sandstone Shores, undated

cc: Lindsay Mills, Planning Coordinator, Township of South Frontenac, via e-mail
Murray Josselyn, Josselyn Engineering Inc., via e-mail
Barry Campbell, Developer, via e-mail


PLAN 13M– _ _ _ _ _ _ _ _ _ _ _ _
I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF FRONTENAC (No. 13) AT _ _ _ _ _ _ _ O'CLOCK ON THE _ _ _ _ _ _ DAY OF _ _ _ _ _ _ _ _ _ _ _ , 2014 AND ENTERED IN THE REGISTER FOR PROPERTY IDENTIFIER NUMBER 36294–1188(LT) AND REQUIRED CONSENTS ARE AND REQUIRED CONSENTS ARE REGISTERED REGISTERED AS PLAN DOCUMENT No. _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _
REPRESENTATIVE FOR LAND REGISTRAR
THIS PLAN OF SUBDIVISION COMPRISES OF:
ALL OF PIN 36294–1188(LT)
PLAN OF SUBDIVISION
PART OF LOT 22
CONCESSION 2
TOWNSHIP OF SOUTH FRONTENAC
(FORMERLY TOWNSHIP OF STORRINGTON)
(GEOGRAPHIC TOWNSHIP OF LOUGHBOROUGH)
COUNTY OF FRONTENAC
SCALE: 1:1000
50m 40 30 20 10 0 50 metres
METRIC
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048
LESLIE M. HIGGINSON SURVEYING Ltd.
2014
SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 24TH DAY OF OCTOBER, 2013.
LESLIE M. HIGGINSON SURVEYING Ltd.
ONTARIO LAND SURVEYOR
KINGSTON, ONTARIO
APRIL 3, 2014
DATE
LESLIE M. HIGGINSON, ONTARIO LAND SURVEYOR
NOTE & LEGEND:
BEARINGS SHOWN HEREON ARE GRID BEARINGS DERIVED FROM GPS OBSERVATIONS AND ARE RELATED TO MONUMENTS ORP A AND ORP B HAVING A BEARING OF N0°05'20"W, UTM ZONE 18, (75° WEST LONGITUDE) NAD83 (CSRS) (1997.0).
COMPARISONS SHOWN IN BRACKETS ARE TO ASTRONOMIC BEARINGS
INTEGRATION COORDINATE TABLE
OBSERVED REFERENCE POINTS(ORPs) DERIVED FROM GPS OBSERVATIONS USING THE PRECISE POINT POSITIONING (PPP) SERVICE, UTM ZONE 18, NAD83(CSRS)(1997.0) RURAL ACCURACY PER SEC. 14(2) OF O.REG. 216/10
POINT ID | NORTHING (M) | EASTING (M)
ORP A | 4915326.43 | 384417.63
ORP B | 4915217.98 | 384417.80
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE–ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.
ALL DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND DISTANCES.
GRID DISTANCES CAN BE CALCULATED BY MULTIPLYING THE GROUND DISTANCES SHOWN ON THE PLAN BY THE COMBINED SCALE FACTOR OF 0.99782961.
□ DENOTES SURVEY MONUMENT PLANTED
■ " SURVEY MONUMENT FOUND
SSIB " SHORT STANDARD IRON BAR
SIB " STANDARD IRON BAR
IB " IRON BAR
RP " ROCK POST
WIT " WITNESS
CALC " CALCULATED
S " SET
M " MEASURED
1596 " LESLIE M. HIGGINSON O.L.S.
1407 " M. PETER ALLEN O.L.S.
1120 " JAMES A. MINNIS O.L.S.
P1 " PLAN 13R–20552
P2 " PLAN 13R–16425
SSIB'S WERE PLANTED WHERE OVERBURDEN WAS INSUFFICIENT TO SET SIB'S
THE POSITION OF THE WATER'S EDGE HAS BEEN RE–ESTABLISHED FROM INFORMATION SHOWN ON PLAN 13R–16425
ALL 0.3 WIDE BLOCKS HAVE BEEN EXAGGERATED IN WIDTH FOR DRAFTING CLARITY.
MUNICIPAL CERTIFICATE:
THIS FINAL PLAN OF SUBDIVISION IS APPROVED UNDER SECTION 51(58) OF THE PLANNING ACT
THIS _ _ _ _ _ _ DAY OF _ _ _ _ _ _ _ _ _ _ , 2014.
_ _ _ _ _ _ _ _ _ _
JANNETTE AMINI
CLERK, COUNTY OF FRONTENAC
OWNER'S CERTIFICATE
1. THIS IS TO CERTIFY THAT:
LOTS 1 TO 10, BLOCKS 11 TO 15 BOTH INCLUSIVE AND THE STREET NAMELY SANDSTONE COURT HAS BEEN LAID OUT IN ACCORDANCE TO OUR INSTRUCTIONS.
2. THE STREETS ARE HEREBY DEDICATED TO THE TOWNSHIP OF SOUTH FRONTENAC AS PUBLIC HIGHWAYS.
DATED THE _ _ _ _ _ DAY OF _ _ _ _ _ _ _ _ _ , 2014.
_ _ _ _ _ _ _ _ _ _ WITNESS
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ BARRY CAMPBELL
APRIL 3, 2014
LESLIE M. HIGGINSON SURVEYING Ltd.
1064 GARDINERS ROAD
KINGSTON, ONTARIO K7P 1R7
(613) 389–7986 (fax)389–5578 or leslie@mhigginson.com
FILE: ST'N 2–22
LMH456GND SUB
COUNTY ROAD No. 12 (MORELAND–DIXON ROAD)
EXPROPRIATION PLAN No. 1257
PART 5 13R–16425 (P2)
PART 1 13R–20552 (P1)
PART 3 (P2) PIN 36294–1188 (LT)
POSITION OF OLD COUNTY ROAD FROM J.A. MINNES, O.L.S. NOTES
BLOCK 14 0.3 RESERVE
BLOCK 13 0.3 RESERVE
BLOCK 15 0.3 RESERVE
LOT 1
LOT 2
LOT 3
LOT 4
LOT 5
LOT 6
LOT 7
LOT 8
LOT 9
LOT 10
LOT 22
LOT 23
BLOCK 11
BLOCK 12
SANDSTONE COURT
CONCESSION 2
ROAD ALLOWANCE BETWEEN CONCESSIONS 1 & 2
COLLINS LAKE
WATER'S EDGE
FENCE ON LOT LINE
IRREGULAR FENCE
SE CORNER OF LOT 22, CON. 2
SIB (1120)
IB (1407)
SIB WIT (1407)
IB WIT (1596)
ORP A SIB (1407)
ORP B SIB WIT (1407)
SSIB WIT (1596)
PIN 36294–0573 (LT)
PIN 36294–0377 (LT)
PIN 36294–1188 (LT)
PIN 36294–0569 (LT)
PIN 36294–0327 (LT)

TOWNSHIP OF SOUTH FRONTENAC
Planning Department
P. O. Box 100, 4432 George Street
Sydenham, Ontario, KOH 2TO
Telephone (613)376-3027 or 1-800-559-5862 Fax: (613) 376-6657

April 4, 2014

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

Re: Clearance Letter for Sandstone Shores Subdivision: File 10T-2006/001: Part Lot 22, Concession II; District of Storrington, Township of South Frontenac

Dear Joe Gallivan;

The Township of South Frontenac is in receipt of the completed and signed subdivision agreement and all supporting documents and drawings for the above-noted proposed subdivision. The County of Frontenac's "Conditions to Approval" notice dated May 31, 2011, condition number 22 'Clearance Letters', requires that prior to final subdivision approval, the County is to be advised in writing by the Township of South Frontenac on the method by which conditions 1 to 21 have been satisfied. Accordingly, please acknowledge the following:

Condition #1 Approval of Draft Plan

The plan prepared by Josselyn Engineering Inc, revised on November 24, 2010 and certified by M. Peter Allen Grange Elliott Ltd., Ontario Land Surveyors, correctly shows 10 dwelling Lots, 3 Blocks as 0.3 metre wide reserves, 1 Block as a lot addition (Block B to be conveyed to the existing abutting land), 1 Block as a stormwater management pond and a street named Sandstone Court.
This is to the Township's satisfaction.

Condition #2 Lot Addition

The owner has entered into a subdivision agreement with the Township. Schedule "H" of the agreement requires that Block "B" (Block 12 on the M-Plan) be conveyed to the existing abutting property on the east immediately after registration of the plan on title.
This is to the Township's satisfaction.

Condition #3 Streets and Civic Addressing

The owner has entered into a subdivision agreement with the Township. The plan shows a road allowance Street "A" and the agreement requires that it be conveyed to the Township as a public highway. In addition, Council approved the naming of the street as "Sandstone Court" and Schedule "H" of the agreement comprises plans indicating the location and design of the construction access. These plans include construction specifications for the intersection of

TOWNSHIP OF SOUTH FRONTENAC
Planning Department
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Sandstone Court with Moreland-Dixon Drive (including sightlines) and Schedule "E" of the subdivision agreement includes all approved plans for the works to be constructed and indicating the road allowance Street "A" and its intersection with Moreland –Dixon Drive. Item 15 of the agreement further requires that the intersection be constructed the the Township's satisfaction inclusive of sightline safety requirements.
This is to the Township's satisfaction.

Condition #4 Reserves and Easements

The owner has entered into a subdivision agreement with the Township. The plan specifies that open sides of the road allowances must be terminated in 0.3 metre reserves to be conveyed to , and held in trust by the Township and that any required easements for utility, drainage or access be granted to the appropriate authority free of charges and encumbrances. Schedule "H" of the agreement says that the owner shall establish and grant an easement to the municipality between Lots 5 and 6 for facilitating drainage from the stormwater management facility to Collins Lake. As well, Schedule "H" of the agreement requires that Block "B" (Block 12 on the M-Plan) be conveyed to the existing abutting property on the east immediately after registration of the plan on title.
This is to the Township's satisfaction.

Condition #5 Financial Requirements

The owner has entered into a subdivision agreement with the Township. Item 89 of the agreement requires the owner to satisfy the municipality finanial and otherwise concerning fencing, lighting, landscaping, roads and installation of services etc. Item 90 requires and irrevocable security securities for the performance of the Owner's responsibilities under the agreement including all works specified in Schedules "I" and "E" of the agreement. Schedule "B" of the agreement is an engineer's breakdown of construction costs estimated to complete the subdivision and the Township has now received an irrevocable letter of credit for security of all works in the subdivision and full payment of the agreed cash-in-lieu of parkland dedication amount.
This satisfies the Township.

Condition #6 Subdivision Agreement

The Owner has entered into a standard Subdivision Agreement with the Township covering all approved plans and conditions of the Township and relevant agencies including provisions for the agreement to be registered against the lands to which it applies. All required warning clauses and notices to purchasers are included in the agreement. Schedule "K" of the agreement contains clauses pertaining to environmental conservation and development prohibition within 30 metres of the highwatermark of Collins Lake.
This is to the Township's satisfaction.

TOWNSHIP OF SOUTH FRONTENAC
Planning Department
P. O. Box 100, 4432 George Street
Sydenham, Ontario, KOH 2TO
Telephone (613)376-3027 or 1-800-559-5862 Fax: (613) 376-6657

Condition #7 Engineering Drawings

The Township has now received from the Owner four complete sets of subdivision design drawings including design plans of all public works and services, prepared and certified by a certified by a professionaal engineer. The Owner has also submitted to the Township digital files of the subdivision and all of the above drawings are included in the subdivision agreement as Schedules "E" and "F". The plans specify that a page wire fence be installed along the Block "B" where it abuts the street in the subdivision. The plans and Schedule "H" deal with all construction and drainage specifications for a stormwater management facility (Block "E") on the plan to be dedicated to the Municipality.
This is to the Township's satisfaction.

Condition #8 Revisions to Draft Plan

Blocks 11 to 15 have been revised through the review process of the subdivision to reflect the requirements of the Township and the configuration of all other lots and road allowances are in comlpiance with Township standards. The final engineering drawings have not resulted in any other variations to the Plan.
The Township is satisfied that this condition is met.

Condition #9 Phasing:

Schedule "C" of the subdivision agreement describes the phases of the development.
This is described to the Township's satisfaction.

Condition #10 Zoning By-law Compliance:

The lands in the Draft Plan have been zoned to appropriate zoning categories by Zoning By-law No. 2010-75 approved by the Council of the Township on March 20, 2012. The amending by-law addresses all MDS issues. The Township is in posession of a Surveyor's Certificate dated December 17, 2013, from Leslie M. Higginson, Ontario Land Surveyor, confirming that all Lots and Blocks within the Plan conform to the minimum lot frontage and lot area requirements of the Zoning by-law.
This is to the Township's satisfaction.

Condition #11 Required Studies:

Water and Earth Science Association Ltd. (WESA) conducted a hydrogeological assessment of the proposed subdivision lands. The study assessed geology, physiography, on-site soils and groundwater through drilling of four test wells. The report dated June, 2006 concluded that all of the four wells installed are considered suitable water supply wells from a quantity perspective and that natural attenuation will treat sewage effluent sufficiently to prevent any contamination of water resources. Accordingly, there is no need for further special provisions to be incorporated into the subdivision agreement in this regard.

TOWNSHIP OF SOUTH FRONTENAC
Planning Department
P. O. Box 100, 4432 George Street
Sydenham, Ontario, KOH 2TO
Telephone (613)376-3027 or 1-800-559-5862 Fax: (613) 376-6657

This is to the Township's satisfaction.

Condition #12 Archaeological Assessment:

An Archaeological Assessment dated November 25, 2005, Stages 1 and 2, was prepared by "Adams Heritage" of Inverary which gives full clearance of any conditions relating to archaeology. Schedule "J" of the Subdivision Agreement contains a clause releating to all conditions required by the archaelogical assessment. A letter, dated January 21, 2011, from the Ministry of Tourism and Culture expresses their satisfaction that all concerns have been met.
This is to the Township's satisfaction.

Condition #13 Stormwater Management:

The subdivision agreement contains all conditions recommended in the Stormwater Management Plan in that numbers 16 to 19 of the text of the agreement contain provisions for drainage of surface water and lot grading and drainage plans for each indivisdual lot. Schedules "E" and "F" of the agreement contain all approved drawings dealing with sediment and erosion control, stormwater management pond, storm drainage and lot grading and landscaping to implement the recommendations of the Stormwater Management Report dated May 26, 2010, prepared by Josselyn Engineering Inc. Also, Schedule "J" of the plan includes provisions requiring deposits for individual lot grading certificates and for the installation of driveways and culverts. Furthermore, Schedule "J" includes a prohibition an any site alteration or construction on these lots prior to obtaining permission from the Cataraqui Region Conservation Authority under Ontario regulation 148/06.
These provisions are to the Township's satisfaction.

Condition #14 Notices:

Schedule "J"of the subdivision agreement contains text to the effect that owners require permission from the Cataraqui Region Conservation Authority in accordance with Regulation 148/06: Development interference with Wetlands , and Alterations to Shorelines and Watercourses prior to any development or site alterations to the drainage channels/swales or the stormwater outlet. Furthermore Schedule "J" requires that any agreement of purchase and sale of lots 2 through 8 to contain a notice pertaining to the above-noted regulation for any in-water works and a prohibition an any site alteration or construction on these lots prior to obtaining permission from the Cataraqui Region Conservation Authority under Ontario regulation 148/06.
These provisions are to the Township's satisfaction.

Condition #15 Hydrogeology:

Mark McCalla of Trow AssociatesInc. Reported to SusanBeckel, deputy Clerk, County of Frontenac, by email dated August 13, 2009, that thare are no outstanding issues with the Hydrogeological Assessments.
This is to the Township's satisfaction.

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Condition #16 Subsurface Sewage Disposal Systems:

Items 8 through 12 of Schedule "J" of the Subdivision Agreement contain provisions for the installation of subsurface sewage disposal systems to the satisfaction of KFL&A Public Health including Drawings GP1 and GP2, General Plan: described in Schedule "E" of the subdivision agreement.

These provisions are to the satisfaction of the Township.

Condition #17 Parkland Conveyance/Open Space:

The township of South frontenac has received a cash amount from the Owner in the amount of five percent of the value of the land as cash-in-lieu of parkland dedication under the provisions of the Planning Act.

The Township is satisfied in this regard.

Condition #18 Trees and Landscaping Plan :

Schedule "E" of the Plan drawing LGP is a Lot Grading and Landscape Plan that includes provisions for tree preservation and protection and restrictions relating thereto.

These provisions are to the satisfaction of the Township.

Condition #19 Community Mailboxes:

Provision 17 of Schedule "J" of the subdivision agreement advises owners that they will need to make arrangements with Canada Post for mail deliveryat a location external to the plan. In the event that a mailbox is required within the Plan the owner shall install it at a location in front of Lot 1.

This is to the satisfaction of the Township.

Condition #20 Bell Canada Requirements:

Item 24 of the subdivision agreement specifies that Bell lines shall be installed above-ground. Schedule "H" of the subdivision agreement identifies all utility easements to that are to be conveyed by the Owner to Bell Canada. There are no underground servicing conditions imposed by the municipality and the owner has advised as to the method of servicing.

The Township is satisfied in this regard.

Condition #21 general Conditions:

All outstanding application fees have been paid by the Owner and the Owner has supplied the required number of completed copies of the final plan and letter confirming compliance with the zoning by-law. Also, the Owner has removed all existing driveways and buildings from the site and number 10 of Schedule"J" of the Agreement requires the owner to grade, seed and sign any undeveloped lots or blocks in the subdivision. The township has confirmed that all existing buildings and structures on the subject land have been removed.

TOWNSHIP OF SOUTH FRONTENAC
Planning Department
P. O. Box 100, 4432 George Street
Sydenham, Ontario, KOH 2TO
Telephone (613)376-3027 or 1-800-559-5862 Fax: (613) 376-6657

The Township is satisfied in this regard.

In consideration of the above, the Township has no objection to final approval of the Sandstone Shores Plan of Subdivision by developer/owner Barry Campbell .

Yours truly,

Lindsay Mills
Planner/Deputy Clerk

cc. Wayne Orr, CAO

From: Godfrey, Jeremy (P009723) [mailto:jeremy.godfrey@bell.ca]
Sent: Wednesday, April 09, 2014 12:38 PM
To: Murray Josselyn
Subject: FW: Sandstone Shores - South Frontenac Township

Hello Murray, I have received some clarification of what is required for the clearing of conditions on the Draft Plan approval. If the developer wishes to have Bell service it would have to be determined if any easements were required. If so easements would need to be acquired/secured. Additionally, a formal commitment would need to be in place for Bell to serve, including payment.

If the developer chooses not to have Bell service in the development, they should indicate so in writing after which Bell can respond stating there are no conditions for Bell.

It is my understanding that we have not received a commitment for Bell to provide service for this sub-division. I would be happy to proceed with determining a cost and planning a design if there is interest. If you can provide the developers contact information I can pass along our rebate policy information. Please indicate how you would like to proceed.

Thank-you

Jeremy Godfrey

Implementation Manager - Bell Aliant

39 Apple Street

Brockville ON, K6V 4X7

O: 613-345-3237

C: 613-340-4887

F: 613-345-2581

jeremy.godfrey@bell.ca

From: Jacob.Potter@hydroone.com [mailto:Jacob.Potter@hydroone.com]
Sent: Wednesday, April 09, 2014 3:25 PM
To: mjosselyn@josselyn.ca

Subject: RE: Re-design Invoice for Sandstone Shores (Zone 3B Kingston)

Hi Murray,

I am working on it I will have it by the end of day Friday for your review and will be able to execute the agreement as soon as we receive your approvals.

Regards,

Jacob Potter

Distribution Design Engineer Technician

- BAF

Phone: (705) 719. 5778

Toll Free: (866) 272. 3330 x 5778

Fax: (705) 719. 0716

Email: Jacob.Potter@hydroone.com

To: Jannette Amini, Deputy Clerk, County of Frontenac

Re: Sandstone Shores Subdivision

CLEARANCE MEMORANDUM

The Conditions of Draft Plan Approval have been satisfied as set out below. The paragraph numbers correspond with the paragraph numbers in the Conditions of Draft Plan Approval.

1. An electronic copy of the Plan of Subdivision comprising 10 residential lots (lots 1-10), 2 blocks as .3 m road allowances (blocks 13 and 14), 1 block for a lot addition (block 12), 1 block for a stormwater pond (block 11), 1 block (block 15) as a .3 m reserve between block 12 and the street and associated cul-de-sac and a Reference Plan showing Hydro and Township easements has been sent to the County by the surveyor for preliminary review. A copy of the M-PLAN and Reference Plan is attached. Five mylars and five paper prints of the M-PLAN together with four copies of the Reference Plan will be provided following approval by the Land Registry Office.
2. Block 12 is to be deeded as a lot addition to the existing abutting property to the east. The deed will stipulate that subsections 50(3) or (5) of the Planning Act shall apply to any subsequent conveyance of or transaction involving the same parcel.
3. A new road has been constructed to Township standards and specifications. The road will be deeded to the Township. The Township has approved the name “Sandstone Court”.
4. A Reference Plan showing the easement to Ontario Hydro and to the Township has been prepared. A Deed to Ontario Hydro for the easement, a Deed to the Township for the stormwater drainage easement, a Deed for Block 11 to the Township for the stormwater pond, a Deed for Blocks 13 and 14 for .3 metre reserves and a Deed for Block 15 being the 0.3 metre reserve between block 12 and the road are required by the Subdivision Agreement and are being prepared by the law offices of Nelson, Wilson to be reviewed and approved by the Township and County solicitor.
5. The owner has agreed in the subdivision agreement to satisfy all requirements of the Township concerning the provision of municipal services as well as any Peer Reviews and off site work, and has provided the Township with a detailed breakdown of the remaining construction costs prepared and stamped by a professional engineer.
6. A Subdivision Agreement has been entered into with the Township Council incorporating all the requirements mentioned in paragraph 6 of the Conditions of Draft Plan Approval.

7. A set of subdivision design drawings prepared and certified by a Professional Engineer has been submitted and is included in the Subdivision Agreement. Block 12 is shown as fenced with fencing as set out in paragraph 7 (c).
8. There have been no significant alterations to the Subdivision Plan since Draft Approval.
9. The Subdivision has been developed in one phase.
10. Township of South Frontenac By-Law 2010-75 has been passed which meets the stipulations set out in paragraph 10 of the Draft Plan Conditions.
11. All studies required by the Township and agencies have been submitted.
12. An archaeological assessment was carried out. Attached is a copy of a letter from the Ministry of Tourism and Culture's Archaeology Review Officer indicating satisfaction with all concerns for archaeological sites. Notification in the subdivision agreement is given concerning the requirements if finding any buried archaeological remains or human remains.
13. A stormwater management plan and related lot grading, drainage, erosion and sediment control plans prepared by a professional engineer have been approved by the Township and CRCA, and the related requirements including maintenance have been included in the subdivision agreement. The stormwater pond and related easement will be deeded to the Township.
14. The Subdivision Agreement includes text setting out the requirements and notice indicated in paragraph 14 of the Draft Plan Conditions.
15. Mark McCalla of Trow Associates Inc reported to Susan Beckel by email on August 13, 2009 that there were no outstanding issues with the hydrogeological assessments, copy attached.
16. The subdivision agreement in Schedule J and elsewhere requires subsurface sewage disposal systems to be located and built following the specifications set out in paragraph 16 of the Draft Plan Conditions. The Public Health Unit has approved the engineering drawings and the wording in the subdivision agreement relating to subsurface sewage disposal systems.
17. A payment of $27,500 in lieu of park land is to be paid to the Township.
18. The engineering plans and subdivision agreement incorporate a tree preservation plan and restrictions relating thereto, and a landscaping plan. These have been approved by the Township and CRCA.
19. Canada Post was consulted with respect to mail delivery and a copy of their response is attached. They have directed that customers are to install rural mailboxes at the corner of Perth Road and Moreland Dixon Road. The Subdivision Agreement incorporates their response.
20. Bell Canada and WTC Communications were consulted about the provision for telecommunication services, and the infrastructure along Moreland Dixon Road is

available to service this development. It appears that WTC can provide better servicing to the subdivision and no easements to Bell Canada will be necessary. In any event, the subdivision agreement in paragraph 24 and Schedule J requires the provision of any necessary communication/telecommunication services and further provides that any necessary easements or servicing agreements will be provided. The Municipality is satisfied with this arrangement. Bell has stated that if they are not the service provider there are no conditions of Draft Plan approval for them. There is no underground servicing to this development and hence no agreement or Letter of Understanding with Bell Canada necessary. The municipality has been advised of the arrangements for servicing (overhead lines) and has acknowledged approval of this.

21. a) All application fees are paid.

    b) The Township has been or will be supplied with the required number of originals and copies of the Plan and a surveyor's certificate.

    c) The Moreland Dixon Road entrance to the former campground road will be removed. The four cottages that were on the property have been removed.

    d) No lots or blocks are to be left vacant other than .3 metre road allowances. The storm water block of land and the road sides have been or will be landscaped.

    e) Adequate access and services are available to permit building permits.

    f) Existing wells are to be used other than one which has been decommissioned by Knox Well Drillers. Any old campground septic tanks were emptied and removed in 2005.

    g) The cabin/cottages which were on the property were removed.

22. Attached are the relevant clearance letters. Condition 22c) requires the County to be advised in writing by Hydro One the method by which condition 7 has been satisfied. Condition 7 requires the submission of plans prepared by a Professional Engineer to the Township's, Health Unit's and Conservation Authority's satisfaction, as well as requiring the provision of a digital file of the drawings and the requirement for fencing, all of which has been done and acknowledged by the relevant agency. Hydro One would not be capable of commenting on any of this. However, Hydro One has reviewed the engineering drawings and they have provided their initial pole layout and installation agreement (electronic copy previously provided). A change to the agreement affecting the cost has been requested and is expected April 11, and in fact had been promised in mid March. This does not change the plan for the provision of Hydro, only the payment for the installation. The payment for the installation is guaranteed by the financial securities in the subdivision agreement.

COUNTY of Frontenac

Report 2014-069

RECOMMENDATION REPORT TO COUNCIL

To:	Warden and Council of the County of Frontenac
From:	Marian VanBruinessen Acting CAO/Treasurer
Prepared by:	Julie Shillington Administrator – Fairmount Home
Date Prepared:	April 9, 2014
Date of Meeting:	April 16, 2014

Re: Fairmount Home – Pharmacy Contract

Recommendation

That the Council of the County of Frontenac receive this *Fairmount Home – Pharmacy Contract* report for information, and

That Council authorize the Clerk to enter into an agreement with Scott Ford Pharmacy Ltd., Shoppers Drug Mart #1144 for the provision of Pharmacy Services at Fairmount Home.

Background

The *Long-Term Care Homes Act* requires that every licensee of a long-term care home retain a pharmacy service provider for the home. The pharmacy service provider must be the holder of a certificate of accreditation for the operation of a pharmacy under section 139 of the *Drug and Pharmacies Regulation Act*.

There must be a written contract between the licensee and the pharmacy service provider setting out the responsibilities of the pharmacy service provide which include, but are not limited to:

(a) Provision of drugs to the home on a 24-hour basis, seven days a week
(b) Participation in the development of medication assessments, medication administration records and records for medication reassessment, and the maintenance of medication profiles.
(c) Participation in the evaluation of therapeutic outcomes of drugs for residents.
(d) Participation in risk management and quality improvement activities, including review of medication incidents, adverse drug reactions and drug utilization.

(e) Developing audit protocols for the pharmacy service provider to evaluate the medication management system.
(f) Providing educational support to the staff of the home in relation to drugs.
(g) Drug destruction and disposal

We currently contract with Shoppers Drug Mart #1144 (Scott Ford Pharmacy Ltd.) for the provision of pharmacy services.

The final piece of our nursing software implementation is the electronic medication administration records (e-MARs). As this process requires a financial commitment from the pharmacy service provider, a new contract is required.

Comment

Shoppers Drug Mart #1144 (Scott Ford Pharmacy Ltd.) has been the long standing pharmacy service provider at Fairmount Home. This service provider has the operational capacity within his store to support e-MARs at Fairmount Home and is willing to make the financial commitment to support the transition to e-MARS in the Home as well as continue to meet the current responsibilities under the contract.

The financial commitment of the pharmacy service provider as it relates to e-MARs includes the replacement of the Home's medication carts, the provision of new computer hardware, software licensing and education of staff. The Home is responsible for ensuring appropriate band width is available to support the application.

Shoppers Drug Mart #1144 does not charge Fairmount residents a co-payment for their prescriptions that are covered through the Ontario Drug Benefit Formulary and charges a regular dispensing fee that is comparable to other pharmacies in Ontario except for those discount pharmacies such as Costco and Walmart. The services provided by the service provider have been excellent.

It is important to the staff at Fairmount that they start the journey to e-MARs with a trusted pharmacy provider and that the provider can continue to support them as they move through the implementation and beyond. Given this as well as the high level of service we have received from Shoppers Drug Mart #1144 we would like to renew our contract with this pharmacy service provider and expand it to include the implementation and ongoing support of e-MARs.

Sustainability Implications

The impact of e-MARs on the Home will be measured as it relates to the length of medication passes and the frequency of medication errors.

Financial Implications

There are no financial implications for Fairmount Home as a result of this contract. The pharmacy service provider is responsible for the provision of medication carts, computer hardware, pharmacy software and education costs of Fairmount staff as it relates to e-MARs.

Organizations, Departments and Individuals Consulted and/or Affected

Scott Ford
Residents
Staff

REPORT 2014-070

RECOMMEND REPORT TO COUNCIL

To:	Warden and Council of the County of Frontenac
From:	Marian VanBruinessen Acting CAO/Director of Corporate Services/Treasurer
Prepared by:	Anne Marie Young Manager of Economic Development
Date prepared:	April 4, 2014
Date of meeting:	April 16, 2014

Re: **Corporate Services – Budget Amendment: K&P Trail and Eco-Tourism Report**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Corporate Services – Budget Amendment: K&P Trail and Eco-Tourism Report,*

AND FURTHER THAT the Council of the County of Frontenac pass a by-law to amend the 2014 budget to reflect the Trans Canada Trail grant of $115,000 as revenue and also be added to the expenditure for construction of the Frontenac K&P Trail,

AND FINALLY THAT the Council of the County of Frontenac include in the by-law a further expenditure of $138,257 of Federal Gas Tax Funds for the North Frontenac and the Frontenac Islands Township`s Eco-Tourism projects allocation.

Background

Last fall the Province of Ontario announced a trail-building initiative that would connect trails systems in southern Ontario in time for the 2015 Pan Am and Parapan AM Games. Funds became available to Trans Canada Trail to spend on gaps in the system. The Frontenac K&P Trail is an identified gap for the Trans Canada Trail.

Frontenac Islands and North Frontenac Townships' are allotted a portion of Federal Gas Tax (FGT) on eco-tourism projects to compensate for the amount of FGT spent in the Frontenac K&P Trail in South and Central Frontenac Townships.

Comment

A grant has been approved for the amount of $115,000 from Trans Canada Trail in response from a request from the County to assist in covering some of the cost overrun that was incurred in the 2013 K&P Trail construction. Terms of the grant, however, state that the money is to be expended in 2014.

Frontenac Islands and North Frontenac Townships' each requested that the 2013 allotment by carried over to the 2014 budget. There was a $191,460 cost overrun on the K&P Trail construction results in an additional amount of $49,492 in FGT funds to be extended to Frontenac Islands and North Frontenac. As well there is a further amount of $88,599 for the 2014 allocation.

The chart below indicates the allocation of FGT funds to each Township.

	K&P Budget	FI	NF	Total
2013 Budget	$275,000	$27,198	$43,890	$71,088
2013 overrun	$191,460	$18,935	$30,557	$49,492
2014 Budget	$343,540	$33,598	$55,001	$88,599
		$79,731	$129,448	$209,179
Budgeted 2014 carry-over				$70,922
Budget Amendment request				$138,257

Financial Implications

There is a current provision in the 2014 budget of $343,540 for the development of the Frontenac K&P Trail and $70,922 for North Frontenac and Frontenac Islands Townships' Eco-Tourism projects.

Organizations, Departments and Individuals Consulted and/or Affected

County of Frontenac
Township of North Frontenac
Township of Frontenac Islands
Trans Canada Trail

COUNTY of Frontenac

Report 2014-072

ADMINISTRATIVE REPORT

To:	Warden and Council Members of the County of Frontenac
From:	Marian VanBruinessen Acting CAO/Director of Corporate Services/Treasurer
Prepared by:	Paul J. Charbonneau Director of Emergency & Transportation Services/Chief of Paramedic Services
Date prepared:	March 26, 2014
Date of meeting:	April 16, 2014

Re: **Emergency and Transportation Services – First Responders Day, May 1st**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive this *Emergency and Transportation Services – First Responders Day May 1st,* report;

AND FURTHER THAT the County of Frontenac Council proclaim May 1st, 2014 as First Responders Day in the County of Frontenac.

Background

On Thursday September 27, 2012, Frank Klees M.P.P. for Newmarket – Aurora, championed a bill to create First Responders Day each May 1st.

On December 11, 2013 the First Responders Day Act was passed into law by the Ontario Legislature. It was a rare demonstration of goodwill on the part of all members of the three political parties in the final hours of the legislative session. The underlying reason for that goodwill and the resulting unanimous consent that allowed his Private Members Bill to be passed into law was the indisputable fact that our communities are safe, our homes are protected and our lives are secure because of the dedicated and selfless service of the first responders in our communities.

Following is the bill as it was passed by the legislature:

An Act to Proclaim First Responders Day Bill 15, 2013

Preamble

First responders are those men and women who, in the early stages of an emergency, are responsible for the protection and preservation of life, property, evidence and the environment. They include police officers, firefighters, military personnel, paramedics, medical evacuation pilots, dispatchers, nurses, doctors, emergency medical technicians and emergency managers.

First responders are volunteers and professionals who have dedicated their lives to public service. Their life-saving skills often make the difference between life and death. Their public service deserves to be recognized and honoured.

Therefore, Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

May 1 in each year is proclaimed as First Responders Day.

Comment

It is an indisputable fact that our communities are safe, our homes are protected and our lives are secure because of the dedicated and selfless service of the first responders in our communities. As we go about our day-to-day activities, many citizens never give a thought to the people standing ready to respond to their emergencies; medical, fire or safety. It is important to recognize those first responders who will, at a moment's notice, respond to the needs of citizens; often at peril to their own lives.

Sustainability Implications

Directions for Our Future, under Capacity Building and Governance on page 36, states: "Strong links ensure seamless relationships between community and municipalities". This work also contributes to the sustainability indicator – number of collaborative projects developed and implemented with two or more municipalities.

Financial Implications

None

Organizations, Departments and Individuals Consulted and/or Affected

Township Fire & Rescue Services
Ontario Provincial Police
Kingston Police Force
Kingston Fire & Rescue Service

Report 2014-073

RECOMMEND REPORT TO COUNCIL

To:	Warden and Council Members of the County of Frontenac
From:	Marian VanBruinessen Acting CAO/Treasurer
Prepared by:	Joe Gallivan Manager of Sustainability Planning
Date prepared:	April 9, 2014
Date of meeting:	April 16, 2014

Re: **Corporate Services – Planning Services Contract for the Township of North Frontenac**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Corporate Services – Planning Services Contract for the Township of North Frontenac* report for information;

AND FURTHER THAT the Council of the County of Frontenac authorize the Warden and Clerk to enter into an agreement with North Frontenac Township for the County of Frontenac to provide Land Use Planning services beginning May 1st, 2014.

Background

During budget discussions in 2011, the issue of the County's ability to provide planning services was raised. Subsequently, staff provided two reports to Council that reviewed planning services provided by other Counties in Eastern Ontario and a proposal to use a cost recovery approach to review all privately initiated applications.

At the March 16, 2011 County Council meeting, the following motion was passed by Council:

Motion #82-11: *Moved by Deputy Warden Gutowski*
Seconded by Councillor Doyle

RESOLVED THAT Council of the County of Frontenac receive the 'Land Use Planning – County Planning Services Review – Supplementary Report' dated March 16, 2011;

AND FURTHER that the Manager of Sustainability Planning be directed to meet with each Township to make available these professional planning services as outlined in this report.

As requested by Council, the Manager of Sustainability made presentations to all four Councils in 2011. In October 2011, Frontenac Islands Council passed a motion to enter into a contract for planning services with the County. In June, 2013, Central Frontenac Council passed a similar resolution. And on April 7th, North Frontenac Council passed the following:

North Frontenac Township – By-law # 29-2014

> *BEING A BY-LAW TO AUTHORIZE THE MAYOR OR DEPUTY MAYOR AND THE CLERK OR DEPUTY CLERK TO SIGN AN AGREEMENT WITH THE COUNTY OF FRONTENAC FOR PLANNING SERVICES*
>
> *NOW THEREFORE the Council of the Corporation of the Township of North Frontenac enacts that the Mayor or Deputy Mayor and the Clerk or Deputy Clerk are authorized to sign an Agreement with the County of Frontenac for Planning Services and said Agreement shall be attached heretofore as Schedule A.*
>
> *CARRIED*

The purpose of this report is to seek Council's approval to enter into this contract.

Comment

The proposed contract for the Township of North Frontenac is attached as Appendix A. It is essentially the same contract that the County has with the Townships of Frontenac Islands and Central Frontenac for planning services, although some wording has been changed and added at the request of the Township for clarification purposes.

When Council passed a motion to agree to provide planning services to Central Frontenac, the motion also included the provision that staff bring forward a policy on cost recovery for these services as part of the 2014 budget discussions. Report 2014-008 (Sustainability – Cost Recovery for Planning Services) was presented and discussed by Council during the January 29, 2014 Committee of the Whole meeting.

As a result, the following motion was passed at the February 19th Council meeting:

Motion #: 44-14 *Moved By:* *Councillor McDougall*
Seconded By: *Councillor Jones*

RESOLVED THAT the Report of the Committee of the Whole be received and adopted.

Report of the Committee of the Whole

i) 2014-008
Corporate Services
Cost Recovery for Planning Services

RESOLVED THAT the County of Frontenac continue with the current billing practice until the end of 2014 when more quantitative evidence will be available with regard to the time spent by the County working on Township-specific planning projects.

Planning staff have set up a time tracking system that will allow Council to review the projects initiated for all four Townships (including work on subdivision files in South Frontenac) as well as County-specific work . This evidence will help in determining appropriate cost recovery charges for future planning service contracts.

Sustainability Implications

The proposal for the Frontenac County planners to provide professional planning services to the Township of North Frontenac could result in cost savings and efficiencies for the municipal planning application process. It also supports the economic and environmental pillars of *Directions for Our Future*, and will more closely align economic development with land use planning across the region.

Financial Implications

No additional costs for land use planning are expected to be incurred in the 2014 Planning budget. It is also expected that the costs of delivering planning services to North Frontenac will be reduced compared to the current costs of using a planning consultant.

Organizations, Departments and Individuals Consulted and/or Affected

County of Frontenac
Township of North Frontenac

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW #29-14

BEING A BY-LAW TO AUTHORIZE THE MAYOR OR DEPUTY MAYOR AND THE CLERK OR DEPUTY CLERK TO SIGN AN AGREEMENT WITH THE COUNTY OF FRONTENAC FOR PLANNING SERVICES

NOW THEREFORE the Council of the Corporation of the Township of North Frontenac enacts that the Mayor or Deputy Mayor and the Clerk or Deputy Clerk are authorized to sign an Agreement with the County of Frontenac for Planning Services and said Agreement shall be attached heretofore as Schedule A;

AND THAT all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law, are hereby repealed;

AND THAT this by-law shall come into full force and effect from and after its passing.

READ a first and second time this 7th day of April, 2014.

READ a third time and passed this 7th day of April, 2014.

Mayor

Clerk

Planning Services

BETWEEN: This Agreement is made this 7th day of April, 2014

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

hereinafter called the "Township"

OF THE FIRST PART

- and -

THE CORPORATION OF THE COUNTY OF FRONTENAC

hereinafter called "County"

OF THE SECOND PART

WHEREAS the Township Council has requested that the County provide certain Planning Services to the Township.

AND WHEREAS the County has agreed to provide Planning Services to the Township for this purpose in accordance with the terms of this Agreement.

AND WHEREAS this Agreement supersedes any previous agreements, verbal or written, and states the terms and conditions that have been agreed to by the Township and County;

NOW THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

DEFINITIONS

1. In this Agreement:

"Clerk/Planning Manager" means the person appointed by the Council of the Township as the Clerk/Planning Manager and the Secretary of the Committee of Adjustment/Planning Advisory Committee.

"Cost Recovery Basis" means payment of all costs paid or incurred by the County in order to provide the Planning Services to the Township as set out in Appendix "B", including without limit the foregoing, all costs for staff salaries and benefits and associated disbursements, provided that if any costs are paid or incurred by the County to provide the Planning Services as well as other services or functions not covered by this Agreement, the County shall for the purpose of this Agreement, determine in a fair and equitable the proportion of the total of such costs that was paid or incurred to provide the Planning Services.

"County Planner" means the person appointed by the Council of the County as the Manager of Sustainability Planning.
"County Planning Staff" means the Manager of Sustainability Planning and the Community Planner as appointed by County Council.

"Planning Fees" means the fees to be charged by the County for Planning Services as set out in Appendix "B".

"Planning Services" means those planning services related to Township more particularly described in Appendix "A" to this agreement.

"Township Planning Staff" means the Clerk/Planning Manager or the Deputy Clerk/Assistant to the Planning Manager as appointed by Township Council.

AGREEMENT

2. The County shall provide the Planning Services to the Township in accordance with generally accepted planning principles and any other applicable statutory, regulatory or professional standards governing Planning Services, including strict adherence to time lines, as specified in the *Planning Act*. The County Planning Staff shall report to the Township Council for Planning Services provided for through this contract.

3. The County shall ensure that all information within its possession and control related to the Township's Planning Services is provided upon request to the Clerk/Planning Manager in such manner as the Clerk/Planning Manager may determine necessary in order to discharge the Clerk/Planning Manager's statutory duties under all applicable legislation and/or Township Policies. All original documentation shall remain in the possession of the Clerk/Planning Manager.

TERM OF CONTRACT

4. The term of the Agreement shall commence May 1, 2014 and shall continue for a period of one year ending April 30, 2015. The parties to this contract shall review this Contract 30 days prior to the end of the term, and if satisfied with the contents, enter a new agreement at the end of the aforementioned term.

PAYMENTS FROM THE TOWNSHIP

5. The County shall provide the Planning Services to the Township on a Cost Recovery Basis as per Appendix "B" with no upfront payments.

6. The County will invoice the Township for Planning Services on a quarterly basis to the attention of the Clerk/Planning Manager.

7. The Township shall pay the County for the Planning Services within thirty (30) days of the date of an invoice from the County.

8. Any amounts due to the County shall, if not paid when due, accrue interest at the rate of 1.25% per month (15% per annum) from the due date to the date of payment.

TERMINATION

9. Either party may at any time, on not less than six (6) months written notice to the other party, terminate this Agreement without cause. Notice shall be provided in accordance with Section 20.

10. Notwithstanding Section 9, the Township may terminate this Agreement at any time:

    a. In the case of the County failing to perform or observe any provision of the Agreement and not correcting such failure to the Township Council's satisfaction, acting reasonably, within thirty (30) days of written notice from the Township's Chief Administrative Officer describing such failure and the action required to remedy it; or
    b. The County being found guilty of any unlawful activity or impropriety involving Township property.

11. The Township Council's right to terminate this Agreement shall not be affected by its failure to take action with respect to any previous default by the County.

12. Upon the termination of this Agreement, the County shall forthwith deliver to and otherwise cooperate fully with the Clerk/Planning Manager in the transfer and return of all records, data and other information in its possession relating to the Planning Services and the Township's planning affairs.

CHANGES AND ADJUSTMENTS

13. The Clerk/Planning Manager shall provide a written request to the County Planner if additional planning services are required. The County Planner shall provide a written estimate for the costs associated with the request for Township Council's consideration.
    The County will use its best efforts to accommodate the provision of any additional Planning Services to the Township on a Cost Recovery Basis, as set out in Appendix "B".

DISPUTE RESOLUTION

14. A dispute between the two parties with respect to this Agreement, which they are unable to resolve through negotiations, at the request of a party, shall be submitted to arbitration pursuant to the *Arbitration Act, 1991* and the decision of the arbitrator or, if more than one, the decision of the majority shall be final and binding on the parties. The arbitrator(s) will not have any power to alter or change any provisions of this Agreement or to substitute any new provisions for any existing provisions or to give any decision inconsistent with the terms and provisions of the Agreement. Each party shall pay its own costs of the arbitration and shall share equally the costs of the arbitrator(s).

LAW GOVERNING THIS CONTRACT

15. This Agreement shall be construed and governed in accordance with the laws of the Province of Ontario.

INDEMNITY

16. The County will indemnify and save harmless the Township from any claims and actions that might arise from the provision of the Planning Services in accordance with this Agreement.

CONFIDENTIALITY

17. The County Staff shall not at any time before, during, or after the expiration or earlier termination of the Agreement, without the prior written approval of the Clerk/Planning Manager, divulge to any person (including its employees, officers, directors, agents, or representatives) or use for any other purpose any Confidential Information.

EXTENT OF AGREEMENT

18. No representations or warranties between the parties, expressed or implied, written or oral, shall be binding on the parties unless expressly contained in this Agreement and this Agreement constitutes the entire Agreement between the Township and the County and supersedes all prior negotiations, representations, or agreements, whether written or oral.

19. This Agreement may not be amended except by mutual agreement of the parties and signed by both the Clerk and Mayor of the Township and the Clerk and Warden of the County.

NOTICE

20. Any notice to be given under this Agreement may be given in writing, personally or by prepaid first class mail (in which case, receipt shall be deemed to have occurred seven clear days after the mailing thereof) or email.

Notice to the parties may be delivered to the following addresses:

Township	**County**
CAO Township of North Frontenac 6648 Road 506, Plevna ON K0H 2M0 Fax: (613) 479-2352 Email: cao@northfrontenac.ca	CAO County of Frontenac 2069 Battersea Road Glenburnie ON K0H 1S0 Fax: (613) 548-8460

or to such other addresses or facsimile numbers as the party entitled to or receiving such notice or document may, by notice given in accordance with this clause, communicate or deliver to the other party.

TIME IS OF THE ESSENCE

21. Time shall be of the essence for this Agreement

WORKPLACE SAFETY AND INSURANCE BOARD CLEARANCE

22. The County must carry WSIB coverage and maintain a valid WSIB Clearance Certificate throughout the period of the Agreement, and a copy shall be provided to the Clerk/Planning Manager.

INSURANCE

23. The County shall maintain, for the duration of this Contract, Liability Insurance of not less than $5,000,000 for coverage of its staff while on Municipal property or on private property while completing site visits. The Township shall be named as an additional insured on the County's insurance policy, and a copy shall be provided to the Clerk/Planning Manager.

FURTHER ASSURANCES

24. The parties agree that each of them shall execute such further and other assurances as may be reasonably necessary to give full effect to all terms and conditions of the Agreement.

SUCCESSORS AND ASSIGNS

25. This agreement shall be binding upon and ensure to the benefit of the respective successors and assigns of the parties.

IN WITNESS WHEREOF the Parties hereto agree to the terms of this contract and seal this 7th day of April, 2014.

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

Bud Clayton
Mayor

Jenny Duhamel
Clerk

THE CORPORATION OF THE COUNTY OF FRONTENAC

Clinton (Bud) Clayton, Mayor
Warden

Clerk

APPENDIX A

Planning Services for the Township of North Frontenac

The County of Frontenac will provide Planning Services as outlined below as of May 1, 2014, being the transition date.

1. Pre-consultation/General Planning Public Inquiries

1.1. Administration

The County Planner will be available during normal business hours to field telephone and email inquiries from Township Planning Staff and the general public. The County Planning Staff will respond to inquiries within four (4) working days.

The County Planner will be available for approximately ½ day (3.5 hours) per week at the Township Office in Plevna for appointments such as pre-consultations or in person inquiries. The day of the week and time shall be determined by the Clerk/Planning Manager and the County Planner. Any public requesting a meeting with the County Planner shall contact Township Planning Staff to arrange the appointment date and time at the Township Office. This time allocation will be re-assessed by the Clerk/Planning Manager and the County Planning Staff based on the volume of activity, in order to determine if an adjustment in hours is required. If an increase/decrease is deemed necessary a proposal shall be provided to County Council and Township Council to consider amending the Agreement.

The County Planning Staff shall contact Township Planning Staff prior to responding to public inquiries, as there could be pertinent information in the Township's Property Roll File which could influence the response (i.e. Development Agreement, Confidential Complaint, By-law Enforcement Issues, Building Orders, Fire Orders, Subdivision Agreement). The County Planner shall provide a copy of all responses, verbal and/or written with respect to inquiries about a specific property to the Clerk/Planning Manager for inclusion in the applicable Township's Property Roll File.

Any inquiries regarding starting or expanding a business shall be directed to the Township's Chief Administrative Officer.

2. Municipally Initiated Applications and Planning Policy

The County Planner shall develop planning policy documents as requested by the Clerk/Planning Manager for consideration by Township Council.

2.1 Administration

For major planning policy work (e.g., Official Plan preparation/update, Comprehensive Zoning By-law preparation) the Clerk/Planning Manager and the County Planner will jointly determine the timing and work plan of each project.

Depending on the nature of the policies being developed, if external expertise is required (i.e. Transportation, Engineering, Hydrogeology etc.) the County Planner shall provide the details of the services/studies including the requirements that need to be met to the Clerk/Planning Manager. Where such services are deemed necessary the County Planner in consultation with the Clerk/Planning Manager shall issue a tender or obtain quotes in

accordance with the Township's Procurement Policy and with the Township's Planning Budget. If over Budget the Clerk/Planning Manager shall seek approval of Council.

3. Privately Initiated Planning Applications

Privately Initiated Planning Applications are planning applications filed by a property owner or his/her delegate to seek approval from Council or the Committee of Adjustment/Planning Advisory Committee.

3.1 Administration

The Township Planning Staff shall receive the planning application and fees (as set out in the Tariff of Fees) and an Indemnity Agreement from the applicant. The Township Planning Staff shall also collect the required fees for peer reviews from the applicant. The Clerk/Planning Manager shall provide a copy of the planning application to the County Planner.

County Planning Staff shall be responsible for reviewing planning applications provided by the Clerk/Planning Manager; deeming a planning application complete and providing confirmation of a complete planning application to the Clerk/Planning Manager. The Clerk/Planning Manager shall provide notification of a complete application to the applicant.

In the case of an application for a Minor Variance; Severance/Lot Addition; or Certificate of Validation Township Planning Staff shall be responsible for the administration of the planning application including Notice of Application, Circulation, Obtain Peer Evaluation Reports, Notice of Decision, Notice of No Appeal, etc. County Planning Staff shall provide a Planning Report to the Clerk/Planning Manager, commenting on compliance with the Official Plan and Zoning By-law of the Township; the Provincial Policy Statement and all other applicable regulations. This report shall include the Planner's professional opinion and any recommendations offered for the Council/Committee's consideration. Where deemed necessary, by the Clerk/Planning Manager, the County Planner shall conduct a site visit on scheduled Township Office days.

In the case of an application received by the Clerk/Planning Manager, including but not limited to, Official Plan Amendments; Zoning By-law Amendments; Temporary Use By-laws or Site Plan Agreements the County Planning Staff shall be responsible for providing a planning report; drafting the by-law including schedules and Site Plan Agreements. The time, date and location of any required public meetings regarding planning applications shall be determined by the Clerk/Planning Manager in consultation with the County Planner. The Clerk/Planning Manager shall provide the required public notice. The County Planning Staff shall provide a copy of all documents associated with the planning application to the Clerk/Planning Manager.

4. GIS Mapping Services

GIS mapping services will be provided for Township Council/Committee reports, by-laws, Official Plan schedules and other Township planning related documents.

5. Council/Committee Meetings

The County Planning Staff shall be available for attendance at Council and Committee of Adjustment/Planning Advisory Committee meetings to present and/or answer questions

regarding planning applications provided sufficient notice is given by the Clerk/Planning Manager.

6. Ontario Municipal Board

County Planning Staff shall represent the Township as an expert witness at any Ontario Municipal Board (OMB) hearings related to planning applications at the invitation of the Township Council. OMB hearings resulting from decisions that are not supported by the County staff recommendation may require an alternative approach such as a private consulting firm.

Appendix B
Fees for Planning Services for the Township of North Frontenac

Service	Fee
Pre Consultation or Inquiries (Township Staff or Public)	No Charge
Attendance at Township Office (1/2 day/week)	No Charge
Township Initiated Planning Applications	No Charge
Privately Initiated Planning Applications	Manager of Sustainability Planning $57.00/hour Community Planner $38.00/hour
GIS Mapping Services	No Charge
Council/Committee Meetings	No Charge
Ontario Municipal Board	Separate Proposal
Cost Recovery (Rates to be used to determine Cost Recovery when the County is preparing an estimate for additional services to the Township)	Manager of Sustainability Planning $57.00/hour Community Planner $38.00/hour

COUNTY of Frontenac

Report 2014-079

RECOMMEND REPORT

To:	Warden and Council of the County of Frontenac
From:	Marian VanBruinessen Acting CAO/Treasurer
Prepared By:	David Millard Manager of Information Services
Date Prepared:	April 11, 2014
Date of Meeting:	April 16, 2014

Re: **Corporate Services – URISA (Urban and Regional Information Systems Association) Ontario Best Challenge Award – University of Guelph**

Recommendation

BE IT RESOLVED THAT the Council of the County of Frontenac receive this *Corporate Services – URISA Ontario Best Challenge Award – University of Guelph*;

AND FURTHER THAT the Council of the County of Frontenac authorize the Geographic Information System (GIS) Specialist to attend the 2014 URISA BeSpatial 2014 event on April 28 & 29, 2014 in order to receive the Best Public Sector Award.

Background

Each year URISA Ontario presents awards for a variety of achievements and challenges. The awards are presented at the Annual General Meeting and BeSpatial Event. This year the County of Frontenac was nominated for "The Best Public Sector GIS" Award.

"This award is designed to increase awareness of the use of GIS in improving effectiveness and efficiency of public sector operations. The need to provide better services and control costs requires fast and easy access to spatial data and the ability to extract and analyze these data. This has created the opportunity for fundamental change, providing an invaluable asset to the public sector.

Qualifications: The Best Public Sector GIS award is presented to organizations that have demonstrated the use of GIS in improving effectiveness and efficiency in enterprise GIS for public sector operations. The public sector organizations have implemented GIS throughout their organization and have made GIS data, tools and applications available to a majority of their staff."

Comment

The County of Frontenac Geographic Information System (GIS) Specialist has received notification that the County of Frontenac has been selected as recipient of a URISA Ontario 2014 Best Challenge Award. And as such has been invited to the AGM and the 2014 BeSpatial Event to receive the award.

Sustainability Implications

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

Financial Implications

Costs for this conference are included in the 2014 Information Systems Training, Travel and Conference Fees budget. The URISA Conference costs for full registration, which includes, access to all presentations and lunch is $125 per person, with accommodations being an additional $180.

This conference is a two day event with technical seminars and a trade show being conducted on day one. Day two offers a GIS Program Workshop which presents an overview of successful and unsuccessful techniques for implementing GIS specific topics.

Organizations, Departments and Individuals Consulted and/or Affected

Marian VanBruinessen, Acting CAO/Treasurer
Colleen Hickey – Manager of Human Resources

Report 2014-051

INFORMATION REPORT TO COUNCIL

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

Prepared by: Jannette Amini
Manager of Legislative Services/Clerk

Date prepared: March 19, 2014

Date of meeting: April 16, 2014

Re: Corporate Services – 2014 1st Quarter Activity Update

Recommendation

This report is for information only.

Background

This report is presented to Council to provide an update on the various new and ongoing activities and special projects undertaken during January, February and March 2014.

Comment

Ongoing Activities

- Council Meetings - supported by Corporate Services staff at all levels through contributions to the content and preparation of agendas

Regular meetings:	January 15, February 19 and March 19
Committee of the Whole meetings:	January 8, January 28 (Strategic Planning Session) February 5 and March 5
Committee of the Whole Budget meetings:	January 29, January 30, February 5 and February 7

- Council's Advisory Committees (CAO, Manager of Legislative Services/Clerk, Communications Officer, Manager of Economic Development and other staff, as needed)

  Sustainability: No Meetings during 1st quarter
  Trails: No Meetings during 1st quarter
  150th Anniversary: March 26
  Accessibility: No Meetings during 1st quarter
  Service Delivery & Organization Review: January 6 and February 28
  Seniors Housing Task Force: March 26 – Wolfe Island

- RULAC and Joint Management No Meetings during 1st quarter

- Eastern Ontario Wardens' Caucus (EOWC)

  Wardens' Caucus January 16/17 (Kingston); February 23 ROMA/OGRA (Toronto); February 24/25 Multi Minister (Toronto)
  CAOs: March 20/21 (Peterborough)
  Financial Sustainability Project (Treasurer): No meeting during 1st quarter
  Treasurers: No meeting during 1st quarter

- Eastern Ontario Regional Network (EORN)
  Board (Councillor Gary Davison): January 15, February 7

Conferences, Training and Seminars

- AMCTO Zone 6 Meeting (The Manager of Legislative Services/Clerk is a member of the Zone 6 Executive Board)
- FCM Sustainable Communities Conference, Charlottetown – Manager of Economic Development presented at a session. The Warden and two members of the Sustainability Advisory Committee attended as well.
- SWITCH Green-Profit attended by Manager of Economic Development and Councillor MacDougall in March.
- Funding Information Workshop – FCFDC – March 26, Manager of Economic Development gave an overview of the Small Scale Community-Led Initiatives program.
- ROMA/OGRA Conference Acting CAO/Treasurer attended EOWC Meetings – February 23-25 (Toronto)

Committee Activities

- **KFL&A Children and Youth Services Planning Committee**: Executive Assistant (Alternate) – February 7 (County); March 7 (Napanee); Aboriginal Services Work Group February 10 and March 27 (Napanee)– Unable to attend meetings
- **Rideau Corridor Landscape Strategy Steering Committee**: Councillor Jones and Community Planner (no meetings)

- **Thousand Islands Occupational Health Nurses –** meeting and education attended by Occupational Health Nurse (Education Coordinator) March 18, 2014
- **KFL&A Food Council -** Manager of Economic Development attended February and March meetings.
- **AMO Long Term Care Committee**: CAO (no meetings 1st quarter)
- **OANHSS Municipal Group**: CAO (no meetings)
- **Kingston & Renfrew Central Ambulance Communications Centre Advisory Committee**: CAO (Co-Chair) (no meetings)
- **Ontario Municipal Administrators Association Nominations Committee**: CAO - Calls (no meetings)
- **Shared Data Consortium**: Treasurer (no meetings)

Special Projects and Key Activities

- Community Improvement Plans (CIP): The Marysville CIP has now been approved and the Community Planner has attended meetings with potential applicants for the Marysville and Sharbot Lake CIPs. The Community Planner and Manager of Economic Development also met with North Frontenac Council to start a new plan.
- Fairmount rooftop solar panel project was completed by iSolara and is now online with a 20 year microFIT contract signed with OPA
- Township Public Works Managers meeting – the Manager of Sustainability Planning attended a meeting held in South Frontenac on February 27th to be part of the discussion regarding the regional road system identified by the Public Works Managers as the Frontenac Corridor.
- Seniors Housing Task Force – Frontenac Islands – the Manager of Sustainability Planning and the Community Planner attended the first task force meeting held on Wolfe Island on March 26th.
- 1st Annual Eastern Ontario Purchasing Group Meeting in Peterborough on March 21st - Treasurer
- Frontenac K&P Trail:
  - Letters were sent mid March to eighty adjacent landowners advising of the next section for development – SF Road 38 to White Lake Road.
  - A Request for Proposal was issued for the re-construction of a bridge at White Lake Creek.

Manager of Legislative Services/Clerk

- Reviewed Local Service Realignment reports provided by City of Kingston Community Services.
- Continued to carry out staff training on the new Integrated Accessibility Standards Regulation (IASR) Policy which is now required under the AODA.
- Participated in policy development working groups.
- Participated in interviews for the Communications Officer replacement position.
- Participated in the Emergency Management Meeting.
- Reviewed and followed up on Expressions of Interest for the Integrity Commissioner for the County of Frontenac
- Met with Central Frontenac staff to provide training and information in iCompass Technologies.

- Attended staff budget review meetings and assisted in the preparation of the 2014 budget for Corporate Services
- Support for all Council, Committee, Land Use Planning and Staff meetings
- Reviewed the proposed revisions to the Customer Service Standard and submitted report to Council and comments to the Accessibility Directorate of Ontario.

Manager of Sustainability Planning and Community Planner

- County Official Plan
    - the Manager of Sustainability Planning formally presented the second draft of the County Plan to the Township Councils of Central (January 14th), South (January 28th), and North Frontenac (February 3rd).
    - a meeting to present and review the second draft was held with staff from the Ministry of Municipal Affairs and Housing on January 18th.
    - The Manager of Sustainability Planning and the Community Planner met with representatives from all four Conservation Authorities within the County boundaries to review the plan.
- Population Projections: Watson and Associates has been retained to update their population projections to be used for the Official Plan. The report is expected to be finalized during the second quarter.
- Land Use Planning:
    - **Central Frontenac**
        - Planning services began to be provided to the Township by County planning staff beginning January 1st.
        - Planning staff have held a number of meetings with citizens to discuss possible severances.
        - Kennebec Lake subdivision received final approval from Council
    - **Frontenac Islands**

      Several consent applications were reviewed and meetings were held with property owners.
        - The Manager of Sustainability Planning and the Community Planner attended Council meeting on February 10th to present the 2014-2015 work plan for Council's endorsement and and to be present for a public meeting on a minor variance application.
    - **North Frontenac**
        - Additional information relating to the Ardoch Lake plan of condominium application was received and discussions are ongoing with agencies as part of this review.
    - **South Frontenac**
        - Applications for the Hartington and Willowbrook Estates (Inverary) subdivisions continued to be reviewed.

Manager of Economic Development

- Attended Frontenac Community Futures Development Corporation (FCFDC) Board Meetings in February and March giving updates from the County.
- Attended Land O' Lakes meeting in March as well as assisting on selection committee recruiting a General Manager for the organization.
- Attended the KFL&A Food Council meeting in March as a member of the board.
- Gave a presentation of the County's Smaller Scale Community-Led Sustainability Initiative program at a funding workshop hosted by the CCFDC.

- Attended a meeting with local food procures that were to give comment on the possibility of creating a cooperative for a Poultry Abattoir in Frontenac.
- Attended a meeting with local food procures that were to give comment on the possibility of creating a cooperative for a Poultry Abattoir in Frontenac.

- **Frontenac Islands**
- Attended a meeting where Wolfe Island residents were looking at ways the to bring gas back to the Island.

- **North Frontenac**
  - Assisted in presenting Community Improvement Plan possibilities and updated staff on the Small Community-Led Initiatives program. Consulted on one such project.

- **Central Frontenac**
  - Sent a 1st draft of a community profile for review to the Township's Economic Development Advisory Committee

Finance
- Completion of financial audit for 2013
- Completion of Federal Gas Tax and Investing in Ontario reporting for 2013
- Interviews Re: Temporary Financial Analyst
- INFO HR - ongoing testing integration with GP financial software based on changed parameters from the consultant
- RFP- RFQ process – Lean Six Sigma Project, Physiotherapy Services, Design, Deliver and Install a Bridge over White Creek on K&P Trail, Fairmount Abuse and Neglect and Integrity Commissioner
- Training and setup of e-financial in Med e-Care for Fairmount resident billing
- CityWide Tangible Assets Software training on January 24, 2014
- Contract service to Frontenac Islands: monthly financials, payroll, processed tax certificates, supplementary and omitted tax assessment and ownership changes; preparation of interim audit information
- 2014 Budget finalized

Human Resources:

Staff Announcement:
Sherry Corneil is our new HR Generalist replacing Krista Vandewal. Sherry commenced employment March 24, 2014. Welcome Sherry!

Service Delivery and Organization Review – all staff who are affected by the changes albeit title changes and/or reporting relationship have all been notified in writing of the new Organizational structure. As a result of the change Bonnie Carter is now reporting to Human Resources Manager, Colleen Hickey. Welcome Bonnie!

Recruitment:
- 40 internal and external competitions have been completed so far for 2014; all but one is are internal movement due to retirements, resignations and one position Financial Analyst is a new position approved by Council.

Training and Development:

- Human Resources Manager facilitated training to FPS Supervisors for the new Attendance Management Program. As they will play an integral part in the process.

Policies/Programs:

- The revised Attendance Management Program has been introduced to Frontenac Paramedic Services effective January 1, 2014.

Townships:

- HR assists Townships who require HR assistance as needed.

Projects:

- Human Resource Management Software implementation is complete. Training will be conducted April 15 and 24 for end users of the system.
- Human Resources are working on creating our new Disability Management Program which will be introduced to Council in May.

Labour Relations:

Labour Management Committee continues on a regular basis to discuss topics on general interest to Employees.

Meetings:

Human Resource Manager attended the EOMHA meeting in Northumberland. The purpose of the meetings that are scheduled are to discuss labour relations activity, policies and other HR related interest.

Occupational Health:

- Thirty-four (24) OH consultations/clinical appointments in office
- Twenty-four (24) employee incidents, twelve (12) WSIB claims
- Twenty-nine (29) new & revised WSIB return to work plans
- All employees injured and carried over from 2013 have returned to full duties except 1 who has returned to modified work
- Five (5) non-occupational accommodation return to work plans
- Three (3) staff returned to work from LTD with work hardening plans
- Wellness Team have planned 2014 activities including yoga, a walking program, the Olympics and the Easter Egg Hunt
- Completed the Physical Risk Assessments for Corporate Services
- Prepared annual incident reports for Fairmount and FPS
- Provided Hazard Identification training to FPS Supervisors
- Consulted re ergonomic setup for 2 processes at Fairmount
- Provided one (1) new employee safety orientation
- Processed pre-placement medical information for new recruits
- Assisted with Disability Management Program development

Occupational Health Special Projects & Committees

- In preparatory phase for the Psychological Safety Standards Research Project
- RFP for Physiotherapy Services for 2014 is complete and contract awarded

- HDH contract is renewed
  - Attended Health and Safety Committee meetings for County, FPS & Fairmount
- Professional Advisory Committee, Environment Team, at Fairmount, EAP Committee, Wellness Committee
- Continue as Education Coordinator for Thousand Islands Occupational Health Nurses (TIOHNA) and member of IPAC Canada, Eastern Ontario Chapter

Township Support

- The County/Township Safety Group finalized the Terms of Reference which was approved by the CAOs.
- Continued progress on the development of common operational policies and shared training opportunities for 2014.
- Part 2 Certification is scheduled for the fall at the County site for the townships
- MOL Supervisor Training – one (1) session completed and several others scheduled between now and July 2014 (deadline for completion).

Manager of Information Systems and IT staff

- Installed Fairmount Solar Panel Monitoring device
- MED e-Care Nursing software
- Robertsville Station Phone and Internet access installed
- IS Manager attended EOWC CAO Planning Meeting in Peterborough (March 21)
- Work orders #s:

January	145
February	173
March	166

GIS Specialist

- Frontenac Maps Website Improvements
  - New Featured Applications Section (accessible on any device):
    - K&P Trail Virtual Picture Tour
    - K&P Trail Elevation Profile Viewer
    - Mobile Viewer
    - Points of Interest Viewer
    - Emergency Management Application
- Parcel Fabric/MPAC Updates
  - Updated within the file geodatabase
  - Updates to interactive mapping sites (x6)
  - Shapefiles/Feature classes provided to townships
- Address Point File
  - Updated/Improved address point file
- Roads Layer Improvements (Ongoing)
- Zoning Layers
  - NF: Completed
  - CF: Completed
  - SF: Review stage with Township Staff
  - FI: Howe Island Zoning: Completed
    Wolfe Island Zoning: Review stage with Township Staff
- Community Basemap
  - Frontenac mapping data will be incorporated into world basemaps
  - First Draft completed and reviewed
- Subdivision Lookup Application

    - Ability to view developments and link to important documents
    - Data and documents provided to Fleming Students for project
- FPS Mapping
    - Frontenac/Lanark Response Area Mapping (Robertsville Station)
    - Cross border call volume and density mapping
    - County wall maps being generated for all paramedic bases
- Planning and Sustainability (Internal Requests)
    - Growth Analysis (Rural vs. Hamlet growth in the County)
    - Wetland Analysis (using new wetland data from the province)
    - Trails Concept Plan Data and Mapping
    - Planning Application Mapping (Sites and Subdivisions)
- Custom Mapping
    - Frontenac News: Recreation Guide Map (Points of Interest)
    - County Road Atlas Sold
- Other Meetings and Webinars:
    - ArcGIS Online Steps for Success (Webinar: Jan. 23)
    - Sharing Cached Imagery in ArcGIS (Webinar: Jan. 30)
    - Introduction to Geocortex Essentials 4 (Webinar: Feb. 19)
    - Working with ArcGIS for Canadian Municipalities (Webinar: Feb. 20)
    - Emergency Management Committee Meeting (Feb. 25)
    - How to Distribute Hi-Res Raster Imagery Fast (Webinar: March 12)
    - Community GIS Committee Meeting (KFL&A and United Way) (March 26)

Communications

- Issued approved media releases/advisories
- Sent out approved monthly e-newsletters “Frontenac County Bytes” in January (727 contacts), February (727 contacts) and March (735 contacts) providing updates on activities at the County and at the Townships
- Posted timely updates to corporate social media accounts
- Twitter: 656 Followers and 275 Tweets since launch
- Facebook: 154 “likes” and total weekly reach as high as 807 views
- Monitored local media coverage of Frontenac County
- Provided support to all departments in posting materials to the County website
- Supported the 150th Anniversary Planning Advisory Committee and the Sustainability Advisory Committee
- Continued work on a Communications Services Plan
- Continued participation of internal Wellness Team

Representing the County

- CAO continues as a member of the United Way serving KFL&A Success By 6 Council of Partners
- Executive Assistant attends the KFL&A Children & Youth Services Planning Committee Meetings (meetings January, February, March)
- Executive Assistant attends Aboriginal Services Working Group (Specific Populations Committee - KFL&A Children & Youth Services Planning Committee)

- Manager of Economic Development continues to sit as a member of the funding panels for the Province's Rural Economic Development and Local Food fund programs
- Manager of Economic Development sits as a member of the KFL&A Food Council.
    - Executive Assistant is a member of the United Way serving KFL&A Success By 6 Week Committee (Council Proclaimed Success By 6 Week May 3-11, 2014). Attended meetings in Kingston on March 4 and 25
    - Executive Assistant volunteered at the Gathering Community Making Connections event on March 22nd, this event was organized by the Aboriginal Services Working Group

Organizations, Departments and Individuals Consulted and/or Affected

Corporate Services Management and Supervisory Staff

COUNTY of Frontenac

Report 2014-052

INFORMATION REPORT TO COUNCIL

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

Prepared by: Peter Young
Community Planner

Date prepared: March 28, 2014

Date of meeting: April 16, 2014

Re: **Corporate Services - Energy Conservation and Demand Management Plan**

Recommendation

This report is for information only.

Background

In 2011 the Ontario government published Ontario Regulation 397/11 made under the Green Energy Act, 2009. This regulation required public sector organizations including municipalities to publish a summary of annual energy consumption and greenhouse gas emissions each year, beginning in 2013. Additionally public agencies will need to develop five-year energy conservation and demand management plans and have them in place by July 1, 2014. These reports must be made publically available on the municipal website and as a hard copy available at the Administration office.

The energy conservation and demand management plan will provide an outline on how the County will be conserving energy over the next five years. The plan will outline:

- The County's conservation goals and objectives for County-owned facilities;
- Proposed conservation measures;
- Estimated costs and benefits of the conservation measures including energy savings; and
- An inventory of municipal renewable energy installations.

Comment

The energy conservation and demand management plan will be completed through a combination of in-house and consultant resources. The County has retained Hearthmakers Energy Co-operative based in Kingston to undertake audits of County facilities and provide recommendations for energy savings opportunities along with proposed cost savings and payback times. Staff will complete the conservation goals and objectives part of the report, the inventory of renewable energy facilities, and prepare the final document for publishing.

The regulation applies to the Frontenac Paramedic Services' facilities and County Administration office but does not apply to Fairmount Home. However staff will be reviewing a previous audit done for Fairmount Home by Local Authority Services to see if it could be included in the plan as well. The regulation also specifies that the report must be approved by senior management at the municipality before July 1, 2014.

Sustainability Implications

Energy is one of the key focus areas in *Directions for Our Future* and the reduction of energy use through conservation and demand management will have a positive impact on the sustainability of Frontenac County operations. While there may be initial upfront costs for some measures, these will be evaluated to ensure financial sustainability through a justifiable payback period in energy bill savings.

Financial Implications

Costs for retaining a consultant to evaluate County facilities and make recommendations on proposed conservation and demand management measures were approved in the 2014 budget. Measures to implement the plan will be brought to Council in future budget discussions.

Organizations, Departments and Individuals Consulted and/or Affected

Frontenac Paramedic Services
Fairmount Home
Corporate Services

Report 2014-058

INFORMATION REPORT TO COUNCIL

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: March 7, 2014

Date of meeting: April 16, 2014

Re: **Additions and Alterations to Fairmount Home Auditorium Construction Progress Report # 4**

Recommendation

That the Council of the County of Frontenac accept this *Additions and Alterations to Fairmount Home Auditorium Construction Progress Report # 4* report for information only.

Construction Update

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

Change Orders – See Change Notice Summary Sheet attached.

Other Matters – See attached.

Organizations, Departments and Individuals Consulted and/or Affected

Patrick Thompson, Project Manager, TCMS
Marian VanBruinessen, Acting CAO/Treasurer

Additions and Alterations
Fairmount Home Auditorium

PROGRESS REPORT # 4

Prepared by TCMS

March 7, 2014

Additions and Alterations to Fairmount Home Auditorium
PROGRESS REPORT # 4

INDEX

PROGRESS SUMMARY……4, 5, 6

CONTRACT CHANGE SUMMARY……..……7

PROPOSED AND ACTUAL CASHFLOW – CONSTRUCTION …….....8

PROGRESS REPORT # 4
PROGRESS SUMMARY

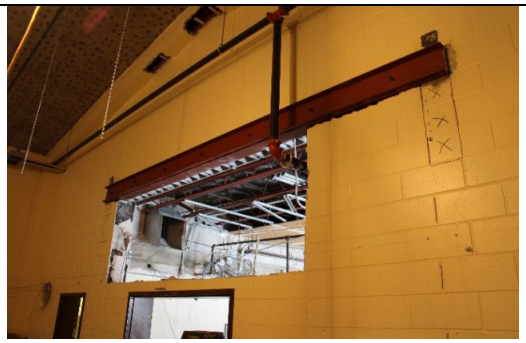
The following activities have been completed during the current report period.

- Interior demolition work is approximately 90% complete.
- Excavation work for the greenhouse addition, new front entrance vestibule and north side addition has been completed.
- Foundation wall footings for the greenhouse addition and new front entrance vestibule have been placed.
- Formwork and re-inforcing steel for foundation walls - greenhouse addition and new front entrance vestibule have been installed. Walls are scheduled to be poured during the week of March 10, 2014.
- Structural steel framing to support the new folding partition doors is now complete.
- Structural steel lintels above new window opening have been set in place.
- New electrical panels and all new main power feeds have been installed and connected.
- Interior trenching for plumbing infrastructure is scheduled to begin the week of March 17, 2014.
- Ductwork is scheduled to start the week of March 17, 2014.
- Shop drawing submission and review process is approximately 85% complete.

Additional Notes

- A revised project schedule has been received from the General Contractor and completion of the project has been delayed by approximately 8 weeks. The contractor is reviewing opportunities to advance the schedule and minimize the delay.

Excavation work for the new front entrance vestibule has been completed.	
Excavation work for the north side addition has been completed.	
Foundation wall footings for the greenhouse addition have been placed.	
Foundation wall footings for the new front entrance vestibule have been placed.	

Formwork and re-inforcing steel for foundation walls - new front entrance vestibule - have been installed. Walls are scheduled to be poured during the week of March 10, 2014.	
Formwork and re-inforcing steel for foundation walls - greenhouse addition - have been installed. Walls are scheduled to be poured during the week of March 10, 2014.	
Structural steel lintel above new opening into the Auditorium Hall has been set in place.	
Structural steel framing to support the new folding partition doors is now complete.	

ADDITIONS AND ALTERATIONS TO FAIRMOUNT HOME AUDITORIUM

CHANGE NOTICE SUMMARY SHEET Revised 07-Mar-14

General Contractor Emmons & Mitchell

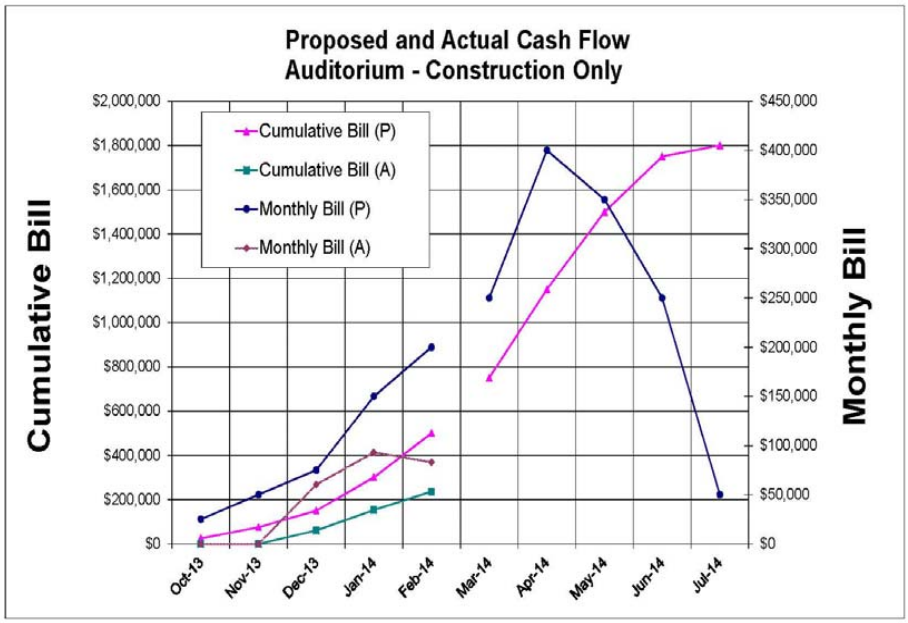
Original Contract Value =	$1,796,000.00
Change Orders to Date =	$15,206.55
Current Contract Value =	$1,811,206.55
Other Anticipated Changes =	$18,330.27
Expected Final Value =	$1,829,536.82
Current Funding (Original Contract Value + Contingency - 5%) =	$1,885,800.00
Remaining Contingency =	

CHANGE ID #	DESCRIPTION OF CHANGE	DATE OF ISSUE	ESTIMATE/FINAL VALUE	CHANGE ORDER #	DATE OF ISSUE	CURRENT STATUS
1	CCN No. 1 - Add foundation dowels	07.01.14	$716.10	C.O. No. 1		Contractor's quotation under review
2	CCN No. 2 - Increase door widths/Corridor A-105	14.01.14	$2,858.35	C.O. No. 1		Contractor's quotation under review
3	CCN No. 3 - Modify steel at Entrance roof	20.01.14	$0.00	C.O. No. 1		Contractor's quotation under review
4	CCN No. 4 - Increase conductor size - 1N6201	23.01.14	$1,796.54	C.O. No. 1		Contractor's quotation under review
5	CCN No. 5 - Wall stabilization 11/E	05.02.14	$654.50	C.O. No. 1		Contractor's quotation under review
6	CCN No. 6 - Dwg S105 - Support Beams	10.02.14	$577.50	C.O. No. 1		Contractor's quotation under review
7	CCN No. 7 - Revised Details - Dwg S105	12.02.14	$2,772.50			Contractor's quotation under review
8	CCN No. 8 - Greenhouse Dimensions	12.02.14				Waiting for Contractor's quotation
9	CCN No. 9 - Miscellaneous Mechanical Items	12.02.14	$3,519.37	C.O. No. 2		Contractor's quotation under review
10	CCN No. 10 - Revisions to Entrance Canopy	28.02.14	$522.50	C.O. No. 2		Contractor's quotation under review
11	CCN No. 11 - Handrail Clarifications	28.02.14	$5,676.00			Contractor's quotation under review
12	CCN No. 12 - Electrical Panel Relocation	28.02.14	$0.00	C.O. No. 2		Contractor's quotation under review
13	CCN No. 13 - Revise Kitchen Rolling Door		$0.00			CCN to be issued
14	CCN No. 14 - Remove Foundation for Greenhouse	28.02.14	$1,603.80	C.O. No. 2		Contractor's quotation under review
15	CCN No. 15 - Fire Rated Ceiling Repairs		$7,381.77			Contractor's quotation under review
16	CCN No. 16 - Greenhouse Door					CCN to be issued
17	CCN No. 17 - Miscellaneous Electrical Items	28.02.14	$2,957.89	C.O. No. 2		Contractor's quotation under review
18	CCN No. 18 - Structural - avoid sprinkler pipe	28.02.14	$1,000.00			Waiting for Contractor's quotation
19	CCN No. 19 - Finishes - Church Storage Room		$1,500.00			CCN to be issued

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	$0	$0
30-Nov-13	$50,000	$75,000	$0	$0
31-Dec-13	$75,000	$150,000	$60,271	$60,271
31-Jan-14	$150,000	$300,000	$93,025	$153,296
28-Feb-14	$200,000	$500,000	$82,982	$236,278
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		

07-03-2014



07-03-2014

Report 2014-060

INFORMATION REPORT TO COUNCIL

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:	March 31, 2014
Date of meeting:	April 16, 2014

Re: Additions and Alterations to Fairmount Home Auditorium Construction Progress Report # 5

Recommendation

That the Council of the County of Frontenac accept this *Additions and Alterations to Fairmount Home Auditorium Construction Progress Report # 5* report for information only.

Construction Update

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

Change Orders – See Change Notice Summary Sheet attached.

Other Matters – See attached.

Organizations, Departments and Individuals Consulted and/or Affected

Patrick Thompson, Project Manager, TCMS
Marian VanBruinessen, Acting CAO/Treasurer

Additions and Alterations
Fairmount Home Auditorium

PROGRESS REPORT # 5

Prepared by TCMS

March 31, 2014

Additions and Alterations to Fairmount Home Auditorium
PROGRESS REPORT # 5

INDEX

PROGRESS SUMMARY……4, 5, 6, 7

CONTRACT CHANGE SUMMARY……..……8

PROPOSED AND ACTUAL CASHFLOW – CONSTRUCTION …….....9

PROGRESS REPORT # 5
PROGRESS SUMMARY

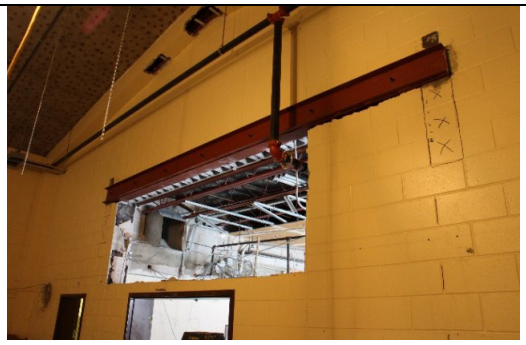
The following activities have been completed during the current report period.

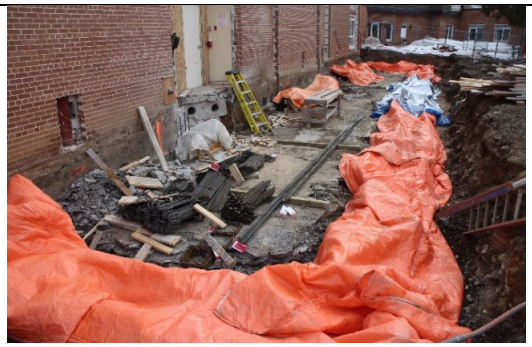
- Interior demolition work is approximately 90% complete.
- Excavation work for the greenhouse addition, new front entrance vestibule and north side addition has been completed.
- Foundation wall footings for the greenhouse addition, new front entrance vestibule and north side addition have been placed.
- Formwork and re-inforcing steel for foundation walls - greenhouse addition, new front entrance vestibule and north side addition have been installed.
- Foundation walls have been placed during the week of March 10 and March 21, 2014.
- Structural steel framing to support the new folding partition doors is now complete.
- Structural steel lintels above new window opening have been set in place.
- New electrical panels and all new main power feeds have been installed and connected.
- Interior trenching for plumbing and electrical infrastructure and related underground piping have been installed.
- Ductwork is scheduled to start the week of March 31, 2014.
- Shop drawing submission and review process is approximately 90% complete.

Additional Notes

- A revised project schedule has been received from the General Contractor and completion of the project has been delayed by approximately 8 weeks. The contractor is reviewing opportunities to advance the schedule and minimize the delay.

Excavation work for the new front entrance vestibule has been completed.	
Excavation work for the north side addition has been completed.	
Foundation wall footings for the greenhouse addition have been placed.	
Foundation wall footings for the new front entrance vestibule have been placed.	

Formwork and re-inforcing steel for foundation walls - new front entrance vestibule - have been installed. Walls are scheduled to be poured during the week of March 10, 2014.	
Formwork and re-inforcing steel for foundation walls - greenhouse addition - have been installed. Walls are scheduled to be poured during the week of March 10, 2014.	
Structural steel lintel above new opening into the Auditorium Hall has been set in place.	
Structural steel framing to support the new folding partition doors is now complete.	

Foundation wall footings for the north side addition have been placed.	
Foundation walls for new front entrance vestibule have been placed.	
Formwork and re-inforcing steel for foundation walls at north side addition have been set in place.	
Interior trenching for plumbing infrastructure at new washroom core and related underground piping have been installed.	

ADDITIONS AND ALTERATIONS TO FAIRMOUNT HOME AUDITORIUM

CHANGE NOTICE SUMMARY SHEET Revised 28-Mar-14

General Contractor Emmons & Mitchell

Original Contract Value =	$1,796,000.00
Change Orders to Date =	$15,206.55
Current Contract Value =	$1,811,206.55
Other Anticipated Changes =	$14,948.50
Expected Final Value =	$1,826,155.05
Current Funding (Original Contract Value + Contingency - 5%) =	$1,885,800.00
Remaining Contingency =	

CHANGE ID #	DESCRIPTION OF CHANGE	DATE OF ISSUE	ESTIMATE/FINAL VALUE	CHANGE ORDER #	DATE OF ISSUE	CURRENT STATUS
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2	CCN No. 2 - Increase door widths/Corridor A-105	14.01.14	$2,858.35	C.O. No. 1		Change Order has been signed by Owner
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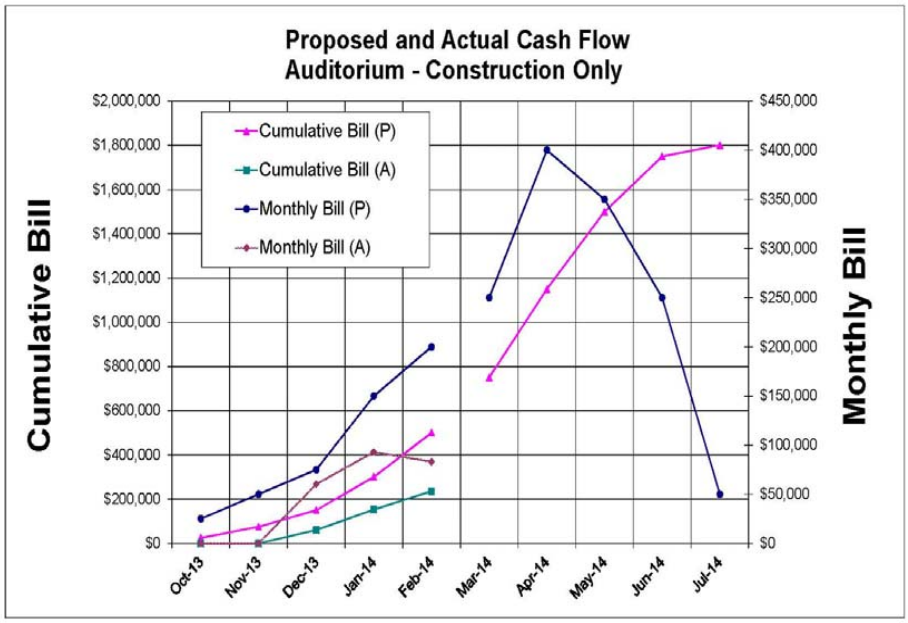
13	CCN No. 13 - Revise Kitchen Rolling Door		$0.00			CCN to be issued
14	CCN No. 14 - Remove Foundation for Greenhouse	28.02.14	$1,603.80	C.O. No. 2		Change Order has been signed by Owner
15	CCN No. 15 - Fire Rated Ceiling Repairs		$0.00			Contractor's quotation of $7,381.77 not accepted - CCN cancelled
16	CCN No. 16 - Greenhouse Door					CCN to be issued
17	CCN No. 17 - Miscellaneous Electrical Items	28.02.14	$2,957.89	C.O. No. 2		Change Order has been signed by Owner
18	CCN No. 18 - Structural - avoid sprinkler pipe	28.02.14	$1,000.00			Waiting for Contractor's quotation
19	CCN No. 19 - Finishes - Church Storage Room		$1,500.00			CCN to be issued
20	CCN No. 20 - Support undermined foundation wall		$4,000.00			CCN to be issued

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	$0	$0
30-Nov-13	$50,000	$75,000	$0	$0
31-Dec-13	$75,000	$150,000	$60,271	$60,271
31-Jan-14	$150,000	$300,000	$93,025	$153,296
28-Feb-14	$200,000	$500,000	$82,982	$236,278
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		

07-03-2014



07-03-2014

Report 2014-061

INFORMATION REPORT TO COUNCIL

To:	Warden and Council of the County of Frontenac
From:	Marian VanBruinessen Acting CAO/Treasurer
Prepared by:	Julie Shillington Administrator – Fairmount Home
Date Prepared:	March 24, 2014
Date of Meeting:	April 16, 2014

Re: **Fairmount Home – 2014 Ministry of Health & Long-Term Care Resident Quality Inspection (RQI)**

Recommendation

This report is for information only.

Background

The Resident Quality Inspection (RQI) is a comprehensive inspection conducted by the Ministry of Health & Long-Term Care (MOHLTC) that is designed and aligned with the *Long-Term Care Homes Act, 2007*. On June 10, 2013 a commitment was made by the Hon. Deb Matthews, Minister of Health and Long-Term Care to ensure completion of an RQI in every long-term care home by the end of 2014 and annually thereafter.

On March 10, 2014 the MOHLTC inspectors arrived at Fairmount to conduct our first RQI since the implementation of the *Act* in 2010. Three inspectors were present over a period of nine days.

Comment

During the course of the inspection that inspectors conducted a walkthrough of all resident areas, observed resident dining, observed resident activities, reviewed Residents' Council minutes, observed medication administration, observed infection prevention and control practices, reviewed staffing schedules, reviewed resident health care records and reviewed relevant home policies.

The inspectors utilized a series of protocols to conduct their inspections which included protocols on:

a) Accommodation Services – Housekeeping
b) Accommodation Services – Laundry
c) Continence Care and Bowel Management
d) Dignity, Choice and Privacy
e) Dining Observation
f) Falls Prevention
g) Family Council
h) Food Quality
i) Hospitalization and Change in Condition
j) Infection Prevention and Control
k) Medication
l) Minimizing of Restraining
m) Pain
n) Personal Support Services
o) Prevention of Abuse, Neglect and Retaliation
p) Reporting and Complaints
q) Residents' Council
r) Responsive Behaviours
s) Skin and Wound Care
t) Sufficient Staffing

When the inspectors find an area of non-compliance they have the option of:

a) issuing a written notification to the licensee
b) issuing a written request to the licensee to prepare a written plan of correction for achieving compliance, to be implemented voluntarily
c) making an order under section 153 or 154
d) issuing a written notification to the licensee and refer the matter to the Director for further action by the Director at the Ministry.

Fairmount received seven written orders, two of which require voluntary plans of compliance. Staff at the Home have put together voluntary plans of compliance for all written orders. A summary of the written orders and plans for compliance are attached as Appendix A.

Sustainability Implications

The MOHLTC RQI will help the Home identify areas for improvement in order to ensure resident safety and quality care.

Financial Implications

There are no financial implications as a result of this inspection.

Organizations, Departments and Individuals Consulted and/or Affected

MOHLTC Inspectors

Staff
Residents
Resident Family Members
Volunteers

MOHLTC RQI Voluntary Plans of Correction

March 24, 2014

**Note that all findings and plans for correction will be discussed at the next general staff meeting, Residents' Council meeting and Family Information Session.

WN #1: The Licensee has failed to comply with O. Reg. 79/10, s.8 Policies, etc. to be followed and records.

VPC required for achieving compliance to ensure drugs are disposed of according to the drug destruction policy, medications are administered and effectiveness is monitored in accordance with the policy on medication administration and reported lost laundry is recovered in accordance with the policy on lost and found clothing.

Finding #1 – Drug Destruction – RPN's disposing of medications in sharps container on medicine cart

An email was sent from the Director of Resident Care to all Registered Staff on March 21, 2014 advising of the finding and of the proper destruction procedure. A copy of the Home's policy on the destruction of drugs was attached.

In addition to the meetings noted above, this will be an agenda item at the Registered Staff meeting scheduled for March 27, 2014.

The Director of Resident Care and Assistant Director of Care will monitor compliance.

Finding #2 – Medication Administration – failure to observe residents to ensure medications taken

The Director of Resident Care spoke directly to the RPN who was witnessed not observing the residents to ensure medications were taken.

In addition to the meetings noted above, this will be an agenda item at the Registered Staff meeting scheduled for March 27, 2014.

Finding #3 – Medication Administration – failure to document effectiveness of PRNs

In addition to the meetings noted above, this will be an agenda item at the Registered Staff meeting scheduled for March 27, 2014.

The implementation of electronic medication administration records is scheduled for September, 2014. This system has an electronic prompt to remind staff to document the effectiveness of PRNs.

The Director of Resident Care and Assistant Director of Care will monitor compliance through ad hoc audits of the medication administration records and RAI MDS Audits.

Finding #4 – Lost Clothing – failure to complete lost clothing forms upon receipt of lost clothing notification

In addition to the meetings noted above, this item will also be discussed at departmental meetings and nursing unit meetings.

Staff will be reminded of the process and the policy will be amended to ensure it is clear that all staff are responsible for completing the form should they receive a report of lost clothing. This amendment will be completed by April 4th. The lost clothing forms are available on-line, in the forms binder and will be made available on the laundry delivery carts.

The Manager of Environmental Services will continue to monitor the submission of the lost clothing forms.

WN #2: The Licensee has failed to comply with O. Reg. 9/10, s.129 Safe storage of drugs.

VPC required for achieving compliance to work with the home's pharmacy provider to ensure all controlled drugs are stored in a separate, double-locked area within the medication cart.

Finding #1 – Storage of Controlled Substances – failure to store benzodiazepines in a separate, locked area within the medication cart

Discussion was held with the pharmacist on March 24, 2014 and benzodiazepines will be stored in a separate locked are within the medication cart effective March 31, 2014.

WN #3: The Licensee has failed to comply with LTCHA, 2007 S.O. 2007, c.8, c.6 Plan of care.

Finding #1 – Plan of care - failed to provide clear direction to staff

The care plan was updated immediately to provide clear direction.

WN #4: The Licensee has failed to comply with LTCHA, 2007 S.O. 2007, c.8, s.79 Posting of information

Finding #1 – Failure to post copies of Inspection Reports

The copy of the October, 2012 and August, 2012 MOHLTC inspection reports were reposted on March 24, 2014 and instruction provided to the Executive Assistant that inspection reports must remain posted for two years.

The "Admission Process" checklist will be reviewed quarterly by the EA to ensure compliance with posting requirements and this review will be documented and filed.

WN #5: The Licensee has failed to comply with LTCHA, 2007 S.O. 2007, c.8, s.85 Satisfaction survey

Finding #1 – Failure to seek the advice of Residents' Council in the development of the resident satisfaction survey

The request for input on the development of the survey will be part of the Administrator's report to Residents' Council on April 1st. It will be part of the Administrator's report annually now.

WN #6: The Licensee has filed to comply with O. Reg. 79/10, s.87. Housekeeping.

Finding #1 – Failure to develop procedures to address incidents of lingering offensive odors

The Manager of Environmental Services will develop a policy and procedures to address incidents of lingering offensive odors by April 4, 2014.

Once the policy is established it will be shared with staff via the intranet, email, General staff meetings, departmental meetings and nursing unit meetings.

WN #7: The Licensee has failed to comply with O. Reg. 79/10, s.229 Infection prevention and control program.

Finding #1 – All pets visiting as part of a pet visitation program do not have up to date immunizations.

The Volunteer Coordinator immediately commenced updating of pet immunizations. She will develop a carry-forward procedure so that pet owners are contacted prior to current immunization expiry dates. It will also note that if up to date immunizations are not on file the pet cannot visit. This procedure will be in place by April 4, 2014 and reflected in the Home's Pet policy.

Report 2014-062

INFORMATION REPORT TO COUNCIL

To:	Warden and Council of the County of Frontenac
From:	Marian VanBruinessen Acting CAO/Treasurer
Prepared by:	Julie Shillington Administrator of Fairmount
Date Prepared:	March 24, 2014
Date of Meeting:	April 16, 2014

Re: Fairmount Home – 2014 1st Quarter Activity Report

Recommendation

This report is for information only.

Background

The following are some of the highlights from January 1 to March 31, 2014 of which County Council should be aware.

Comment

Ministry of Health & Long-Term Care Resident Quality Inspection (RQI)
The Home underwent its first RQI since the implementation of the *Long-Term Care Homes Act.* A separate report has been provided to Council on the outcome of the inspection.

Case Mix Index
The Home has been advised of its CMI effective April 1, 2014. Our CMI went from 0.9479 to 0.9224 which results in a loss of funding in the Nursing & Personal Care envelope of $78,259. As was the case last year, our base CMI dropped slightly and we were capped at 5% for the Special Rehabilitation category. We are very hopeful that with the implementation of the new nursing software staff will be better able to capture the information required to increase our CMI.

Nursing Software Implementation and Training

Implementation of the new nursing software is complete with the exception of the Point of Care hardware and e-MARs (electronic medication administration records). The Point of Care hardware will be in place before the end of spring and we are in the planning stages of e-MARs with our pharmacy provider looking at software and hardware needs, equipment replacement, education and support. It is important for Council to note that it is the pharmacy provider that takes on these costs - not the Home. If all goes well we hope to implement the e-MARs in September.

Enteric Outbreak
There was an enteric outbreak on our secure unit with five residents and no staff affected.

Outside the Box
The Outside the Box program is now complete. This was the theatre program funded by New Horizons for Seniors. The program culminated in three performances by the residents – one at Fairmount Home and two more at two other long-term care homes in the area.

Zero Tolerance for Abuse and Neglect Policy
We received one-time funding from the Ministry of Health & Long-Term Care that was to be used for training and development of direct care staff which would advance the quality of care provided to the residents. We used some of this funding to conduct a review of our Zero Tolerance for Abuse and Neglect Policy and to focus specifically on staff knowledge of the policy and capacity to apply it in the workplace. The review included a review of policies, some individual interviews as well as a general survey. We anticipate the final results to be available by March 31st.

Donation from Legion
Fairmount received a $2,000 donation from the Royal Canadian Legion Branch 496 to be used to enhance the quality of life of our Veterans.

General Staff Meeting
I held several general staff meetings in the first quarter of 2014. Agenda topics included budget, attendance management, the SDOR, Dietary Workflow project and MOHLTC inspection results.

PSW Coding Training
Upon implementation of the Point of Care software it became evident that PSWs needed further training on documentation, particularly around activities of daily living. Training sessions were provided by our Documentation Assistants.

Effective Governance for Quality and Patient Safety
With Deputy Warden Doyle, I attended a session presented by Health Quality Ontario and the Canadian Patient Safety Institute which focused on the role of a health care organization's governing body as it relates to quality and patient safety.

Organizations, Departments and Individuals Consulted and/or Affected

Fairmount Management Team

Staff
Residents
Volunteers

COUNTY of Frontenac

Report 2014-063

INFORMATION REPORT TO COUNCIL

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Director of Corporate Services/Treasurer

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

Date prepared: March 26, 2014

Date of meeting: April 16, 2014

Re: **Emergency and Transportation Services - 2014 1st Quarter Activity Update**

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the *Emergency and Transportation* Services – *2014 1st Quarter Activity Update* report for information.

Background

This report is presented to Council to provide an update on the various ongoing activities and special projects during the 1st quarter of 2014.

Comment

Meetings Attended	Dates
County Council – Regular Meeting	Jan 15, Feb 19, Mar 19
County Council – Special Meeting	Jan 29, Jan 30
County Council – Committee of the Whole	Jan 8, Feb 5, Feb 7, Mar 5
County Council – Joint Council	
Joint Management and RULAC	
County Emergency Management Program Committee	Feb 25
City of Kingston Emergency Management Program	

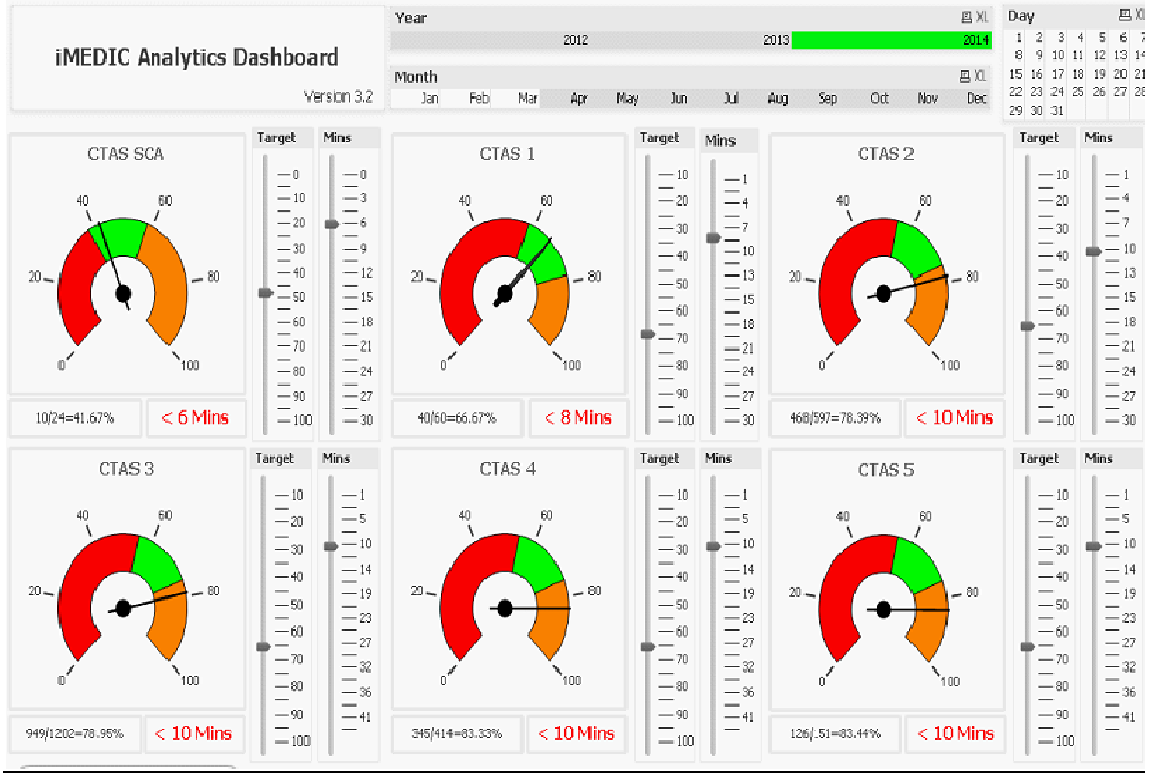
CACC Advisory	
Regional Paramedic Program of Eastern Ontario (RPPEO)	
OPSEU Local 462 Labour Management Committee	Jan 7, Feb 27
CUPE Local 109 Labour Management Committee	Feb 25
County Health & Safety Committee	Mar 14
EMO Loyalist Sector Meeting	

Committee Activities

1. Ontario Association of Paramedic Chiefs (OAPC) Executive (Teleconference): Every Monday morning
2. Ontario Association of Paramedic Chiefs (OAPC) Board: Oct 25 and Dec 10/11 (face-to-face in Toronto)
3. EHSB/OAPC Quarterly Meeting:
4. OAPC - Eastern Ontario Chiefs: Jan 30th and 31st
5. Paramedic Chiefs of Canada (PCC) (via teleconference):
    a. Executive: Jan 27th and 28th (face-to-face in Toronto)
    b. Board of Directors: Jan 13, Feb 10, Mar 10

Q4 Performance Standards - Key Performance Indicators (KPI)

County of Frontenac Legislated Response Time Standard (RTS)



For the calendar year of 2014 from January 1 to December 31, Council set the following standards:

i. Designated Delivery Agent (DDA) - SUDDEN CARDIAC ARREST
48% percent of the time, within 6 minutes from the time ambulance dispatch conveys the call information to the paramedic, the County of Frontenac will endeavour to have a responder equipped and ready to use an AED at the location of a patient determined to be in sudden cardiac arrest.

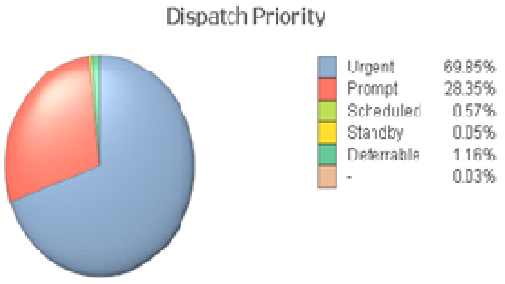
ii. EMS Designated Delivery Agent - CTAS 1
68% percent of the time, within 8 minutes from the time ambulance dispatch conveys the call information to the paramedic, the County of Frontenac will endeavour to have a PARAMEDIC as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 1.

iii. EMS Designated Delivery Agent - CTAS 2, 3, 4, 5
The County of Frontenac will endeavour to have a PARAMEDIC as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 2, 3, 4, 5 within a period of time determined appropriate by the DDA and noted below in Table 1, or as resources permit (level of effort):

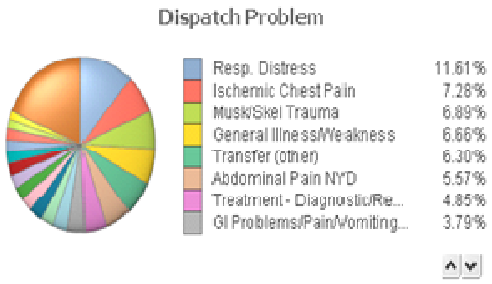
CTAS 2, 3, 4, 5 EMS Delivery Agent Commitment

CTAS	Target Time from Paramedic Received Until on Scene	Target
2	10 minutes	65%
3	10 minutes	65%
4	10 minutes	65%
5	10 minutes	65%

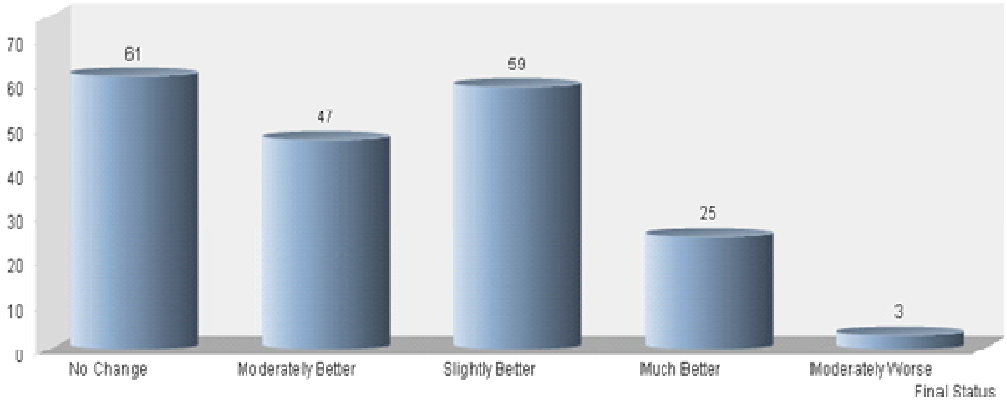
The image below speaks to the fact that 98.49% of our responses during the 1st quarter of 2014 were deemed emergency ambulance responses compared to 66% in 2000. Non-urgent transfers have become a very small percentage (1.5%) of our workload compared to 33% in 2000. This was our goal when we established Minimum Emergency Coverage (MEC) in the early 2000s.



The image (below) illustrates the type of emergency calls we responded to during the 1st quarter.



Q4 Ischemic Chest Pain (131 calls—50% clinical improvement)



Q4 Operations - Key Performance Indicators (KPI)

During 2012, our entire ambulance fleet was outfitted with the new ACETECH software. The software has two elements to it:

1. Automatic Vehicle Locator (AVL) which is our GPS system
2. ECO-RUN which is the program that monitors battery voltage and inside temperatures

The report below, extracted from the software, shows one ambulance's performance (Unit 4184) within the ECORUN software.

The four shaded boxes show the total savings for the fleet of fifteen ambulances for the 1st quarter of 2014.

Fleet ECO-Run Report

Web-site:	frontenac.trackingavl.com		
Division(s):	Frontenac	**User:**	frontenac
Start Date:	01/01/2014 00:00:00	**Generated at:**	07/04/2014 15:34:37
End Date:	31/03/2014 23:59:00	**Timezone:**	America/Toronto
Group:	All company groups	**Fuel Cost:**	CAD 1.25 per litre

ECO-Run
Active : 368 hr 9 min

ECO-Run
Fuel Saved : 717.89 lt

ECO-Run
Cost Savings : CAD 897.37

ECO-Run
C02 Savings : 3,262.92 lbs

Vehicle	# Excess Idles	# ECO-Run Activations	Excess Idles			ECO-Run Active		
			Duration	Fuel Consumed (lt)	Fuel Cost (CAD)	Duration	Fuel Saved (lt)	Saved (CAD)
4184	486	485	144:17:49	281.38	351.72	73:29:29	143.31	179.14

The ACETECH ECO-Run system has saved the County of Frontenac EMS $897.37 in fuel costs from January to March, 2014 based on $1.25/litre.

COUNTY of Frontenac

Report 2014-064

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Director of Corporate Services/Treasurer

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

Date prepared: April 4, 2014

Date of meeting: April 16, 2014

Re: **Emergency and Transportation Services - Robertsville Station Construction Progress Report # 6**

Recommendation

THAT THE Council of the County of Frontenac accept this *Emergency and Transportation Services – Robertsville Station Construction Progress Report # 6* for information only.

Construction Update

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

Change Orders – See attached.

Other Matters – See attached.

Organizations, Departments and Individuals Consulted and/or Affected

Patrick Thompson, Project Manager, TCMS

CONSTRUCTION OF THE ROBERSTVILLE LAND AMBULANCE STATION

PROGRESS REPORT # 6

NEW ROBERTSVILLE LAND AMBULANCE STATION
PROGRESS REPORT # 6

INDEX

PROGRESS SUMMARY……...4, 5, 6, 7

CONTRACT CHANGE SUMMARY……...……...8

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NEW ROBERTSVILLE LAND AMBULANCE STATION
PROGRESS REPORT # 6

PROGRESS SUMMARY

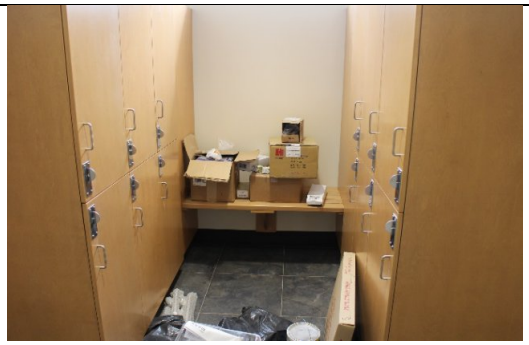
The following construction activities have been completed during the current report period.

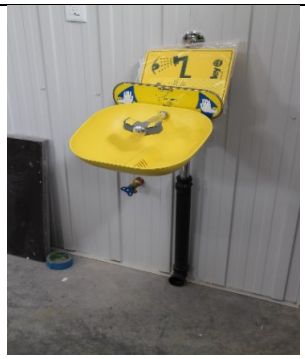
- Drywall board and taping is now 100% complete. Acoustic Ceiling Tile framing grid has been installed. Acoustic tiles are scheduled to be installed during the week of April 7, 2014.
- Finish coat painting has been completed in the crew areas of the building.
- Porcelain stone tile floor installation, including joint grouting is now complete.
- Millwork cabinets for the kitchen area and change room have been installed.
- The vehicle bay metal liner panel installation is now 100% complete.
- The ductless split air conditioning system evaporator has been installed. The condenser, located at the exterior of the building, will be set in place once warmer weather arrives.
- Plumbing fixtures in the washrooms – water closets, lavatories and shower enclosures – have been set in place and plumbed.
- Building data and communication system cabling has been pulled through building conduit infrastructure.
- Building safety features such as the CO detection system and the eye wash station have been installed.
- Exterior metal siding installation is approximately 90% complete.

Additional Notes

- The project is nearing the end of the construction phase with approximately 90% of the work now complete.
- The building LEED certification process is ongoing.
- Seasonal deficiencies will remain, including paving and grade restoration.
- Owner occupancy is tentatively scheduled for the third weekend in May, 2014.

Acoustic tiles are scheduled to be installed during the week of April 7, 2014.	
Porcelain stone tile floor installation, including joint grouting is now complete	
Finish coat painting has been completed in the crew areas of the building.	
Millwork cabinets for the kitchen area have been installed.	

Millwork cabinets for change room have been installed.	
The vehicle bay metal liner panel installation is now 100% complete.	
Plumbing fixtures in the washrooms – water closets, lavatories and shower enclosures – have been set in place and plumbed.	
Heat recovery ventilator (HRV) installed in ceiling of crew area	

Building safety feature – CO detection system.	
Building safety feature – eye wash station.	
Exterior metal siding installation is approximately 90% complete.	
The project remains on schedule to be completed in late May, 2014. Some seasonal exterior work including paving and grade restoration will be completed once warmer weather arrives.	

ROBERTSVILLE LAND AMBULANCE STATION

CHANGE NOTICE SUMMARY SHEET Revised 07-Apr-14

General Contractor - Argue Construction

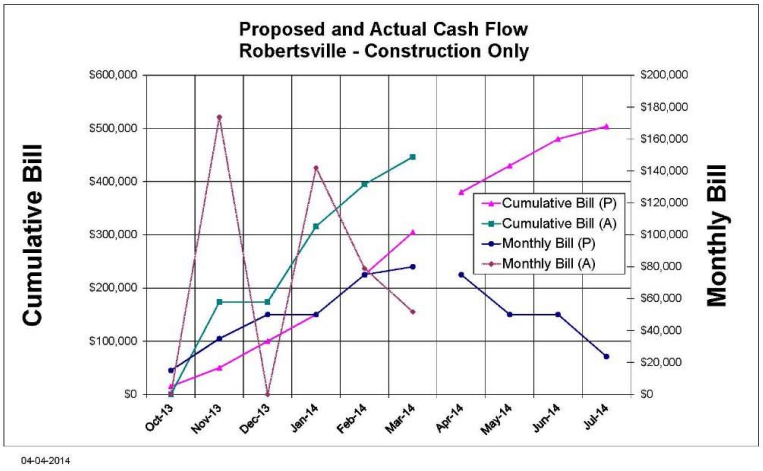
Original Contract Value =	$503,650.00
Change Orders to Date =	$6,182.00
Current Contract Value =	$509,832.00
Other Anticipated Changes =	$5,160.00
Expected Final Value =	$514,992.00
Current Funding (Original Contract Value + Contingency - 3%) =	$518,759.50
Remaining Contingency =	

CHANGE ID #	DESCRIPTION OF CHANGE	DATE OF ISSUE	ESTIMATE/FINAL VALUE	CHANGE ORDER #	DATE OF ISSUE	CURRENT STATUS
1	Add 2 additional windows in the vehicle bay	13.12.13	$1,842.00	C.O. # 1		Approved - change order to be signed by Owner
2	Supply and install ceiling fan in garage	15.01.14	$548.00	C.O. # 4		Approved - change order to be signed by Owner
3	Add glycol to in-floor radiant heat system	15.01.14	$1,452.00	C.O. # 2		Approved - change order to be signed by Owner
4	Add door chime in the garage	15.01.14	$500.00			Waiting for Contractor's quotation
5	Supply and install 6 additional lockers	03.02.14	$2,160.00	C.O. # 6		Approved - change order to be signed by Owner
6	Add 2 cable TV outlets	03.02.14	$175.00			Approved - change order to be signed by Owner
7	Insulate washroom and office walls	03.02.14	$0.00			Approved - change order to be signed by Owner
8	Add 3 power outlets in the IT Comms Closet	13.02.14	$1,000.00			Waiting for Contractor's quotation
9	Re-locate eyewash station	28.02.14	$180.00	C.O. # 5		Under review by Owner
10	Building permit fee	28.02.14	$2,400.00			Under review by Owner
11	Testing and Inspection invoice	07.03.14	$1,085.00			Waiting for Contractor's quotation
12						
13						
14						
15						
16						
17						
18						
19						
20						

ROBERTSVILLE LAND 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	$0	$0
30-Nov-13	$35,000	$50,000	$173,811	$173,811
31-Dec-13	$50,000	$100,000	$0	$173,811
31-Jan-14	$50,000	$150,000	$142,000	$315,811
28-Feb-14	$75,000	$225,000	$78,885	$394,696
31-Mar-14	$80,000	$305,000	$51,766	$446,462
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		

04-04-2014



Report 2014-071

INFORMATION REPORT TO COUNCIL

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

Prepared by: Joe Gallivan
Manager of Sustainability Planning

Date prepared: April 7, 2014

Date of meeting: April 16, 2014

Re: Corporate Services – The State of Homelessness in the Frontenacs – Results of the Frontenac and Rural Kingston Homelessness Study - 2013

Recommendation

This report is for information only.

Background

The first homelessness survey in the County of Frontenac and the rural part of Kingston was completed in 2013 as part of update to the Kingston/Frontenac County Municipal Housing Strategy.

The consulting firm that worked with the City and the County on the homeless study has prepared a summary entitled, *The State of Homelessness in the Frontenacs, 2013* (attached as Appendix 'A'). The Report helps to assist in gaining a better understanding of the profile of the population of homeless persons in the rural area, and a start to better align services to reduce chronic homelessness in the rural areas. The document was part of the City of Kingston Housing and Homeless Advisory Committee agenda for April 10th, 2014 (link to agenda: http://bit.ly/1hlkle4).

Comment

The rural homelessness survey was prepared during the last two weeks of October, 2013. The purpose of the survey was not to identify the exact number of homeless people in the County and the rural area of Kingston. Instead the primary goal was understand the demographics and the needs of persons experiencing homelessness within the County.

During the two week period, clients visiting rural service locations were asked if they had a permanent place to stay, and if they did not, they were asked to complete a survey. The consultants noted that not all people who called themselves 'homeless' agreed to do the survey, and it is very likely that not all homeless people would have accessed these services during the two weeks.

A total of fifty-four (54) homeless persons were accounted for during the survey period.

Sustainability Implications

Housing is one of the main focus areas of *Directions for Our Future*. The sustainability plan recognizes that a diversity of housing types is necessary to meet the needs of residents of all income levels.

Financial Implications

N/A

Organizations, Departments and Individuals Consulted and/or Affected

South Frontenac Community Services
North Frontenac Community Services
Ontario Works
Frontenac Community Mental Health & Addiction Services
City of Kingston – Housing Department

The State of

Homelessness in Frontenac, 2013

RESULTS OF THE FRONTENAC & RURAL KINGSTON HOMELESSNESS STUDY

OCTOBER 2013

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Acknowledgements

The City of Kingston would like to thank our partnering organization, the County of Frontenac for their vision, support and participation in making this survey possible.

Thanks to OrgCode Consulting, Inc. for planning and executing the survey, including training all volunteers, developing the survey, and acting as experts and coordinators for the survey. OrgCode also conducted the analysis of the survey results and wrote the preliminary and final reports.

We would also like to thank all organizations and individuals who helped to conduct the survey, including Frontenac Community Mental Health and Addictions Services, South Frontenac Community Services, Northern Frontenac Community Services, Family & Children's Services of Frontenac, Lennox and Addington, Kingston, Frontenac, Lennox & Addington Public Health, and the Community and Family Services Department, Kingston. Without the assistance and commitment of these dedicated organizations, the 2013 rural homelessness survey would not have been possible.

Overview

From October 21, 2013 to November 1, 2013, the City of Kingston and the County of Frontenac engaged OrgCode Consulting, Inc. to conduct a homelessness survey in the County of Frontenac and rural Kingston. Previous estimates based on population size and geography, which were included in the 10-Year Municipal Housing and Homelessness Plan, suggested somewhere between 21 and 61 homeless persons in Frontenac County at a given point in time. This survey was designed to assess the validity of these estimates, along with providing demographic information and a needs assessment for those persons who are homeless in the County.

The survey was not intended to definitively quantify the homeless population within Frontenac County and rural Kingston, however. Instead, the primary goal was to understand the demographics and needs of persons experiencing homelessness within the County. During a two-week window, clients accessing service locations (including Frontenac Community Mental Health & Addictions Services, Ontario Works, South Frontenac Community Services, North Frontenac Community services, among others) were asked if they had a permanent place to stay, and if they did not, they were invited to complete a survey. Not all homeless people in the region accessed services within the survey window, and not all of those who did opted to complete a survey. In fact, some people who were surveyed may not have been absolutely homeless but may have been precariously housed or couch surfing, and may not have even considered themselves to be homeless. Thus, it is impossible to state with certainty how many homeless people there are in Frontenac. Moreover, the differences in methodology between this survey and the 2013 Point In Time Count in urban Kingston make comparisons between the two regions difficult.

A total of 54 homeless persons were accounted for in October of 2013 during the survey period. Of these, a total of 28 heads of households completed surveys during the two-week survey window. While this is by no means a definitive number, we can confidently state that there were at least 54 homeless persons in Frontenac during the survey window, and furthermore that the estimates based on population size, despite being from different countries, are reasonably accurate in describing the situation in Frontenac County.

The County of Frontenac, excluding the City of Kingston, had a total population in 2011 of 26,375. A national study in the United States found that rural areas had a rate of homelessness between 8 and 14 persons per 10,000 population, at a given point in time. On the low end (assuming 8 persons per 10,000), this would suggest, on average, 21 homeless persons in Frontenac County. On the higher end (assuming 14 persons per 10,000), this would suggest 37 homeless persons in Frontenac.

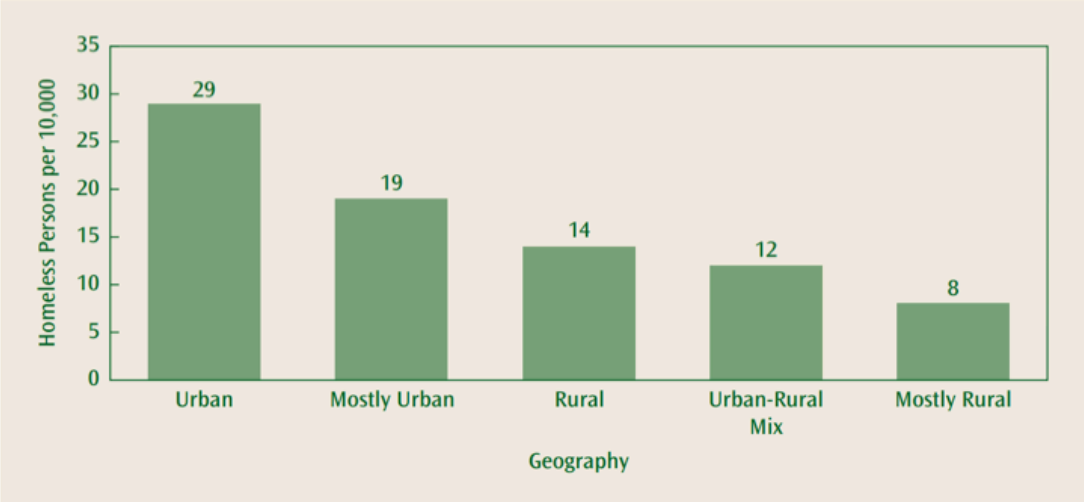


Figure 1: Homeless Persons per 10,000 by Geographic Category, USA[1,2]

A similar study in the United Kingdom found that, each year, between 0.19% and 0.21% of households in rural areas become homeless. In 2011, Frontenac had 10,385 households, with an average of 2.8 persons per household. A conservative estimate (using 0.19%) would suggest that each year, 20 households, comprising 55 persons, become homeless in Frontenac. The higher estimate would result in 22 households becoming homeless every year, or 61 homeless persons.[3]

Unfortunately, there is no comparable Canadian data relating to the prevalence of homelessness in rural areas. However, with national data from both the United States and United Kingdom, we can estimate that the amount of persons surveyed in Frontenac is fairly representative of the homeless population as a whole.

1 Henry, M., & Sermons, M. W. (2010) Geography of Homelessness. National Alliance to End Homelessness.
2 "Rural" means "almost entirely rural in composition"; "Mostly Rural" means "more than 80% of the general population resides in rural areas."
3 Statutory Homelessness England, Statistical Releases for 2010, DCLG, England

Key Findings

63% female

Frontenac has a very high proportion of homeless persons who are women

72% families

Almost three quarters of homeless persons are part of entire families that are homeless

48% children

Almost half of all homeless people found were children with homeless parents

14% youth

More than half of respondents were aged 16-24, unaccompanied by adults

83% couch surf

More than 4 in 5 are invisibly homeless, and live on friend's couches

7 months

Typical length of time respondents have been homeless

37% aboriginal

More than 1 in 3 report aboriginal identity, even though only 5% of Frontenac residents are aboriginal

63% have poor health

Almost 2/3 reported at least one health problem

74% receive OW/ODSP

Three quarters report OW or ODSP as their main source of income

70% say rent is too expensive

And 67% say their income isn't high enough

Figure 2: Key Findings

Results

Persons experiencing homelessness can come from a range of situations, making it impossible to determine a demographic profile of a "typical" homeless person. They can be male or female of any age, from any socio-economic or ethnic background, and there are a variety of reasons why any individual would be experiencing homelessness.

Gender

Figure 3: Key Gender Statistics

The majority of homeless persons in Frontenac and rural Kingston are women (63%), which is somewhat unusual. A recent national report, corroborated by recent PIT Counts in Toronto and Vancouver, find that women typically account for 25-35% of the total homeless population.

Age

Figure 4: Key Age Statistics

Both the median and average age of homeless persons surveyed in Frontenac was 35, but when the ages of accompanied children are included, the average age of homeless persons in Frontenac and rural Kingston is 21 (see Figure 4: Key Age Statistics). The youngest person surveyed was 18, while the youngest child accompanying a surveyed parent was 4 months old. The oldest person surveyed was 58.

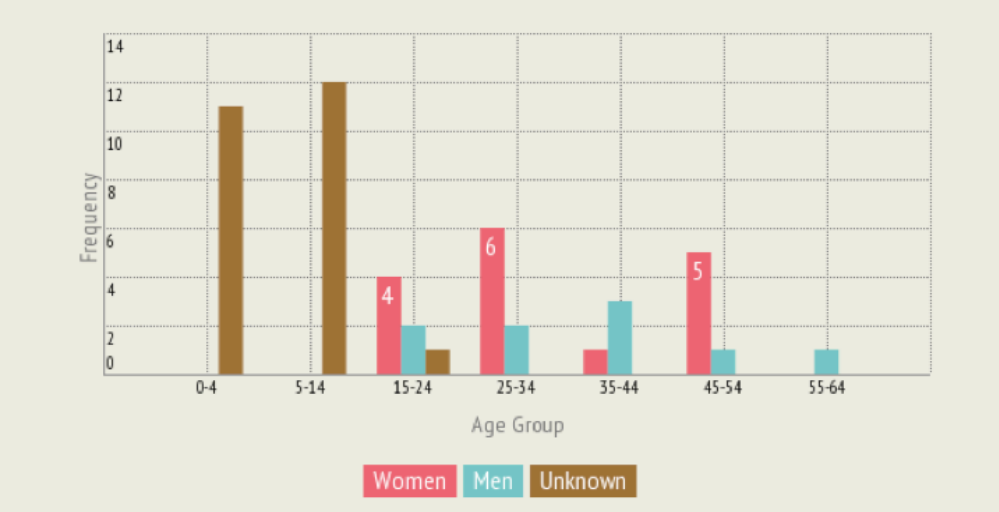
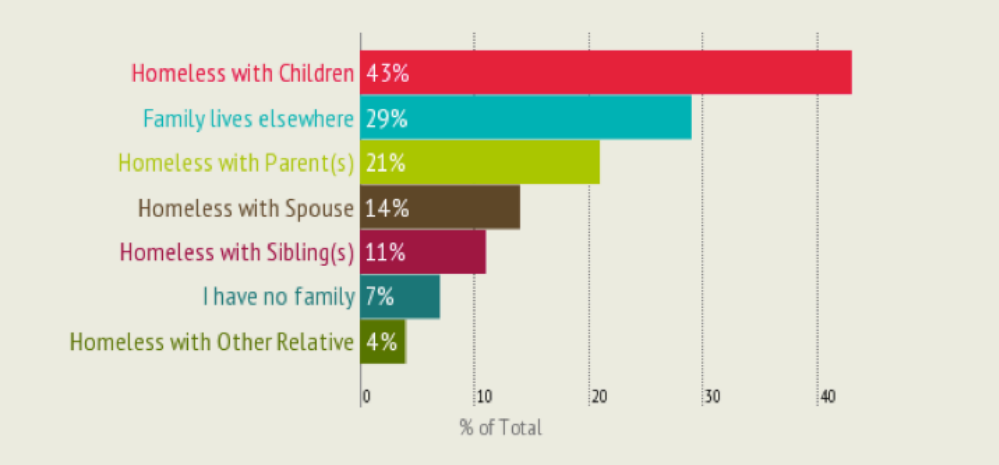


Figure 5: Age Groups, by Gender

Family Status

Although surveyed individuals were not specifically asked about their marital status, they were asked if anyone else in their family was living with them. The most common response was that children were living with them – over 40% of respondents had children. The next most common response was that they had family who were not homeless. 21% said that their parents were also homeless, 14% said a spouse was also homeless, and 11% stated that a sibling was homeless with them, suggesting that there is a high degree of family and intergenerational homelessness in the County.

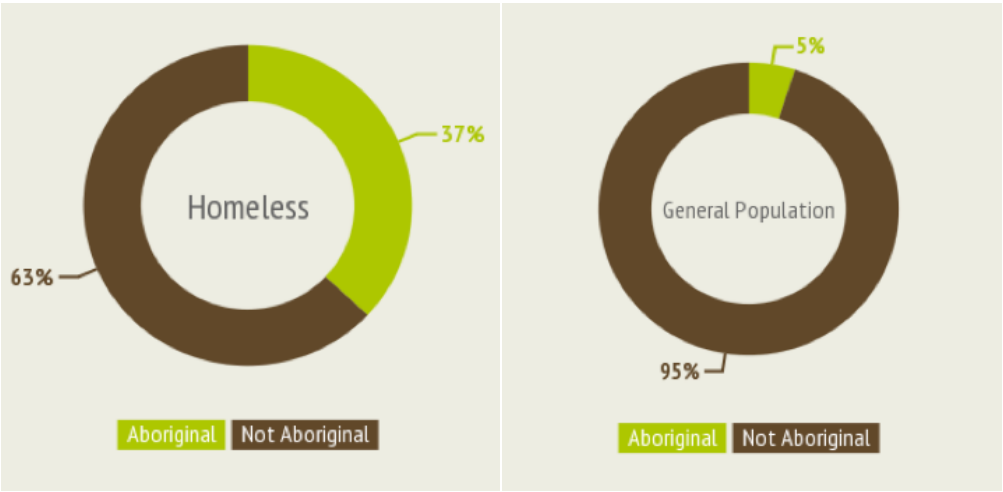
Figure 6: Family Members of Homeless Respondents



Aboriginal Status

On the survey, homeless people were asked, "Are you a First Nations, Metis or Inuit person?" Respondents self-reported whether they were or were not aboriginal, or could opt not to answer the question. 37% indicated that they were First Nations, Metis or Inuit. This percentage is disproportionately high considering that Aboriginal persons comprise only 5% of Frontenac County's total population.

Figure 7: Self-Reported Aboriginal Identity



Veteran Status

4% of respondents indicated that they had previously served in the Canadian Armed Forces. While this is not a very large percentage, less than 2% of Canadians are veterans, so this number is also disproportionately high.

Sleeping Arrangements

During the survey window, respondents were asked where they would be sleeping that night. The overwhelming majority indicated that they were couch surfing – that is, staying with a friend or family member, but stated that it was not their long-term housing plan.

9% said that they were staying in temporary housing, such as transitional housing, or an emergency shelter, while 2% reported “Sleeping Rough” – these included individuals who were in parks, on sidewalks and in alleyways, and squatting in abandoned buildings. The remainder stated that they did not know where they would be sleeping that night.

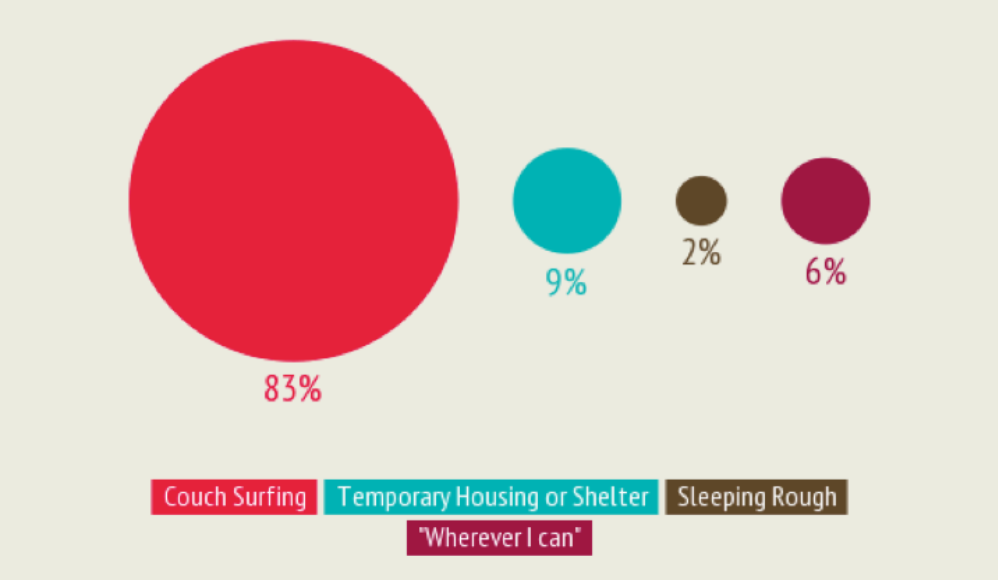


Figure 8: Where do Homeless People Sleep?

Duration of Homelessness

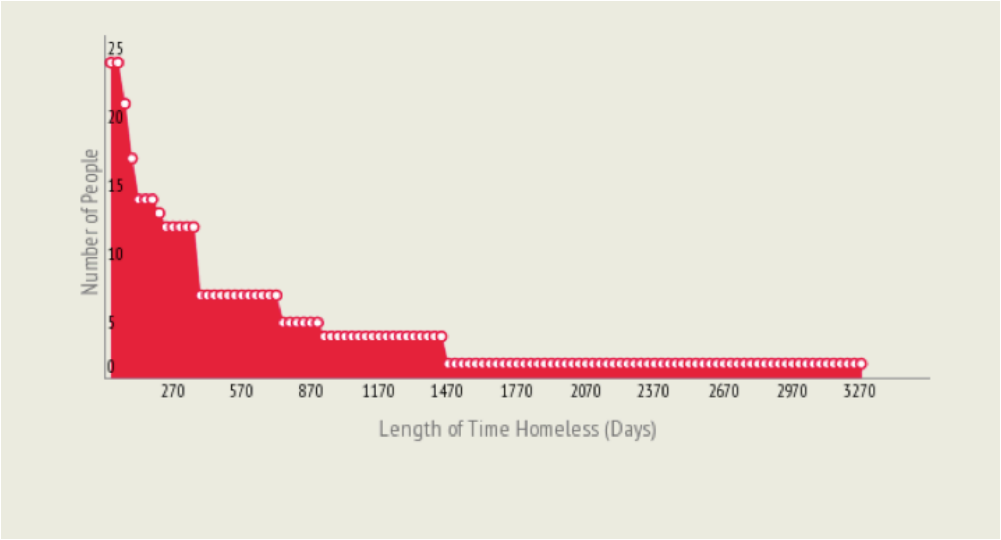
Most people who experience homelessness during their lifetime do so for a very short period of time – usually less than 10 days, and then are able to find a housing arrangement (which may include family or friends) and never become homeless again. Thus, analysis of homeless data over a complete year would show that most people are homeless for less than two weeks. However, with a two-week survey window, results may over-represent chronic homelessness, since those who have been homeless for a longer period of time are more likely to have been homeless during the survey window.

The 2013 Frontenac and Rural Kingston Homelessness Survey found that the majority (87%) of respondents had been homeless for more than 30 days, and that more than a quarter (26%) had been homeless for longer than 1 year.

Figure 9: Key Duration of Homelessness Statistics

The average length of time one has been homeless was approximately 16 months. However, the distribution of time spent homeless does not follow a "normal" distribution with a meaningful average, where an equal number of cases are located on either side of the average. Instead, the distribution of homelessness resembles what is called a "power law" distribution, or what is commonly referred to as the 80/20 rule (see Figure 10).

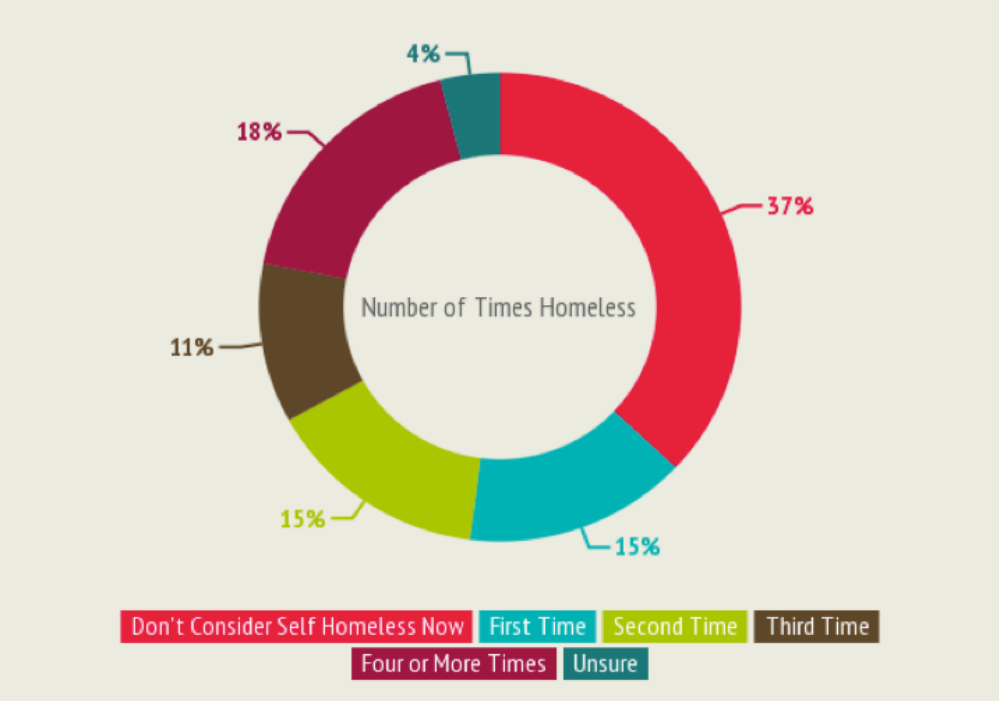
Figure 10: Distribution of Length of Time Spent Homeless



In Frontenac and rural Kingston, while the average length of time people have spent homeless is 495 days (about 16 months), only 13% of cases have been homeless longer than that, and 87% have been homeless for a shorter period of time. What this means is that collectively, 13% of respondents have been homeless for the same amount of time as the other 87%!

The median represents the "middle number," where half the cases lie on either side. In Frontenac, the median length of time homeless was 210 days, or approximately 7 months. The median number, in this case, provides a more useful value.

Figure 11: Number of Times Homeless

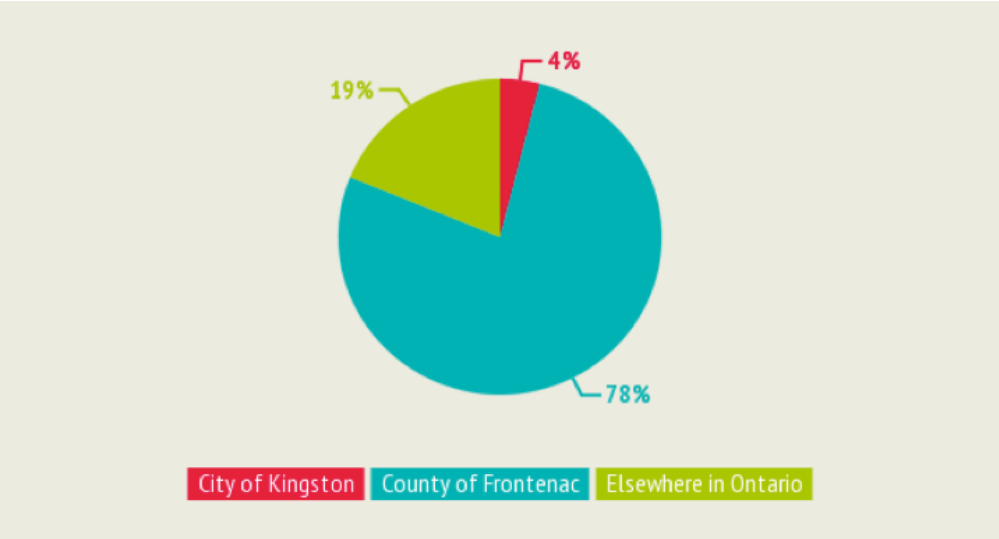


Forty four percent of respondents indicated that this was not their first time being homeless, indicating a pattern of episodic homelessness. In contrast, however, 37% denied ever being homeless, despite the fact that they indicated not having stable housing at the time of the survey (see Figure 11). This may seem odd, however, enumerators were allowed some discretion, and in some cases, a person was surveyed even though he or she may have stated that she was not homeless. While the enumerators were not asked to explain why they believed a person to be homeless even though the person denied it, most of these respondents indicated that they were "staying with a friend or family member" and that it "was not their long-term plan for a place to stay." A probable reason for denying that they were homeless was likely because of the stigma attached to the word, particularly in small communities.

Geography

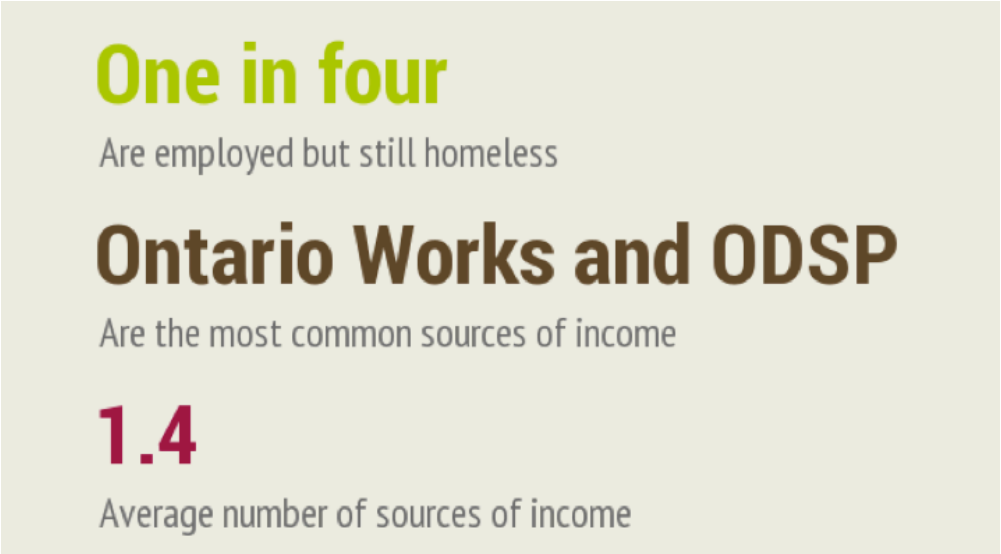
The majority of homeless persons encountered call the County of Frontenac home. 78% reported that they lived in Frontenac one year ago, 4% reported being from the City of Kingston and 19% were from elsewhere in Ontario.

Figure 12: Municipality Lived In, One Year Ago



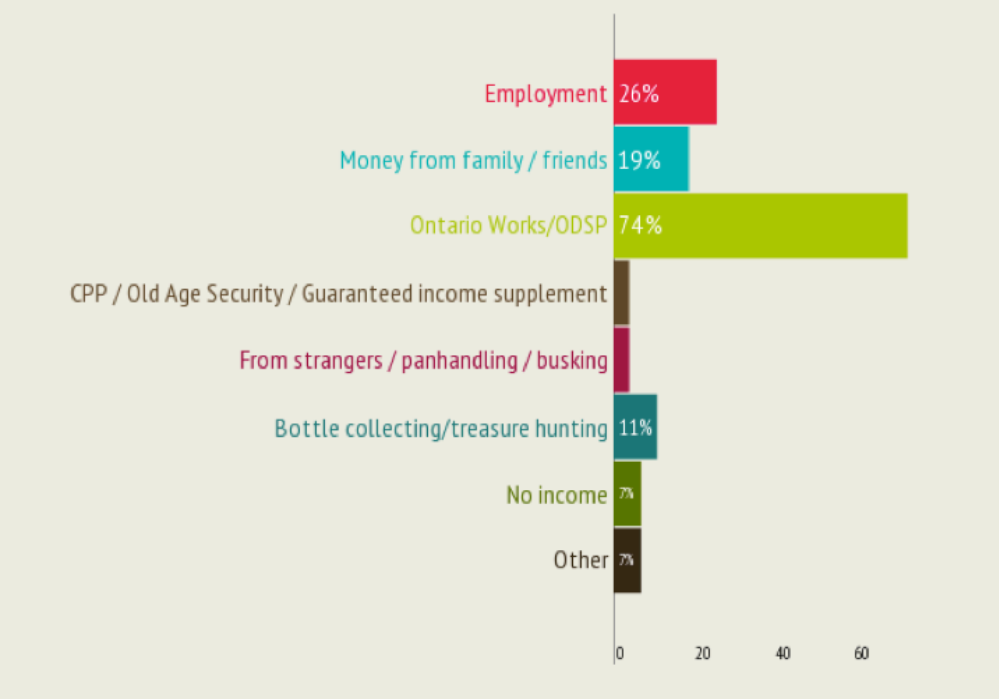
Money

Figure 13: Key Money Statistics



By a large margin, the most common method through which homeless people obtain money is through the Ontario Works or Ontario Disability Support Programs with 3 out of 4 respondents indicating such. The second most common response was employment, with over one quarter of responses (see Figure 14: Reported Sources of Income).

Figure 14: Reported Sources of Income



On average, respondents reported an average of 1.4 different sources of income. What this suggests is that employment and OW/ODSP are insufficient to meet the financial needs of homeless people in the County, and may need to supplement their income through other means such as bottle collecting, or borrowing from friends and family.

Service Usage

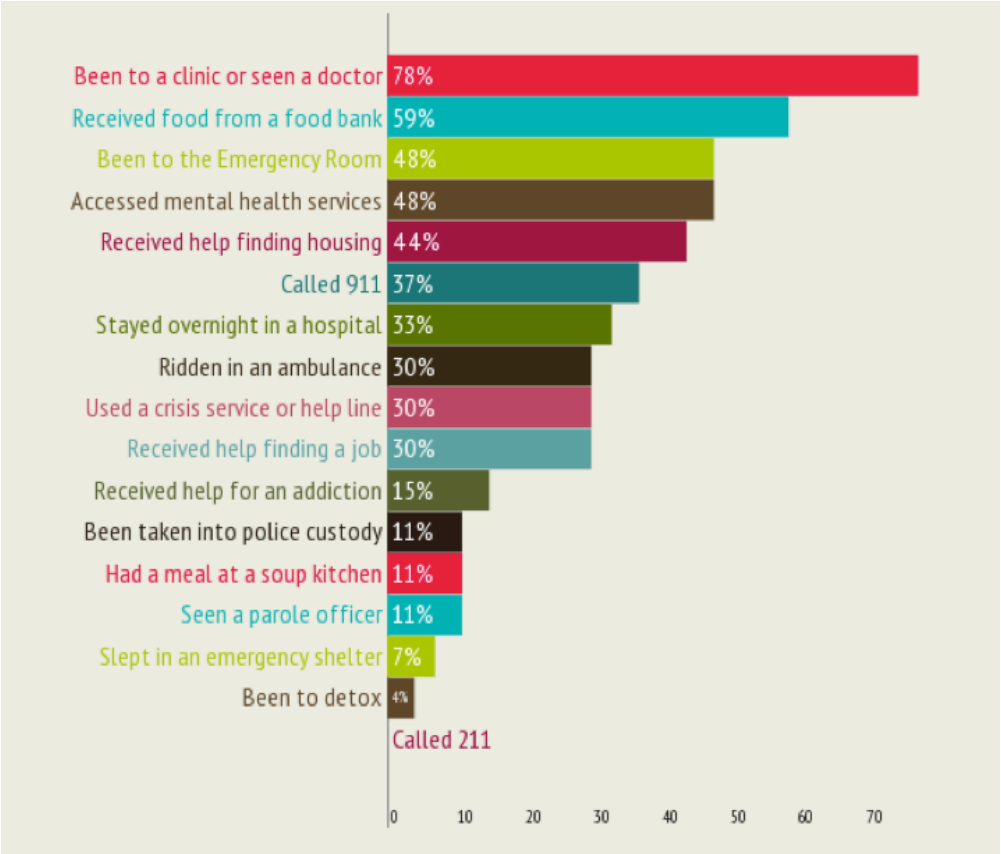
In rural Kingston and Frontenac County, the most common services used by homeless persons include health services and food services. The most commonly used service was doctor or clinic, with 78% of respondents visiting in the past year. This response was more common among men than women.

Close to half of respondents reported visiting the Emergency Room in the past year, and an equal amount had sought mental health services. Nearly a third had stayed overnight in a hospital, and slightly fewer had ridden in an ambulance in the past year.

Three-fifths had received food from a food bank in the past year, and 11% had used a meal program such as a soup kitchen. In most jurisdictions, the rate for meal program usage is higher than that of food bank usage among homeless persons, so this result simply suggests that there are more opportunities to access food banks than meal programs in rural Kingston and Frontenac.

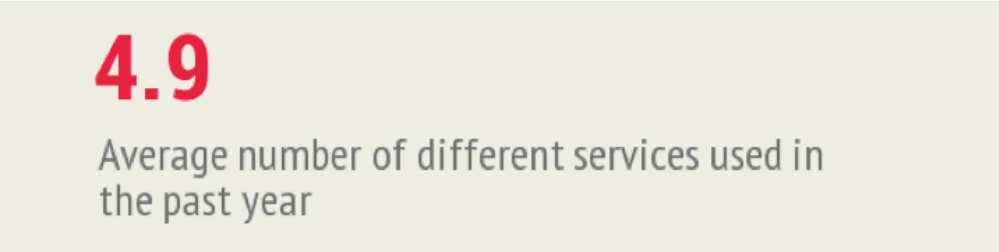
Slightly less than half of respondents had received help finding housing in the past year, and nearly one-third had received help finding a job.

Figure 15: Services Used in Past Year, by Popularity



211 is a service launched in 2010, which provides a free number to call to receive assistance in accessing services, including employment, housing, health, and food services. It is interesting to note that no respondents had used the service in the past year, suggesting that knowledge of this service is not widespread.

Figure 16: Key Service Usage Statistics



While the most popular services used were fairly common across various sub-groups, there was some variation. Women and aboriginal persons were more likely to have been hospitalized or visited the Emergency Room, while men and youth were more likely to have accessed mental health help.

Figure 17: Top 5 Services Used, by Various Subgroups

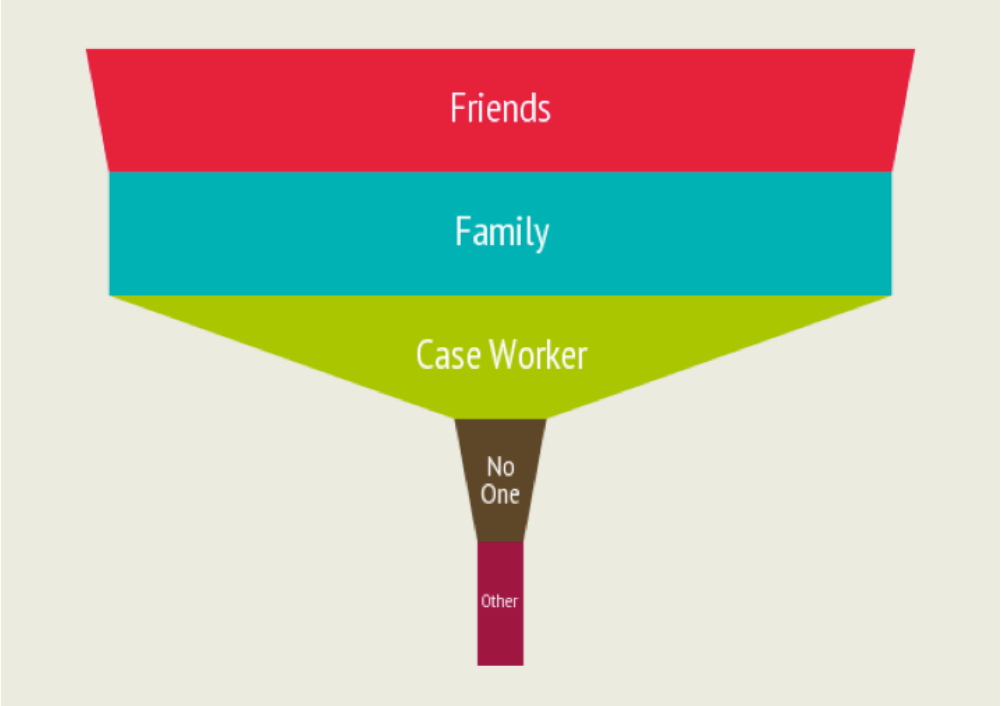
	Women	Men	Youth	Aboriginal	Not Aboriginal
1st	Food bank	Clinic or doctor	Clinic or doctor	Clinic or doctor	Clinic or doctor
2nd	Clinic or doctor	Mental health help	Crisis hotline	Food bank	Housing help
3rd	ER	Housing help	Mental health help	ER	Food bank
4th	Hospitalization	Food bank	Food bank	Hospitalization	Mental health help
5th	Called 911	Job help	ER	Mental health help	ER

Support Networks

Homeless people were asked to identify from a list who they turn to for support, and the answers were illuminating. Approximately 64% of respondents said that they could turn to friends, while 61% said they turned to family and an equal proportion said they turned to a case worker or support worker. Very few (7%) said that they didn't have anyone to turn to.

On average, respondents listed two different groups that they could turn to (i.e. family and case worker, friends and family), suggesting that those people who are homeless in the County have better connections and natural support networks than is typical for homeless persons in urban areas.

Figure 18: Support Networks, by Popularity



Barriers to Housing

Homeless persons face a lot of barriers preventing them from ending their homelessness and finding a suitable place to live. Respondents were asked what was keeping them from finding a permanent place to live. The most common responses were not having enough income and the fact that rents were too high.

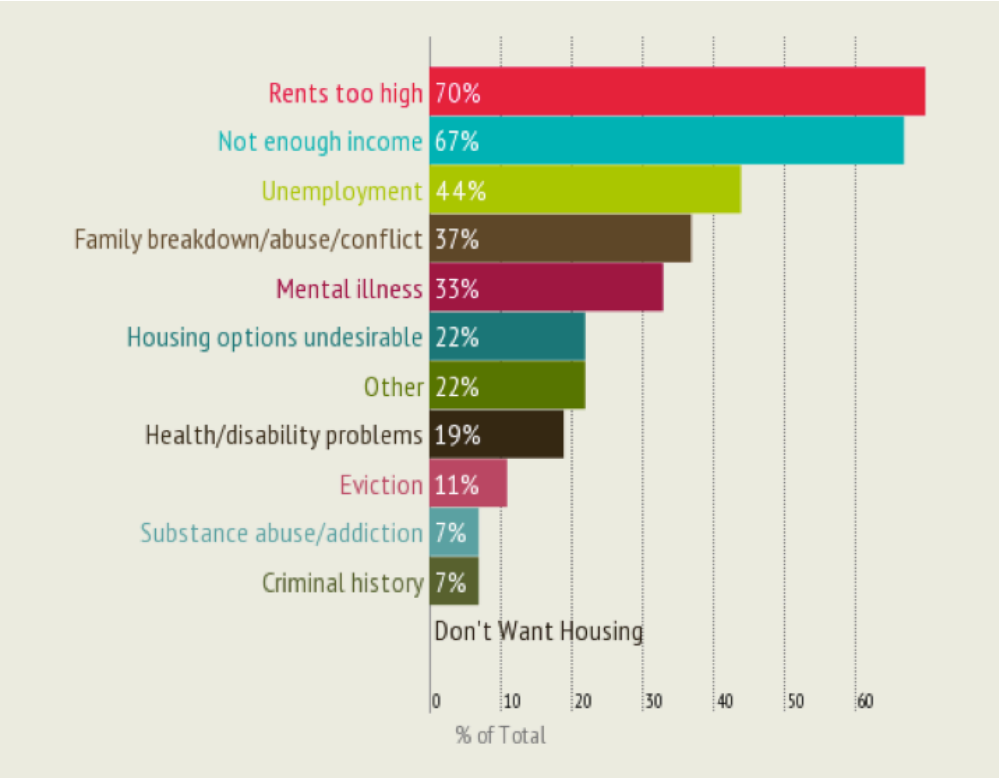
On average, respondents identified 3.5 barriers to housing.

About 44% of respondents indicated that they were homeless due to unemployment, the third highest response. 37% of respondents indicated that they were homeless as a result of family breakdown, abuse, or conflict.

About one-third stated that a mental illness was preventing them from being housed, which is somewhat unusual. Typically, it is uncommon for homeless persons who have mental illnesses to consider their mental illness a barrier to housing. In contrast, only 7% said that substance abuse or addiction was a problem for their housing, and this statistic is unusually low compared to other studies of homelessness.

Of those who responded with an “other” answer, most indicated legal or family difficulties, such as CAS involvement or dependent extended family members. Zero respondents indicated that they did not want housing, contrasting the common perception that homeless people do not want to be housed.

Figure 19: Barriers to Housing, by Popularity



Health Problems

Homeless persons were asked whether they had an addiction, mental illness, medical condition, and/or a physical disability. In total, almost two-thirds of respondents indicated that they had some sort of health problem, and one-quarter reported having more than one problem. Nearly half reported a physical disability. No one reported having a non-physical disability such as a developmental disability.

Figure 20: Key Health Statistics 1

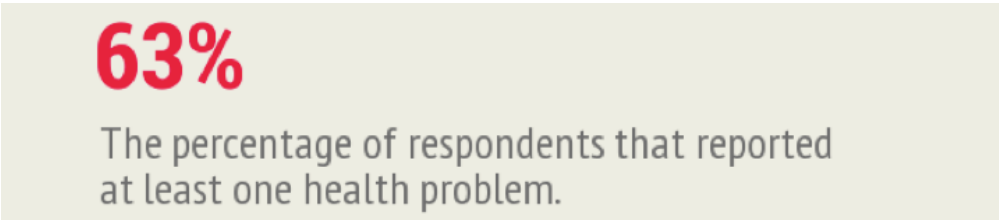
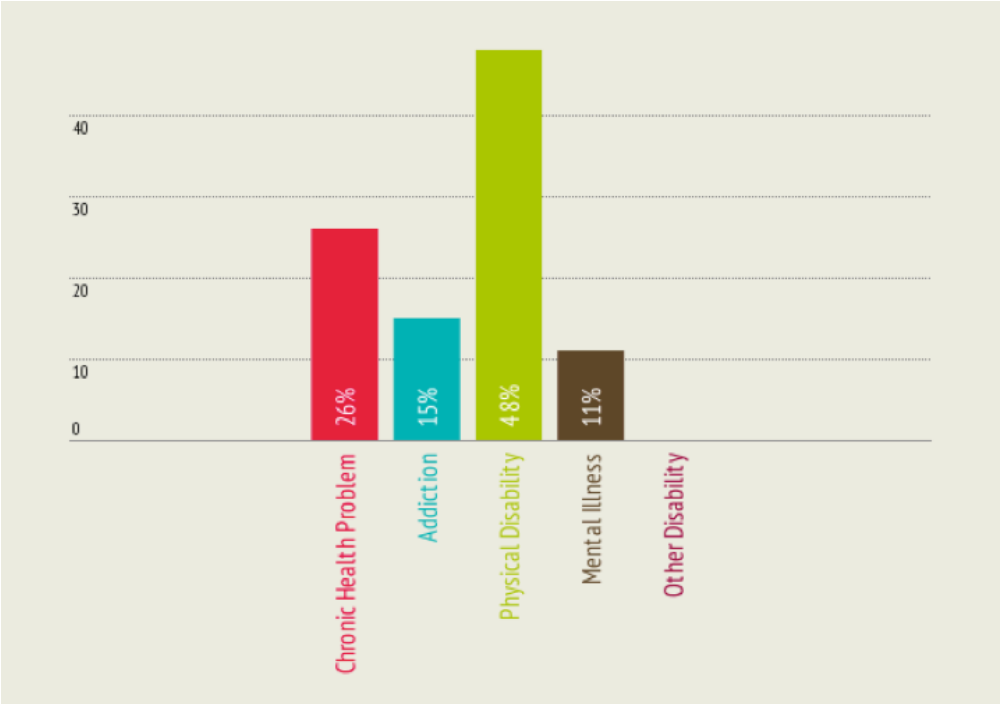
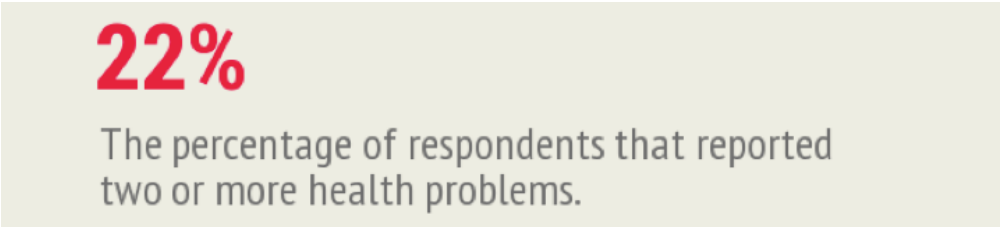


Figure 21: Reported Health Problems



When a person suffers from multiple health-related problems, such as having a mental illness and an addiction, this is referred to as a "co-occurring disorder." Accessing treatment for these types of problems are more difficult, since many services are very specific to one issue. For example, a mental health program might require patients to be sober, or at least assume that they are. Similarly, an addictions treatment program might not be equipped to work with patients with mental illness.

Figure 22: Key Health Statistics 2



In Frontenac and rural Kingston, almost one in four respondents reported at least two health problems.

What One Thing Could End Their Homelessness?

At the end of the survey, respondents were asked, "What one thing could help you find permanent, stable housing?" This question was open-ended and as a result tends to receive a wide range of answers. Their responses were analyzed and categorized.

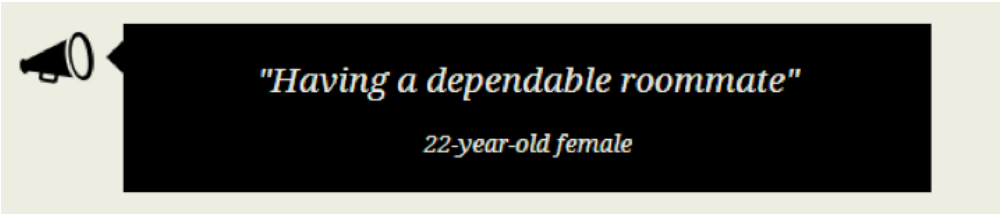
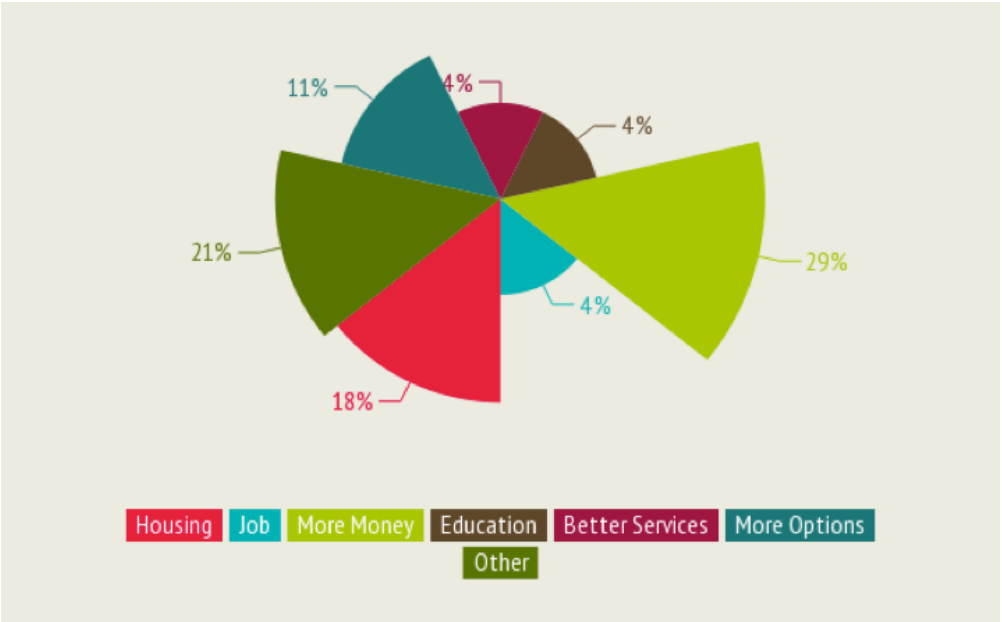


Figure 23: One Thing That Can End Their Homelessness



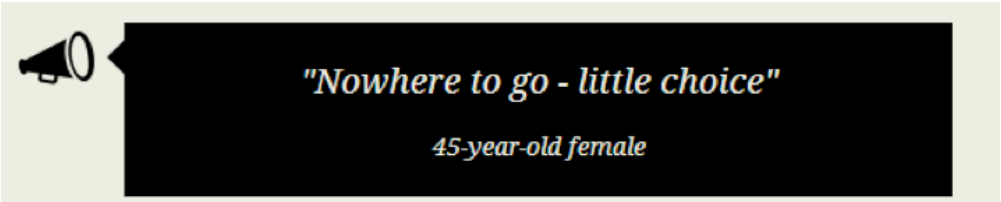
The most common response was more money, accounting for 29% of all respondents. The second most common response at 18%, related to housing in some way. In other surveys, it is common for homeless persons to give these responses - if more housing was available, if the rents were lower, or if they had enough money for first month's rent plus a damage deposit, they wouldn't be homeless. However, it is unusual that in the County of Frontenac, the level of response related to housing was fairly low (i.e. only 18% said that housing would end their homelessness).

7% (included in the 18% who said housing) indicated a need for specialty housing, such as housing specifically for aboriginal persons, or housing that admits people with addictions.

An equal proportion (4% of total) responded each with the need for education, employment, and better services. Of the persons who responded with "other," the responses included transportation, stability, property standards, "conflict resolved," a reliable roommate, and also "I don't know."

Finally, 11% responded that they needed more options, highlighting a key frustration among persons who are homeless.

No one said that they wanted to stay homeless.



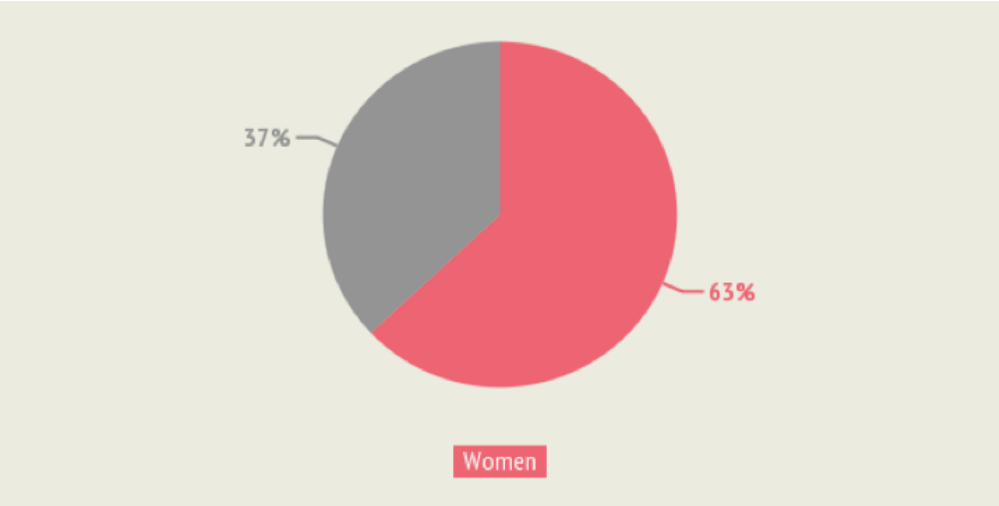
Sub-Groups

Certain sub-populations experiencing homelessness have special or distinct needs compared to other groups, or are disproportionately represented among the homeless population. The following section explores the specific responses of several sub-populations.

Women

63% of survey respondents were female.

Figure 24: Homeless Women



These women represent a distinct sub-population of all homeless people and have distinct needs. Of note, homeless women may be caring for young children, may be pregnant, may be engaged in sex work, or in "survival sex."

Characteristics

The survey found that homeless women tend to be younger than homeless men. Homeless women had an average age of 33.7 years whereas men had an average age of 36.4 years. 41% of homeless women were aboriginal, compared to 30% of homeless men. In addition, the majority of women interviewed (60%) had children who were also homeless (compared to only 20% of men).

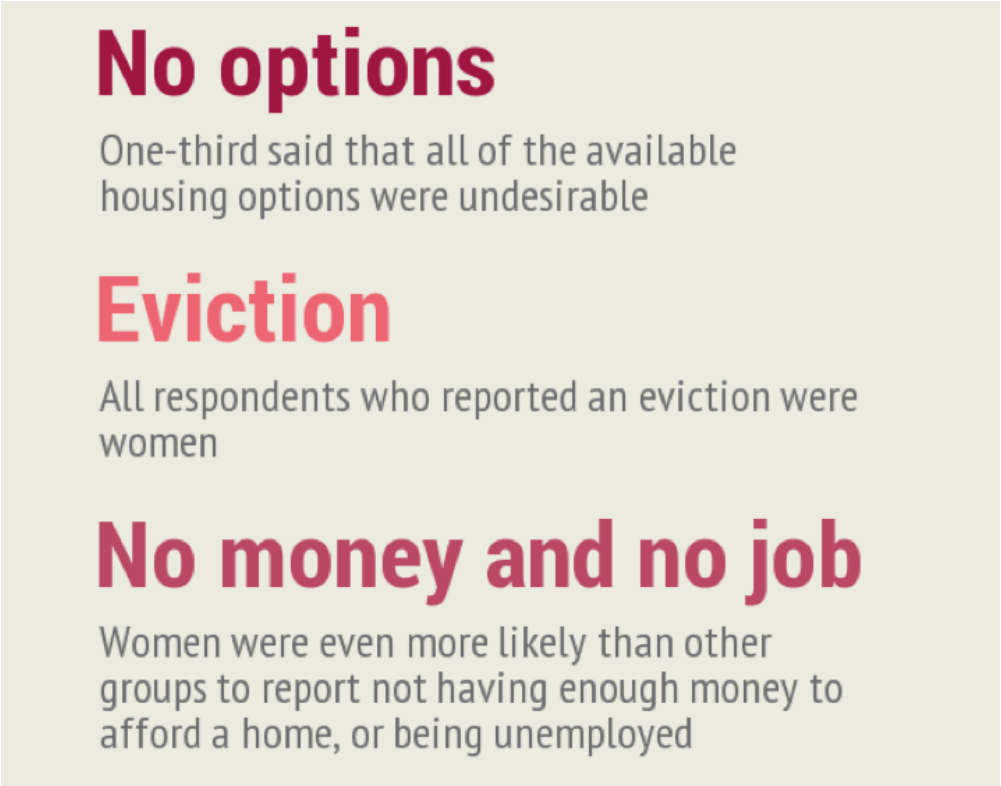
Figure 25: Key Homeless Women Statistics 1

The homeless women surveyed were homeless for an average of nearly two years, four times as long as men. This is unusual, as most studies find that women are homeless for shorter periods of time.

Why are they homeless?

Like other groups, the most common responses from homeless women had to do with not having enough money or rents being too high. Women were also more likely to report unemployment as a reason for homelessness. However, women were also more likely than men to report having been evicted (18%).

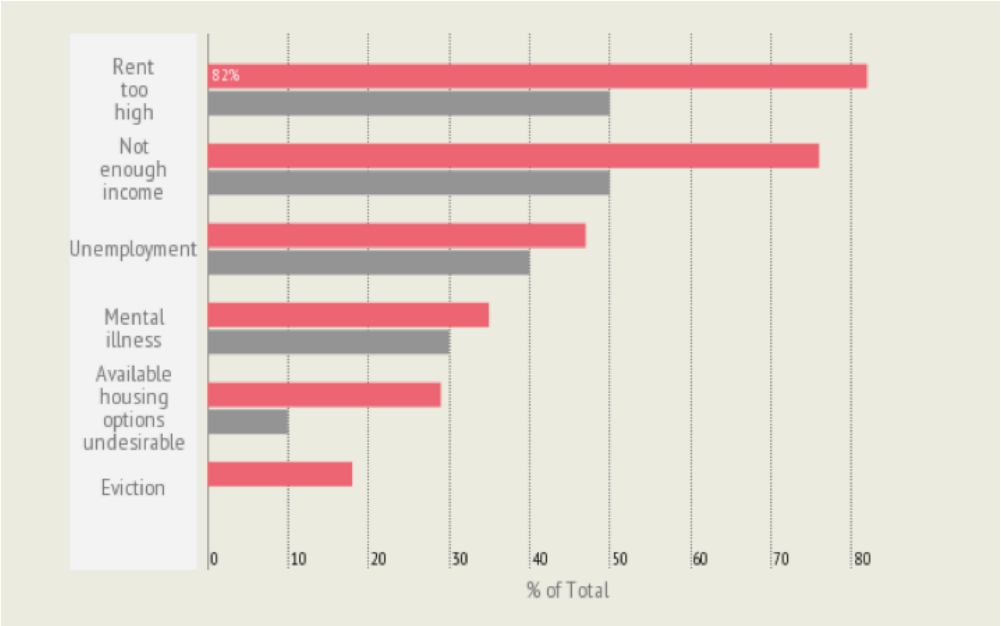
Figure 26: Key Homeless Women Statistics 2



Women were also more likely than men to report poor housing conditions among the units that are available (29% versus 10%). Women were also slightly more likely to report mental illness as a barrier to housing, but less likely to report substance abuse, health problems, or a criminal history as barriers.

A surprising result was that women were actually less likely to report family breakdown, abuse, or conflict than men. This is unusual, since a leading reason for homelessness among women is domestic violence, according to national data.

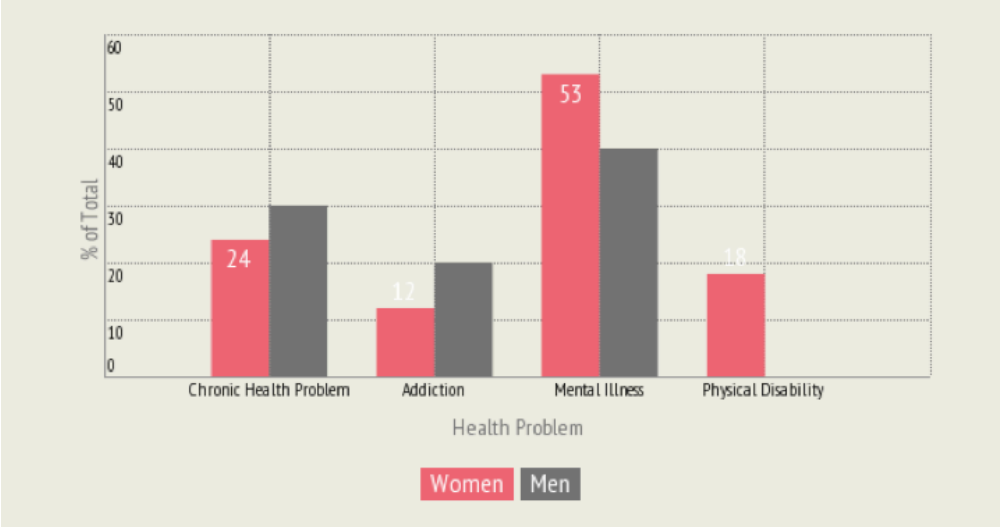
Figure 27: Selected Barriers to Housing, by Gender



What are their needs?

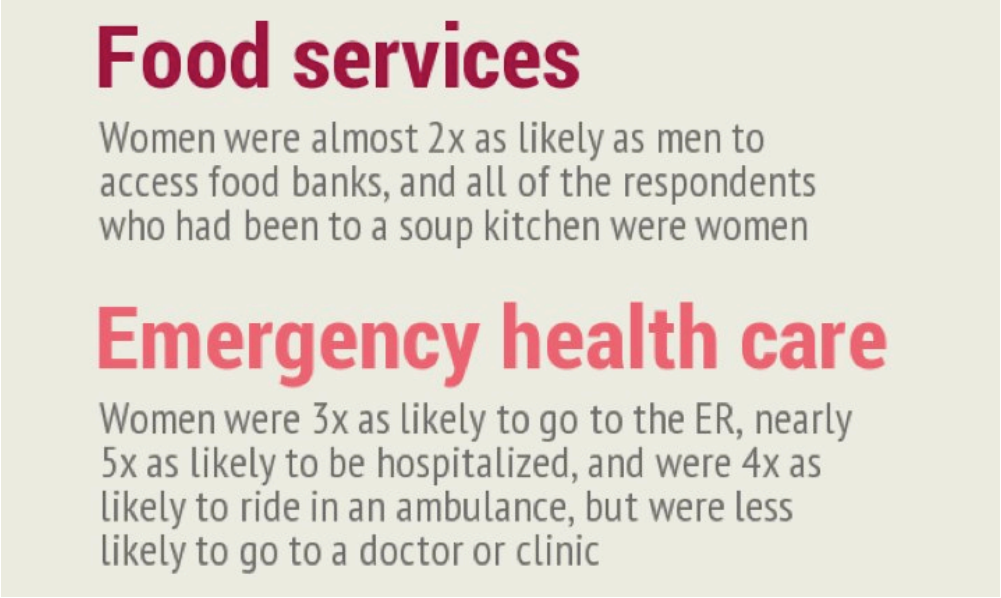
Women were more likely than men to report having a mental illness or disability, but less likely to report an addiction or chronic health problem. On average, women reported slightly more health problems than men (1.06 versus 0.90).

Figure 28: Health Problems, by Gender



Women were more likely to access emergency health-related services. For example, 65% of homeless women had been to the ER in the past year, while 47% had been hospitalized and 41% had ridden in an ambulance. However, women were less likely (71%) than men (90%) to have been to a doctor or clinic in the past year.

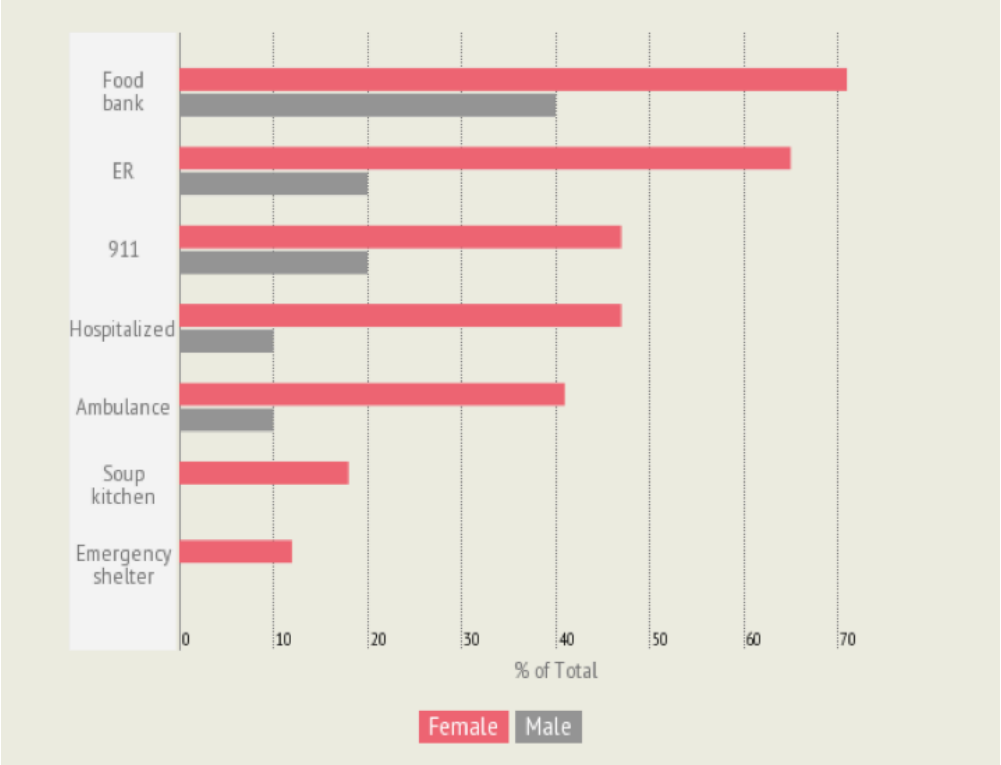
Figure 29: Key Homeless Women Statistics 3



Homeless women were also much more likely to access food services. 100% of the people who had been to soup kitchens in the past year were female (though this only accounted for 18% of female respondents), and 71% had been to a food bank recently.

Women were also more likely than men to call 911 or stay in emergency shelters in the past year, suggesting that some women who are homeless have a need for added safety and security.

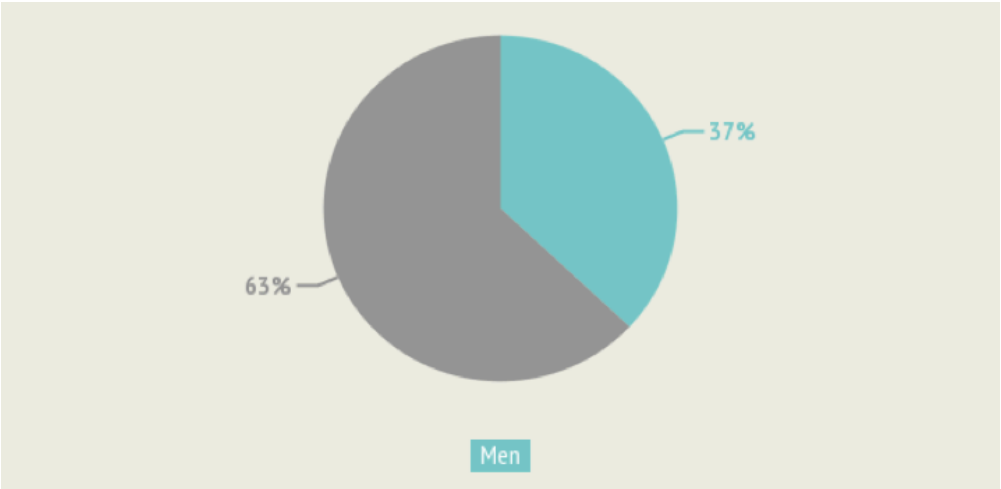
Figure 30: Selected Services Used, by Gender



Men

37% of survey respondents were men.

Figure 31: Homeless Men



Characteristics

Figure 32: Key Homeless Men Statistics 1

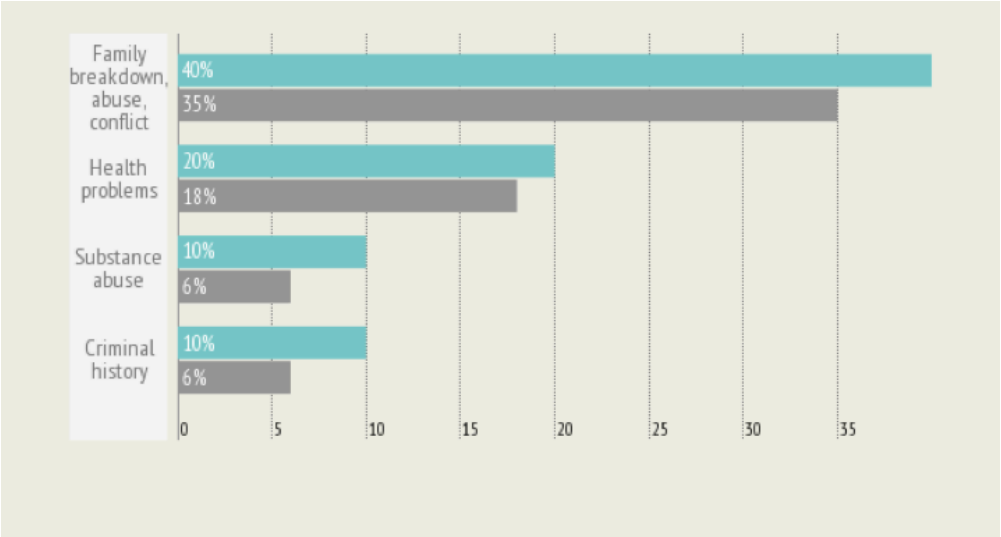
Homeless men were, on average, older than homeless women, by an average of three years. Homeless men had an average age of 36.4 years whereas men had an average age of 33.7 years. Fewer men were aboriginal (30%) than women (41%). More homeless men were alone, either stating that they had no family or that their family lived elsewhere.

In addition, male respondents were homeless for an average of 6 months, whereas women were homeless on average for close to two years.

Why are they homeless?

While they were actually less likely to report being unable to afford housing than women, this was still the most common response for homeless men, with 50% reporting too little income. On average, men actually reported fewer barriers to housing (2.7) than women (3.8). Men were, however, slightly more likely to report health, addiction, and criminal history as reasons why they are homeless, though all of these responses were given by less than a quarter of male respondents.

Figure 33: Selected Barrier to Housing, by Gender



It is unusual that more men than women reported family breakdown/abuse/conflict as a barrier to housing, and it is unclear why this is the case in Frontenac.

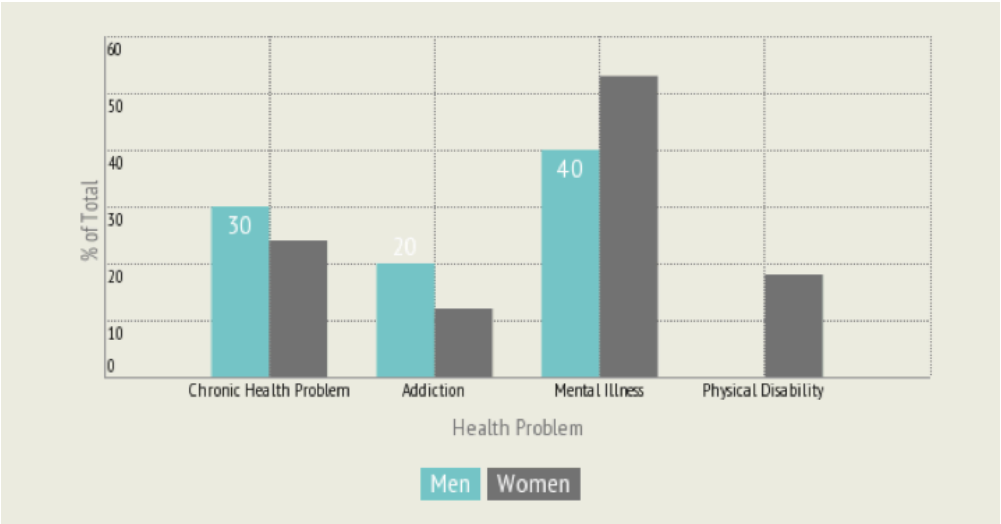
Figure 34: Key Homeless Men Statistics 2

What are their needs?

Men were slightly more likely than women to report a chronic health problem or an addiction, though both of these were reported by less than one-third of male respondents. Men were less likely than women to report a mental illness, and no men reported being disabled.

However, while men were less likely to report a mental illness, they were more likely to report seeking treatment in the past year for a mental illness.

Figure 35: Health Problems, by Gender

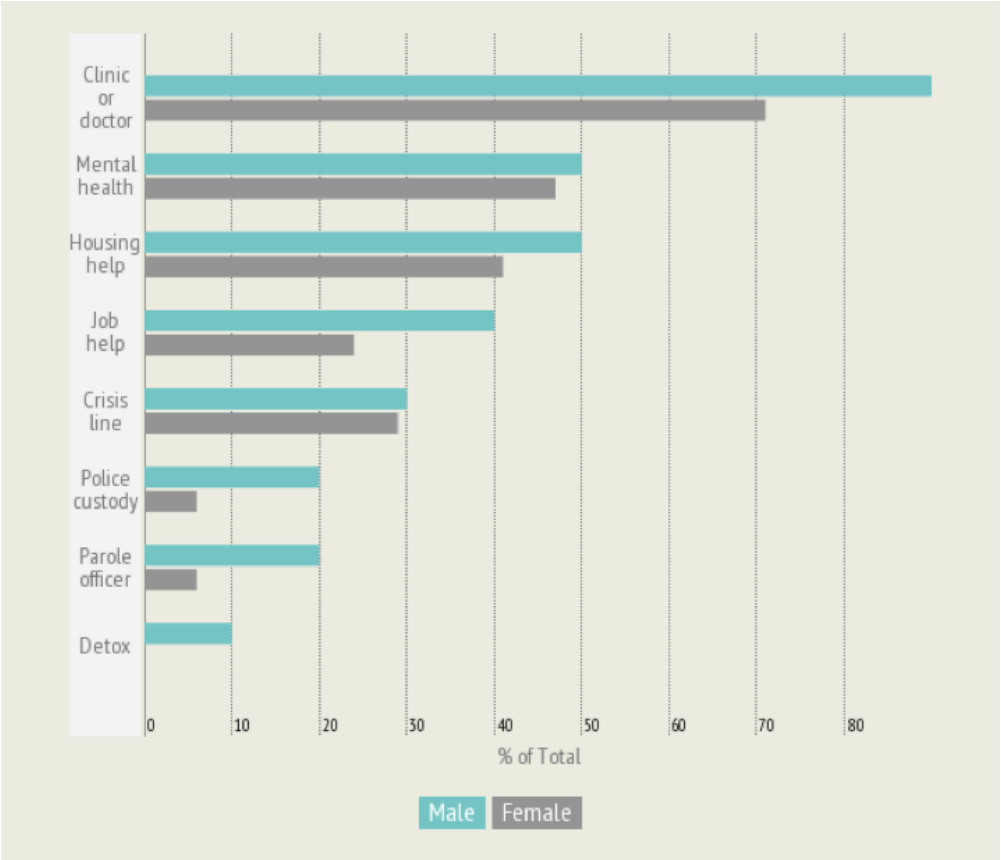


Men were more likely to have used non-emergency health services in the past year, such as visiting a clinic or doctor, but were less likely than women to have called 911, used an ambulance, been to the ER, or been hospitalized in the past year.

Figure 36: Key Homeless Men Statistics 3

Men were also more likely to have been proactive in attempting to end their homelessness, such as by seeking help finding housing or finding employment. They were, however, also more likely to have had involvement with legal services in the past, including being taken into police custody or having seen a parole officer.

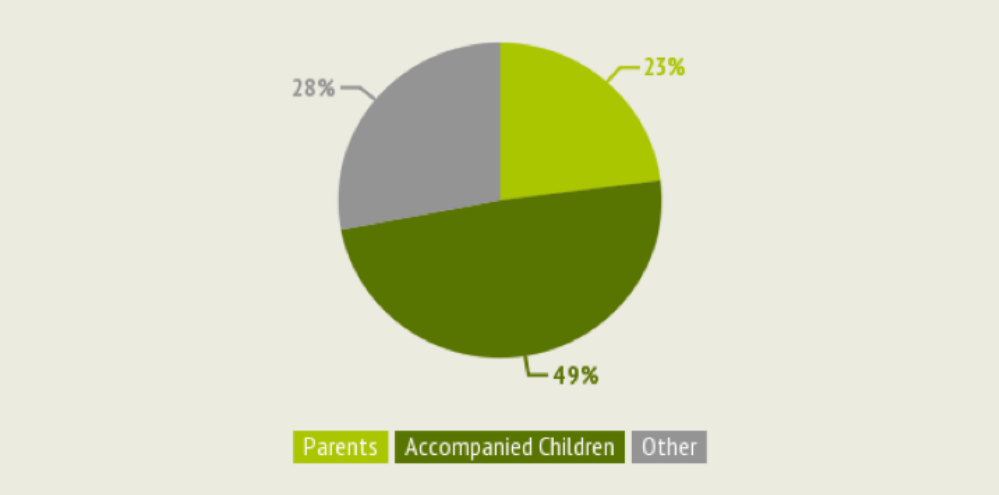
Figure 37: Key Services Used, by Gender



Families

43% of persons surveyed described a situation of family homeless, in which at least one child was homeless along with at least one parent. In these situations, only heads of households were surveyed. Taking into account other family members, children account for a staggering 49% of all of the homeless persons discovered in the two-week survey window. 72% of all homeless individuals were part of families.

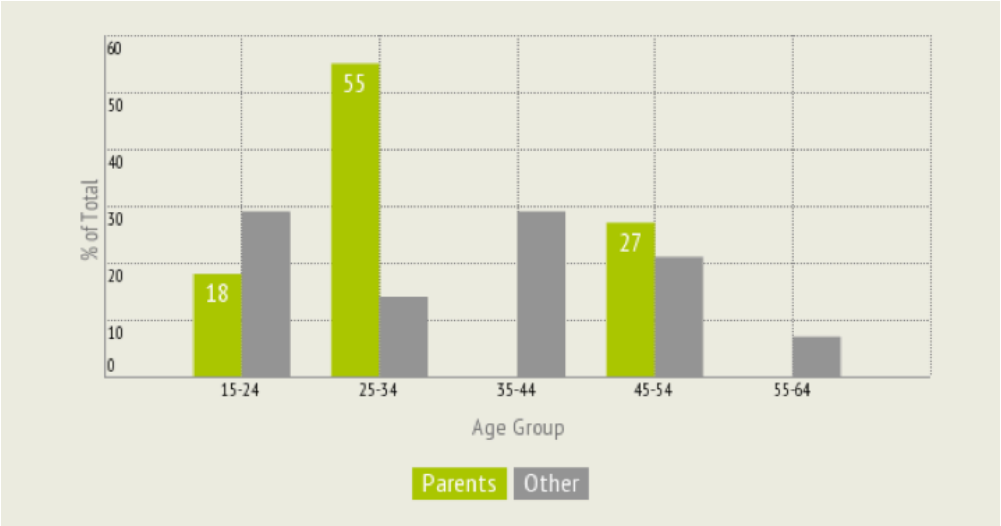
Figure 38: Homeless Persons in Families



Characteristics

Homeless heads-of-households were overwhelmingly female, though 17% were male. Parents with accompanied children were, on average, 32.7 years old, four years younger than the average for childless respondents. Male parents were even younger, with an average age of 28, while the average age of female parents was 33.8.

Figure 39: Age Groups, by Parental Status



Accompanied children were, on average, 6 years old, though they ranged from 3 months to 17 years old.

Figure 40: Ages of Homeless Accompanied Children

Homeless families were homeless for much less time than non-family respondents – on average, half as long. On average, families were homeless for 11 months, while non-families were homeless for an average of 21 months.

Why are they homeless?

Persons in homeless families reported fewer barriers to housing – 3.2 barriers for family members versus 3.6 barriers for single people. Family members were, however, much more likely to report that the available housing options were undesirable, or to report being evicted.

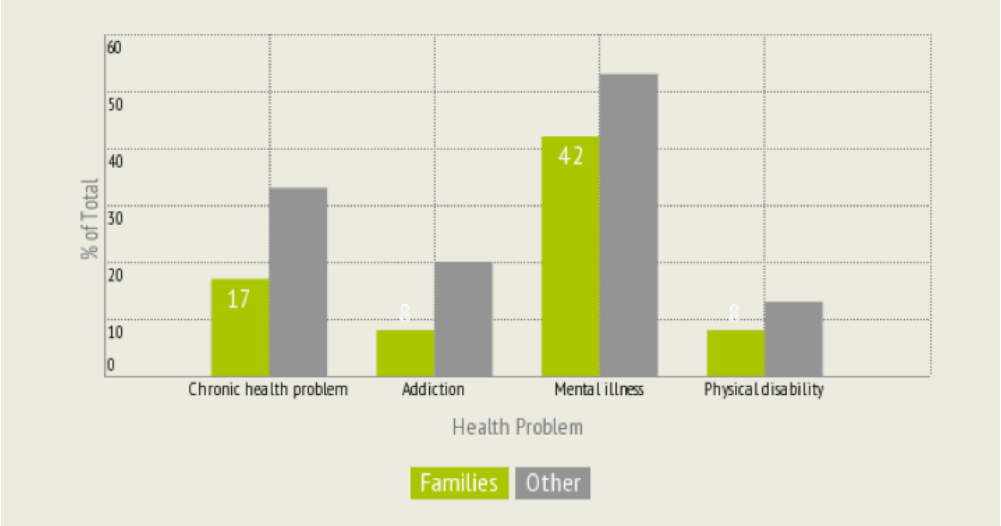
While the most common responses were that rents were too high or that their income was too low, these answers were given less frequently than by those who were not in families, as were all other responses.

It is unusual that homeless families were less likely to report family breakdown as a reason for homelessness. In urban areas, it is common for a mother fleeing domestic violence to take her children and leave, becoming homeless. However, in Frontenac, persons not in families were more likely to report family breakdown.

What are their needs?

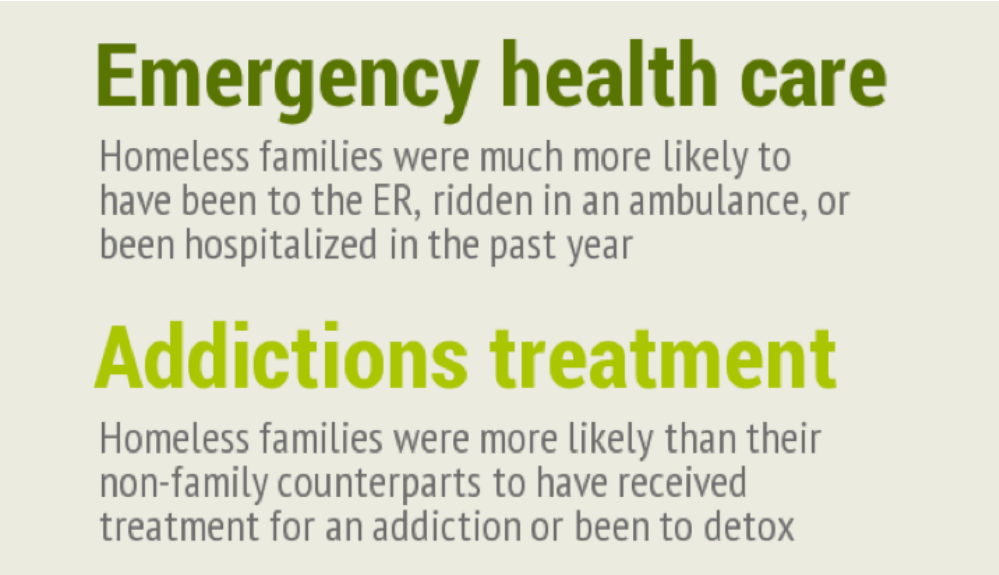
Persons in homeless families have better health than non-family respondents. On average, respondents in families reported 0.75 health problems, while respondents not in families reported 1.2 health problems. The rates of all reported health problems are much lower than for respondents who were not in families.

Figure 41: Health Problems, by Parental Status



In general, therefore, homeless families have better health and fewer life issues, and are homeless for shorter periods of time. This suggests that their needs may be lower than other homeless respondents.

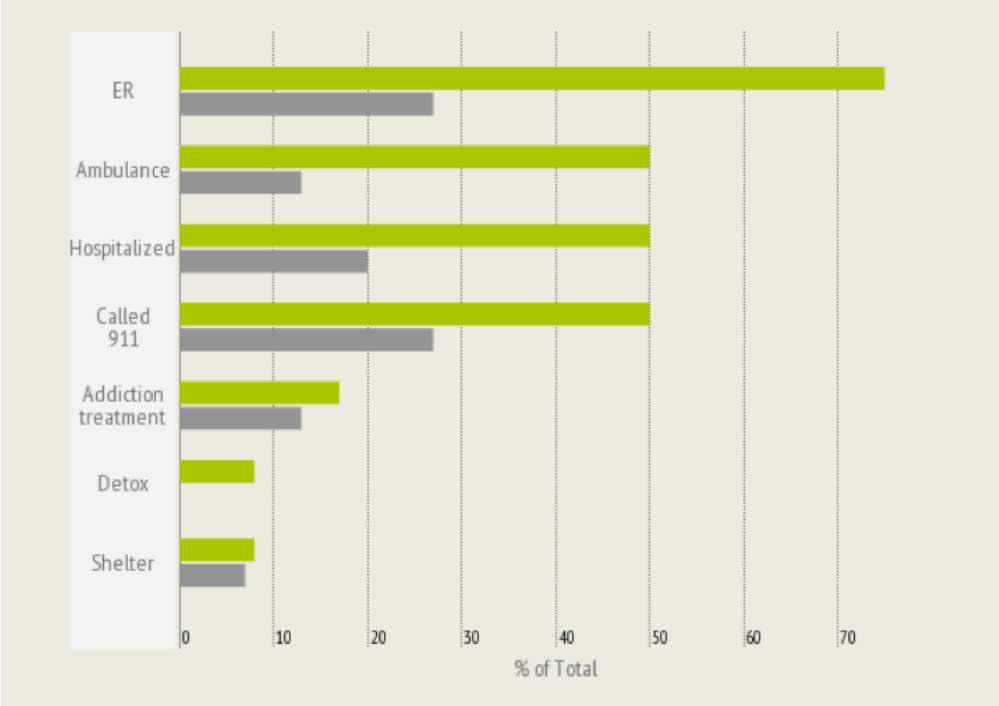
Figure 42: Key Homeless Family Statistics



The most commonly used services by homeless families were health related. While families were slightly less likely (75% versus 80%) to have been to a clinic or doctor in the past year than non-families, homeless families were significantly more likely than singles to have been to the ER, ridden in an ambulance, or been hospitalized in the past year. In addition, homeless families were almost twice as likely as non-families to have called 911 in the past year.

Persons in families were also, surprisingly, more likely to have received treatment for an addiction or been to detox in the past year. This is surprising because only 8% of family heads reported an addiction, less than half the rate of non-family respondents. Also, no families reported that an addiction or substance abuse problem was a barrier to housing.

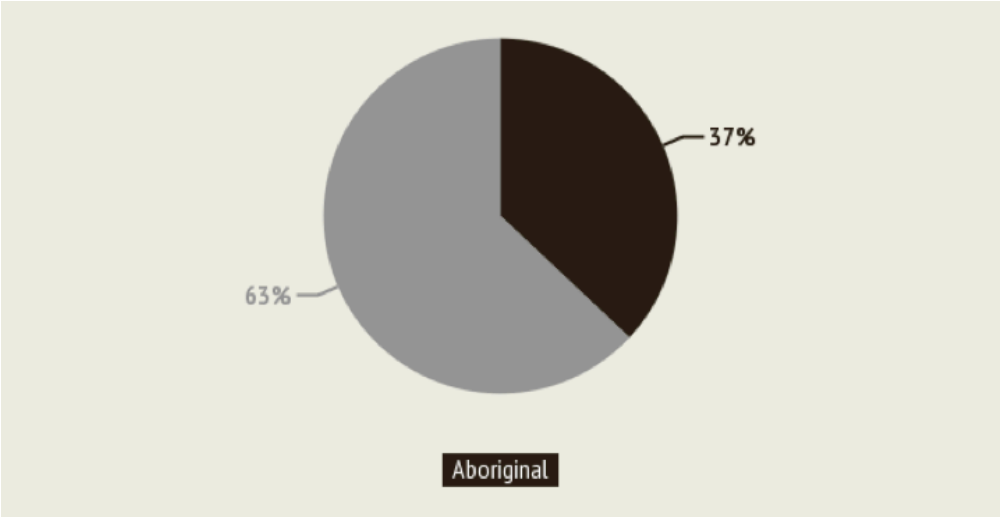
Figure 43: Selected Services Used, by Parental Status



Aboriginal Persons

37% of all persons surveyed who were homeless self-identified as aboriginal. This proportion is exceedingly high, as aboriginal people comprise only 5% of the housed population of Frontenac. However, this trend is not unique to Frontenac; aboriginal persons are disproportionately more likely to be homeless across Canada.

Figure 44: Homeless Persons of Aboriginal Identity



Characteristics

Aboriginal persons who are homeless have distinct needs. Aboriginal respondents were significantly younger than non-aboriginal responses – aboriginal respondents averaged 29.9 years, while non-aboriginal respondents averaged 37.4 years of age.

Aboriginal respondents were also predominantly female (70%; only 59% of non-aboriginal persons were female). 50% of aboriginal respondents were in families, while only 41% of non-aboriginal respondents had children with them.

Persons who reported aboriginal identity were also homeless for much longer than other respondents. Aboriginal persons were homeless for an average of 27 months or 2.25 years, while non-aboriginal respondents were homeless for an average of 11 months, less than one year.

Figure 45: Age Groups, by Aboriginal Identity

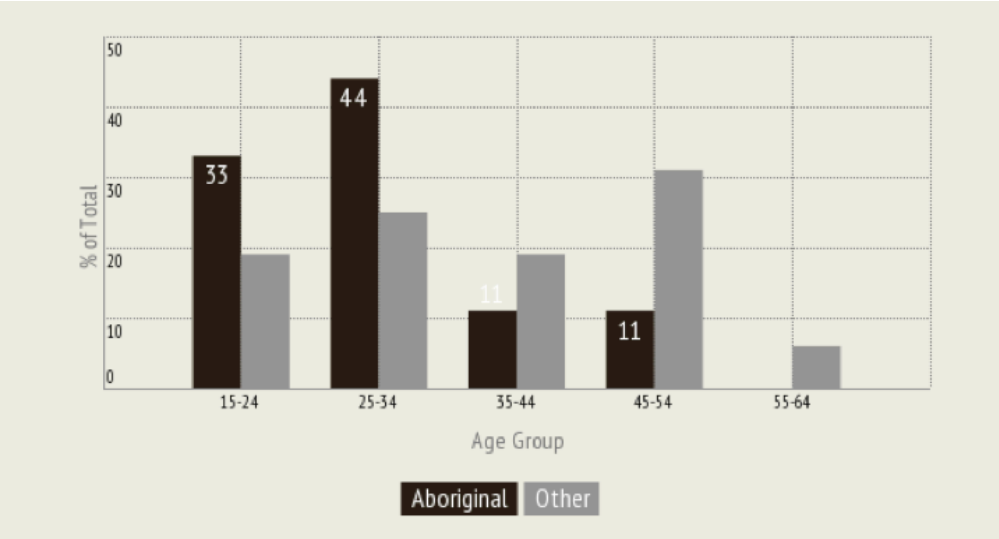
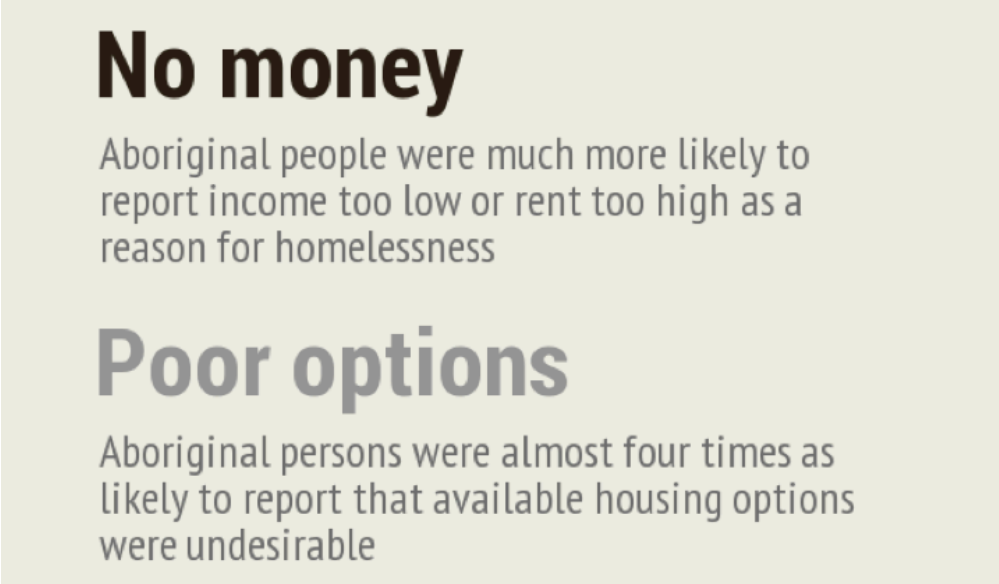


Figure 46: Key Homeless Aboriginal Statistics 1

Why are they homeless?

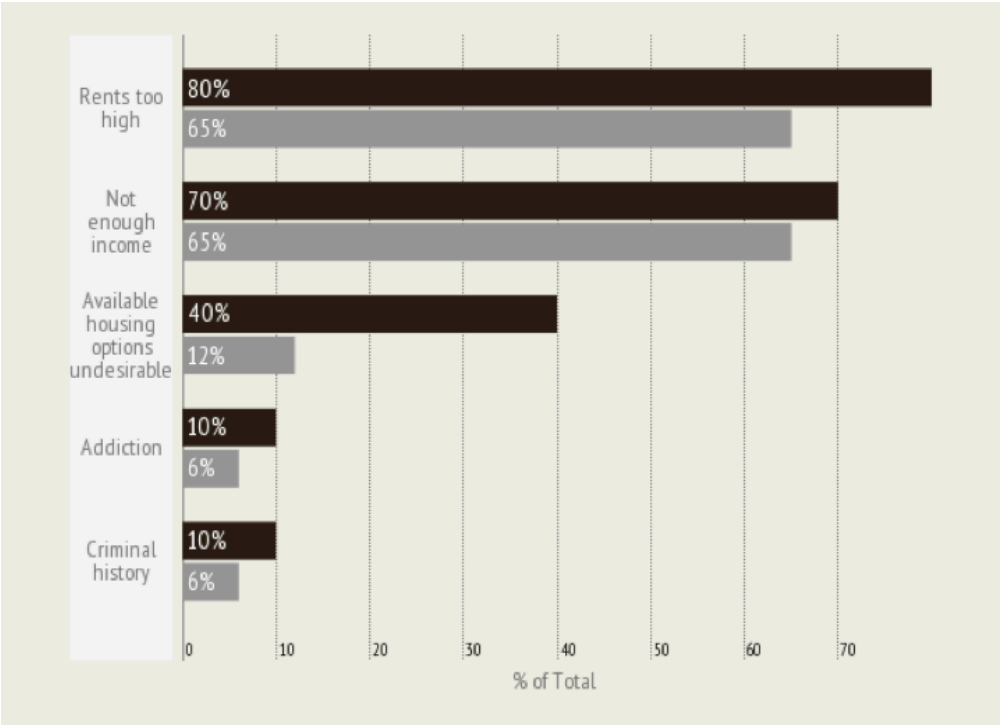
Figure 47: Key Homeless Aboriginal Statistics 2



Like other groups, the most common responses from homeless aboriginal persons had to do with not having enough money or rents being too high. However, aboriginal persons were also much more likely to report that available housing options are inadequate (40% versus 12% for non-aboriginal respondents).

Aboriginal respondents were also slightly more likely to report considering an addiction or criminal history a barrier to housing. However, aboriginal respondents were less likely to report unemployment, family breakdown, mental illness, or health problems as reasons for homelessness.

Figure 48: Selected Barriers to Housing, by Aboriginal Identity



What are their needs?

Aboriginal respondents were more likely to report having a mental illness or chronic health problem but less likely to report a substance abuse issue or a physical disability. Overall, the incidence of health problems was similar between aboriginal and non-aboriginal respondents.

Aboriginal respondents were also more likely to report accessing health services in the past 12 months. They were more likely than non-aboriginal respondents to have accessed a clinic or doctor, emergency room, or have been hospitalized. The rates for ambulance usage were equal. Aboriginal respondents were also much more likely to have been to a food bank in the past year, although rates of soup kitchen usage were similarly low. Aboriginal respondents were also slightly more likely to have called 911, received treatment for an addiction (even though they were less likely to have reported an addiction), or stayed in an emergency shelter in the past year.

Figure 49: Health Problems, by Aboriginal Identity

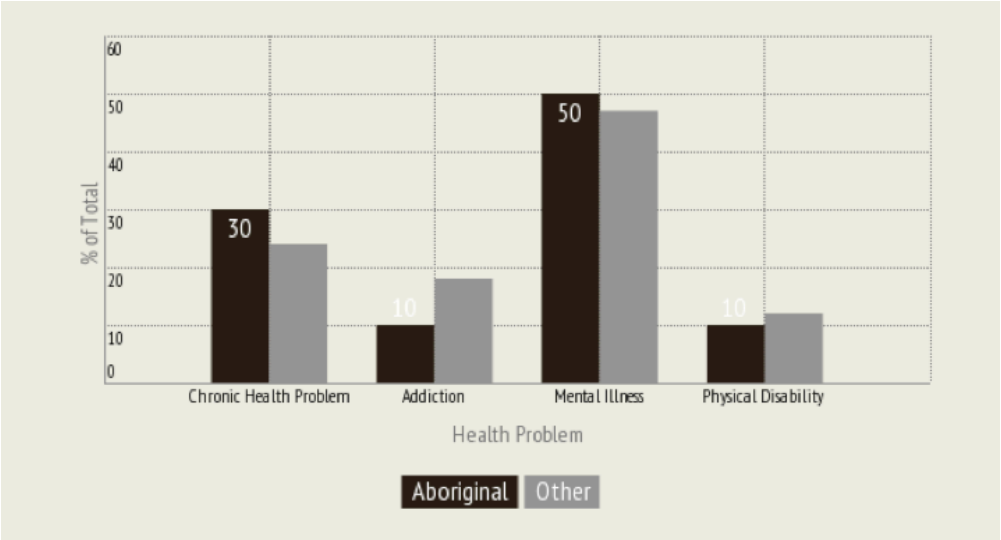
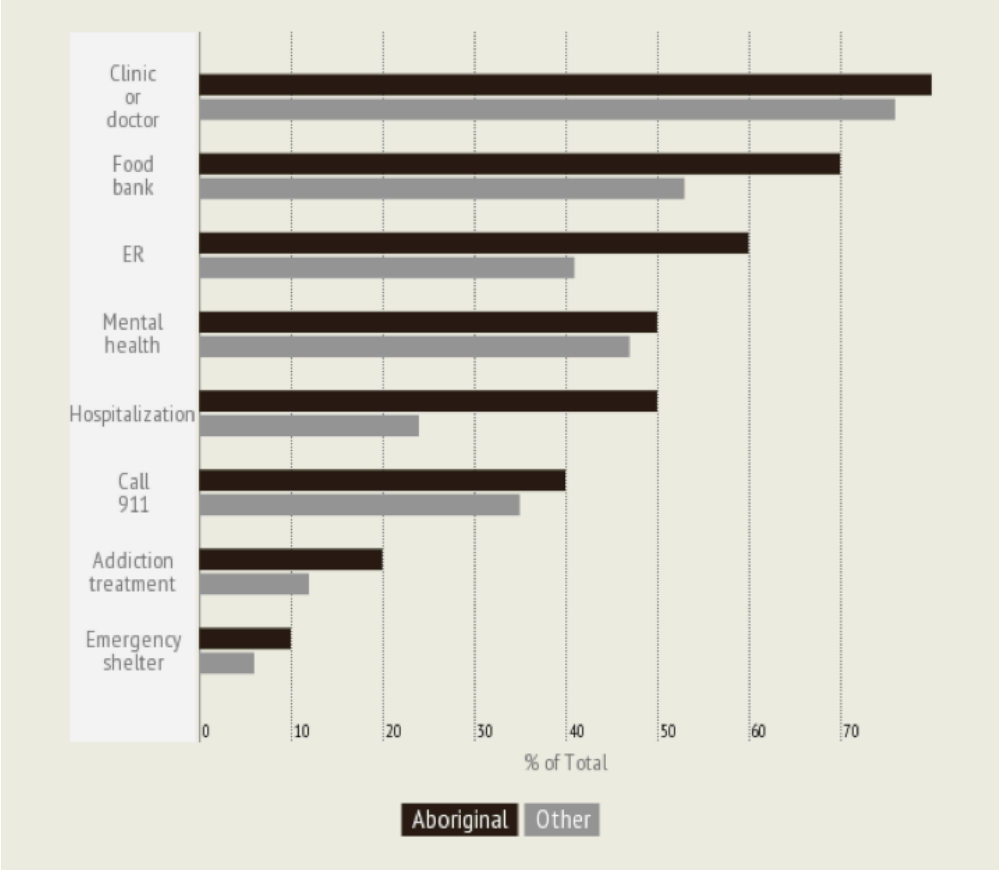


Figure 50: Key Homeless Aboriginal Statistics 3

Figure 51: Selected Services Used, by Aboriginal Identity



Conclusion

The rural homelessness survey in rural Kingston and Frontenac County marks an important milestone for those seeking to understand and end rural homelessness With the approval by Council of the 10-Year Municipal Housing & Homelessness Plan in December 2013, the results of this survey will serve as a benchmark against which to measure progress made towards the goal of ending homelessness as the strategies in the Plan are implemented.

While the 2013 survey will be important for informing service decisions in the short term, the real value of such initiatives is amplified by conducting consecutive surveys, which makes it easier to detect emerging trends and respond to the changing needs of the homeless population.

While attempts should be made to ensure that subsequent surveys are conducted using similar methods, improvements could be made to the methodology of this survey.

This survey relied on service providers to initiate the survey with clients that are seen during the survey window. While successful, there is a major drawback to this approach: only homeless persons who are connected with services and access a participating survey location during the window are surveyed. For homeless persons who are not connected to services, or those who do not visit a participating location in the window, no data is recorded. Some outreach was conducted to contact persons who did not access services during the survey window, but this outreach was limited to clients who were known to be homeless or precariously housed.

This problem can be partially addressed in two ways: first, by making a concerted effort to reach out to homeless persons who would have otherwise been missed. Improvements can easily be made by including more service providers, and including other organizations that might encounter homeless persons, such as police, schools, libraries, and churches. This still, however, relies on homeless persons to access services either voluntary or involuntarily.

The second way is to incorporate the methodology of the more rigorous Point In Time Count, such as the one conducted in Kingston on October 16th, 2013. However, the logistics are staggering given the geography of Frontenac County, and moreover the benefits may not outweigh the costs.

The surveys themselves should be as similar as possible to ensure that the results from one survey can be compared to the next year's results. For instance, in 2013 one question was "What's stopping you from having permanent housing right now?" If a future survey instead asks "Why are you homeless?" although

the results may be similar, they are not directly comparable, making trend detection difficult.

Despite these challenges, the 2013 rural homelessness survey was a definite success, and the results will serve the County of Frontenac well over the next few years as the strategies to end chronic homelessness are implemented.

Appendix A: Surveys

Rural Kingston-Frontenac Homeless Survey

21 October 2013

Interviewer Name _____ **Map Area** _____

"The County is conducting a survey to help improve services for people who don't have stable housing."

Have you already completed a survey?

- ❑ Yes **[END SURVEY]**
- ❑ No

"Would you be willing to answer a few questions for me? None of your answers will be used to identify you and it will just take a few minutes! You can also choose to skip any questions that you don't feel comfortable answering."

- ❑ Where are you currently staying?
- ❑ Own place [END SURVEY]
- ❑ Friend or family's place
- ❑ Transitional housing
- ❑ Halfway house
- ❑ Emergency shelter
- ❑ Squatting/abandoned building/barn
- ❑ Stairwell/ATM foyer/other indoors
- ❑ Sidewalk/street/alley/bus shelter
- ❑ Park/woods/tent
- ❑ Vehicle
- ❑ Not sure
- ❑ Other (Specify) _____

Is this your long-term plan for where you're going to stay?

- ❑ Yes
- ❑ No

[If there is any reason to suspect that the person is homeless or precariously housed, continue with the survey]

SURVEY BEGINS

1. **How long has it been since you last had a permanent place to stay?**
   - ❑ _____ days/weeks/months/years

2. **Would you consider yourself homeless?**
   - ❑ Yes
   - ❑ No

3. **How many times have you been homeless in the past?**
   - ❑ Never
   - ❑ First time
   - ❑ _____ times
   - ❑ Unsure

4. **Are other members of your family currently living with you? [check all that apply]**
   - ❑ I have no family
   - ❑ Family lives elsewhere
   - ❑ Spouse/partner/girlfriend/boyfriend
   - ❑ Parent(s)
   - ❑ Sibling(s)
   - ❑ Child(ren) (specify ages) _____
   - ❑ Other relative

5. **What city or town did you live in one year ago?**
   - ❑ City of Kingston
   - ❑ County of Frontenac (specify) _____
   - ❑ Elsewhere in Ontario (specify) _____
   - ❑ Elsewhere in Canada (specify) _____
   - ❑ Another country (specify) _____

6. **What's stopping you from having permanent housing right now? [check all that apply]**
   - ❑ Unemployment
   - ❑ Not enough income
   - ❑ Rents too high
   - ❑ Family/relationship conflict/breakdown
   - ❑ Eviction
   - ❑ Health problems/disability
   - ❑ Substance abuse/addiction
   - ❑ Mental illness
   - ❑ Criminal history
   - ❑ Housing options undesirable
   - ❑ Don't want housing
   - ❑ Other (specify) _____

7. **Do you have any of the following health-related problems?**
   - ❑ Chronic health problem
   - ❑ Addiction
   - ❑ Mental illness
   - ❑ Physical disability
   - ❑ Other disability

Rural Kingston-Frontenac Homeless Survey

21 October 2013

1. **Which of the following emergency services have you used in the past year? [check all that apply] Have you…**
   - ❑ Been to the emergency room?
   - ❑ Ridden in an ambulance?
   - ❑ Stayed overnight in a hospital?
   - ❑ Called 911?
   - ❑ Been taken into police custody?
   - ❑ Been to detox?
   - ❑ Slept in an emergency shelter?
   - ❑ Used a crisis service or help line?

2. **Which of the following non-emergency services have you used in the past year? [check all that apply] Have you…**
   - ❑ Been to a clinic or seen a doctor?
   - ❑ Gotten help for an addiction?
   - ❑ Accessed mental health services?
   - ❑ Gotten food from a food bank?
   - ❑ Had a meal at a soup kitchen?
   - ❑ Gotten help finding housing?
   - ❑ Gotten help finding a job?
   - ❑ Seen a parole officer?
   - ❑ Called 211?

3. **Who do you turn to for assistance?**
   - ❑ Friends
   - ❑ Family
   - ❑ Support/case worker
   - ❑ No one
   - ❑ Other (specify) _____

4. **Where do you get your money from? [check all that apply]**
   - ❑ Employment
   - ❑ Money from friends/family
   - ❑ Ontario Works/ODSP
   - ❑ CPP/Old Age Security/ Guaranteed Income Supplement
   - ❑ Employment Insurance
   - ❑ From strangers/panhandling/busking
   - ❑ Bottle collecting/treasure hunting
   - ❑ No income
   - ❑ Other (Specify) _____

5. **Do you mind telling me how old you are?**
   - ❑ _____ years
   - ❑ Unsure

6. **[Observation only] Please indicate the person's gender.**
   - ❑ Male
   - ❑ Female
   - ❑ Other/Unsure

7. **Are you a First Nations, Inuit, or Metis person?**
   - ❑ Yes
   - ❑ No

8. **Have you ever served in the Canadian Forces?**
   - ❑ Yes
   - ❑ No

9. **What one thing could help you end your homelessness?**

_____

_____

"That concludes our survey. Thank you for participating. If you have any questions about the survey or how your responses will be used, you can contact the Kingston Housing Department by calling the number on this card."

ADMINISTRATIVE

- ❑ Survey completed
- ❑ Survey stopped by respondent
- ❑ Survey stopped by surveyor
- ❑ Survey stopped then restarted

Date and time of survey:

_____

Survey location (agency and town):

_____

Appendix B: Participating Agencies

Name	Agency
Lauren Stinson	Frontenac Community Mental Health & Addictions Services
Laurie Hannah	Northern Frontenac Community Services
Amelie Marlin	Family and Children's Services of Frontenac, Lennox and Addington, Northern Services
Kaveh Khanverdi	Family and Children's Services of Frontenac, Lennox and Addington, Northern Services
Don Clowater	Frontenac Community Mental Health & Addictions Services
Elizabeth Peterson	Southern Frontenac Community Services
Mark Wellwood	Ontario Provincial Police
Coleen Abeles	K3C Community Counselling Centres
Tina Chamberlain	City of Kingston, Ontario Works
Cathy Doyle	City of Kingston, Ontario Works
Shawn Cavanagh	City of Kingston, Ontario Works
Anne Helsby-Scouten	City of Kingston, Ontario Works
Heather Mitchell	City of Kingston, Ontario Works

COUNTY of Frontenac

Report 2014-074

INFORMATION 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
Date prepared:	April 10, 2014
Date of meeting:	April 16, 2014

Re: Corporate Services – Public Works Managers Project

Recommendation

This report is for information purposes only.

Background

The Public Works Managers (PWMs) of the Townships have been meeting on an ongoing basis to review of the Frontenac Corridor road system as well as waste management in all four Townships.

At the beginning of his term Warden Clayton suggested that County Council should be kept up to date on these cross-boundary initiatives, and requested the Manager of Sustainability Planning to begin attending the Public Works Managers meetings.

Comment

The latest meeting was held on Wednesday, April 3rd at the Snow Road Community Hall in North Frontenac. The primary issue discussed was waste management and the costs of meeting the compliance requirements of the Ministry of Environment for open and closed wastes site in North, Central, and South Frontenac (note: information from Howe and Wolfe Islands was to be collected following the meeting).

The group agreed that there was a need to share these monitoring costs with senior staff of the Townships and the County. As a result, a presentation to the CAOs group on behalf of the PWMs was made to the Township and County CAO's group on April 9th by Mark Segsworth, Public Works Manager, South Frontenac Township. There was general agreement that more work needs to be done and reported back to the CAOs group before discussions can begin at Township Councils and County Council.

No date for the next PWM meeting has been determined at this time.

Sustainability Implications

The Townships and the County need to be aware of the financial challenges that lie ahead and should evaluate the related risks of the infrastructure deficit.

Financial Implications

County Council has approved $5,000 in the 2014 budget for 'Waste Management' that can be used to assist in research work by the Public Works Managers.

Organizations, Departments and Individuals Consulted and/or Affected

Jim Phillips, Publics Work Manager, North Frontenac
Mike Richardson, Publics Work Manager, Central Frontenac
Mark Segsworth, Publics Work Manager, South Frontenac
All Four Townships

Report 2014-075

INFORMATION REPORT TO COUNCIL

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

Prepared by: Joe Gallivan
Manager of Sustainability Planning

Date prepared: April 10, 2014

Date of meeting: April 16, 2014

Re: **Corporate Services – 2014 Provincial Policy Statement**

Recommendation

This report is for information only.

Background

The Provincial Policy Statement (PPS) sets out the Province's policy direction for land use planning and development. The PPS is issued under the authority of Section 3 of the *Planning Act* and plays the lead role in planning policy in Ontario by providing municipalities with direction on matters of provincial interest. The *Planning Act* requires that all decisions made by planning authorities must be consistent with the PPS.

The Ministry of Municipal Affairs and Housing (MMAH) has completed its five year review of the PPS that came in to place on March 1, 2005. As a result of this review a new PPS was released this March.

The new PPS comes into effect on April 30th, 2014.

A copy of the 2014 PPS is attached as Appendix '1'.

Comment

County Council formally provided comments during the first and second phases of the review in 2010 and 2012.

A copy of the County's second response dated November, 2012, is attached as Appendix '2'. This response has been annotated (see yellow highlights) with commentary from County planning staff on changes that were requested by County Council and the implications of those changes.

Planning staff attended training sessions held by MMAH on April 1st (Perth) and April 9th (Norwood). During these sessions a variety of questions were asked by the audience with respect to clarification of new or revised policies. MMAH is continuing to work on clarifying definitions and policy direction on some of new sections of the PPS. It can be expected that second draft of the County Official Plan will need to be revised to ensure consistency with the new PPS.

Sustainability Implications

The PPS affects all land use planning decisions in Frontenac County. Its policy direction has influence on all four pillars (social, cultural, economic, and environmental) of sustainability in *Directions for Our Future*.

Financial Implications

N/A

Organizations, Departments and Individuals Consulted and/or Affected

Frontenac County
All Township Councils
Ministry of Municipal Affairs and Housing

PROVINCIAL POLICY STATEMENT (2005)

FIVE YEAR REVIEW

COUNTY OF FRONTENAC SUBMISSION

NOVEMBER 2012

ANNOTATED WITH STAFF COMMENTS, APRIL 2014

County of Frontenac

Provincial Policy Statement (2005) – Five Year Review

Background

This paper is a response from the County of Frontenac to the Ministry of Municipal Affairs and Housing (MMAH) with regard to its draft update of the Provincial Policy Statement (PPS). MMAH released the draft in September 2012, and is asking for comments on the revisions to the PPS prior to November 23, 2012.

The PPS serves as the preeminent policy document for land use planning in Ontario and provides policy direction on matters of provincial interest. The Ontario *Planning Act* requires that decisions on land use planning matters made by municipalities and other approval authorities "shall be consistent with" the PPS, including the development of Official Plans, Zoning By-laws, subdivision approvals, and minor variances.

PPS in the Context of Frontenac County

The County of Frontenac in size and density is very similar to the other Counties of Eastern Ontario. Frontenac is a primarily rural area, with a population of approximately 26,500 spread over more than 3,700 sq km. The vast majority of development is residential with both permanent and a growing seasonal population.

The Vision Statement contained in the County's sustainability plan, *Directions for our Future*, provides a clear picture of the landscape:

> *The County of Frontenac is a collection of healthy, vibrant, prosperous and environmentally sustainable communities in a rural pocket of Eastern Ontario. The extensive network of hamlets and villages are as diverse as their geography and are integrated, creating our community fabric of neighbours working together to support strong community groups of seasonal and permanent residents.*

The policies in the PPS have broad long term implications for rural communities. The way the policies are implemented into the four Township Official Plans within the County have a great deal of significance for how our municipal governments operate, and also affect businesses, farmers, rural landowners, economic investment and many community interests. It is important for sustainable growth in the Frontenacs that we have a planning system that is working well, balancing competing interests and preserving the rural lifestyle that draws people to work and live here. Land use policies play a major role in guiding decisions over where development should take place, how quickly, and how much land should be allocated for various uses in the villages and the countryside. It has been five years since the new PPS came into place on March 1, 2005 with a requirement that local land use policies "be consistent with" the provincial policies. With this request from MMAH to comment to the Province, the County has the opportunity to make suggestions that will provide a better balance between economic development, community sustainability, ecological protection, and protection of farmland.

MMAH has posed five questions to respond to the draft PPS during this consultation and the County's responses are set out below:

Question 1: Do the draft policies provide sufficient direction to effectively protect provincial interests in land use planning?

This is a very general question that has been posed by the Ministry. The draft PPS has been revised to include a slightly larger degree of flexibility to deal with some planning issues.

It should be recognized that this PPS update is relatively minor in nature. No significant changes have been made to the majority of policy sections. Official Plans still need to "be consistent with" provincial policy.

As noted in the County's first submission to the Ministry of Municipal Affairs and Housing (MMAH) in August 2010, there is a need for a provincial economic development plan or 'growth plan' is needed to help recognize the very rural nature and limited economic development opportunities of Eastern Ontario. The Eastern Ontario Wardens Caucus' policy document *Facing Our Fiscal Challenges: A Report on the Financial Sustainability of Local Government in Eastern Ontario* (March 2012) has illustrated the challenges ahead for this part of the Province – particularly the rural areas – that should be considered in a broad approach.

Recommendation #1

That Frontenac County recognizes on a general level that the proposed revisions to the PPS have a greater recognition of the diversity of planning issues in Ontario, and therefore the PPS will be improved to protect provincial interests. At the same time, it is recommended that additional policies be added to identify growth plans as being a vehicle for special policy directions for certain parts of Ontario, including Eastern Ontario.

PROVINCIAL ACTION: No action taken. A Growth Plan for Eastern Ontario is not mentioned in the new PPS.

IMPLICATIONS for the FRONTENACS: Minimal. However, the lack of a Regional Growth Plan reinforces the need to have a region-wide Official Plan for the County.

One new policy area that will affect Frontenac County is the addition of having the ability to protect coastal wetlands that are not provincially significant. Protection of the environment surrounding the Great Lakes and connecting channels has been a priority of the Province for many years and, prior to the proroguing of the legislature in October, the *Great Lakes Protection Act, 2012* proposed to develop a framework for strategies and initiatives to protect and restore the Great Lakes-St. Lawrence River Basin. The draft PPS gives non-provincially significant coastal wetlands additional protections and requires that any proposed development and site alteration in and around these wetlands must demonstrate that there will be no negative impacts on the natural features or their ecological functions.

Recommendation #2

That Frontenac County recognizes that additional protection for coastal wetlands will help to maintain protection for these important natural features which enhance water qualify and provide habitat for many species.

PROVINCIAL ACTION: Additional protections for coastal wetlands that are not provincially significant have been added to the PPS.

IMPLICATIONS for the FRONTENACS: Unclear. The Ministry of Natural Resources are still determining what MNR planning tools should be used to define a 'coastal wetland'. Staff are concerned that the MNR position may be too inclusive and cover far more land area than expected and have negative consequences for future development on Wolfe and Howe Islands.

Question 2: Are there additional land use planning matters that require provincial policy direction which are not included?

Rural Settlement Areas – With the exception of the water system in the village of Sydenham, there are no municipal water or sewer systems in the villages and hamlets of Frontenac County and it is unlikely that any municipal systems will be created in the near future. Many of the villages in the Frontenacs have been formally identified as "settlement areas" in their respective Township Official Plans. Recently, the Township of South Frontenac approved an industrial subdivision within the settlement area boundaries of the village of Inverary, encouraging this growth to take place near an established community rather than a more isolated rural land parcel. Currently the PPS does not recognize that there are many settlement areas in rural Ontario that have no water or sewer services, although the municipality is trying to direct growth to reinforce the stability of a community and to reduce sprawl. The ability to provide full municipal services in any of the settlement areas in Frontenac County is unrealistic and could not happen with a significant infrastructure funding investment from the Province. While the PPS allows private communal servicing, virtually no municipality supports this option due to the fear of having to take over the operation and maintenance of a facility.

Proposed Section 1.6.5.4 allows for private services to be used but that can only be used in settlement areas "for infilling and minor rounding out of existing development." This provision will obviously create problems for new subdivisions that are proposed to be built within the boundaries of a settlement area.

Proposed Section 1.6.5.5 also adds additional wording limiting partial servicing to address *minor* rounding out of existing development. This may limit development in greenfield sites in Sydenham and any future partially serviced settlement areas.

Recommendation #3

That Section 1.6.5.4. and 1.6.5.5 be amended to recognize that many rural settlement areas have no municipal services or only partial servicing and that new development in these settlement areas should not be restricted to 'infilling' or 'minor rounding out' of existing development.

PROVINCIAL ACTION: No requested amendments made with respect to allowing development beyond 'infilling' in rural settlement areas that have no municipal services.

IMPLICATIONS for the FRONTENACS: Significant and negative. A strict reading of this policy could result in no subdivision development within existing settlement areas. This could have a major impact on new development in the settlement areas identified in the South Frontenac Official Plan, which deliberately has large boundaries surrounding existing hamlets such as Battersea or Inverary in order to promote additional residential development near existing services. (Note: additional comments were included in the County's original submission – see response to "Question 3" below on page 6)

Sewage – When the PPS was updated in 2005 from the 1997 version, a new policy (1.6.4.1(e)) was added that required a municipality to determine its reserve sewage system capacity, which includes "treatment capacity for hauled sewage from private communal sewage service and individual on-site sewage services". Over the past five years it has become evident that this is a very difficult policy to implement and to manage, and there have been no formal guidelines provided by MOE to assist in implementation. Some hauled sewage is taken across municipal boundaries to existing sewage treatment facilities but there are no guarantees that these arrangements are long-term, and the rural municipality has no control over whether its septage can be treated at these facilities. This policy is proposed to remain in the updated PPS as a revised Section 1.6.5.6.

Recommendation #4

That Section 1.6.5.6 be revised to allow for more reasonable solutions to coordinated septage treatment as the current PPS can have a negative effect on rural development. And further, that the Province provide clear guidance on managing reserve sewage system capacity.

PROVINCIAL ACTION: No action taken.

IMPLICATIONS for the FRONTENACS: Minimal unless the Province establishes a plan that requires detailed reporting and analysis by each municipality.

'Resource-Based Recreational' Uses – 'Resource-based recreational activities' are included as permitted uses in the Rural Areas policies of the PPS (Section 1.1.4) however they were not defined in the 2005 PPS and the revisions also lack a definition. There continues to be differences of opinion on what constitutes such a use, and whether or not residential development can be associated with such a use (e.g., homes built alongside a new golf course, waterfront development, etc.). Depending on the scale of this development, allowing new residential housing may have little impact on the surrounding area and may not contradict a municipality's intent to focus new growth in settlement areas. It also can lead to more economic development opportunities in rural Ontario. There should be recognition that, depending on the circumstances, such uses may be compatible with other development in rural communities.

Recommendation #5

That a definition for 'resource-based recreational activities' be included in the PPS and allow for new development opportunities that are compatible with rural areas.

PROVINCIAL ACTION: A new section 1.1.5.2 that lists permitted uses in rural areas has been added which includes, "resource-based recreational uses (including recreational dwellings)…"

IMPLICATIONS for the FRONTENACS: Positive. The inclusion of "dwellings" in the definition helps to clarify that residential development can be incorporated into resource-based recreational development in the Frontenacs.

Lake Trout Lake Protection (Fish Habitat) – There are a number of lake trout lakes located in Frontenac County, and some of them have been deemed to be 'at capacity' for any new development in order to protect the fish habitat. As lake trout are relatively rare and unique, the Province should create a set of planning policies specific to lake trout lake protection so the Provincial mandate is clear and will be difficult to challenge at an Ontario Municipal Board hearing.

Recommendation #6

That Section 2.1.5 (Natural Heritage) of the PPS be amended to provide special policies for protection of lake trout lakes.

PROVINCIAL ACTION: Additional language added to Section 2.2.1: "Planning authorities shall protect, improve or restore the quality and quantity of water by: g) ensuring consideration of environmental lake capacity, where applicable;" Additional clarification of requirements to protect lake trout under Section 2.1.6 reflecting recent legislation (definition of Federal and provincial requirements).

IMPLICATIONS for the FRONTENACS: Positive overall with the recognition of environmental lake capacity as a distinct policy goal rather than just being related to identified fish habitat. The importance of lake capacity is also recognized through the PPS for other lakes beyond cold water lake trout lakes, although this is already recognized to various extents in the Township Official Plans.

Private Roads – Recently, MMAH has begun to challenge private road policies in new Official Plans or Official Plan updates. There are many private roads or lanes located in 'cottage country' such as Frontenac County to allow for access to the lakefronts. Over time some of these roads have been extended and the quality/condition of these roads cannot be controlled by the municipality. Rural municipalities such as those in the Frontenacs have limited fiscal capacity to convert these roads to public roads. At the same time, waterfront development on some of these private roads is an important part of the assessment base of some of our municipalities. MMAH has legitimately raised a health and safety concern regarding emergency access to these cottages, many of which convert from seasonal to permanent residences.

Recommendation #7

That the PPS be amended to establish clear and consistent policy on the development and extension of private roads in order to ensure health and safety of residents.

PROVINCIAL ACTION: No action taken.

IMPLICATIONS for the FRONTENACS: Significant. There continues to be no provincial planning direction to establish land use policies for development on private roads. As a result, there is a need for the Townships and the County to develop a local solution to consider allowing new development in a safe manner.

Question 3: Do you foresee any implementation challenges with the draft policies?

Yes – see Recommendation #2 above. The potential to restrict new development in settlement areas that have no services to 'infilling' or 'rounding out' could stop new subdivision development in many of the settlement areas in the four Townships in Frontenac County. This would have tremendous impact on the ability to encourage new development in settlement areas, which would be contradictory to one of the main policy sections of the PPS.

Question 4: Is additional support material needed to help implement the Provincial Policy Statement?

No.

Question 5: Do you think that the legislated Provincial Policy Statement review cycle should be extended from the current 5-year period?

No. The current five review period seems to be the appropriate period of time to review provincial policies. The past two PPS updates have actually taken more than seven (7) years since the consultation period takes almost two years in itself. With the continued changes to the economy, legislation, municipal fiscal health, infrastructure, and climate, the current 5-year period needs to be maintained so that provincial land use policy can stay current.

Recommendation #8

That the PPS 5-year review cycle be maintained.

Summary and Conclusion

The County of Frontenac requests the Province look at changes to the Provincial Policy Statement that can allow municipalities a greater degree of flexibility and discretion for dealing with small-scale development in rural Ontario that can enhance economic opportunities.

It is important for sustainable, long term growth in Frontenac County that we have a provincial planning system that is working well in balancing competing interests and preserving the rural lifestyle that draws people to work and live here. Economic opportunities will need to be pursued at the local level that can allow people to remain in our communities and ensure that the area remains vibrant.

2014 Provincial Policy Statement

Under the *Planning Act*

Ontario.ca/PPS

Ontario

For more copies of this document,
in either English or French,
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Approved by the Lieutenant Governor in Council, Order in Council No. 107/2014

This Provincial Policy Statement was issued under section 3 of the *Planning Act* and came into effect April 30, 2014. It replaces the Provincial Policy Statement issued March 1, 2005.

Materials may be available to assist planning authorities and decision-makers with implementing the policies of the Provincial Policy Statement. Please visit the Ministry website at Ontario.ca/PPS for more information.

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Part I: Preamble

The Provincial Policy Statement provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the Provincial Policy Statement sets the policy foundation for regulating the development and use of land. It also supports the provincial goal to enhance the quality of life for all Ontarians.

The Provincial Policy Statement provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural and built environment. The Provincial Policy Statement supports improved land use planning and management, which contributes to a more effective and efficient land use planning system.

The policies of the Provincial Policy Statement may be complemented by provincial plans or by locally-generated policies regarding matters of municipal interest. Provincial plans and municipal official plans provide a framework for comprehensive, integrated, place-based and long-term planning that supports and integrates the principles of strong communities, a clean and healthy environment and economic growth, for the long term.

Land use planning is only one of the tools for implementing provincial interests. A wide range of legislation, regulations, policies and programs may also affect planning matters, and assist in implementing these interests.

Part II: Legislative Authority

The Provincial Policy Statement is issued under the authority of section 3 of the *Planning Act* and came into effect on April 30, 2014.

In respect of the exercise of any authority that affects a planning matter, section 3 of the *Planning Act* requires that decisions affecting planning matters "shall be consistent with" policy statements issued under the Act.

Part III: How to Read the Provincial Policy Statement

The provincial policy-led planning system recognizes and addresses the complex inter-relationships among environmental, economic and social factors in land use planning. The Provincial Policy Statement supports a comprehensive, integrated and long-term approach to planning, and recognizes linkages among policy areas.

Read the Entire Provincial Policy Statement

The Provincial Policy Statement is more than a set of individual policies. It is to be read in its entirety and the relevant policies are to be applied to each situation. When more than one policy is relevant, a decision-maker should consider all of the relevant policies to understand how they work together. The language of each policy, including the Implementation and Interpretation policies, will assist decision-makers in understanding how the policies are to be implemented.

While specific policies sometimes refer to other policies for ease of use, these cross-references do not take away from the need to read the Provincial Policy Statement as a whole.

There is no implied priority in the order in which the policies appear.

Consider Specific Policy Language

When applying the Provincial Policy Statement it is important to consider the specific language of the policies. Each policy provides direction on how it is to be implemented, how it is situated within the broader Provincial Policy Statement, and how it relates to other policies.

Some policies set out positive directives, such as "settlement areas shall be the focus of growth and development." Other policies set out limitations and prohibitions, such as "development and site alteration shall not be permitted." Other policies use enabling or supportive language, such as "should," "promote" and "encourage."

The choice of language is intended to distinguish between the types of policies and the nature of implementation. There is some discretion when applying a policy with enabling or supportive language in contrast to a policy with a directive, limitation or prohibition.

Geographic Scale of Policies

The Provincial Policy Statement recognizes the diversity of Ontario and that local context is important. Policies are outcome-oriented, and some policies provide flexibility in their implementation provided that provincial interests are upheld.

While the Provincial Policy Statement is to be read as a whole, not all policies will be applicable to every site, feature or area. The Provincial Policy Statement applies at a range of geographic scales.

Some of the policies refer to specific areas or features and can only be applied where these features or areas exist. Other policies refer to planning objectives that need to be considered in the context of the municipality or planning area as a whole, and are not necessarily applicable to a specific site or development proposal.

Policies Represent Minimum Standards

The policies of the Provincial Policy Statement represent minimum standards.

Within the framework of the provincial policy-led planning system, planning authorities and decision-makers may go beyond these minimum standards to address matters of importance to a specific community, unless doing so would conflict with any policy of the Provincial Policy Statement.

Defined Terms and Meanings

Except for references to legislation which are italicized, other italicized terms in the Provincial Policy Statement are defined in the Definitions section. For non-italicized terms, the normal meaning of the word applies. Terms may be italicized only in specific policies; for these terms, the defined meaning applies where they are italicized and the normal meaning applies where they are not italicized. Defined terms in the Definitions section are intended to capture both singular and plural forms of these terms in the policies.

Guidance Material

Guidance material and technical criteria may be issued from time to time to assist planning authorities and decision-makers with implementing the policies of the Provincial Policy Statement. Information, technical criteria and approaches outlined in guidance material are meant to support but not add to or detract from the policies of the Provincial Policy Statement.

Relationship with Provincial Plans

Provincial plans, such as the Greenbelt Plan, the Growth Plan for the Greater Golden Horseshoe and the Growth Plan for Northern Ontario, build upon the policy foundation provided by the Provincial Policy Statement. They provide land use planning policies to address issues facing specific geographic areas in Ontario.

Provincial plans are to be read in conjunction with the Provincial Policy Statement. They take precedence over the policies of the Provincial Policy Statement to the extent of any conflict, except where the relevant legislation provides otherwise. Land use planning decisions made by municipalities, planning boards, the Province, or a commission or agency of the government must be consistent with the Provincial Policy Statement. Where provincial plans are in effect, planning decisions must conform or not conflict with them, as the case may be.

Part IV: Vision for Ontario's Land Use Planning System

The long-term prosperity and social well-being of Ontario depends upon planning for strong, sustainable and resilient communities for people of all ages, a clean and healthy environment, and a strong and competitive economy.

Ontario is a vast province with diverse urban, rural and northern communities which may face different challenges related to diversity in population, economic activity, pace of growth and physical and natural conditions. Some areas face challenges related to maintaining population and diversifying their economy, while other areas face challenges related to accommodating and managing the development and population growth which is occurring, while protecting important resources and the quality of the natural environment.

Ontario's rich cultural diversity is one of its distinctive and defining features. The Provincial Policy Statement reflects Ontario's diversity, which includes the histories and cultures of Aboriginal peoples, and is based on good land use planning principles that apply in communities across Ontario. The Province recognizes the importance of consulting with Aboriginal communities on planning matters that may affect their rights and interests.

The Provincial Policy Statement focuses growth and development within urban and rural settlement areas while supporting the viability of rural areas. It recognizes that the wise management of land use change may involve directing, promoting or sustaining development. Land use must be carefully managed to accommodate appropriate development to meet the full range of current and future needs, while achieving efficient development patterns and avoiding significant or sensitive resources and areas which may pose a risk to public health and safety.

Efficient development patterns optimize the use of land, resources and public investment in infrastructure and public service facilities. These land use patterns promote a mix of housing, including affordable housing, employment, recreation, parks and open spaces, and transportation choices that increase the use of active transportation and transit before other modes of travel. They also support the financial well-being of the Province and municipalities over the long term, and minimize the undesirable effects of development, including impacts on air, water and other resources. Strong, liveable and healthy communities promote and enhance human health and social well-being, are economically and environmentally sound, and are resilient to climate change.

The Province's natural heritage resources, water resources, including the Great Lakes, agricultural resources, mineral resources, and cultural heritage and archaeological resources provide important environmental, economic and social benefits. The wise use and management of these resources over the long term is a key provincial interest. The Province must ensure that its resources are managed in a sustainable way to conserve biodiversity, protect essential ecological processes and public health and safety, provide for the production of food and fibre, minimize environmental and social impacts, and meet its long-term needs.

It is equally important to protect the overall health and safety of the population. The Provincial Policy Statement directs development away from areas of natural and human-made hazards. This preventative approach supports provincial and municipal financial well-being over the long term, protects public health and safety, and minimizes cost, risk and social disruption.

Taking action to conserve land and resources avoids the need for costly remedial measures to correct problems and supports economic and environmental principles.

Strong communities, a clean and healthy environment and a strong economy are inextricably linked. Long-term prosperity, human and environmental health and social well-being should take precedence over short-term considerations.

The fundamental principles set out in the Provincial Policy Statement apply throughout Ontario. To support our collective well-being, now and in the future, all land use must be well managed.

Part V: Policies

1.0 Building Strong Healthy Communities

Ontario is a vast province with urban, rural, and northern communities with diversity in population, economic activities, pace of growth, service levels and physical and natural conditions. Ontario's long-term prosperity, environmental health and social well-being depend on wisely managing change and promoting efficient land use and development patterns. Efficient land use and development patterns support sustainability by promoting strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth.

Accordingly:

1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns

1.1.1 Healthy, liveable and safe communities are sustained by:

a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
b) accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;
c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;
d) avoiding development and land use patterns that would prevent the efficient expansion of *settlement areas* in those areas which are adjacent or close to *settlement areas*;
e) promoting cost-effective development patterns and standards to minimize land consumption and servicing costs;
f) improving accessibility for persons with disabilities and older persons by identifying, preventing and removing land use barriers which restrict their full participation in society;
g) ensuring that necessary *infrastructure*, electricity generation facilities and transmission and distribution systems, and *public service facilities* are or will be available to meet current and projected needs; and
h) promoting development and land use patterns that conserve biodiversity and consider the impacts of a changing climate.

1.1.2 Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 20 years. However, where an alternate time period has been established for specific areas of the Province as a result of a provincial planning exercise or a *provincial plan*, that time frame may be used for municipalities within the area.

Within *settlement areas*, sufficient land shall be made available through *intensification* and *redevelopment* and, if necessary, *designated growth areas.*

Nothing in policy 1.1.2 limits the planning for *infrastructure* and *public service facilities* beyond a 20-year time horizon.

1.1.3 Settlement Areas

Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets. Ontario's settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of infrastructure available.

The vitality of settlement areas is critical to the long-term economic prosperity of our communities. Development pressures and land use change will vary across Ontario. It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.

1.1.3.1 *Settlement areas* shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

1.1.3.2 Land use patterns within *settlement areas* shall be based on:

a) densities and a mix of land uses which:
   1. efficiently use land and resources;
   2. are appropriate for, and efficiently use, the *infrastructure* and *public service facilities* which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
   3. minimize negative impacts to air quality and climate change, and promote energy efficiency;
   4. support *active transportation*;
   5. are *transit-supportive*, where transit is planned, exists or may be developed; and
   6. are *freight-supportive*; and

b) a range of uses and opportunities for *intensification* and *redevelopment* in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.

1.1.3.3 Planning authorities shall identify appropriate locations and promote opportunities for *intensification* and *redevelopment* where this can be accommodated taking into account existing building stock or areas, including *brownfield sites*, and the availability of suitable existing or planned *infrastructure* and *public service facilities* required to accommodate projected needs.

Intensification and *redevelopment* shall be directed in accordance with the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety.

1.1.3.4 Appropriate development standards should be promoted which facilitate *intensification*, *redevelopment* and compact form, while avoiding or mitigating risks to public health and safety.

1.1.3.5 Planning authorities shall establish and implement minimum targets for *intensification* and *redevelopment* within built-up areas, based on local conditions. However, where provincial targets are established through *provincial plans*, the provincial target shall represent the minimum target for affected areas.

1.1.3.6 New development taking place in *designated growth areas* should occur adjacent to the existing built-up area and shall have a compact form, mix of uses and densities that allow for the efficient use of land, *infrastructure* and *public service facilities*.

1.1.3.7 Planning authorities shall establish and implement phasing policies to ensure:

a) that specified targets for *intensification* and *redevelopment* are achieved prior to, or concurrent with, new development within *designated growth areas*; and
b) the orderly progression of development within *designated growth areas* and the timely provision of the *infrastructure* and *public service facilities* required to meet current and projected needs.

1.1.3.8 A planning authority may identify a *settlement area* or allow the expansion of a *settlement area* boundary only at the time of a *comprehensive review* and only where it has been demonstrated that:

a) sufficient opportunities for growth are not available through *intensification*, *redevelopment* and *designated growth areas* to accommodate the projected needs over the identified planning horizon;
b) the *infrastructure* and *public service facilities* which are planned or available are suitable for the development over the long term, are financially viable over their life cycle, and protect public health and safety and the natural environment;

c) in *prime agricultural areas*:
   1. the lands do not comprise *specialty crop areas*;
   2. alternative locations have been evaluated, and
      i. there are no reasonable alternatives which avoid *prime agricultural areas*; and
      ii. there are no reasonable alternatives on lower priority agricultural lands in *prime agricultural areas*;
d) the new or expanding *settlement area* is in compliance with the *minimum distance separation formulae*; and
e) impacts from new or expanding *settlement areas* on agricultural operations which are adjacent or close to the *settlement area* are mitigated to the extent feasible.

In determining the most appropriate direction for expansions to the boundaries of *settlement areas* or the identification of a *settlement area* by a planning authority, a planning authority shall apply the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety.

1.1.4 Rural Areas in Municipalities

Rural areas are important to the economic success of the Province and our quality of life. Rural areas are a system of lands that may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and other resource areas. Rural areas and urban areas are interdependent in terms of markets, resources and amenities. It is important to leverage rural assets and amenities and protect the environment as a foundation for a sustainable economy.

Ontario's rural areas have diverse population levels, natural resources, geographies and physical characteristics, and economies. Across rural Ontario, local circumstances vary by region. For example, northern Ontario's natural environment and vast geography offer different opportunities than the predominately agricultural areas of southern regions of the Province.

1.1.4.1 Healthy, integrated and viable *rural areas* should be supported by:

a) building upon rural character, and leveraging rural amenities and assets;
b) promoting regeneration, including the redevelopment of *brownfield sites*;
c) accommodating an appropriate range and mix of housing in rural *settlement areas*;
d) encouraging the conservation and *redevelopment* of existing rural housing stock on *rural lands*;
e) using rural *infrastructure* and *public service facilities* efficiently;
f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;

g) providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;
h) conserving biodiversity and considering the ecological benefits provided by nature; and
i) providing opportunities for economic activities in *prime agricultural areas*, in accordance with policy 2.3.

1.1.4.2 In *rural areas*, rural *settlement areas* shall be the focus of growth and development and their vitality and regeneration shall be promoted.

1.1.4.3 When directing development in rural *settlement areas* in accordance with policy 1.1.3, planning authorities shall give consideration to rural characteristics, the scale of development and the provision of appropriate service levels.

1.1.4.4 Growth and development may be directed to *rural lands* in accordance with policy 1.1.5, including where a municipality does not have a *settlement area*.

1.1.5 Rural Lands in Municipalities

1.1.5.1 When directing development on *rural lands*, a planning authority shall apply the relevant policies of Section 1: Building Strong Healthy Communities, as well as the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety.

1.1.5.2 On *rural lands* located in municipalities, permitted uses are:

a) the management or use of resources;
b) resource-based recreational uses (including recreational dwellings);
c) limited residential development;
d) home occupations and home industries;
e) cemeteries; and
f) other rural land uses.

1.1.5.3 Recreational, tourism and other economic opportunities should be promoted.

1.1.5.4 Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.

1.1.5.5 Development shall be appropriate to the *infrastructure* which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this *infrastructure*.

1.1.5.6 Opportunities should be retained to locate new or expanding land uses that require separation from other uses.

1.1.5.7 Opportunities to support a diversified rural economy should be promoted by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.

1.1.5.8 *Agricultural uses*, *agriculture-related uses*, *on-farm diversified uses* and *normal farm practices* should be promoted and protected in accordance with provincial standards.

1.1.5.9 New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the *minimum distance separation formulae*.

1.1.6 Territory Without Municipal Organization

1.1.6.1 On *rural lands* located in territory without municipal organization, the focus of development activity shall be related to the sustainable management or use of resources and resource-based recreational uses (including recreational dwellings).

1.1.6.2 Development shall be appropriate to the *infrastructure* which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this *infrastructure*.

1.1.6.3 The establishment of new permanent townsites shall not be permitted.

1.1.6.4 In areas adjacent to and surrounding municipalities, only development that is related to the sustainable management or use of resources and resource-based recreational uses (including recreational dwellings) shall be permitted. Other uses may only be permitted if:

a) the area forms part of a planning area;
b) the necessary *infrastructure* and *public service facilities* are planned or available to support the development and are financially viable over their life cycle; and
c) it has been determined, as part of a *comprehensive review*, that the impacts of development will not place an undue strain on the *public service facilities* and *infrastructure* provided by adjacent municipalities, regions and/or the Province.

1.2 Coordination

1.2.1 A coordinated, integrated and comprehensive approach should be used when dealing with planning matters within municipalities, across lower, single and/or upper-tier municipal boundaries, and with other orders of government, agencies and boards including:

a) managing and/or promoting growth and development;
b) economic development strategies;
c) managing natural heritage, water, agricultural, mineral, and cultural heritage and archaeological resources;
d) *infrastructure*, electricity generation facilities and transmission and distribution systems, *multimodal transportation systems*, *public service facilities* and *waste management systems*;
e) ecosystem, shoreline, watershed, and Great Lakes related issues;
f) natural and human-made hazards;
g) population, housing and employment projections, based on *regional market areas*; and
h) addressing housing needs in accordance with provincial policy statements such as the Ontario Housing Policy Statement.

1.2.2 Planning authorities are encouraged to coordinate planning matters with Aboriginal communities.

1.2.3 Planning authorities should coordinate emergency management and other economic, environmental and social planning considerations to support efficient and resilient communities.

1.2.4 Where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with lower-tier municipalities shall:

a) identify, coordinate and allocate population, housing and employment projections for lower-tier municipalities. Allocations and projections by upper-tier municipalities shall be based on and reflect *provincial plans* where these exist;
b) identify areas where growth or development will be directed, including the identification of nodes and the corridors linking these nodes;
c) identify targets for *intensification* and *redevelopment* within all or any of the lower-tier municipalities, including minimum targets that should be met before expansion of the boundaries of *settlement areas* is permitted in accordance with policy 1.1.3.8;
d) where transit corridors exist or are to be developed, identify density targets for areas adjacent or in proximity to these corridors, including minimum targets that should be met before expansion of the boundaries of *settlement areas* is permitted in accordance with policy 1.1.3.8; and
e) identify and provide policy direction for the lower-tier municipalities on matters that cross municipal boundaries.

1.2.5 Where there is no upper-tier municipality, planning authorities shall ensure that policy 1.2.4 is addressed as part of the planning process, and should coordinate these matters with adjacent planning authorities.

1.2.6 Land Use Compatibility

1.2.6.1 *Major facilities* and *sensitive land uses* should be planned to ensure they are appropriately designed, buffered and/or separated from each other to prevent or mitigate *adverse effects* from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term viability of *major facilities*.

1.3 Employment

1.3.1 Planning authorities shall promote economic development and competitiveness by:

a) providing for an appropriate mix and range of employment and institutional uses to meet long-term needs;
b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
c) encouraging compact, mixed-use development that incorporates compatible employment uses to support liveable and resilient communities; and
d) ensuring the necessary *infrastructure* is provided to support current and projected needs.

1.3.2 Employment Areas

1.3.2.1 Planning authorities shall plan for, protect and preserve *employment areas* for current and future uses and ensure that the necessary *infrastructure* is provided to support current and projected needs.

1.3.2.2 Planning authorities may permit conversion of lands within *employment areas* to non-employment uses through a *comprehensive review*, only where it has been demonstrated that the land is not required for employment purposes over the long term and that there is a need for the conversion.

1.3.2.3 Planning authorities shall protect *employment areas* in proximity to *major goods movement facilities and corridors* for employment uses that require those locations.

1.3.2.4 Planning authorities may plan beyond 20 years for the long-term protection of employment areas provided lands are not designated beyond the planning horizon identified in policy 1.1.2.

1.4 Housing

1.4.1 To provide for an appropriate range and mix of housing types and densities required to meet projected requirements of current and future residents of the *regional market area*, planning authorities shall:

a) maintain at all times the ability to accommodate residential growth for a minimum of 10 years through *residential intensification* and *redevelopment* and, if necessary, lands which are *designated and available* for residential development; and
b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned to facilitate *residential intensification* and *redevelopment*, and land in draft approved and registered plans.

1.4.2 Where planning is conducted by an upper-tier municipality:

a) the land and unit supply maintained by the lower-tier municipality identified in policy 1.4.1 shall be based on and reflect the allocation of population and units by the upper-tier municipality; and
b) the allocation of population and units by the upper-tier municipality shall be based on and reflect *provincial plans* where these exist.

1.4.3 Planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the *regional market area* by:

a) establishing and implementing minimum targets for the provision of housing which is *affordable* to *low and moderate income households*. However, where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with the lower-tier municipalities may identify a higher target(s) which shall represent the minimum target(s) for these lower-tier municipalities;
b) permitting and facilitating:
    1. all forms of housing required to meet the social, health and well-being requirements of current and future residents, including *special needs* requirements; and
    2. all forms of *residential intensification*, including second units, and *redevelopment* in accordance with policy 1.1.3.3;
c) directing the development of new housing towards locations where appropriate levels of *infrastructure* and *public service facilities* are or will be available to support current and projected needs;
d) promoting densities for new housing which efficiently use land, resources, *infrastructure* and *public service facilities*, and support the use

of *active transportation* and transit in areas where it exists or is to be developed; and

e) establishing development standards for *residential intensification*, *redevelopment* and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

1.5 Public Spaces, Recreation, Parks, Trails and Open Space

1.5.1 Healthy, active communities should be promoted by:

a) planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate *active transportation* and community connectivity;
b) planning and providing for a full range and equitable distribution of publicly-accessible built and natural settings for *recreation*, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources;
c) providing opportunities for public access to shorelines; and
d) recognizing provincial parks, conservation reserves, and other protected areas, and minimizing negative impacts on these areas.

1.6 Infrastructure and Public Service Facilities

1.6.1 *Infrastructure,* electricity generation facilities and transmission and distribution systems, and *public service facilities* shall be provided in a coordinated, efficient and cost-effective manner that considers impacts from climate change while accommodating projected needs.

Planning for *infrastructure,* electricity generation facilities and transmission and distribution systems, and *public service facilities* shall be coordinated and integrated with land use planning so that they are:

a) financially viable over their life cycle, which may be demonstrated through asset management planning; and
b) available to meet current and projected needs.

1.6.2 Planning authorities should promote g*reen infrastructure* to complement *infrastructure*.

1.6.3 Before consideration is given to developing new *infrastructure* and *public service facilities*:

a) the use of existing *infrastructure* and *public service facilities* should be optimized; and
b) opportunities for adaptive re-use should be considered, wherever feasible.

1.6.4 *Infrastructure* and *public service facilities* should be strategically located to support the effective and efficient delivery of emergency management services.

1.6.5 *Public service facilities* should be co-located in community hubs, where appropriate, to promote cost-effectiveness and facilitate service integration, access to transit and *active transportation*.

1.6.6 Sewage, Water and Stormwater

1.6.6.1 Planning for *sewage and water services* shall:

a) direct and accommodate expected growth or development in a manner that promotes the efficient use and optimization of existing:
   1. *municipal sewage services* and *municipal water services*; and
   2. *private communal sewage services* and *private communal water services*, where *municipal sewage services* and *municipal water services* are not available;
b) ensure that these systems are provided in a manner that:
   1. can be sustained by the water resources upon which such services rely;
   2. is feasible, financially viable and complies with all regulatory requirements; and
   3. protects human health and the natural environment;
c) promote water conservation and water use efficiency;
d) integrate servicing and land use considerations at all stages of the planning process; and
e) be in accordance with the servicing hierarchy outlined through policies 1.6.6.2, 1.6.6.3, 1.6.6.4 and 1.6.6.5.

1.6.6.2 *Municipal sewage services* and *municipal water services* are the preferred form of servicing for *settlement areas*. *Intensification* and *redevelopment* within *settlement areas* on existing *municipal sewage services* and *municipal water services* should be promoted, wherever feasible.

1.6.6.3 Where *municipal sewage services* and *municipal water services* are not provided, municipalities may allow the use of *private communal sewage services* and *private communal water services*.

1.6.6.4 Where *municipal sewage services* and *municipal water services* or *private communal sewage services* and *private communal water services* are not provided, *individual on-site sewage services* and *individual on-site water services* may be used provided that site conditions are suitable for the long-term provision of such services with no *negative impacts*. In *settlement areas*, these services may only be used for infilling and minor rounding out of existing development.

1.6.6.5 *Partial services* shall only be permitted in the following circumstances:

a) where they are necessary to address failed *individual on-site sewage services* and *individual on-site water services* in existing development; or
b) within *settlement areas*, to allow for infilling and minor rounding out of existing development on *partial services* provided that site conditions are suitable for the long-term provision of such services with no *negative impacts*.

1.6.6.6 Subject to the hierarchy of services provided in policies 1.6.6.2, 1.6.6.3, 1.6.6.4 and 1.6.6.5 planning authorities may allow lot creation only if there is confirmation of sufficient *reserve sewage system capacity* and *reserve water system capacity* within *municipal sewage services* and *municipal water services* or *private communal sewage services* and *private communal water services*. The determination of sufficient *reserve sewage system capacity* shall include treatment capacity for hauled sewage from *private communal sewage services* and *individual on-site sewage services*.

1.6.6.7 Planning for stormwater management shall:

a) minimize, or, where possible, prevent increases in contaminant loads;
b) minimize changes in water balance and erosion;
c) not increase risks to human health and safety and property damage;
d) maximize the extent and function of vegetative and pervious surfaces; and
e) promote stormwater management best practices, including stormwater attenuation and re-use, and low impact development.

1.6.7 Transportation Systems

1.6.7.1 *Transportation systems* should be provided which are safe, energy efficient, facilitate the movement of people and goods, and are appropriate to address projected needs.

1.6.7.2 Efficient use shall be made of existing and planned *infrastructure*, including through the use of *transportation demand management* strategies, where feasible.

1.6.7.3 As part of a *multimodal transportation system*, connectivity within and among *transportation systems* and modes should be maintained and, where possible, improved including connections which cross jurisdictional boundaries.

1.6.7.4 A land use pattern, density and mix of uses should be promoted that minimize the length and number of vehicle trips and support current and future use of transit and *active transportation*.

1.6.7.5 Transportation and land use considerations shall be integrated at all stages of the planning process.

1.6.8 Transportation and Infrastructure Corridors

1.6.8.1 Planning authorities shall plan for and protect corridors and rights-of-way for *infrastructure*, including transportation, transit and electricity generation facilities and transmission systems to meet current and projected needs.

1.6.8.2 *Major goods movement facilities and corridors* shall be protected for the long term.

1.6.8.3 Planning authorities shall not permit *development* in *planned corridors* that could preclude or negatively affect the use of the corridor for the purpose(s) for which it was identified.

New *development* proposed on *adjacent lands* to existing or *planned corridors* and transportation facilities should be compatible with, and supportive of, the long-term purposes of the corridor and should be designed to avoid, mitigate or minimize negative impacts on and from the corridor and transportation facilities.

1.6.8.4 The preservation and reuse of abandoned corridors for purposes that maintain the corridor's integrity and continuous linear characteristics should be encouraged, wherever feasible.

1.6.8.5 When planning for corridors and rights-of-way for significant transportation, electricity transmission, and *infrastructure* facilities, consideration will be given to the significant resources in Section 2: Wise Use and Management of Resources.

1.6.9 Airports, Rail and Marine Facilities

1.6.9.1 Planning for land uses in the vicinity of *airports*, *rail facilities* and *marine facilities* shall be undertaken so that:

a) their long-term operation and economic role is protected; and

b) *airports*, *rail facilities* and *marine facilities* and *sensitive land uses* are appropriately designed, buffered and/or separated from each other, in accordance with policy 1.2.6.

1.6.9.2 *Airports* shall be protected from incompatible land uses and development by:

a) prohibiting new residential *development* and other sensitive land uses in areas near *airports* above 30 NEF/NEP;
b) considering redevelopment of existing residential uses and other sensitive land uses or infilling of residential and other sensitive land uses in areas above 30 NEF/NEP only if it has been demonstrated that there will be no negative impacts on the long-term function of the *airport*; and
c) discouraging land uses which may cause a potential aviation safety hazard.

1.6.10 Waste Management

1.6.10.1 *Waste management systems* need to be provided that are of an appropriate size and type to accommodate present and future requirements, and facilitate, encourage and promote reduction, reuse and recycling objectives. Planning authorities should consider the implications of development and land use patterns on waste generation, management and diversion.

Waste management systems shall be located and designed in accordance with provincial legislation and standards.

1.6.11 Energy Supply

1.6.11.1 Planning authorities should provide opportunities for the development of energy supply including electricity generation facilities and transmission and distribution systems, to accommodate current and projected needs.

1.6.11.2 Planning authorities should promote *renewable energy systems* and *alternative energy systems*, where feasible, in accordance with *provincial and federal requirements*.

1.7 Long-Term Economic Prosperity

1.7.1 Long-term economic prosperity should be supported by:

a) promoting opportunities for economic development and community investment-readiness;

b) optimizing the long-term availability and use of land, resources, *infrastructure*, electricity generation facilities and transmission and distribution systems, and *public service facilities*;
c) maintaining and, where possible, enhancing the vitality and viability of downtowns and mainstreets;
d) encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including *built heritage resources* and *cultural heritage landscapes*;
e) promoting the redevelopment of *brownfield sites*;
f) providing for an efficient, cost-effective, reliable *multimodal transportation system* that is integrated with adjacent systems and those of other jurisdictions, and is appropriate to address projected needs to support the movement of goods and people;
g) providing opportunities for sustainable tourism development;
h) providing opportunities to support local food, and promoting the sustainability of agri-food and agri-product businesses by protecting agricultural resources, and minimizing land use conflicts;
i) promoting energy conservation and providing opportunities for development of *renewable energy systems* and *alternative energy systems*, including district energy;
j) minimizing negative impacts from a changing climate and considering the ecological benefits provided by nature; and
k) encouraging efficient and coordinated communications and telecommunications infrastructure.

1.8 Energy Conservation, Air Quality and Climate Change

1.8.1 Planning authorities shall support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and climate change adaptation through land use and development patterns which:

a) promote compact form and a structure of nodes and corridors;
b) promote the use of *active transportation* and transit in and between residential, employment (including commercial and industrial) and institutional uses and other areas;
c) focus major employment, commercial and other travel-intensive land uses on sites which are well served by transit where this exists or is to be developed, or designing these to facilitate the establishment of transit in the future;
d) focus freight-intensive land uses to areas well served by major highways, *airports*, *rail facilities* and *marine facilities*;
e) improve the mix of employment and housing uses to shorten commute journeys and decrease transportation congestion;
f) promote design and orientation which:

1. maximizes energy efficiency and conservation, and considers the mitigating effects of vegetation; and
2. maximizes opportunities for the use of *renewable energy systems* and *alternative energy systems*; and

g) maximize vegetation within *settlement areas*, where feasible.

2.0 Wise Use and Management of Resources

Ontario's long-term prosperity, environmental health, and social well-being depend on conserving biodiversity, protecting the health of the Great Lakes, and protecting natural heritage, water, agricultural, mineral and cultural heritage and archaeological resources for their economic, environmental and social benefits.

Accordingly:

2.1 Natural Heritage

2.1.1 Natural features and areas shall be protected for the long term.

2.1.2 The diversity and connectivity of natural features in an area, and the long-term *ecological function* and biodiversity of *natural heritage systems*, should be maintained, restored or, where possible, improved, recognizing linkages between and among *natural heritage features and areas*, *surface water features* and *ground water features*.

2.1.3 *Natural heritage systems* shall be identified in Ecoregions 6E & 7E[1], recognizing that *natural heritage systems* will vary in size and form in *settlement areas*, *rural areas*, and *prime agricultural areas*.

2.1.4 *Development* and *site alteration* shall not be permitted in:

a) *significant wetlands* in Ecoregions 5E, 6E and 7E[1]; and
b) *significant coastal wetlands*.

2.1.5 *Development* and *site alteration* shall not be permitted in:

a) *significant wetlands* in the Canadian Shield north of Ecoregions 5E, 6E and 7E[1];
b) *significant woodlands* in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River)[1];
c) *significant valleylands* in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River)[1];
d) *significant wildlife habitat*;
e) *significant areas of natural and scientific interest*; and
f) *coastal wetlands* in Ecoregions 5E, 6E and 7E[1] that are not subject to policy 2.1.4(b)

unless it has been demonstrated that there will be no *negative impacts* on the natural features or their *ecological functions*.

[1] Ecoregions 5E, 6E and 7E are shown on Figure 1.

2.1.6 *Development* and *site alteration* shall not be permitted in *fish habitat* except in accordance with *provincial and federal requirements*.

2.1.7 *Development* and *site alteration* shall not be permitted in *habitat of endangered species and threatened species*, except in accordance with *provincial and federal requirements*.

2.1.8 *Development* and *site alteration* shall not be permitted on *adjacent lands* to the *natural heritage features and areas* identified in policies 2.1.4, 2.1.5, and 2.1.6 unless the *ecological function* of the *adjacent lands* has been evaluated and it has been demonstrated that there will be no *negative impacts* on the natural features or on their *ecological functions*.

2.1.9 Nothing in policy 2.1 is intended to limit the ability of *agricultural uses* to continue.

2.2 Water

2.2.1 Planning authorities shall protect, improve or restore the *quality and quantity of water* by:

a) using the *watershed* as the ecologically meaningful scale for integrated and long-term planning, which can be a foundation for considering cumulative impacts of development;
b) minimizing potential *negative impacts*, including cross-jurisdictional and cross-*watershed* impacts;
c) identifying water resource systems consisting of *ground water features*, *hydrologic functions*, *natural heritage features and areas*, and *surface water features* including shoreline areas, which are necessary for the ecological and hydrological integrity of the *watershed*;
d) maintaining linkages and related functions among *ground water features*, *hydrologic functions*, *natural heritage features and areas*, and *surface water features* including shoreline areas;
e) implementing necessary restrictions on *development* and *site alteration* to:
    1. protect all municipal drinking water supplies and *designated vulnerable areas*; and
    2. protect, improve or restore *vulnerable* surface and ground water, *sensitive surface water features* and *sensitive ground water features*, and their *hydrologic functions*;
f) planning for efficient and sustainable use of water resources, through practices for water conservation and sustaining water quality;
g) ensuring consideration of environmental lake capacity, where applicable; and

h) ensuring stormwater management practices minimize stormwater volumes and contaminant loads, and maintain or increase the extent of vegetative and pervious surfaces.

2.2.2 *Development* and *site alteration* shall be restricted in or near *sensitive surface water features* and *sensitive ground water features* such that these features and their related *hydrologic functions* will be protected, improved or restored.

Mitigative measures and/or alternative development approaches may be required in order to protect, improve or restore *sensitive surface water features*, *sensitive ground water features*, and their *hydrologic functions*.

2.3 Agriculture

2.3.1 *Prime agricultural areas* shall be protected for long-term use for agriculture.

Prime agricultural areas are areas where *prime agricultural lands* predominate. *Specialty crop areas* shall be given the highest priority for protection, followed by Canada Land Inventory Class 1, 2, and 3 lands, and any associated Class 4 through 7 lands within the *prime agricultural area*, in this order of priority.

2.3.2 Planning authorities shall designate *prime agricultural areas* and *specialty crop areas* in accordance with guidelines developed by the Province, as amended from time to time.

2.3.3 Permitted Uses

2.3.3.1 In *prime agricultural areas*, permitted uses and activities are: *agricultural uses*, *agriculture-related uses* and *on-farm diversified uses*.

Proposed *agriculture-related uses* and *on-farm diversified uses* shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

2.3.3.2 In *prime agricultural areas*, all types, sizes and intensities of *agricultural uses* and *normal farm practices* shall be promoted and protected in accordance with provincial standards.

2.3.3.3 New land uses, including the creation of lots, and new or expanding livestock facilities shall comply with the *minimum distance separation formulae*.

2.3.4 Lot Creation and Lot Adjustments

2.3.4.1 Lot creation in *prime agricultural areas* is discouraged and may only be permitted for:

a) *agricultural uses*, provided that the lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;
b) *agriculture-related uses*, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate *sewage and water services*;
c) a *residence surplus to a farming operation* as a result of farm consolidation, provided that:
   1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate *sewage and water services*; and
   2. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective; and
d) *infrastructure*, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way.

2.3.4.2 Lot adjustments in *prime agricultural areas* may be permitted for *legal or technical reasons*.

2.3.4.3 The creation of new residential lots in *prime agricultural areas* shall not be permitted, except in accordance with policy 2.3.4.1(c).

2.3.5 Removal of Land from Prime Agricultural Areas

2.3.5.1 Planning authorities may only exclude land from *prime agricultural areas* for expansions of or identification of *settlement areas* in accordance with policy 1.1.3.8.

2.3.6 Non-Agricultural Uses in Prime Agricultural Areas

2.3.6.1 Planning authorities may only permit non-agricultural uses in *prime agricultural areas* for:

a) extraction of *minerals*, *petroleum resources* and *mineral aggregate resources*, in accordance with policies 2.4 and 2.5; or

b) limited non-residential uses, provided that all of the following are demonstrated:
   1. the land does not comprise a *specialty crop area*;
   2. the proposed use complies with the *minimum distance separation formulae*;
   3. there is an identified need within the planning horizon provided for in policy 1.1.2 for additional land to be designated to accommodate the proposed use; and
   4. alternative locations have been evaluated, and
      i. there are no reasonable alternative locations which avoid *prime agricultural areas*; and
      ii. there are no reasonable alternative locations in *prime agricultural areas* with lower priority agricultural lands.

2.3.6.2 Impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands are to be mitigated to the extent feasible.

2.4 Minerals and Petroleum

2.4.1 *Minerals* and *petroleum resources* shall be protected for long-term use.

2.4.2 Protection of Long-Term Resource Supply

2.4.2.1 *Mineral mining operations* and *petroleum resource operations* shall be identified and protected from *development* and activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impact.

2.4.2.2 Known *mineral deposits*, known *petroleum resources* and *significant areas of mineral potential* shall be identified and *development* and activities in these resources or on *adjacent lands* which would preclude or hinder the establishment of new operations or access to the resources shall only be permitted if:

a) resource use would not be feasible; or
b) the proposed land use or development serves a greater long-term public interest; and
c) issues of public health, public safety and environmental impact are addressed.

2.4.3 Rehabilitation

2.4.3.1 Rehabilitation to accommodate subsequent land uses shall be required after extraction and other related activities have ceased. Progressive rehabilitation should be undertaken wherever feasible.

2.4.4 Extraction in Prime Agricultural Areas

2.4.4.1 Extraction of *minerals* and *petroleum resources* is permitted in *prime agricultural areas* provided that the site will be rehabilitated.

2.5 Mineral Aggregate Resources

2.5.1 *Mineral aggregate resources* shall be protected for long-term use and, where provincial information is available, *deposits of mineral aggregate resources* shall be identified.

2.5.2 Protection of Long-Term Resource Supply

2.5.2.1 As much of the *mineral aggregate resources* as is realistically possible shall be made available as close to markets as possible.

Demonstration of need for *mineral aggregate resources*, including any type of supply/demand analysis, shall not be required, notwithstanding the availability, designation or licensing for extraction of *mineral aggregate resources* locally or elsewhere.

2.5.2.2 Extraction shall be undertaken in a manner which minimizes social, economic and environmental impacts.

2.5.2.3 *Mineral aggregate resource conservation* shall be undertaken, including through the use of accessory aggregate recycling facilities within operations, wherever feasible.

2.5.2.4 *Mineral aggregate operations* shall be protected from *development* and activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety or environmental impact. Existing *mineral aggregate operations* shall be permitted to continue without the need for official plan amendment, rezoning or development permit under the *Planning Act*. When a license for extraction or operation ceases to exist, policy 2.5.2.5 continues to apply.

2.5.2.5 In known *deposits of mineral aggregate resources* and on *adjacent lands*, *development* and activities which would preclude or hinder the establishment of new operations or access to the resources shall only be permitted if:

a) resource use would not be feasible; or
b) the proposed land use or development serves a greater long-term public interest; and
c) issues of public health, public safety and environmental impact are addressed.

2.5.3 Rehabilitation

2.5.3.1 Progressive and final rehabilitation shall be required to accommodate subsequent land uses, to promote land use compatibility, to recognize the interim nature of extraction, and to mitigate negative impacts to the extent possible. Final rehabilitation shall take surrounding land use and approved land use designations into consideration.

2.5.3.2 *Comprehensive rehabilitation* planning is encouraged where there is a concentration of mineral aggregate operations.

2.5.3.3 In parts of the Province not designated under the *Aggregate Resources Act*, rehabilitation standards that are compatible with those under the Act should be adopted for extraction operations on private lands.

2.5.4 Extraction in Prime Agricultural Areas

2.5.4.1 In *prime agricultural areas*, on *prime agricultural land,* extraction of *mineral aggregate resources* is permitted as an interim use provided that the site will be rehabilitated back to an *agricultural condition*.

Complete rehabilitation to an *agricultural condition* is not required if:

a) outside of a *specialty crop area*, there is a substantial quantity of *mineral aggregate resources* below the water table warranting extraction, or the depth of planned extraction in a quarry makes restoration of pre-extraction agricultural capability unfeasible;
b) in a *specialty crop area*, there is a substantial quantity of *high quality mineral aggregate resources* below the water table warranting extraction, and the depth of planned extraction makes restoration of pre-extraction agricultural capability unfeasible;
c) other alternatives have been considered by the applicant and found unsuitable. The consideration of other alternatives shall include resources in areas of Canada Land Inventory Class 4 through 7 lands, resources on lands identified as *designated growth areas*, and resources

on *prime agricultural lands* where rehabilitation is feasible. Where no other alternatives are found, *prime agricultural lands* shall be protected in this order of priority: *specialty crop areas*, Canada Land Inventory Class 1, 2 and 3 lands; and

d) agricultural rehabilitation in remaining areas is maximized.

2.5.5 Wayside Pits and Quarries, Portable Asphalt Plants and Portable Concrete Plants

2.5.5.1 *Wayside pits and quarries*, *portable asphalt plants* and *portable concrete plants* used on public authority contracts shall be permitted, without the need for an official plan amendment, rezoning, or development permit under the *Planning Act* in all areas, except those areas of existing development or particular environmental sensitivity which have been determined to be incompatible with extraction and associated activities.

2.6 Cultural Heritage and Archaeology

2.6.1 *Significant built heritage resources* and *significant cultural heritage landscapes* shall be *conserved*.

2.6.2 *Development* and *site alteration* shall not be permitted on lands containing *archaeological resources* or *areas of archaeological potential* unless *significant archaeological resources* have been *conserved*.

2.6.3 Planning authorities shall not permit *development* and *site alteration* on *adjacent lands* to *protected heritage property* except where the proposed *development* and *site alteration* has been evaluated and it has been demonstrated that the *heritage attributes* of the *protected heritage property* will be *conserved*.

2.6.4 Planning authorities should consider and promote archaeological management plans and cultural plans in conserving cultural heritage and archaeological resources.

2.6.5 Planning authorities shall consider the interests of Aboriginal communities in conserving cultural heritage and archaeological resources.

3.0 Protecting Public Health and Safety

Ontario's long-term prosperity, environmental health and social well-being depend on reducing the potential for public cost or risk to Ontario's residents from natural or human-made hazards.

Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.

Accordingly:

3.1 Natural Hazards

3.1.1 Development shall generally be directed to areas outside of:

a) *hazardous lands* adjacent to the shorelines of the *Great Lakes - St. Lawrence River System* and *large inland lakes* which are impacted by *flooding hazards*, *erosion hazards* and/or *dynamic beach hazards*;
b) *hazardous lands* adjacent to *river*, *stream and small inland lake systems* which are impacted by *flooding hazards* and/or *erosion hazards*; and
c) *hazardous sites.*

3.1.2 *Development* and *site alteration* shall not be permitted within:

a) the *dynamic beach hazard*;
b) *defined portions of the flooding hazard along connecting channels* (the St. Marys, St. Clair, Detroit, Niagara and St. Lawrence Rivers);
c) areas that would be rendered inaccessible to people and vehicles during times of *flooding hazards*, *erosion hazards* and/or *dynamic beach hazards*, unless it has been demonstrated that the site has safe access appropriate for the nature of the *development* and the natural hazard; and
d) a *floodway* regardless of whether the area of inundation contains high points of land not subject to flooding.

3.1.3 Planning authorities shall consider the potential impacts of climate change that may increase the risk associated with natural hazards.

3.1.4 Despite policy 3.1.2, *development* and *site alteration* may be permitted in certain areas associated with the *flooding hazard* along *river*, *stream and small inland lake systems*:

a) in those exceptional situations where a *Special Policy Area* has been approved. The designation of a *Special Policy Area*, and any change or modification to the official plan policies, land use designations or boundaries applying to *Special Policy Area* lands, must be approved by the Ministers of Municipal Affairs and Housing and Natural Resources prior to the approval authority approving such changes or modifications; or
b) where the *development* is limited to uses which by their nature must locate within the *floodway*, including flood and/or erosion control works or minor additions or passive non-structural uses which do not affect flood flows.

3.1.5 *Development* shall not be permitted to locate in *hazardous lands* and *hazardous sites* where the use is:

a) an *institutional use* including hospitals, long-term care homes, retirement homes, pre-schools, school nurseries, day cares and schools;
b) an *essential emergency service* such as that provided by fire, police and ambulance stations and electrical substations; or
c) uses associated with the disposal, manufacture, treatment or storage of *hazardous substances*.

3.1.6 Where the *two zone concept* for *flood plains* is applied, *development* and *site alteration* may be permitted in the *flood fringe*, subject to appropriate floodproofing to the *flooding hazard* elevation or another *flooding hazard* standard approved by the Minister of Natural Resources.

3.1.7 Further to policy 3.1.6, and except as prohibited in policies 3.1.2 and 3.1.5, *development* and *site alteration* may be permitted in those portions of *hazardous lands* and *hazardous sites* where the effects and risk to public safety are minor, could be mitigated in accordance with provincial standards, and where all of the following are demonstrated and achieved:

a) *development* and *site alteration* is carried out in accordance with *floodproofing standards*, *protection works standards*, and *access standards*;
b) vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;
c) new hazards are not created and existing hazards are not aggravated; and
d) no adverse environmental impacts will result.

3.1.8 *Development* shall generally be directed to areas outside of lands that are unsafe for *development* due to the presence of *hazardous forest types for wildland fire*.

Development may however be permitted in lands with *hazardous forest types for wildland fire* where the risk is mitigated in accordance with *wildland fire assessment and mitigation standards.*

3.2 Human-Made Hazards

3.2.1 Development on, abutting or adjacent to lands affected by *mine hazards*; *oil*, *gas and salt hazards*; or former *mineral mining operations*, *mineral aggregate operations* or *petroleum resource operations* may be permitted only if rehabilitation or other measures to address and mitigate known or suspected hazards are under way or have been completed.

3.2.2 Sites with contaminants in land or water shall be assessed and remediated as necessary prior to any activity on the site associated with the proposed use such that there will be no *adverse effects*.

4.0 Implementation and Interpretation

4.1 This Provincial Policy Statement applies to all decisions in respect of the exercise of any authority that affects a planning matter made on or after April 30, 2014.

4.2 In accordance with section 3 of the *Planning Act*, a decision of the council of a municipality, a local board, a planning board, a minister of the Crown and a ministry, board, commission or agency of the government, including the Municipal Board, in respect of the exercise of any authority that affects a planning matter, "shall be consistent with" this Provincial Policy Statement.

Comments, submissions or advice that affect a planning matter that are provided by the council of a municipality, a local board, a planning board, a minister or ministry, board, commission or agency of the government "shall be consistent with" this Provincial Policy Statement.

4.3 This Provincial Policy Statement shall be implemented in a manner that is consistent with the recognition and affirmation of existing Aboriginal and treaty rights in section 35 of the *Constitution Act*, *1982*.

4.4 This Provincial Policy Statement shall be read in its entirety and all relevant policies are to be applied to each situation.

4.5 In implementing the Provincial Policy Statement, the Minister of Municipal Affairs and Housing may take into account other considerations when making decisions to support strong communities, a clean and healthy environment and the economic vitality of the Province.

4.6 This Provincial Policy Statement shall be implemented in a manner that is consistent with the Ontario *Human Rights Code* and the *Canadian Charter of Rights and Freedoms*.

4.7 The official plan is the most important vehicle for implementation of this Provincial Policy Statement. Comprehensive, integrated and long-term planning is best achieved through official plans.

Official plans shall identify provincial interests and set out appropriate land use designations and policies. To determine the significance of some natural heritage features and other resources, evaluation may be required.

Official plans should also coordinate cross-boundary matters to complement the actions of other planning authorities and promote mutually beneficial solutions. Official plans shall provide clear, reasonable and attainable policies to protect provincial interests and direct development to suitable areas.

In order to protect provincial interests, planning authorities shall keep their official plans up-to-date with this Provincial Policy Statement. The policies of this Provincial Policy Statement continue to apply after adoption and approval of an official plan.

4.8 Zoning and development permit by-laws are important for implementation of this Provincial Policy Statement. Planning authorities shall keep their zoning and development permit by-laws up-to-date with their official plans and this Provincial Policy Statement.

4.9 The policies of this Provincial Policy Statement represent minimum standards. This Provincial Policy Statement does not prevent planning authorities and decision-makers from going beyond the minimum standards established in specific policies, unless doing so would conflict with any policy of this Provincial Policy Statement.

4.10 A wide range of legislation, regulations, policies, and plans may apply to decisions with respect to *Planning Act* applications. In some cases, a *Planning Act* proposal may also require approval under other legislation or regulation, and policies and plans issued under other legislation may also apply.

4.11 In addition to land use approvals under the *Planning Act*, *infrastructure* may also require approval under other legislation and regulations. An environmental assessment process may be applied to new *infrastructure* and modifications to existing *infrastructure* under applicable legislation.

There may be circumstances where land use approvals under the *Planning Act* may be integrated with approvals under other legislation, for example, integrating the planning processes and approvals under the *Environmental Assessment Act* and the *Planning Act*, provided the intent and requirements of both Acts are met.

4.12 *Provincial plans* shall be read in conjunction with this Provincial Policy Statement and take precedence over policies in this Provincial Policy Statement to the extent of any conflict, except where legislation establishing *provincial plans* provides otherwise. Examples of these are plans created under the *Niagara Escarpment Planning and Development Act*, the *Ontario Planning and Development Act*, *1994*, the *Oak Ridges Moraine Conservation Act*, *2001*, the *Greenbelt Act*, *2005* and the *Places to Grow Act*, *2005*.

4.13 Within the Great Lakes - St. Lawrence River Basin, there may be circumstances where planning authorities should consider agreements related to the protection or restoration of the Great Lakes - St. Lawrence River Basin. Examples of these agreements include Great Lakes agreements between Ontario and Canada, between Ontario, Quebec and the Great Lakes States of the United States of America, and between Canada and the United States of America.

4.14 The Province, in consultation with municipalities, other public bodies and stakeholders shall identify performance indicators for measuring the effectiveness of some or all of the policies. The Province shall monitor their implementation, including reviewing performance indicators concurrent with any review of this Provincial Policy Statement.

4.15 Municipalities are encouraged to establish performance indicators to monitor the implementation of the policies in their official plans.

5.0 Figure 1

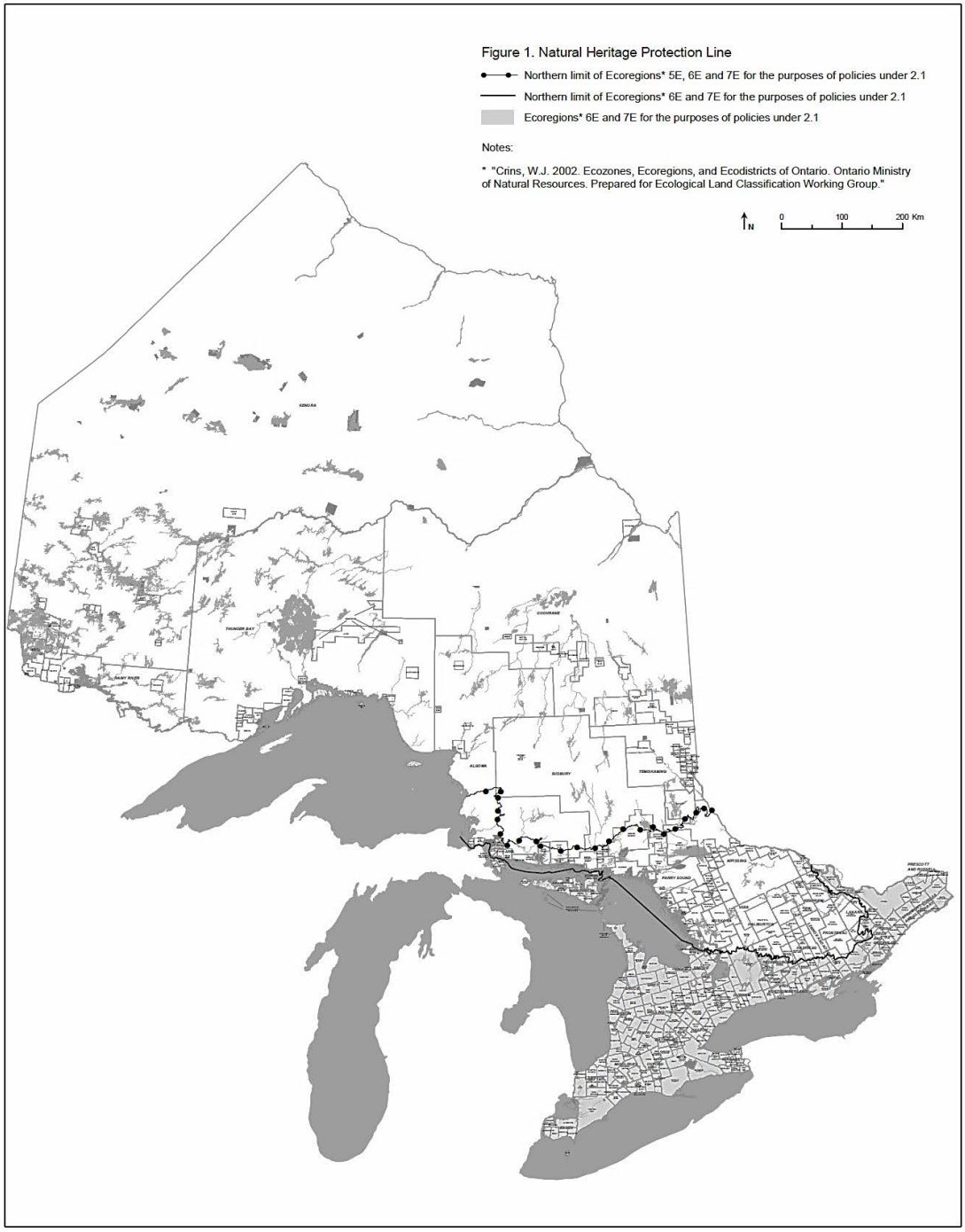
Figure 1. Natural Heritage Protection Line
Northern limit of Ecoregions* 5E, 6E and 7E for the purposes of policies under 2.1
Northern limit of Ecoregions* 6E and 7E for the purposes of policies under 2.1
Ecoregions* 6E and 7E for the purposes of policies under 2.1
Notes:
* "Crins, W.J. 2002. Ecozones, Ecoregions, and Ecodistricts of Ontario. Ontario Ministry of Natural Resources. Prepared for Ecological Land Classification Working Group."
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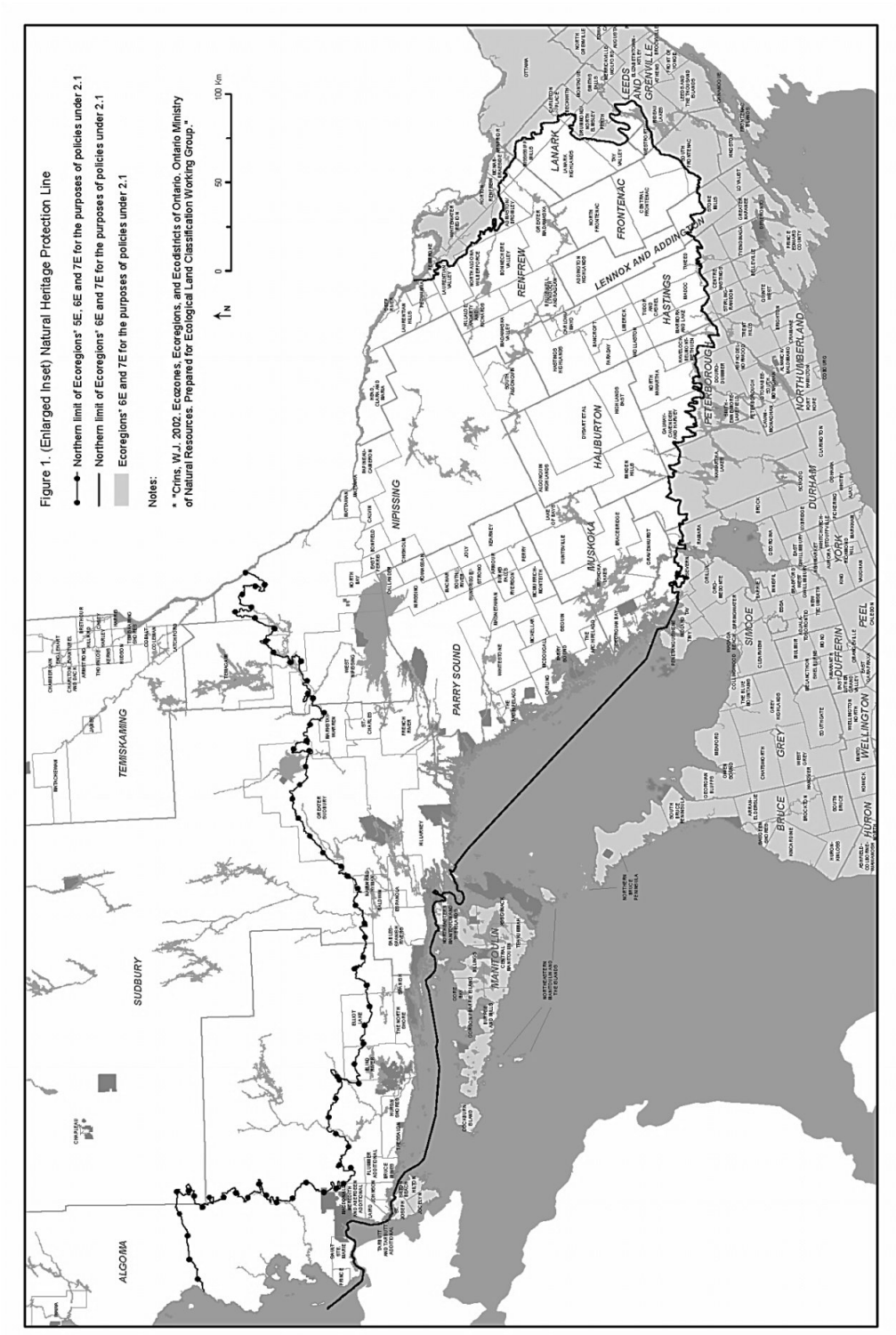
Figure 1. (Enlarged Inset) Natural Heritage Protection Line
Northern limit of Ecoregions* 5E, 6E and 7E for the purposes of policies under 2.1
Northern limit of Ecoregions* 6E and 7E for the purposes of policies under 2.1
Ecoregions* 6E and 7E for the purposes of policies under 2.1
Notes:
* "Crins, W.J. 2002. Ecozones, Ecoregions, and Ecodistricts of Ontario. Ontario Ministry of Natural Resources. Prepared for Ecological Land Classification Working Group."
0
50
100 Km
N
ALGOMA
SUDBURY
TEMISKAMING
NIPISSING
PARRY SOUND
MANITOULIN
SUDBURY
MUSKOKA
HALIBURTON
RENFREW
LANARK
LENNOX AND ADDINGTON
FRONTENAC
HASTINGS
PETERBOROUGH
NORTHUMBERLAND
DURHAM
YORK
PEEL
SIMCOE
DUFFERIN
GREY
BRUCE
WELLINGTON
HURON
LEEDS AND GRENVILLE

6.0 Definitions

Access standards: means methods or procedures to ensure safe vehicular and pedestrian movement, and access for the maintenance and repair of protection works, during times of *flooding hazards*, *erosion hazards* and/or *other water-related hazards*.

Active transportation: means human-powered travel, including but not limited to, walking, cycling, inline skating and travel with the use of mobility aids, including motorized wheelchairs and other power-assisted devices moving at a comparable speed.

Adjacent lands: means

a) for the purposes of policy 1.6.8.3, those lands contiguous to existing or planned corridors and transportation facilities where *development* would have a negative impact on the corridor or facility. The extent of the *adjacent lands* may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives;
b) for the purposes of policy 2.1.8, those lands contiguous to a specific *natural heritage feature or area* where it is likely that *development* or *site alteration* would have a *negative impact* on the feature or area. The extent of the *adjacent lands* may be recommended by the Province or based on municipal approaches which achieve the same objectives;
c) for the purposes of policies 2.4.2.2 and 2.5.2.5, those lands contiguous to lands on the surface of known *petroleum resources*, *mineral deposits*, or *deposits of mineral aggregate resources* where it is likely that *development* would constrain future access to the resources. The extent of the *adjacent lands* may be recommended by the Province; and
d) for the purposes of policy 2.6.3, those lands contiguous to a *protected heritage property* or as otherwise defined in the municipal official plan.

Adverse effects: as defined in the *Environmental Protection Act*, means one or more of:

a) impairment of the quality of the natural environment for any use that can be made of it;
b) injury or damage to property or plant or animal life;
c) harm or material discomfort to any person;
d) an adverse effect on the health of any person;
e) impairment of the safety of any person;
f) rendering any property or plant or animal life unfit for human use;
g) loss of enjoyment of normal use of property; and
h) interference with normal conduct of business.

Affordable: means

a) in the case of ownership housing, the least expensive of:
    1. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for *low and moderate income households*; or
    2. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the *regional market area*;
b) in the case of rental housing, the least expensive of:
    1. a unit for which the rent does not exceed 30 percent of gross annual household income for *low and moderate income households*; or
    2. a unit for which the rent is at or below the average market rent of a unit in the *regional market area*.

Agricultural condition: means

a) in regard to *specialty crop areas*, a condition in which substantially the same areas and same average soil capability for agriculture are restored, the same range and productivity of specialty crops common in the area can be achieved, and, where applicable, the microclimate on which the site and surrounding area may be dependent for specialty crop production will be maintained or restored; and
b) in regard to *prime agricultural land* outside of *specialty crop areas*, a condition in which substantially the same areas and same average soil capability for agriculture are restored.

Agricultural uses: means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals

for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

Agri-tourism uses: means those farm-related tourism uses, including limited accommodation such as a bed and breakfast, that promote the enjoyment, education or activities related to the farm operation.

Agriculture-related uses: means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.

Airports: means all Ontario airports, including designated lands for future airports, with Noise Exposure Forecast (NEF)/Noise Exposure Projection (NEP) mapping.

Alternative energy system: means a system that uses sources of energy or energy conversion processes to produce power, heat and/or cooling that significantly reduces the amount of harmful emissions to the environment (air, earth and water) when compared to conventional energy systems.

Archaeological resources: includes artifacts, archaeological sites, marine archaeological sites, as defined under the *Ontario Heritage Act*. The identification and evaluation of such resources are based upon archaeological fieldwork undertaken in accordance with the *Ontario Heritage Act*.

Areas of archaeological potential: means areas with the likelihood to contain *archaeological resources*. Methods to identify archaeological potential are established by the Province, but municipal approaches which achieve the same objectives may also be used. The *Ontario Heritage Act* requires archaeological potential to be confirmed through archaeological fieldwork.

Areas of mineral potential: means areas favourable to the discovery of *mineral deposits* due to geology, the presence of known *mineral deposits* or other technical evidence.

Areas of natural and scientific interest (ANSI): means areas of land and water containing natural landscapes or features that have been identified as having life science or earth science values related to protection, scientific study or education.

Brownfield sites: means undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant.

Built heritage resource: means a building, structure, monument, installation or any manufactured remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Aboriginal community. Built heritage resources are generally located on property that has been designated under Parts IV or V of the *Ontario Heritage Act*, or included on local, provincial and/or federal registers.

Coastal wetland: means

a) any *wetland* that is located on one of the Great Lakes or their connecting channels (Lake St. Clair, St. Marys, St. Clair, Detroit, Niagara and St. Lawrence Rivers); or
b) any other *wetland* that is on a tributary to any of the above-specified water bodies and lies, either wholly or in part, downstream of a line located 2 kilometres upstream of the 1:100 year floodline (plus wave run-up) of the large water body to which the tributary is connected.

Comprehensive rehabilitation: means rehabilitation of land from which *mineral aggregate resources* have been extracted that is coordinated and complementary, to the extent possible, with the rehabilitation of other sites in an area where there is a high concentration of *mineral aggregate operations*.

Comprehensive review: means

a) for the purposes of policies 1.1.3.8 and 1.3.2.2, an official plan review which is initiated by a planning authority, or an official plan amendment which is initiated or adopted by a planning authority, which:

1. is based on a review of population and employment projections and which reflect projections and allocations by upper-tier municipalities and *provincial plans*, where applicable; considers alternative directions for growth or development; and determines how best to accommodate the development while protecting provincial interests;
2. utilizes opportunities to accommodate projected growth or development through *intensification* and *redevelopment*; and considers physical constraints to accommodating the proposed development within existing *settlement area* boundaries;
3. is integrated with planning for *infrastructure* and *public service facilities*, and considers financial viability over the life cycle of these assets, which may be demonstrated through asset management planning;
4. confirms sufficient water quality, quantity and assimilative capacity of receiving water are available to accommodate the proposed development;
5. confirms that sewage and water services can be provided in accordance with policy 1.6.6; and
6. considers cross-jurisdictional issues.

b) for the purposes of policy 1.1.6, means a review undertaken by a planning authority or comparable body which:
   1. addresses long-term population projections, *infrastructure* requirements and related matters;
   2. confirms that the lands to be developed do not comprise *specialty crop areas* in accordance with policy 2.3.2; and
   3. considers cross-jurisdictional issues.

In undertaking a *comprehensive review* the level of detail of the assessment should correspond with the complexity and scale of the settlement boundary or development proposal.

Conserved: means the identification, protection, management and use of *built heritage resources, cultural heritage landscapes* and *archaeological resources* in a manner that ensures their cultural heritage value or interest is retained under the *Ontario Heritage Act*. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment. Mitigative measures and/or alternative development approaches can be included in these plans and assessments.

Cultural heritage landscape: means a defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Aboriginal community. The area may involve features such as structures, spaces, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association. Examples may include, but are not limited to, heritage conservation districts designated under the *Ontario Heritage Act*; villages, parks, gardens, battlefields, mainstreets and neighbourhoods, cemeteries, trailways, viewsheds, natural areas and industrial complexes of heritage significance; and areas recognized by federal or international designation authorities (e.g. a National Historic Site or District designation, or a UNESCO World Heritage Site).

Defined portions of the flooding hazard along connecting channels: means those areas which are critical to the conveyance of the flows associated with the *one hundred year flood level* along the St. Marys, St. Clair, Detroit, Niagara and St. Lawrence Rivers, where *development* or *site alteration* will create *flooding hazards*, cause updrift and/or downdrift impacts and/or cause adverse environmental impacts.

Deposits of mineral aggregate resources: means an area of identified *mineral aggregate resources*, as delineated in Aggregate Resource Inventory Papers or comprehensive studies prepared using evaluation procedures established by the Province for surficial and bedrock resources, as amended from time to time, that has a sufficient quantity and quality to warrant present or future extraction.

Designated and available: means lands designated in the official plan for urban residential use. For municipalities where more detailed official plan policies (e.g. secondary plans) are required before development applications can be considered for approval, only lands that have commenced the more detailed planning process are considered to be *designated and available* for the purposes of this definition.

Designated growth areas: means lands within *settlement areas* designated in an official plan for growth over the long-term planning horizon provided in policy 1.1.2, but which have not yet

been fully developed. *Designated growth areas* include lands which are *designated and available* for residential growth in accordance with policy 1.4.1(a), as well as lands required for employment and other uses.

Designated vulnerable area: means areas defined as vulnerable, in accordance with provincial standards, by virtue of their importance as a drinking water source.

Development: means the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the *Planning Act*, but does not include:

a) activities that create or maintain *infrastructure* authorized under an environmental assessment process;
b) works subject to the *Drainage Act*; or
c) for the purposes of policy 2.1.4(a), underground or surface mining of *minerals* or advanced exploration on mining lands in *significant areas of mineral potential* in Ecoregion 5E, where advanced exploration has the same meaning as under the *Mining Act*. Instead, those matters shall be subject to policy 2.1.5(a).

Dynamic beach hazard: means areas of inherently unstable accumulations of shoreline sediments along the *Great Lakes - St. Lawrence River System* and *large inland lakes*, as identified by provincial standards, as amended from time to time. The *dynamic beach hazard* limit consists of the *flooding hazard* limit plus a dynamic beach allowance.

Ecological function: means the natural processes, products or services that living and non-living environments provide or perform within or between species, ecosystems and landscapes. These may include biological, physical and socio-economic interactions.

Employment area: means those areas designated in an official plan for clusters of business and economic activities including, but not limited to, manufacturing, warehousing, offices, and associated retail and ancillary facilities.

Endangered species: means a species that is listed or categorized as an "Endangered Species" on the Ontario Ministry of Natural Resources' official Species at Risk list, as updated and amended from time to time.

Erosion hazard: means the loss of land, due to human or natural processes, that poses a threat to life and property. The *erosion hazard* limit is determined using considerations that include the 100 year erosion rate (the average annual rate of recession extended over a one hundred year time span), an allowance for slope stability, and an erosion/erosion access allowance.

Essential emergency service: means services which would be impaired during an emergency as a result of flooding, the failure of floodproofing measures and/or protection works, and/or erosion.

Fish: means fish, which as defined in the *Fisheries Act*, includes fish, shellfish, crustaceans, and marine animals, at all stages of their life cycles.

Fish habitat: as defined in the *Fisheries Act*, means spawning grounds and any other areas, including nursery, rearing, food supply, and migration areas on which *fish* depend directly or indirectly in order to carry out their life processes.

Flood fringe: for *river*, *stream and small inland lake systems*, means the outer portion of the *flood plain* between the *floodway* and the *flooding hazard* limit. Depths and velocities of flooding are generally less severe in the flood fringe than those experienced in the *floodway*.

Flood plain: for *river*, *stream and small inland lake systems*, means the area, usually low lands adjoining a watercourse, which has been or may be subject to *flooding hazards*.

Flooding hazard: means the inundation, under the conditions specified below, of areas adjacent to a shoreline or a river or stream system and not ordinarily covered by water:

a) along the shorelines of the *Great Lakes - St. Lawrence River System* and *large inland lakes*, the *flooding hazard* limit is based on the *one hundred year flood level* plus an allowance for *wave uprush* and *other water-related hazards*;
b) along *river*, *stream and small inland lake systems*, the *flooding hazard* limit is the greater of:
    1. the flood resulting from the rainfall actually experienced during a major storm such as the Hurricane Hazel storm (1954) or the Timmins storm (1961), transposed over a specific watershed and combined with the local conditions,

where evidence suggests that the storm event could have potentially occurred over watersheds in the general area;
2. the *one hundred year flood*; and
3. a flood which is greater than 1. or 2. which was actually experienced in a particular watershed or portion thereof as a result of ice jams and which has been approved as the standard for that specific area by the Minister of Natural Resources;

except where the use of the *one hundred year flood* or the actually experienced event has been approved by the Minister of Natural Resources as the standard for a specific watershed (where the past history of flooding supports the lowering of the standard).

Floodproofing standard: means the combination of measures incorporated into the basic design and/or construction of buildings, structures, or properties to reduce or eliminate *flooding hazards*, *wave uprush* and *other water-related hazards* along the shorelines of the *Great Lakes - St. Lawrence River System* and *large inland lakes*, and *flooding hazards* along *river*, *stream and small inland lake systems*.

Floodway: for *river*, *stream and small inland lake systems*, means the portion of the *flood plain* where *development* and *site alteration* would cause a danger to public health and safety or property damage.

Where the one zone concept is applied, the *floodway* is the entire contiguous *flood plain*.

Where the *two zone concept* is applied, the *floodway* is the contiguous inner portion of the *flood plain*, representing that area required for the safe passage of flood flow and/or that area where flood depths and/or velocities are considered to be such that they pose a potential threat to life and/or property damage. Where the *two zone concept* applies, the outer portion of the *flood plain* is called the *flood fringe*.

Freight-supportive: in regard to land use patterns, means transportation systems and facilities that facilitate the movement of goods. This includes policies or programs intended to support efficient freight movement through the planning, design and operation of land use and transportation systems. Approaches may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives.

Great Lakes - St. Lawrence River System: means the major water system consisting of Lakes Superior, Huron, St. Clair, Erie and Ontario and their connecting channels, and the St. Lawrence River within the boundaries of the Province of Ontario.

Green infrastructure: means natural and human-made elements that provide ecological and hydrological functions and processes. *Green infrastructure* can include components such as natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces, and green roofs.

Ground water feature: means water-related features in the earth's subsurface, including recharge/discharge areas, water tables, aquifers and unsaturated zones that can be defined by surface and subsurface hydrogeologic investigations.

Habitat of endangered species and threatened species: means

a) with respect to a species listed on the Species at Risk in Ontario List as an endangered or threatened species for which a regulation made under clause 55(1)(a) of the *Endangered Species Act*, *2007* is in force, the area prescribed by that regulation as the habitat of the species; or
b) with respect to any other species listed on the Species at Risk in Ontario List as an endangered or threatened species, an area on which the species depends, directly or indirectly, to carry on its life processes, including life processes such as reproduction, rearing, hibernation, migration or feeding, as approved by the Ontario Ministry of Natural Resources; and

places in the areas described in clause (a) or (b), whichever is applicable, that are used by members of the species as dens, nests, hibernacula or other residences.

Hazardous forest types for wildland fire: means forest types assessed as being associated with the risk of high to extreme wildland fire using risk assessment tools established by the Ontario Ministry of Natural Resources, as amended from time to time.

Hazardous lands: means property or lands that could be unsafe for development due to naturally occurring processes. Along the shorelines of the *Great Lakes - St. Lawrence River System*, this means the land, including that covered by water, between the international boundary, where applicable, and the furthest landward limit of the *flooding hazard*, *erosion hazard* or *dynamic beach hazard* limits. Along the shorelines of *large inland lakes*, this means the land, including that covered by water, between a defined offshore distance or depth and the furthest landward limit of the *flooding hazard*, *erosion hazard* or *dynamic beach hazard* limits. Along *river*, *stream and small inland lake systems*, this means the land, including that covered by water, to the furthest landward limit of the *flooding hazard* or *erosion hazard* limits.

Hazardous sites: means property or lands that could be unsafe for *development* and *site alteration* due to naturally occurring hazards. These may include unstable soils (sensitive marine clays [leda], organic soils) or unstable bedrock (karst topography).

Hazardous substances: means substances which, individually, or in combination with other substances, are normally considered to pose a danger to public health, safety and the environment. These substances generally include a wide array of materials that are toxic, ignitable, corrosive, reactive, radioactive or pathological.

Heritage attributes: means the principal features or elements that contribute to a *protected heritage property*'s cultural heritage value or interest, and may include the property's built or manufactured elements, as well as natural landforms, vegetation, water features, and its visual setting (including significant views or vistas to or from a *protected heritage property*).

High quality: means primary and secondary sand and gravel resources and bedrock resources as defined in the Aggregate Resource Inventory Papers (ARIP).

Hydrologic function: means the functions of the hydrological cycle that include the occurrence, circulation, distribution and chemical and physical properties of water on the surface of the land, in the soil and underlying rocks, and in the atmosphere, and water's interaction with the environment including its relation to living things.

Individual on-site sewage services: means sewage systems, as defined in O. Reg. 332/12 under the *Building Code Act*, *1992*, that are owned, operated and managed by the owner of the property upon which the system is located.

Individual on-site water services: means individual, autonomous water supply systems that are owned, operated and managed by the owner of the property upon which the system is located.

Infrastructure: means physical structures (facilities and corridors) that form the foundation for development. *Infrastructure* includes: sewage and water systems, septage treatment systems, stormwater management systems, waste management systems, electricity generation facilities, electricity transmission and distribution systems, communications/telecommunications, transit and transportation corridors and facilities, oil and gas pipelines and associated facilities.

Institutional use: for the purposes of policy 3.1.5, means land uses where there is a threat to the safe evacuation of vulnerable populations such as older persons, persons with disabilities, and those who are sick or young, during an emergency as a result of flooding, failure of floodproofing measures or protection works, or erosion.

Intensification: means the development of a property, site or area at a higher density than currently exists through:

a) *redevelopment*, including the reuse of *brownfield sites*;
b) the development of vacant and/or underutilized lots within previously developed areas;
c) infill development; and
d) the expansion or conversion of existing buildings.

Large inland lakes: means those waterbodies having a surface area of equal to or greater than 100 square kilometres where there is not a measurable or predictable response to a single runoff event.

Legal or technical reasons: means severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot.

Low and moderate income households: means
a) in the case of ownership housing, households with incomes in the lowest 60 percent of the income distribution for the *regional market area*; or
b) in the case of rental housing, households with incomes in the lowest 60 percent of the income distribution for renter households for the *regional market area*.

Major facilities: means facilities which may require separation from *sensitive land uses*, including but not limited to airports, transportation infrastructure and corridors, *rail facilities*, *marine facilities*, sewage treatment facilities, *waste management systems*, oil and gas pipelines, industries, energy generation facilities and transmission systems, and resource extraction activities.

Major goods movement facilities and corridors: means transportation facilities and corridors associated with the inter- and intra-provincial movement of goods. Examples include: inter-modal facilities, ports, *airports, rail facilities*, truck terminals, freight corridors, freight facilities, and haul routes and primary transportation corridors used for the movement of goods. Approaches that are freight-supportive may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives.

Marine facilities: means ferries, harbours, ports, ferry terminals, canals and associated uses, including designated lands for future *marine facilities*.

Mine hazard: means any feature of a mine as defined under the *Mining Act*, or any related disturbance of the ground that has not been rehabilitated.

Minerals: means metallic minerals and non-metallic minerals as herein defined, but does not include *mineral aggregate resources* or *petroleum resources*.

Metallic minerals means those minerals from which metals (e.g. copper, nickel, gold) are derived.

Non-metallic minerals means those minerals that are of value for intrinsic properties of the minerals themselves and not as a source of metal. They are generally synonymous with industrial minerals (e.g. asbestos, graphite, kyanite, mica, nepheline syenite, salt, talc, and wollastonite).

Mineral aggregate operation: means
a) lands under license or permit, other than for *wayside pits and quarries*, issued in accordance with the *Aggregate Resources Act*;
b) for lands not designated under the *Aggregate Resources Act*, established pits and quarries that are not in contravention of municipal zoning by-laws and including adjacent land under agreement with or owned by the operator, to permit continuation of the operation; and
c) associated facilities used in extraction, transport, beneficiation, processing or recycling of *mineral aggregate resources* and derived products such as asphalt and concrete, or the production of secondary related products.

Mineral aggregate resources: means gravel, sand, clay, earth, shale, stone, limestone, dolostone, sandstone, marble, granite, rock or other material prescribed under the *Aggregate Resources Act* suitable for construction, industrial, manufacturing and maintenance purposes but does not include metallic ores, asbestos, graphite, kyanite, mica, nepheline syenite, salt, talc, wollastonite, mine tailings or other material prescribed under the *Mining Act*.

Mineral aggregate resource conservation: means
a) the recovery and recycling of manufactured materials derived from mineral aggregates (e.g. glass, porcelain, brick, concrete, asphalt, slag, etc.), for re-use in construction, manufacturing, industrial or maintenance projects as a substitute for new mineral aggregates; and
b) the wise use of mineral aggregates including utilization or extraction of on-site *mineral aggregate resources* prior to development occurring.

Mineral deposits: means areas of identified *minerals* that have sufficient quantity and quality based on specific geological evidence to warrant present or future extraction.

Mineral mining operation: means mining operations and associated facilities, or, past producing mines with remaining mineral development potential that have not been permanently rehabilitated to another use.

Minimum distance separation formulae: means formulae and guidelines developed by the Province, as amended from time to time, to separate uses so as to reduce incompatibility concerns about odour from livestock facilities.

Multimodal transportation system: means a transportation system which may include several forms of transportation such as automobiles, walking, trucks, cycling, buses, rapid transit, rail (such as commuter and freight), air and marine.

Municipal sewage services: means a sewage works within the meaning of section 1 of the *Ontario Water Resources Act* that is owned or operated by a municipality.

Municipal water services: means a municipal drinking-water system within the meaning of section 2 of the *Safe Drinking Water Act*, *2002*.

Natural heritage features and areas: means features and areas, including *significant wetlands*, *significant coastal wetlands*, other *coastal wetlands* in Ecoregions 5E, 6E and 7E, *fish habitat*, *significant woodlands* and *significant valleylands* in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River), *habitat of endangered species and threatened species*, *significant wildlife habitat*, and *significant areas of natural and scientific interest*, which are important for their environmental and social values as a legacy of the natural landscapes of an area.

Natural heritage system: means a system made up of *natural heritage features and areas*, and linkages intended to provide connectivity (at the regional or site level) and support natural processes which are necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species, and ecosystems. These systems can include *natural heritage features and areas*, federal and provincial parks and conservation reserves, other natural heritage features, lands that have been restored or have the potential to be restored to a natural state, areas that support hydrologic functions, and working landscapes that enable ecological functions to continue. The Province has a recommended approach for identifying *natural heritage systems*, but municipal approaches that achieve or exceed the same objective may also be used.

Negative impacts: means

a) in regard to policy 1.6.6.4 and 1.6.6.5, degradation to the *quality and quantity of water*, *sensitive surface water features* and *sensitive ground water features*, and their related *hydrologic functions*, due to single, multiple or successive *development*. *Negative impacts* should be assessed through environmental studies including hydrogeological or water quality impact assessments, in accordance with provincial standards;
b) in regard to policy 2.2, degradation to the *quality and quantity of water*, *sensitive surface water features* and *sensitive ground water features*, and their related *hydrologic functions*, due to single, multiple or successive *development* or *site alteration* activities;
c) in regard to *fish habitat*, any permanent alteration to, or destruction of *fish habitat*, except where, in conjunction with the appropriate authorities, it has been authorized under the *Fisheries Act*; and
d) in regard to other *natural heritage features and areas*, degradation that threatens the health and integrity of the natural features or *ecological functions* for which an area is identified due to single, multiple or successive *development* or *site alteration* activities.

Normal farm practices: means a practice, as defined in the *Farming and Food Production Protection Act*, *1998*, that is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances; or makes use of innovative technology in a manner consistent with proper advanced farm management practices. Normal farm practices shall be consistent with the *Nutrient Management Act*, *2002* and regulations made under that Act.

Oil, gas and salt hazards: means any feature of a well or work as defined under the *Oil, Gas and Salt Resources Act*, or any related disturbance of the ground that has not been rehabilitated.

On-farm diversified uses: means uses that are secondary to the principal agricultural use of the property, and are limited in area. *On-farm diversified uses* include, but are not limited to, home occupations, home industries, *agri-tourism uses*, and uses that produce value-added agricultural products.

One hundred year flood: for *river, stream and small inland lake systems*, means that flood, based on an analysis of precipitation, snow melt, or a combination thereof, having a return period of 100 years on average, or having a 1% chance of occurring or being exceeded in any given year.

One hundred year flood level: means

a) for the shorelines of the Great Lakes, the peak instantaneous stillwater level, resulting from combinations of mean monthly lake levels and wind setups, which has a 1% chance of being equalled or exceeded in any given year;
b) in the connecting channels (St. Marys, St. Clair, Detroit, Niagara and St. Lawrence Rivers), the peak instantaneous stillwater level which has a 1% chance of being equalled or exceeded in any given year; and
c) for large inland lakes, lake levels and wind setups that have a 1% chance of being equalled or exceeded in any given year, except that, where sufficient water level records do not exist, the one hundred year flood level is based on the highest known water level and wind setups.

Other water-related hazards: means water-associated phenomena other than *flooding hazards* and *wave uprush* which act on shorelines. This includes, but is not limited to ship-generated waves, ice piling and ice jamming.

Partial services: means

a) *municipal sewage services* or *private communal sewage services* and *individual on-site water services*; or
b) *municipal water services* or *private communal water services* and *individual on-site sewage services*.

Petroleum resource operations: means oil, gas and salt wells and associated facilities and other drilling operations, oil field fluid disposal wells and associated facilities, and wells and facilities for the underground storage of natural gas and other hydrocarbons.

Petroleum resources: means oil, gas, and salt (extracted by solution mining method) and formation water resources which have been identified through exploration and verified by preliminary drilling or other forms of investigation. This may include sites of former operations where resources are still present or former sites that may be converted to underground storage for natural gas or other hydrocarbons.

Planned corridors: means corridors or future corridors which are required to meet projected needs, and are identified through *provincial plans*, preferred alignment(s) determined through the *Environmental Assessment Act* process, or identified through planning studies where the Ontario Ministry of Transportation is actively pursuing the identification of a corridor. Approaches for the protection of *planned corridors* may be recommended in guidelines developed by the Province.

Portable asphalt plant: means a facility

a) with equipment designed to heat and dry aggregate and to mix aggregate with bituminous asphalt to produce asphalt paving material, and includes stockpiling and storage of bulk materials used in the process; and
b) which is not of permanent construction, but which is to be dismantled at the completion of the construction project.

Portable concrete plant: means a building or structure

a) with equipment designed to mix cementing materials, aggregate, water and admixtures to produce concrete, and includes stockpiling and storage of bulk materials used in the process; and
b) which is not of permanent construction, but which is designed to be dismantled at the completion of the construction project.

Prime agricultural area: means areas where *prime agricultural lands* predominate. This includes areas of *prime agricultural lands* and associated Canada Land Inventory Class 4 through 7 lands, and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture. *Prime agricultural areas* may be identified by the Ontario Ministry of Agriculture and Food using guidelines developed by the Province as amended from time to time. A *prime agricultural area* may also be identified through an alternative agricultural land evaluation system approved by the Province.

Prime agricultural land: means *specialty crop areas* and/or Canada Land Inventory Class 1, 2, and 3 lands, as amended from time to time, in this order of priority for protection.

Private communal sewage services: means a sewage works within the meaning of section 1 of the *Ontario Water Resources Act* that serves six or

more lots or private residences and is not owned by a municipality.

Private communal water services: means a non-municipal drinking-water system within the meaning of section 2 of the *Safe Drinking Water Act*, *2002* that serves six or more lots or private residences.

Protected heritage property: means property designated under Parts IV, V or VI of the *Ontario Heritage Act*; property subject to a heritage conservation easement under Parts II or IV of the *Ontario Heritage Act*; property identified by the Province and prescribed public bodies as provincial heritage property under the Standards and Guidelines for Conservation of Provincial Heritage Properties; property protected under federal legislation, and UNESCO World Heritage Sites.

Protection works standards: means the combination of non-structural or structural works and allowances for slope stability and flooding/erosion to reduce the damage caused by *flooding hazards*, *erosion hazards* and *other water-related hazards*, and to allow access for their maintenance and repair.

Provincial and federal requirements: means

a) in regard to policy 1.6.11.2, legislation, regulations, policies and standards administered by the federal or provincial governments for the purpose of protecting the environment from potential impacts associated with energy systems and ensuring that the necessary approvals are obtained;
b) in regard to policy 2.1.6, legislation and policies administered by the federal or provincial governments for the purpose of fisheries protection (including *fish* and *fish habitat*), and related, scientifically established standards such as water quality criteria for protecting lake trout populations; and
c) in regard to policy 2.1.7, legislation and policies administered by the provincial government or federal government, where applicable, for the purpose of protecting species at risk and their habitat.

Provincial plan: means a provincial plan within the meaning of section 1 of the *Planning Act*.

Public service facilities: means land, buildings and structures for the provision of programs and services provided or subsidized by a government or other body, such as social assistance, recreation, police and fire protection, health and educational programs, and cultural services. *Public service facilities* do not include *infrastructure*.

Quality and quantity of water: is measured by indicators associated with hydrologic function such as minimum base flow, depth to water table, aquifer pressure, oxygen levels, suspended solids, temperature, bacteria, nutrients and hazardous contaminants, and hydrologic regime.

Rail facilities: means rail corridors, rail sidings, train stations, inter-modal facilities, rail yards and associated uses, including designated lands for future *rail facilities*.

Recreation: means leisure time activity undertaken in built or natural settings for purposes of physical activity, health benefits, sport participation and skill development, personal enjoyment, positive social interaction and the achievement of human potential.

Redevelopment: means the creation of new units, uses or lots on previously developed land in existing communities, including *brownfield sites*.

Regional market area: refers to an area that has a high degree of social and economic interaction. The upper or single-tier municipality, or planning area, will normally serve as the *regional market area*. However, where a *regional market area* extends significantly beyond these boundaries, then the *regional market area* may be based on the larger market area. Where *regional market areas* are very large and sparsely populated, a smaller area, if defined in an official plan, may be utilized.

Renewable energy source: means an energy source that is renewed by natural processes and includes wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and tidal forces.

Renewable energy system: means a system that generates electricity, heat and/or cooling from a *renewable energy source.*

Reserve sewage system capacity: means design or planned capacity in a centralized waste water treatment facility which is not yet committed to existing or approved development. For the purposes of policy 1.6.6.6, reserve capacity for

private communal sewage services and *individual on-site sewage services* is considered sufficient if the hauled sewage from the development can be treated and land-applied on agricultural land under the *Nutrient Management Act*, or disposed of at sites approved under the *Environmental Protection Act* or the *Ontario Water Resources Act*, but not by land-applying untreated, hauled sewage.

Reserve water system capacity: means design or planned capacity in a centralized water treatment facility which is not yet committed to existing or approved development.

Residence surplus to a farming operation: means an existing habitable farm residence that is rendered surplus as a result of farm consolidation (the acquisition of additional farm parcels to be operated as one farm operation).

Residential intensification: means intensification of a property, site or area which results in a net increase in residential units or accommodation and includes:

a) redevelopment, including the redevelopment of *brownfield sites*;
b) the development of vacant or underutilized lots within previously developed areas;
c) infill development;
d) the conversion or expansion of existing industrial, commercial and institutional buildings for residential use; and
e) the conversion or expansion of existing residential buildings to create new residential units or accommodation, including accessory apartments, second units and rooming houses.

River, stream and small inland lake systems: means all watercourses, rivers, streams, and small inland lakes or waterbodies that have a measurable or predictable response to a single runoff event.

Rural areas: means a system of lands within municipalities that may include rural *settlement areas*, *rural lands*, *prime agricultural areas*, natural heritage features and areas, and resource areas.

Rural lands: means lands which are located outside *settlement areas* and which are outside *prime agricultural areas*.

Sensitive: in regard to *surface water features* and *ground water features*, means areas that are particularly susceptible to impacts from activities or events including, but not limited to, water withdrawals, and additions of pollutants.

Sensitive land uses: means buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more *adverse effects* from contaminant discharges generated by a nearby *major facility*. *Sensitive land uses* may be a part of the natural or built environment. Examples may include, but are not limited to: residences, day care centres, and educational and health facilities.

Settlement areas: means urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are:

a) built up areas where development is concentrated and which have a mix of land uses; and
b) lands which have been designated in an official plan for development over the long-term planning horizon provided for in policy 1.1.2. In cases where land in *designated growth areas* is not available, the *settlement area* may be no larger than the area where development is concentrated.

Sewage and water services: includes *municipal sewage services* and *municipal water services*, *private communal sewage services* and *private communal water services*, *individual on-site sewage services* and *individual on-site water services*, and *partial services*.

Significant: means

a) in regard to *wetlands*, *coastal wetlands* and *areas of natural and scientific interest*, an area identified as provincially significant by the Ontario Ministry of Natural Resources using evaluation procedures established by the Province, as amended from time to time;
b) in regard to *woodlands*, an area which is ecologically important in terms of features such as species composition, age of trees and stand history; functionally important due to its contribution to the broader landscape because of its location, size or due to the amount of forest cover in the planning area; or economically important due to site quality, species composition, or past management history. These are to be identified using criteria established by the Ontario Ministry of Natural Resources;

c) in regard to other features and areas in policy 2.1, ecologically important in terms of features, functions, representation or amount, and contributing to the quality and diversity of an identifiable geographic area or *natural heritage system*;
d) in regard to *mineral* potential, an area identified as provincially significant through evaluation procedures developed by the Province, as amended from time to time, such as the Provincially Significant Mineral Potential Index; and
e) in regard to cultural heritage and archaeology, resources that have been determined to have cultural heritage value or interest for the important contribution they make to our understanding of the history of a place, an event, or a people.

Criteria for determining significance for the resources identified in sections (c)-(e) are recommended by the Province, but municipal approaches that achieve or exceed the same objective may also be used.

While some significant resources may already be identified and inventoried by official sources, the significance of others can only be determined after evaluation.

Site alteration: means activities, such as grading, excavation and the placement of fill that would change the landform and natural vegetative characteristics of a site.

For the purposes of policy 2.1.4(a), *site alteration* does not include underground or surface mining of *minerals* or advanced exploration on mining lands in *significant areas of mineral potential* in Ecoregion 5E, where advanced exploration has the same meaning as in the *Mining Act*. Instead, those matters shall be subject to policy 2.1.5(a).

Special needs: means any housing, including dedicated facilities, in whole or in part, that is used by people who have specific needs beyond economic needs, including but not limited to, needs such as mobility requirements or support functions required for daily living. Examples of *special needs* housing may include, but are not limited to, housing for persons with disabilities such as physical, sensory or mental health disabilities, and housing for older persons.

Special Policy Area: means an area within a community that has historically existed in the *flood plain* and where site-specific policies, approved by both the Ministers of Natural Resources and Municipal Affairs and Housing, are intended to provide for the continued viability of existing uses (which are generally on a small scale) and address the significant social and economic hardships to the community that would result from strict adherence to provincial policies concerning *development*. The criteria and procedures for approval are established by the Province.

A *Special Policy Area* is not intended to allow for new or intensified *development* and *site alteration*, if a community has feasible opportunities for *development* outside the *flood plain*.

Specialty crop area: means areas designated using guidelines developed by the Province, as amended from time to time. In these areas, specialty crops are predominantly grown such as tender fruits (peaches, cherries, plums), grapes, other fruit crops, vegetable crops, greenhouse crops, and crops from agriculturally developed organic soil, usually resulting from:
a) soils that have suitability to produce specialty crops, or lands that are subject to special climatic conditions, or a combination of both;
b) farmers skilled in the production of specialty crops; and
c) a long-term investment of capital in areas such as crops, drainage, infrastructure and related facilities and services to produce, store, or process specialty crops.

Surface water feature: means water-related features on the earth's surface, including headwaters, rivers, stream channels, inland lakes, seepage areas, recharge/discharge areas, springs, wetlands, and associated riparian lands that can be defined by their soil moisture, soil type, vegetation or topographic characteristics.

Threatened species: means a species that is listed or categorized as a "Threatened Species" on the Ontario Ministry of Natural Resources' official Species at Risk list, as updated and amended from time to time.

Transit-supportive: in regard to land use patterns, means development that makes transit viable and improves the quality of the experience of using

transit. It often refers to compact, mixed-use development that has a high level of employment and residential densities. Approaches may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives.

Transportation demand management: means a set of strategies that result in more efficient use of the *transportation system* by influencing travel behaviour by mode, time of day, frequency, trip length, regulation, route, or cost.

Transportation system: means a system consisting of facilities, corridors and rights-of-way for the movement of people and goods, and associated transportation facilities including transit stops and stations, sidewalks, cycle lanes, bus lanes, high occupancy vehicle lanes, *rail facilities*, parking facilities, park'n'ride lots, service centres, rest stops, vehicle inspection stations, inter-modal facilities, harbours, *airports*, *marine facilities*, ferries, canals and associated facilities such as storage and maintenance.

Two zone concept: means an approach to *flood plain* management where the *flood plain* is differentiated in two parts: the *floodway* and the *flood fringe*.

Valleylands: means a natural area that occurs in a valley or other landform depression that has water flowing through or standing for some period of the year.

Vulnerable: means surface and/or ground water that can be easily changed or impacted.

Waste management system: means sites and facilities to accommodate solid waste from one or more municipalities and includes recycling facilities, transfer stations, processing sites and disposal sites.

Watershed: means an area that is drained by a river and its tributaries.

Wave uprush: means the rush of water up onto a shoreline or structure following the breaking of a wave; the limit of wave uprush is the point of furthest landward rush of water onto the shoreline.

Wayside pits and quarries: means a temporary pit or quarry opened and used by or for a public authority solely for the purpose of a particular project or contract of road construction and not located on the road right-of-way.

Wetlands: means lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of wetlands are swamps, marshes, bogs and fens.

Periodically soaked or wet lands being used for agricultural purposes which no longer exhibit wetland characteristics are not considered to be wetlands for the purposes of this definition.

Wildland fire assessment and mitigation standards: means the combination of risk assessment tools and environmentally appropriate mitigation measures identified by the Ontario Ministry of Natural Resources to be incorporated into the design, construction and/or modification of buildings, structures, properties and/or communities to reduce the risk to public safety, infrastructure and property from wildland fire.

Wildlife habitat: means areas where plants, animals and other organisms live, and find adequate amounts of food, water, shelter and space needed to sustain their populations. Specific wildlife habitats of concern may include areas where species concentrate at a vulnerable point in their annual or life cycle; and areas which are important to migratory or non-migratory species.

Woodlands: means treed areas that provide environmental and economic benefits to both the private landowner and the general public, such as erosion prevention, hydrological and nutrient cycling, provision of clean air and the long-term storage of carbon, provision of wildlife habitat, outdoor recreational opportunities, and the sustainable harvest of a wide range of woodland products. *Woodlands* include treed areas, woodlots or forested areas and vary in their level of significance at the local, regional and provincial levels. *Woodlands* may be delineated according to the *Forestry Act* definition or the Province's Ecological Land Classification system definition for "forest."

Provincial Policy Statement

Ministry of Municipal Affairs and Housing

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COUNTY of Frontenac

Report 2014-076

INFORMATION REPORT TO COUNCIL

To: Warden and Council Members of County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

Prepared By: Colleen Hickey
Manager of Human Resources

Date prepared: April 10, 2014

Date of meeting: April 16, 2014

Re: **Corporate Services – March Monthly Absenteeism Report Card**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive this *Human Resources – Monthly Absenteeism Report Card* for information only.

Background

For the purpose of this report Absenteeism is defined as sick time. Job protected leaves covered under the Employment Standards Act such as emergency, maternity, parental and compassionate leave are not recorded in this report.

Council directed that management provide a monthly report indicating the following information:

1. The efforts management staff is taking to ensure employee absenteeism due to illness is managed.
2. Hours of absenteeism due to illness for Emergency and Transportation Services, Fairmount Home and Corporate Services.
3. Cost of paid absenteeism for Emergency and Transportation Services, Fairmount Home and Corporate Services.

Comment

Effective April 1, 2014 the County will begin to utilize a replacement code for all departments. This new code will provide data to demonstrate when a staff person is

replaced due to illness or injury. This information related to this new code will be reflected in the June Council report.

Management continues to monitor employee absenteeism on a daily basis and works within legislation, County policies, procedures and collective agreements.

1. **Total Hours of Absenteeism for 2012, 2013 & 2014. (100%, 75% and Unpaid Sick Time)**

A. Total Hours of Absenteeism for Fairmount Home

Month	2012	2013	2014
January	1620.50	1273.50	998.58
February	1599.83	772.02	832.00
March	1648.59	531.75	716.22
April	1396.47	358.25	
May	1141.00	398.19	
June	1016.25	808.25	
July	847.50	1402.84	
August	677.25	1618.33	
September	1243.50	1266.75	
October	1488.42	1031.08	
November	1052.50	1079.90	
December	1068.33	978.40	
Annual Total	**14800.14**	**11519.26**	

B. Total Hours of Absenteeism for Emergency & Transportation Services

Month	2012	2013	2014
January	1253.50	1484.42	2150.50
February	1562.12	1168.11	1574.25
March	1378.83	1309.87	1207.41
April	923.00	1980.88	
May	1512.83	1754.05	
June	1848.67	1789.37	
July	1685.13	1607.87	
August	1489.00	1839.00	
September	1689.22	2019.85	
October	2167.25	2250.75	
Nov	2276.70	2485.85	
Dec	1866.28	2223.17	
Annual Total	**19652.53**	**21913.19**	

C. Total Hours of Absenteeism for Corporate Services

Month	2012	2013	2014
Jan	67.00	63.25	16.87
Feb	37.00	22.50	94.00
March	22.50	82.00	7.5
April	21.50	44.50	
May	90.75	195.50	
June	29.50	160.50	
July	30.00	183.75	
Aug	37.50	136.50	
Sept	25.00	22.58	
Oct	59.50	21.50	
Nov	31.50	15.00	
Dec	29.50	29.50	
Annual Total	**481.25**	**977.08**	

2. Cost of paid absenteeism for Emergency & Transportation Services, Fairmount Home and Corporate Services

	Corporate Services	Emergency & Transportation Services	Fairmount
2012	16,999.13	608,289.23	309,617.67
2013	23,142.00	654,142.96	203,232.24
2014			
January	503.70	66,818.75	13,919.04
February	2,782.45	42,704.38	12,410.92
March	228.23	26,556.51	12,645.12

Sustainability Implications

It is evident the County has a significant absenteeism concern that must be acknowledged by all employees and reduced where able. Working together to identify and reduce absenteeism and maintain key policies and consistent practices will create a renewed awareness in the overall improvement required in this area.

Financial Implications

Using consistent policies and practices will assist to create awareness in the need to minimize the impact on high absenteeism and associated cost. Absenteeism is a significant cost to the Employer and must be managed to ensure fiscal responsibility.

Organizations, Departments and Individuals Consulted and/or Affected

Emergency and Transportation Services
Fairmount Home
Finance

COUNTY of Frontenac

REPORT 2014-078

INFORMATION REPORT TO COUNCIL

To:	Warden and Council of the County of Frontenac
From:	Marian VanBruinessen Acting CAO/Treasurer
Prepared by:	Marian VanBruinessen Acting CAO/Treasurer
Date prepared:	April 4, 2014
Date of meeting:	April 16, 2014

Re: **Corporate Services – EOWC Ratepayer Affordability White Paper**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Corporate Services – Eastern Ontario Wardens Caucus (EOWC) Ratepayer Affordability White Paper* for information only.

Background

The EOWC has identified the fiscal challenges Eastern Ontario is facing through extensive research and a number of white papers. The first study, Facing our Fiscal Challenges, released in February 2012, described the sobering picture for Eastern Ontario and the identified the need for action.

Subsequent research included the White Papers on Municipal Infrastructure and Municipal Affordability, released in 2013. These papers included recommendations for the EOWC members as well as the Province.

The EOWC commissioned three further White Papers, Ratepayer Affordability, Environmental Services and Social Housing. The Ratepayer Affordability White Paper was released in March 2014.

Comment

This paper undertook a comparative analysis of the economic circumstances of the residents of Eastern Ontario painting the portrait of a typical resident of Rural Eastern Ontario.

As described in the report, the ratepayer in Eastern Ontario, in comparison to the Provincial average, has lower personal earnings, has a larger share of earners in the lower earnings brackets, is more dependent on government transfers and has a lower share of workforce aged residents with college or university education. One in five ratepayers is a senior citizen.

A review of the Frontenac data in relation to Eastern Ontario suggests that Frontenac does seem to fare slightly better than the region, however the overall picture remains the same.

County of Frontenac Ratepayer Affordability Statistics

	Frontenac	Eastern Ontario	Provincial Average
Average Personal Earnings*	$40,647	$38,317	$42,264
Median Personal Earnings*	$31,814	$28,241	$30,526
Average Household Income*	$80,923	$75,202	$85,772
Median Household Income*	$67,752	$62,909	$66,358
Percentage of Income from Earnings (2010)*	68.6%	67.3%	74.8%
Percentage of Income from Government Transfers (2010)*	13.4%	15.4%	12.3%
Percentage of Income from Earnings (2005)**	71.6%	70.1%	77.4%
Percentage of Income from Government Transfers (2005)**	12.4%	12.8%	9.8%
Population Growth 2000 - 2011***	5048	90793	
Household Growth 2000 - 2011***	2204	34316	
Percentage 65 and over ***	17.40%	18.10%	14.60%

* 2011 National Household Survey
** 2006 Census
*** 2011 Census

The paper reiterates the region's reliance on residential assessment. It also identifies that although there are high levels of home ownership in Eastern Ontario, those dwellings are of significantly lower value and are in greater need of repair than the

provincial average. It is suggested that the higher cost of transportation for rural residents offsets the lower shelter costs.

Rural Eastern Ontario residents are less likely to have post secondary education and more likely to have trades certificate.
Recommendations emanating from this report are aligned with those in previous reports and suggest actions that should be taken by the Eastern Ontario Wardens' Caucus as

- support the development of a region-wide economic development strategy
- work with the provincial and federal governments to build awareness and utilization of the Eastern Ontario Development Fund
- encourage the Eastern Ontario Regional Network to pursue and promote internet-based technology by small and medium-sized business
- pursue education and training opportunities
- seek reinstatement of the Federal Home Renovation Tax Credit
- support the development of a regional youth retention and re-attraction strategy, and to look at an integrated regional transportation and non-traditional transit system in Rural Eastern Ontario.

Recommendations for the Province include

- a review of the compensation provided for crown lands or other lands with assessment constraints
- work with the EOWC and federal authorities to finalize the Algonquin Land Claim
- that the Province of Ontario be encouraged to contain the growth in program and service delivery costs, including those mandated to municipal government (ie. Policing costs)

Financial Implications

The County of Frontenac, in collaboration with the other members of the EOWC, needs to continually seek ways to improve financial sustainability.

Organizations, Departments and Individuals Consulted and/or Affected

Eastern Ontario Wardens' Caucus (EOWC)

Ratepayer Affordability

One of a Series of White Papers

on the

Financial Sustainability of Local Governments in Eastern Ontario

Produced by

The Eastern Ontario Wardens Caucus

December, 2013

Prepared by

Kathryn Wood
Natural Capital Resources Inc.

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1. Executive Summary

This White Paper examines the economic circumstances of residents of Rural Eastern Ontario and is intended as a companion report to two other White Papers on municipal operating costs and revenues, and municipal infrastructure, produced by the Eastern Ontario Wardens' Caucus in 2013. By considering "ratepayer affordability", the EOWC is seeking a better understanding of the degree to which ratepayers can afford to pay higher taxes – especially annual tax increases that go beyond the annual increases in their incomes.

Since many of the costs of local government are determined by policy decisions and agreements made by the Province of Ontario, this White Paper compares Rural Eastern Ontario to the provincial average on more than a dozen variables that make up the economic profile of a typical ratepayer in Rural Eastern Ontario. And because major urban centres such as Ottawa and Toronto must manage in a similar economic environment, this White Paper compares Rural Eastern Ontario to those two cities to see how similar ratepayers' economic circumstances are to Rural Eastern Ontario.

What emerges from these regional and comparative analyses is a profile of Rural Eastern Ontario ratepayers that is very different from major urban centres at the region's periphery, as well as different from the province as a whole. On virtually every variable, ratepayers' in Rural Eastern Ontario are less well off, meaning they have fewer resources to draw up to pay for their own living costs, meet the expenses of educating their families or themselves, getting back and forth to work – often in another municipality, paying for vital municipal services or supporting investment in municipal infrastructure. It is also clear that these patterns, in relation to Ontario as a whole, have persisted through the recession.

A Typical Resident of Rural Eastern Ontario:

- Average personal earnings: $38,317; ~ $4,000/year ($330/month) less than provincial average
- Larger share of earners in lower earnings brackets: $28,241 (median); ~$2,200 lower than provincial median earnings
- One in five (~18%) is a senior citizen
- Lower share of income coming from employment earnings: ~67%; nearly 10% less than provincial average (75%)
- More dependent on government transfers: 15.4% of income; higher than provincial average (12.3%)
- Core labour force (25-64 years) is 55% of total population; equal to provincial average
- Lower share of workforce age population with college or university education: ~47%; ~10% less than provincial average (57%)
- Higher share of workforce age population with trades certificate/diploma: ~11.0%; twice as high as Ottawa (5.5%) or Toronto (5.2%)
- Lower shelter costs by $330/month for owned homes, but longer more expensive commutes (~$325/month higher cost for transportation)

A Typical Household in Rural Eastern Ontario:

- Lower average household income: $75,202; ~$10,000/year ($830/month) less than average household income for Ontario
- Larger share of households in lower income brackets: $62,909/year median income is $3,000/year lower than Ontario as a whole
- 84% of residents own their homes (much higher than provincial average: 71%)
- Less choice in housing (apartments, condos)
- Nearly 90% of local assessment is residential, meaning households carry most of the municipal service load
- Median value of housing ($232,925) is $60,000 lower than provincial average ($300,862)
- Larger share of homes in need of major repair (8.2%) than Ontario (6.6%)

Recommendations to Address Ratepayer Affordability

Keeping municipal government affordable for local ratepayers will require local governments to change the trajectory of both service delivery costs and the revenues available to pay for these services (see EOWC White Paper on Municipal Affordability). Local governments will also need to become more proactive in supporting the efforts of their own ratepayers to improve the economic circumstances of the region, its households and businesses. This White Paper contains information which will help to guide the forthcoming regional economic development strategy project being undertaken by the EOWC in partnership with other regional stakeholder groups. The following recommendations cover some actions that local governments might take on their own or through the EOWC, as well as those which might be undertaken in partnership with upper levels of government.

Recommendations for EOWC and Constituent Municipalities:

E-1: It is proposed that the EOWC continue to actively support the development of a region-wide economic development strategy with the long-term objective of stimulating growth as well as jobs across the region, which will in turn stimulate growth in the region's property tax base. The ultimate goal is to increase total assessment as well as the proportion of assessment from industrial, commercial and institutional operations. (This same recommendation is found in the *Municipal Affordability White Paper*).

E-2: It is proposed that the EOWC continue to work with the provincial and federal governments to build awareness and utilization of the provincial (permanent) Eastern Ontario Development Fund (EODF) and programs of FedDev across the region. In particular, the EOWC will a) encourage utilization of the EODF Small Community/Pilot funding stream for businesses that fall below the 10-employee minimum threshold, and b) suggest opportunities to FedDev for funding regional initiatives designed to stimulate private sector economic activity across Rural Eastern Ontario.

E-3: It is proposed that the EOWC continue to encourage EORN to investigate and provide leadership to deployment of new, internet-based technologies by small and medium-sized businesses including but not limited to agriculture, forestry, manufacturing and fabrication, construction, information communications technology (ICT), transportation & logistics, health care, education, and tourism. Increased utilization of the regional broadband network for business purposes is expected to expand markets, increase private sector economic activity, create jobs, and ultimately, increase non-residential assessment.

E-4: It is proposed that the EOWC actively support the development of an integrated regional transportation and (non-traditional) transit system in Rural Eastern Ontario to increase access to markets in and outside the region, as well as improving cost-effectiveness of workforce commutes in and out of the region. Enabling the workforce to get back and forth to work in a cost-effective way is expected to increase employment and related earnings.

E-5: It is proposed that the EOWC actively support the development of in-region and distance education and training opportunities to enhance the education and skill levels of the region's population and workforce, thereby enhancing the ability of local residents to find employment and increase earnings.

E-6: It is proposed that the EOWC advocate for reinstatement of the federal Home Renovation Tax Credit – especially for energy efficiency, and the continuation and extension of the provincial Home Renovation Tax Credit for seniors and family members living with them. It is further recommended that these tax credits be focused on low-income owner-occupied households.

E-7: It is proposed that the EOWC actively support the development of a regional youth retention and re-attraction strategy through which to increase the overall size of the labour force in Rural Eastern Ontario and contribute to succession planning for local enterprises.

E-8: It is proposed that the EOWC advocate for additional financial support for affordable housing initiatives that would reduce the need for residents to move to urban areas for these types of accommodations.

Recommendations for the Province of Ontario:

U-1: It is proposed that the Province of Ontario provide Eastern Ontario municipalities that have significant Crown lands or other lands with assessment constraints (e.g. managed forests, farmland, aggregate sites etc.) in their jurisdictions with compensation reflecting these property-based limitations. The compensation could be a Payment-in-Lieu or an annual share of revenues accruing to the Province from these lands (e.g. royalties from stumpage fees). This compensation would be in recognition of the service provided by municipalities in building and maintaining roads and bridges, and providing emergency services for these tax-exempt lands. [This same recommendation is found in the *Municipal Affordability White Paper*]

U-2: It is proposed that the EOWC continue to work cooperatively with provincial and federal authorities to obtain an agreement related to the Algonquin land claim. Once an agreement is in place, it is proposed that the EOWC work collaboratively within the Algonquin Nation to identify and pursue opportunities for economic development benefiting the Algonquins and the region as a whole. [This same recommendation is found in the *Municipal Affordability White Paper*].

U-3: It is proposed that the EOWC encourage and support the Province of Ontario in its continued efforts to contain the growth in program and service delivery costs, including those that are mandated to municipal government (examples: policing costs). It is further proposed that the EOWC encourage the Province to engage municipalities and the EOWC in processes which will affect services mandated to municipal government.

U-4: It is proposed that the EOWC work with AMO and the Province of Ontario to develop a strategy which would allow and encourage local governments to introduce non-tax-based revenue generating measures to make their municipalities more financially sustainable. The first priority could be an examination of ways to leverage existing municipal assets to provide new revenue streams (examples: outstanding POA monies; per-ton charge for aggregates). [This same recommendation is found in the *Municipal Affordability White Paper*].

U-5: It is proposed that the Province of Ontario broaden its commitment to work with municipalities on renewable energy development to include determination of appropriate property tax rates for all types of renewable energy, not just wind turbine towers. This is an essential companion to the proposed changes to the Feed-in-Tariff (FIT Program) which are intended to engage municipalities and Aboriginal communities in location and siting decisions, and providing new energy-related economic development and revenue opportunities for municipalities and public sector entities. [This same recommendation is found in the *Municipal Affordability White Paper*].

U-6: It is proposed that the EOWC work with AMO and the Province of Ontario to determine if there are alternative, cost-effective ways to deliver services at the local level, and seek opportunities for pilot programs through which these alternatives might be tested on a cost-shared basis in Rural Eastern Ontario. [This same recommendation is found in the *Municipal Affordability White Paper*].

2. Introduction

Following the completion of the landmark analysis of the overall financial sustainability of local governments in Eastern Ontario in February 2012, the Eastern Ontario Wardens Caucus commissioned several follow-up projects to:

- Examine selected priority areas in greater detail, and
- Update key variables so the work would remain current and could be used with confidence as a support to future EOWC work.

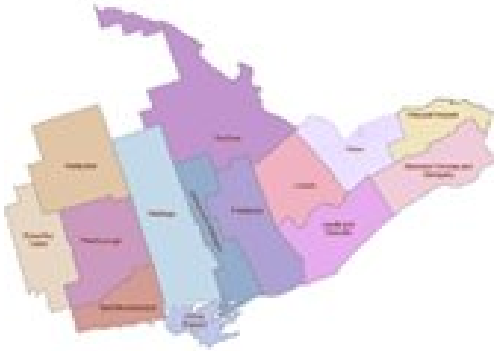
The EOWC identified five priority areas for further attention, each of which is being addressed using a White Paper format:

- *Municipal Affordability* – an examination of operating conditions for municipalities
- *Ratepayer Affordability* – an examination of the financial circumstances of local economies and the rural residents who bear most of the cost of service delivery
- *Municipal Infrastructure* – an examination of the conditions influencing the overall state of municipal infrastructure and municipalities' ability to invest in and maintain these assets
- *Social Housing* – an examination of the financial circumstances of upper/single tier municipalities in addressing these community needs, both in terms of local demand for service and the financial implications of associated capital infrastructure requirements
- *Environmental Services* – an examination of the financial circumstances of single/lower tier municipalities in addressing these responsibilities, on both the operating and capital fronts.

The White Papers on Municipal Affordability and Municipal Infrastructure were released in the late summer of 2013 while the Papers on Ratepayer Affordability, Social Housing and Environmental Services will be released in the fall-winter of 2013-2014.

These White Papers has two new features not included in the original financial sustainability analysis. First, the White Papers have added *financial projections* to allow the EOWC and other stakeholders to understand what the financial future holds in the year 2020 if recent trends continue. Second, the White Papers contain *recommendations* for action to address the challenges envisaged as a result of the projections.

Figure 1 - For the purposes of the White Papers, "Eastern Ontario" was defined as the area bounded by the 13 member governments of the Eastern Ontario Wardens Caucus and the 90 lower tier municipalities within those boundaries. The 10 Separated Cities (and Towns) within or adjacent to those governments, and the City of Ottawa are not included in these analyses.



Methodology: Most data is from the 2000 and 2006 census, the 2011 National Household Survey, or annual municipal Financial Information Returns (FIRs). In some cases, projections have been made based on simple straight-line extrapolation from the actual experience in three time periods: 2000-2011, 2007-2009 and 2009-2011.

Notes about Data Sources

Note 1: Assessing changes over time for many of the variables of interest for Rural Eastern Ontario residents is no longer possible due to methodological changes in the way Statistics Canada collects and publishes these data[1]. In particular, the change from the traditional census (used up to 2006) to the National Household Survey (NHS, used for the first time in 2011) reflects a change from a comprehensive survey to a sampling approach which affects the comparability of the data from these two sources. Secondly, the change in methodology has resulted in sparse data – and therefore suppressed/unpublished data – from more than 20 of the 103 single, upper and lower tier municipalities in Rural Eastern Ontario. It is not clear what biasing effects there may be from this phenomenon. As a result, this report includes 2006 census and 2011 NHS data separately and compares each to the Ontario average for that same timeframe, rather than examining how a variable may have changed over time. This is particularly disappointing since a key question the EOWC wished to answer was how Rural Eastern Ontario had fared through the recession starting in 2008. The change in methodology limits our ability to address this question.

Note 2: Financial data such as earnings and total income are drawn from the previous tax year. In other words, earnings reported in the 2006 census are based on the 2005 tax year. Similarly, the 2011 National Household Survey reports data based on the 2010 tax year. Other data such as household composition or employment status reflects the current year (e.g. 2006 or 2011). In this report, we will refer only to the census or NHS year. The reader is reminded that in some cases, the data is actually from the preceding year.

[1] When income data from the 2011 National Household Survey was released in September of 2013, Statistics Canada noted that "Low-income estimates from the 2011 National Household Survey (NHS) compared with previous censuses show markedly different trends than those derived from other surveys and administrative data such as the Survey of Labour and Income Dynamics or the T1 Family File. Data to support quality estimates of low-income trends require a stable methodology over time that has similar response patterns. With the new methodology of the NHS, estimates of low income are not comparable with the census-based estimates produced in the past." Source: http://www.statcan.gc.ca/daily-quotidien/130911/dq130911a-eng.htm

3. Rural Eastern Ontario has Lower Average and Median Personal Earnings than Ontario

- **NHS 2011**: As measured by the National Household Survey (2010 tax year), the average pre-tax personal earnings of residents of all counties in Rural Eastern Ontario (**$38,317**) were, on average, nearly $4,000/year less than for the Province as a whole (**$42,264**). This amounts to more than $330/month. On a county by county basis, the difference in earnings ranged from $1,100/year to $11,000/year lower than the Ontario average (*see graph on following page*). The difference in earnings is even more pronounced in comparisons to either Toronto ($44,517) or Ottawa ($49,826).

  The financial resources from which wage earners pay their municipal property taxes are therefore less in Rural Eastern Ontario than for the province as a whole and less than in major urban centres.

  A similar phenomenon is in evidence for median[2] personal earnings: the regional median for Rural Eastern Ontario is **$28,241**, which is more than $2,200 a year lower than for the province as a whole **($30,526**) and far lower than Ottawa ($39,530). Rural Eastern Ontario's median personal earnings are slightly higher than Toronto (**$27,371**).

  This means a larger share of resident earners are paying their property taxes from a smaller paycheque than for wage earners across the province as a whole.

- **Census 2006**: Before the recession, median personal earnings were roughly $7,000 a year lower in Rural Eastern Ontario **($22,683**) than the provincial average (**$29,335)**. The region's median personal earnings were also considerably lower than in Ottawa (**$34,908)** or Toronto **($28,675).**

Note that due to methodological changes between 2006 and 2011, comparisons between those two periods are inappropriate. Only comparisons within the same period are appropriate and even these should be taken as general indications of patterns rather than precise results.

These data suggest that regardless of time period, members of the labour force in Rural Eastern Ontario have lower personal earnings than their counterparts in many other parts of Ontario particularly the City of Ottawa. This pattern appears to have persisted through the recession. These data suggest that the rural labour force still remains challenged to find (or do not qualify for) jobs with associated higher rates of pay. Further, the data suggest that the rural labour force would not have as much *disposable income* with which to pay rent or a mortgage for a home – or property taxes.

[2] Median earnings represent the point below which the annual earnings of 50% of individuals earning employment income in that community fall. For the purpose of calculating a regional median, a weighted average was calculated based on the number of earners in each county times the relevant median earnings; these county data were added with the total being divided by the total number of earners in the rural region.

Figure 2 - Average Personal Earnings (2011 NHS) - Rural Eastern Ontario compared to Ontario, Ottawa and Toronto

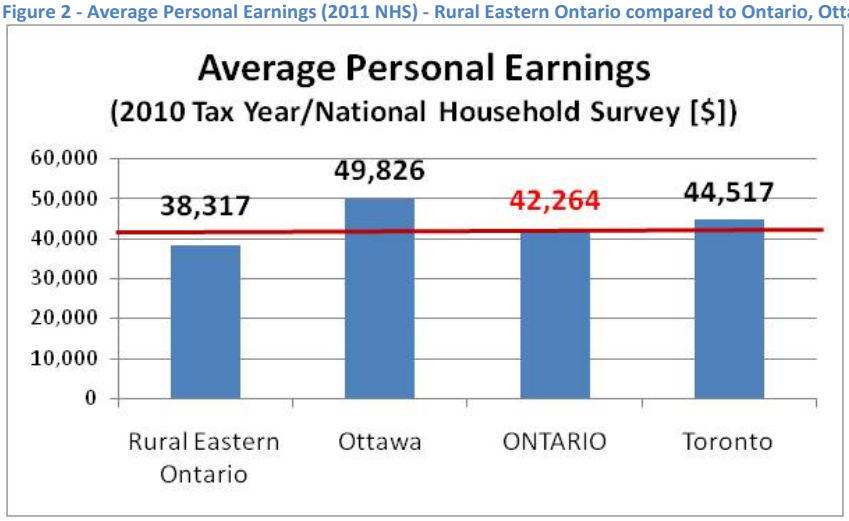


Figure 3 - Average Personal Earnings and Median Personal Earnings for 2010 Tax Year, by County and compared to Ontario, Ottawa and Toronto

Municipality Source: 2011 National Household Survey	Average Personal Earnings 2010	Median Personal Earnings 2010
Frontenac	40,647	31,814
Haliburton	35,510	25,688
Hastings	31,329	26,730
Lanark	40,696	31,960
Leeds and Grenville	39,747	30,831
Lennox and Addington	36,125	30,163
Northumberland	38,231	29,813
Peterborough	39,402	28,992
Prescott and Russell	41,018	34,568
Prince Edward	39,945	27,159
Renfrew	37,575	29,814
Stormont, Dundas and Glengarry	38,036	27,911
Kawartha Lakes	36,873	27,903
Average or Total - Rural Eastern Ontario	**38,317**	**28,241**
Ottawa	49,826	39,530
ONTARIO	42,264	30,526
Toronto	44,517	27,371

Figure 4 - Median Personal Earnings (2005 Tax Year) – Rural Eastern Ontario compared to Ontario, Ottawa and Toronto

Jurisdiction	Median Personal Earnings Persons 15 Years and Over (2005 Tax Year)
Rural Eastern Ontario	**22,683**
Ottawa	34,908
ONTARIO	29,335
Toronto	28,675

4. Rural Eastern Ontario Has Lower Average and Median Household Incomes than Ontario

- **NHS 2011**: As measured by the National Household Survey (2010 tax year), the average pre-tax household income in Rural Eastern Ontario (**$75,202**) was roughly $10,000 a year lower than for the Province as a whole (**$85,772**). This amounts to more than $830/month. The difference in income is even more pronounced in comparison to either Toronto (**$87,038**) or Ottawa (**$96,815**). On a county-by-county, basis, the difference in earnings ranged from $4,000/year lower to $18,000/year lower than the Ontario average.

  On average, the financial resources from which households pay their municipal property taxes are therefore less in Rural Eastern Ontario than for the province as a whole and less than in Ottawa.

  A similar phenomenon is in evidence for median household income: the regional[3] median[4] household income for Rural Eastern Ontario is **$62,909**, which is more than $3,000 lower than for the province as a whole **($66,358**) and far lower than Ottawa ($79,634). Rural Eastern Ontario's median household income appears to be slightly higher than that of Toronto (**$58,381**).

  This means a larger share of resident earners are paying their property taxes from a smaller household income stream than across the province as a whole.

- **Census 2006**: In the 2006 census, median household incomes (2005 tax year) were roughly $7,000 a year less in Rural Eastern Ontario than across Ontario as a whole: **$53,261** compared to **$60,455**. Median household income in Rural Eastern Ontario is also considerably lower than in Ottawa ($69,743) but just above that of Toronto (**$52,833**).

These data suggest that members of the labour force in Rural Eastern Ontario still have lower household incomes than their counterparts in the rest of Ontario, including Ottawa and Toronto. These data suggest that the rural labour force still remains challenged to find (or do not qualify for) jobs with associated higher rates of pay. Further, the data suggest that the rural labour force would not have as much *disposable income* with which to pay rent or a mortgage for a home – or property taxes.

[3] For the purpose of calculating a regional median, a weighted average was calculated based on the number of households in each county times the relevant median household income; these county data were added with the total being divided by the total number of households in the rural region.

[4] Median earnings represent the point below which the annual earnings of 50% of individuals earning employment income in that community fall.

Figure 5 - Average Household Income, Median Household Income for Rural Eastern Ontario, (2010 tax year) by County, compared to Ontario, Ottawa and Toronto

Municipality Source: 2011 National Household Survey	Average Household Income 2010	Median Household Income 2010
Frontenac	80,923	67,752
Haliburton	67,564	51,551
Hastings	62,086	50,856
Lanark	80,255	68,535
Leeds and Grenville	79,667	68,705
Lennox and Addington	71,385	62,402
Northumberland	74,998	62,173
Peterborough	78,385	63,211
Prescott and Russell	81,709	71,820
Prince Edward	78,710	58,670
Renfrew	72,196	61,648
Stormont, Dundas and Glengarry	75,862	65,195
Kawartha Lakes	72,694	59,392
Average or Total - Rural Eastern Ontario	**75,202**	**62,909**
Ottawa	96,815	79,634
ONTARIO	85,772	66,358
Toronto	87,038	58,381

Figure 6 - Average Household Income (2010 Tax Year) - Rural Eastern Ontario compared to Ontario, Ottawa and Toronto

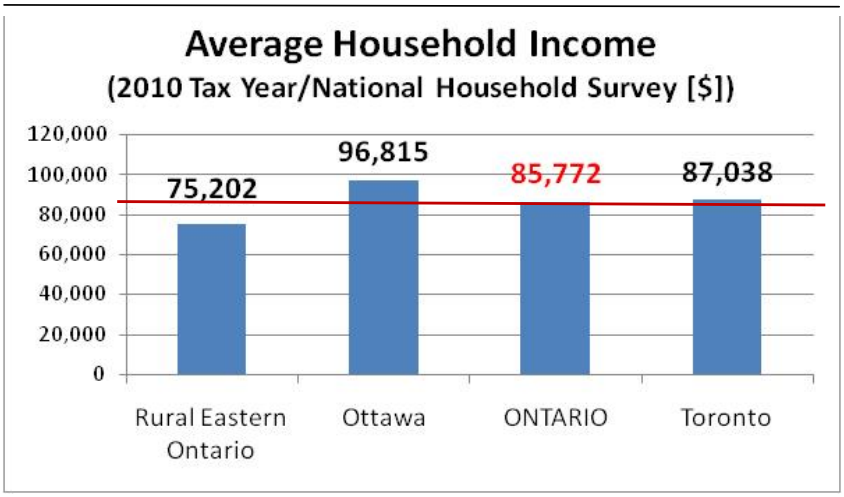


Figure 7 - Median Household Income - 2006 Census (2005 tax year) – Rural Eastern Ontario compared to Ontario, Ottawa and Toronto

Jurisdiction	Median Household Income (2005 Tax Year)
Rural Eastern Ontario	**53,261**
Ottawa	69,743
ONTARIO	60,455
Toronto	52,833

5. Lower Reliance on Employment Income in Rural Eastern Ontario

- **2011 NHS:** Rural Eastern Ontario drew roughly **67.3%**[5] of total income from earnings – much lower than Ontario as a whole (**74.8**%). The difference is roughly 7% lower reliance than across the province. In Ottawa, residents drew even more of their income from earnings (**76.2**%). Toronto's ability to draw income from earnings (**76.1**%) was slightly above the provincial rate. On a county-by-county basis, the percentage of income from earnings varied from a low of 55.4% to a high of 75.3%. Twelve of the 13 EOWC member communities are below the provincial average on this measure.
- At the same time, Rural Eastern Ontario's reliance on government transfers[6] (**15.4%**) is higher than for any of the province as a whole (**12.3%**), Ottawa (**8.6%**) or Toronto (**11.5%**). All EOWC members are at or above the provincial average (greater reliance) on this measure.

Figure 8 - Reliance on Earnings and Government Transfers as Source of Income - Rural Eastern Ontario compared to Ontario, Ottawa and Toronto

Municipality/ Source: National Household Survey 2011 (2010 Tax year)	Percentage of Income from Earnings (2010)	Percentage of Income from Government Transfers (2010)
Frontenac	68.6	13.4
Haliburton	55.4	21.1
Hastings	62.2	21.9
Lanark	70.0	13.6
Leeds and Grenville	68.0	14.4
Lennox and Addington	68.3	17.0
Northumberland	64.4	16.5
Peterborough	66.6	15.0
Prescott and Russell	75.3	12.3
Prince Edward	61.6	16.9
Renfrew	68.9	15.6
Stormont, Dundas and Glengarry	60.6	14.8
Kawartha Lakes	64.4	18.1
Rural Eastern Ontario Total	**67.3**	**15.4**
Ontario	74.8	12.3
Ottawa	76.2	8.6
Toronto	76.1	11.5

[5] This is a weighted average of the percentages of income from earnings from each county with weighting by the relative number of persons 15 years and over with income and the percentage of income from earnings

[6] This form of income includes CPP/QPP, OAS pensions and GIS, Employment Insurance benefits, child benefits and other sources of government income. It does not include investment income or income from retirement pensions, superannuation or annuities.

- **2006 Census**: Based on 2005 tax year data, Rural Eastern Ontario drew roughly **70.1%** of total income from earnings – much lower than Ontario as a whole (**77.4%**). This is 7% lower reliance than across the province. In Ottawa, residents drew even more of their income from earnings (**77.7%).** Toronto's ability to draw income from earnings was identical to the province as a whole (**77.4%**). On a county-by-county basis, the percentage of income from earnings varied from a low of 58.2% to a high of 77.8%.

  This suggests that rural residents were more reliant on other forms of income – government transfers for example – than are their urban counterparts.

- In fact, Rural Eastern Ontario's reliance on government transfers (**12.8%**) was higher than for any of the province as a whole (**12.3%**), Ottawa (**7.3%**) or Toronto (**9.2%**). Every county in Rural Eastern Ontario was more reliant on government transfers than the province as a whole.

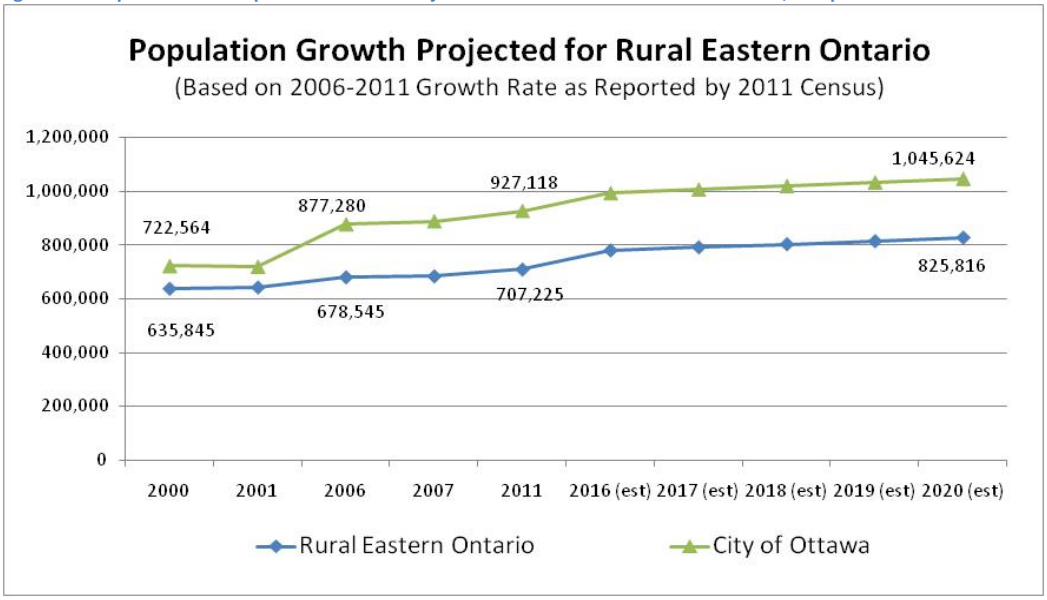
Figure 9 - Reliance on Earnings or Government Transfers as Source of Income - Rural Eastern Ontario compared to Ontario, Ottawa and Toronto (2005 Tax Year)

Municipality Source: 2006 Census (2005 Tax Year)	Percentage of Income from Earnings (2005)	Percentage of Income from Government Transfers (2005)
Frontenac	71.6	12.4
Haliburton	58.2	19.7
Hastings	64.8	18.2
Lanark	72.1	11.3
Leeds and Grenville	71.7	11.8
Lennox and Addington	72.1	13.4
Northumberland	69.0	13.3
Peterborough	57.5	11.4
Prescott and Russell	77.8	10.7
Prince Edward	64.0	14.3
Renfrew	71.6	13.5
Stormont, Dundas and Glengarry	72.4	12.9
Kawartha Lakes	67.7	14.2
Rural Eastern Ontario Total	**70.1**	**12.8**
ONTARIO	77.4	9.8
Ottawa	77.7	7.3
Toronto	77.4	9.2

6. Modest Growth in Population, Households Projected for Rural Eastern Ontario

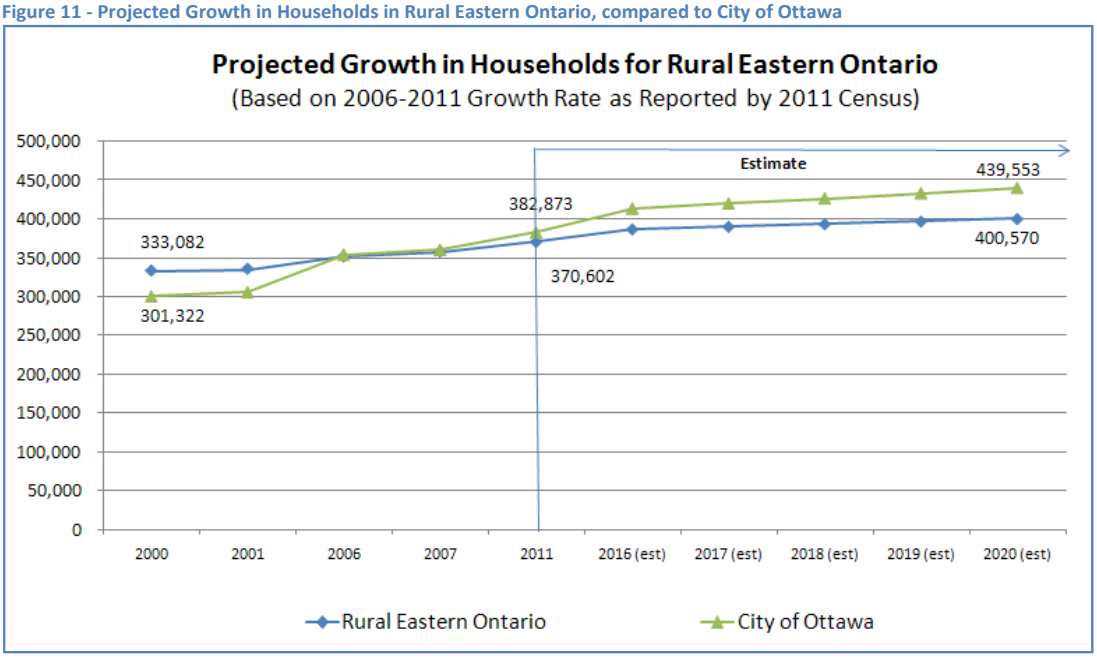
- By 2020, the population of Rural Eastern Ontario is projected to reach 825,816. This is based on the average (census based) 6.3% growth rate across the region between 2006 and 2011. Population growth in the rural region is expected to follow a very similar growth trajectory to that of the City of Ottawa, which appears to have grown by 5.7% during the 2006-2011 period.

Figure 10 - Population and Population Growth Projection for Rural Eastern Ontario to 2020, compared to Ottawa



These projections suggest that Rural Eastern Ontario will continue to see modest increases in population and will not experience pronounced depopulation of its counties as has been observed in some other rural/remote areas. However, depending on the structure of households (e.g. number of persons per household, number of employed persons per household), the financial strain of continued increases in property taxes may remain prevalent. In particular, the proportion of households reliant on fixed incomes rather than employment income is likely to constrain ratepayers' ability to afford property taxes associated with home ownership – especially if the tax base in Rural Eastern Ontario remains dependent on residential property tax assessment.

Figure 11 - Projected Growth in Households in Rural Eastern Ontario, compared to City of Ottawa



Number of Households Growing More Slowly than Population, Increases Property Tax Burden

Note that the growth rate in households in Rural Eastern Ontario from 2006 to 2011 was **4.2% –** roughly two-thirds of the rate of population increase (6.3%) (*See table on following page*). With municipal services funded very heavily from residential property tax assessment, property owners in Rural Eastern Ontario will carry an increasingly large burden for municipal services and infrastructure maintenance. There simply isn't sufficient commercial, industrial or institutional tax assessment to shoulder the increasing costs of service delivery.

Figure 12 - Historical and Projected Population - Rural Eastern Ontario

Municipality (Source: FIR Spreadsheets)	Population (Based on FIRs and 2006, 2011 Census; projections based on census data) 2000	2001	2006	2007	2011 census	2016 (est)	2020 (est)
Frontenac	21,327	21,918	26,658	26,658	26,375	26,025	25,745
Haliburton	13,942	14,101	16,147	16,147	17,026	18,185	19,111
Hastings	34,669	35,101	34,644	34,253	42,783	56,101	66,755
Kawartha Lakes	64,051	65,084	74,561	74,561	73,214	71,561	70,238
Lanark	48,502	49,237	55,008	55,008	56,689	58,854	60,587
Leeds and Grenville	61,550	61,675	62,180	62,180	67,958	75,852	82,167
Lennox and Addington	35,629	35,425	36,786	40,542	41,824	43,477	44,800
Northumberland	69,505	70,775	70,775	80,960	82,126	83,604	84,787
Peterborough	49,239	49,819	58,182	58,182	56,235	53,883	52,001
Prescott and Russell	73,631	74,045	76,472	78,964	85,361	94,005	100,920
Prince Edward	22,795	22,752	22,795	22,427	25,258	29,243	32,432
Renfrew	79,055	78,971	74,640	78,463	86,966	98,747	108,171
Stormont, Dundas and Glengarry	61,951	61,682	59,971	59,415	64,824	72,201	78,102
Total - Rural Eastern Ontario	**635,846**	**640,585**	**668,819**	**687,760**	**726,639**	**781,737**	**825,816**

Figure 13 - Historical and Projected Population - Rural Eastern Ontario

Municipality (Source: FIR Spreadsheets)	Households (Based on FIRs and 2006, 2011 Census; projections based on census data) 2000	2001	2006	2007	2011	2016 (est)	2020 (est)
Frontenac	16,597	16,741	18,115	18,288	18,801	19,470	20,514
Haliburton	20,827	20,949	21,957	21,957	21,957	21,957	22,500
Hastings	21,296	21,477	21,845	23,032	23,547	24,213	25,368
Kawartha Lakes	34,528	34,806	36,357	37,285	38,155	39,281	41,194
Lanark	23,992	24,137	26,734	26,622	27,616	28,929	30,762
Leeds and Grenville	30,634	30,799	32,689	32,689	33,732	35,099	37,123
Lennox and Addington	17,499	17,569	18,111	17,981	18,295	18,698	19,496
Northumberland	32,880	33,298	32,395	35,069	37,966	42,052	46,740
Peterborough	31,585	31,720	34,329	34,285	32,879	31,228	30,715
Prescott and Russell	28,533	28,824	31,660	32,206	34,468	37,602	41,293
Prince Edward	11,585	11,712	12,173	12,611	12,976	13,452	14,186
Renfrew	37,675	37,931	39,131	39,213	39,213	39,213	40,183
Stormont, Dundas and Glengarry	25,451	25,560	26,956	26,968	27,793	28,872	30,496
Total - Rural Eastern Ontario	**333,082**	**335,523**	**352,452**	**358,206**	**367,398**	**380,065**	**400,570**

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7. Higher Proportion of Elderly Persons in Rural Eastern Ontario

- Between the 2006 and 2011 census, the proportion of citizens aged 65 and over in Rural Eastern Ontario has risen by more than a full percentage point, increasing from 16.9% to **18.1%.** Rural Eastern Ontario has a significantly higher percentage of its citizens aged 65 and older than the province as a whole (18.1% for the rural areas compared to 14.6% for Ontario). The percentage for the City of Ottawa is considerably lower at 13.2%.
- The proportion of elderly persons is slightly higher in the separated cities and towns: 17.8% climbing to 18.8% of the total population in 2011, but the rate of increase is less than in the rural areas (1.0% compared to 1.2%). The City of Ottawa has seen a more modest increase in elderly population – from 12.4 to 13.2% (a change of 0.8%). In the same period, the percentage of elderly persons across the Province of Ontario rose from 13.6 to 14.6% – a rate which matched that of the separated cities.
- When considered in combination with relatively lower incomes in rural areas (*see preceding section*), the data suggest that seniors may have particular difficulty in paying higher property taxes, which are based on the value of an illiquid asset (their home) rather than their incomes.
- Since elderly persons are less likely to be in the labour force, this suggests that there would be a higher proportion of residents in Rural Eastern Ontario that would be on fixed incomes (e.g. pensions) and they may find it more difficult to cover the costs of maintaining their homes.
- If the number of persons 65 plus grows through to 2020 at the same rate as it did in the 2006-2011 census period, Rural Eastern Ontario will have close to 170,000 seniors by 2020 (20% of the entire population). In absolute number, this would be a larger elderly population than in the City of Ottawa (projected to be 149,284). This is because the projected growth rate of the region's senior population is higher in Rural Eastern Ontario than the projected growth in the general population (13.3% in 5 years compared to 6.3% in 2006-2011).

Figure 14 - Number of Persons Aged 65 and Older in Rural Eastern Ontario (2006, 2011 Census), compared to Ottawa

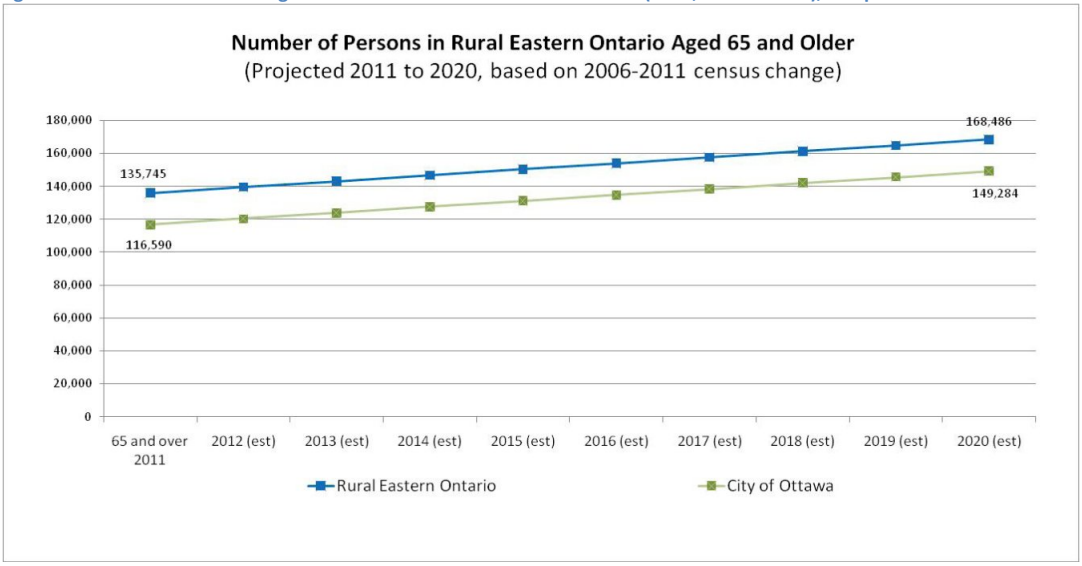


Figure 15 - Persons Aged 65 and Older, by Sub-Region, 2011 Census, 2006 Census, Compared to Provincial Average

By Sub-Region (2011 Census)	# Age 65-74	# Age 75-84	# Age 85+	65 and over 2011	Total Population	Percentage Age 65 and over
Rural Eastern Ontario	78,835	41,725	15,185	135,745	748,735	18.1
Separated Cities	36,330	26,330	11,855	74,515	395,627	18.8
City of Ottawa	62,675	37,580	16,335	116,590	883,391	13.2
All Eastern Ontario	177,410	107,005	44,075	328,490	1,999,809	16.4
ONTARIO	1,004,265	627,660	246,400	1,878,325	12,851,820	14.6
Municipality Source: 2011 Census	**# Age 65-74**	**# Age 75-84**	**# Age 85+**	**Total Aged 65 and over**	**Total Population**	**Percentage 65 and over**
Frontenac	2,915	1,365	305	4,585	26,375	17.4
Haliburton	2,770	1,550	435	4,755	17,026	27.9
Hastings	4,770	2,495	865	8,130	42,394	19.2
Lanark	5,805	3,200	1,370	10,375	56,689	18.3
Leeds and Grenville	7,330	3,640	1,355	12,325	67,958	18.1
Lennox and Addington	4,430	2,230	920	7,580	41,820	18.1
Northumberland	9,795	5,870	2,220	17,885	82,126	21.8
Peterborough	6,895	3,395	1,025	11,315	78,698	14.4
Prescott and Russell	7,070	2,100	700	9,870	85,381	11.6
Prince Edward	3,575	2,100	700	6,375	25,260	25.2
Renfrew	8,295	4,915	1,830	15,040	86,970	17.3
Stormont, Dundas and Glengarry	6,570	3,510	1,420	11,500	64,824	17.7
Kawartha Lakes	8,615	5,355	2,040	16,010	73,214	21.9
Rural Eastern Ontario	78,835	41,725	15,185	135,745	748,735	18.1

Figure 16 - Age Distribution by Sub-Region - Source: 2006 Census

By Sub-Region (2006 Census)	# Age 65-74	# Age 75-84	# Age 85+	65 and over	Total Population	Percentage Age 65 and over
Rural Eastern Ontario	65,955	40,610	13,140	119,705	708,795	16.9
Separated Cities	32,890	25,895	9,410	68,195	383,727	17.8
City of Ottawa	51,955	35,640	13,280	100,875	812,130	12.4
All Eastern Ontario	150,800	102,145	35,830	288,775	1,904,652	15.2
ONTARIO	868,190	589,180	191,810	1,649,180	12,160,296	13.6

8. High Levels of Home Ownership in Rural Eastern Ontario

- **2011 NHS**: Home ownership is quite high in Rural Eastern Ontario – 84% of dwellings are owned rather than rented. Home ownership is considerably higher than the provincial average for Ontario: 71%. This is presumably due to the greater prevalence of rental accommodation in urban areas. For instance, the level of home ownership is lower in the separated cities and towns of Eastern Ontario (63%), in the City of Ottawa (66%) and in Toronto (55%).

Figure 17 - Household Characteristics - By County source: NHS 2011

Municipality/ Source: 2011 National Household Survey	Number of Private Households Owner-Occupied	Percentage of Private Households Owner-Occuplied	Number of Households with One Maintainer	Percentage of Households with One Maintainer
Frontenac	9,480	91	5,090	49
Haliburton	6,315	83	4,600	60
Hastings	14,165	83	10,035	59
Lanark	19,430	85	12,210	54
Leeds and Grenville	25,100	95	16,403	62
Lennox and Addington	13,300	82	8,810	54
Northumberland	27,310	82	19,150	57
Peterborough	20,470	92	11,585	52
Prescott and Russell	25,785	78	17,965	54
Prince Edward	8,720	83	6,015	57
Renfrew	28,480	80	21,055	59
Stormont, Dundas and Glengarry	21,690	85	13,995	55
Kawartha Lakes	24,585	83	16,730	56
Total - Rural Eastern Ontario	244,830	84	163,643	56
Ottawa	237,605	67	203,855	58
ONTARIO	3,491,320	71	2,840,410	58
Toronto	571,790	55	665,050	63

9. Value of Owned Dwellings is Significantly Lower in Rural Eastern Ontario

- **2011 NHS**: On a county-by-county basis, the median value of dwellings in 2011 was lower in all cases than the provincial median value ($300,862), with the rural values ranging from $194,690 to $250,841. The regional median value for private dwellings across the entire rural landscape of Eastern Ontario is estimated to be **$232,925** – more than $60,000 less than for Ontario as a whole **($300,862**). For Ottawa, the median value is considerably higher **($349,151**) and for Toronto, higher still **($401,400**). All counties in Rural Eastern Ontario have a lower median value of dwellings than the provincial average.

  These data do not automatically mean that rural residents will have an easier or more difficult time affording their property taxes; municipal governments set their tax *rates* to generate the revenue needed to cover their service provision costs. Rents and mortgage payments may be slightly lower if the purchase price of a home is lower – depending on available down payments and interest rates. A subsequent section of this report provides a more comprehensive view of the cost of living in rural communities.

Figure 18 - Median Value of Dwellings, By County compared to Ontario, Ottawa and Toronto. Source: 2011 National Household Survey

Municipality/ Source: 2011 National Household Survey	Median Value of Dwellings (2011)
Frontenac	237,256
Haliburton	250,720
Hastings	199,738
Lanark	265,478
Leeds and Grenville	200,046
Lennox and Addington	224,431
Northumberland	250,033
Peterborough	272,367
Prescott and Russell	250,043
Prince Edward	250,841
Renfrew	202,540
Stormont, Dundas and Glengarry	194,690
Kawartha Lakes	250,174
Total - Rural Eastern Ontario	232,925
Ottawa	349,151
ONTARIO	300,862
Toronto	401,400

- **2006** Census: The average value of owned dwellings in Rural Eastern Ontario, when calculated on a weighted average basis, was $216,173, considerably lower than for Ontario as a whole (**$297,479**), Ottawa **($292,718)** or Toronto **($413,574**).

10. Higher Percentage of Rural Eastern Ontario Homes in Need of Major Repair

- **2011 NHS**: According to the 2011 National Household Survey, there were nearly **24,000** private dwellings (homes) in need of major repair[7]. This is more in absolute terms than in the Ottawa (**21,835**). As a percentage of all dwellings in Rural Eastern Ontario**, 8.2%** is higher than across Ontario (**6.6**%), in Ottawa (**6.2**%) or Toronto (**7.8**%). The prevalence of homes needing repair varies by county across Rural Eastern Ontario, but in all cases is at or above the provincial average.

  These data suggest that homeowners have a more difficult time maintaining their homes than across the province or in the major urban centres. If this is the case, it suggests that there is not enough income to carry out major maintenance or perhaps to cover the other costs of home ownership – one of which is annual property taxes.

Figure 19 - Private Dwellings with Major Repairs Needed, by County, Region and compared to Ontario, Ottawa and Toronto

Municipality/ Source: 2011 National Household Survey	Number of Private Dwellings with Major Repairs Needed	Percentage of Private Dwellings with Major Repairs Needed
Frontenac	805	7.8
Haliburton	500	6.5
Hastings	1,870	10.9
Lanark	1,785	7.8
Leeds and Grenville	2,655	10.0
Lennox and Addington	1,600	9.9
Northumberland	2,510	7.5
Peterborough	2,040	9.2
Prescott and Russell	2,395	7.2
Prince Edward	1,000	9.5
Renfrew	2,785	7.9
Stormont, Dundas and Glengarry	1,940	7.6
Kawartha Lakes	1,960	6.6
Total - Rural Eastern Ontario	23,845	8.2
Ottawa	21,835	6.2
ONTARIO	322,740	6.6
Toronto	82,150	7.8

[7] National Household Survey results do not define "major repair" other than to say that neither the minor or major repairs include desirable remodelling or additions. It is understood that the assessment of state of repair of a dwelling is made by the occupant.

- **2006 Census**: The same pattern of homes in need of major repair was evident in 2006. Of the 277,435 private dwellings "occupied by usual residents" in Rural Eastern Ontario, **11.4%** (roughly **31,500** dwellings) were described as "requiring major repair" in the 2006 Census. This percentage was considerably higher than the percentage across the province (**6.6**%), in Ottawa (**6.3**%) or in Toronto (7.8%). These data suggest that even before the recession, homeowners in Rural Eastern Ontario were having greater difficulty maintaining their homes than across the province or in the major urban centres.
- It is not clear that the need for repair is related to the age of housing stock. In fact, the data suggests that the need for major repairs is not the result of old stock but is more likely related to lower overall incomes.

  Compared to the province as a whole or its urban counterparts, Rural Eastern Ontario does not have especially old housing: **60%** of Rural Eastern Ontario's housing stock (2006: 166,465 dwellings) were constructed before 1986 (and is now more than 25 years old). Across Ontario, the percentage was **69**%. In Ottawa, the percentage of older housing was **67**%; in Toronto, older stock is 81% of the total.

Figure 20 - Percentage of Private Dwellings Constructed Before 1986 (2006 Census) - Rural Eastern Ontario compared to Ontario, Ottawa and Toronto

Municipality/Source: 2006 Census	Percentage of Private Dwellings Constructed Before 1986 (2006 Census)
Rural Eastern Ontario	60
ONTARIO	69
Ottawa	67
Toronto	81

11. Skewed Assessment Base Puts Pressure on Residential Ratepayers

- The reliance of local governments in Rural Eastern Ontario on **residential assessment** (rather than a strong presence of commercial, institutional and industrial assessment) has become more prominent over the 2002-2011 period, rising from **85.8% to 89.1%** of total assessment (increased reliance of 3.3%). (These data are based on FIRs provided by individual municipalities.)
- In the same period, reliance on residential assessment in the separated cities and towns rose slightly from 78.0 to 78.3%. The City of Ottawa saw decreased reliance on residential assessment, dropping from 78.4% to 77.2%. In other words, across virtually all of Eastern Ontario – other than Ottawa, reliance on residential assessment increased over the past decade.

Figure 18 - Percentage of Rural Eastern Ontario Tax Base That is Residential

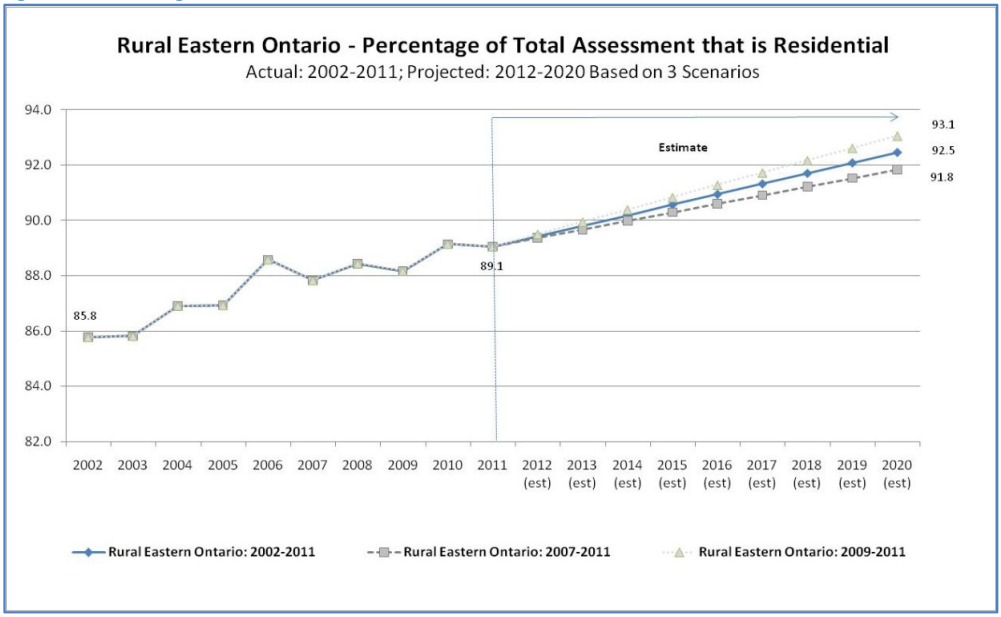
Sub-Region	Percentage of Total Assessment that is Residential					Change in	Change in
	2002	2007	2011	2012 (est)	2020 (est)	2007-2011	2002-2011
Rural Eastern Ontario	85.8	87.8	89.1	89.3	91.5	1.2	3.3
Separated Cities	78.4	81.4	78.3	77.7	73.0	-3.1	0.0
City of Ottawa	78.0	83.0	77.2	76.1	67.9	-5.7	-0.7
All Eastern Ontario	80.9	84.4	81.5	80.9	76.3	-2.9	0.6

11.1 Regional Reliance on Residential Assessment Projected to Increase to 2020

If the reliance trend in Rural Eastern Ontario in the 2007-2011 period continues through to **2020** (increasing by 0.3% a year), these municipalities will see **91.5% of their assessment being residential** by the end of the decade. This means that an even larger share of the cost for delivering local services will be borne by residential property owners or tenants in apartments.

By 2020, non-residential assessment in Rural Eastern Ontario is projected to drop to **8.5%** of total assessment, down from **14.2%** in 2002. This would be roughly a third of the proportion of the separated cities and towns in Rural Eastern Ontario. Non-residential assessment is expected to virtually identical in 2020 as it was in 2011 **($8.85 billion**).

Figure 19 - Percentage of Total Assessment that is Residential



11.2 Rural Eastern Ontario More Reliant on Residential Assessment than Province as a Whole

- Comparing Rural Eastern Ontario's reliance on residential assessment to Ontario as a whole requires use of MPAC data rather than FIRs. MPAC data for Tax Year 2012 (2011 Roll)[8] was used to compare the source of assessments on a region-to-province basis.

  MPAC data show that:
  - Commercial and industrial assessments combined are just 6.3% of the Rural Eastern Ontario' assessment base (compared to 16% for the province as a whole).
  - Farmland and managed forest account for 5.2% of the Rural Eastern Ontario assessment base (but are not fully taxable). The provincial average is 2.3%.
  - Rural Eastern Ontario is heavily reliant on residential assessment (84.2%).

- The comparative data from MPAC for Rural Eastern Ontario and the Province of Ontario shows that across the province, 75% of total assessment is residential. Rural Eastern Ontario can therefore be considered to be roughly **10% more reliant on residential assessment** than the provincial average.

[8] The percentage of total assessment from residential assessment is different when using 2011 FIR data as compared to 2012 MPAC data. There appears to be some variation in how municipalities show assessment for particular classes in their FIRs, reflecting the proportion of certain lands that are not fully taxable. MPAC assessment data is understood to be based on the property valuations not taxable status.

Figure 20 – Distribution of Assessment by Type – Rural Eastern Ontario: Source – MPAC Data

Type of Assessment	% 2011 for 2012 Tax Year	Assessment ($Billions)
Commercial	5.1	$ 4.72
Shopping Centres and Parking Lots	0.2	$0.208
Exempt	3.7	$ 3.48
Farm	4.8	$ 4.45
Industrial	0.9	$0.804
Managed Forest	0.3	$0.234
Pipeline, Railway and Utilities	0.9	$0.818
Multi-Residential	0.8	$0.759
Residential	83.4	$ 77.9
Total – All Types	100	$ 93.4

12. Median Shelter Costs in Rural Eastern Ontario Generally Lower

- **2011 NHS:** The median shelter cost[9] for owned dwelling across Rural Eastern Ontario[10] is $865 a month, roughly $330/month less than across Ontario as a whole ($1,163/month). This is likely due to the lower value of homes in the rural areas which would reduce financing requirements. On a county by county basis, there is considerable variability across the region – from a low of $615/month to $1,110/month.

Figure 21 - Median Shelter Costs, by County, compared to Ontario, Ottawa and Toronto. Source: 2011 National Household Survey

Municipality/ Source: 2011 National Household Survey	Percentage of Private Households Owner-Occuplied	Median Monthly Shelter Costs for Owned Dwellings
Frontenac	91	809
Haliburton	83	643
Hastings	83	815
Lanark	85	928
Leeds and Grenville	95	890
Lennox and Addington	82	953
Northumberland	82	955
Peterborough	92	784
Prescott and Russell	78	1,110
Prince Edward	83	895
Renfrew	80	615
Stormont, Dundas and Glengarry	85	732
Kawartha Lakes	83	937
Total - Rural Eastern Ontario	84	865
Ottawa	67	1,307
ONTARIO	71	1,163
Toronto	55	1,304

- **2006 Census:** In 2006, the median monthly payment for owner-occupied dwellings (typically a mortgage) was $717 in Rural Eastern Ontario, considerably less than in the City of Ottawa: $1,151.
- The median monthly payment for rented dwellings was $636 in Rural Eastern Ontario, considerably less than in the City of Ottawa ($849).

[9] Shelter costs for owner-occupied households include, where applicable, the mortgage payment, the costs of electricity, heat, water and other municipal services, property taxes and condominium fees. The Canadian average shelter cost in 2011 for owned premises was $1,141.

[10] The regional median shelter cost for owned dwellings was calculated by using a weighted average of the shelter costs for each county, with the weighting factor being the number of owner-occupied private households.

13. Rural Eastern Ontario Workforce Has Longer, More Expensive Commute

- **2011 NHS**: According to the 2011 National Household Survey, the median commuting time to work for residents of Rural Eastern Ontario ranges from 16 minutes to 30 minutes depending on location. These results cluster around the provincial average (21 minutes). When a regional median commuting time is calculated, the regional average tracks both the provincial average and the median commute for Ottawa quite closely.

  However, all jurisdictions in Rural Eastern Ontario have longer median commuting times than their nearest urban counterparts (see examples in chart below) and do not have access to public transit for most, if not all, of their commuting distance. In other words, rural residents are likely to be commuting longer and at greater cost than their urban counterparts.

  Typically rural workers use their only available means of transportation --- the automobile --- and are incurring additional costs to do so. There is some reason to think the voluntary NHS underestimates commuting time, distance and associated costs for rural workers. Low response rates in many rural municipalities – especially those further from urban centres – leads to data suppression and under-representation of workers in many of the smallest, most rural municipalities.

Figure 22 - Median commuting time - Rural Eastern Ontario compared to Ontario, Ottawa and Toronto

Municipality/2011 Census	Median Commuting Duration (minutes)
Frontenac	17
Haliburton	16
Hastings	17
Lanark	22
Leeds and Grenville	23
Lennox and Addington	21
Northumberland	20
Peterborough	17
Prescott and Russell	30
Prince Edward	17
Renfrew	16
Stormont, Dundas and Glengarry	19
Kawartha Lakes	21
Total - Rural Eastern Ontario	21
Ottawa	21
ONTARIO	21
Toronto	30

Jurisdiction	Median Commuting Time Rural Area (minutes)	Median Commuting Time Urban Area (minutes)
Frontenac	25.8 – South Frontenac 40.1 – Frontenac Islands	15.5 - Kingston
Hastings	25.1 – Tyendinaga 25.5 – Centre Hastings 25.6 – Stirling-Rawdon and Tweed	15.1 – Belleville 15.8 – Quinte West
Lanark	21.9 – Lanark	12.5 – Smiths Falls
Leeds and Grenville	23.2 – Leeds and Grenville	10.7 – Brockville 15.6 - Gananoque
Peterborough	16.7 - Peterborough	15.1 – Peterborough (City)
Renfrew	16.4 – Renfrew County	10.8 - Pembroke
Stormont, Dundas and Glengarry	18.7 – Stormont, Dundas and Glengarry	10.8 - Cornwall

Distance matters as much as time: Based on Canada Revenue Agency mileage rates for the 2003-2013 period, and assuming that a typical full-time employee is travelling an additional 30 kilometres round-trip per day (15 kms each way), that person is likely to be incurring an *additiona*l $3,500 to $4,000 a year in commuting costs compared to their urban neighbours. This would include additional fuel costs and more frequent maintenance on vehicles that are more extensively used. Insurance costs may also be higher and more rural workers may have to pay monthly parking at their workplace. The additional costs for longer commutes are estimated to be roughly $325/month.

Figure 23 - Additional Transportation Costs Incurred by Rural Eastern Ontario Labour Force - Source: CRA Mileage Rates

Mileage Rates and Cost Estiimates	2003	2007	2008	2011	2012	2013
First 5,000 km (cents)	42	50	52	52	53	54
Further km (cents)	36	44	46	46	47	48
If working full-time/# days week	5	5	5	5	5	5
Average additional kms/day (RT)	30	30	30	30	30	30
Average additional kms/week	150	150	150	150	150	150
Average kms/month (4.2 weeks/month)	630	630	630	630	630	630
Average Additional kms/year	7,560	7,560	7,560	7,560	7,560	7,560
Average Additional cost/year	3,022	3,626	3,778	3,778	3,853	3,929
Average Additional Cost/Month	252	302	315	315	321	327

- **2006 Census**: Median commute time estimates appeared for the first time in the 2011 NHS. Previously, the Canadian census included questions about work location (whether or not residents work in the same municipality or the same census division or county. This has been used as a proxy for a municipality's ability to create employment close to home, thereby reducing commuting time and distance.

  The 2006 census showed that a much higher proportion of the workforce is commuting to a different municipality: 52% compared to the provincial average of 32.6%. For the most part, this phenomenon was driven by the rural workforce commuting to nearby urban areas for employment. However, the flow of the labour force is in only one direction. Ottawa is a striking example of an urban area that provides employment to nearby municipalities but does not show a pattern of urban residents commuting to work in another (rural) municipality. In this case, only 1.6% of Ottawa's workforce is working in a different municipality or census division. In addition to influencing commuting distances and associated costs, this pattern is a major contributor to the reliance of rural areas on residential assessment and the stronger presence of commercial, industrial and institutional assessment in urban areas.

Figure 24 – Percentage of Labour Force Working Outside Home Municipality, by Sub-Region and County, Compared to Ontario and Ottawa; Source: 2006 Census

Sub-Region	Percentage of Labour Force Working in a Different Municipality within the Census Division (%)	Percentage of Labour Force Working in Different Census Division (or County) (%)	Total Percentage of Labour Force Working in a Different Municipality or Census Division (%)
Rural Eastern Ontario	26.0	26.1	52.1
City of Ottawa	0.0	1.6	1.6
All Eastern Ontario	11.1	11.7	22.8
ONTARIO	12.9	19.7	32.6

Municipality	Percentage of Labour Force Working in a Different Municipality within the Census Division	Percentage of Labour Force Working in Different Census Division (or County) (%)	Total Percentage of Labour Force Working in a Different Municipality or Census Division (%)
Frontenac	**52.7**	11.5	64.3
Haliburton	**16.7**	16.9	33.6
Hastings	**43.5**	13.7	57.2
Kawartha Lakes	**0.0**	34.2	34.2
Lanark	**27.8**	33.0	60.8
Leeds and Grenville	**34.4**	29.1	63.5
Lennox and Addington	**7.7**	46.0	53.6
Northumberland	**23.2**	26.2	49.3
Peterborough	**45.3**	18.1	63.4
Prescott and Russell	**15.6**	37.5	53.1
Prince Edward	**0.0**	36.2	36.2
Renfrew	**39.6**	10.2	49.8
Stormont, Dundas and Glengarry	**29.3**	19.2	48.5

14. Rural Eastern Ontario Residents Less Likely to Have Post-Secondary Education

- **NHS 2011**: Rural Eastern Ontario's total core workforce-aged population (25-64 years) was **388,830** in 2011. If accurate, it would suggest that the aging population combined with out-migration of youth and to some extent, migration of some members of the labour force to Western Canada, is constraining labour force growth: the core labour force now accounts for 55% of total population. In 2006, the percentage was 57%. However, given that 22 of 93 municipalities within the 13 rural county/single tier region had data suppression applied to their results due to low response rates, it is not clear if there is a waning representation of the core labour force in Rural Eastern Ontario. What is clear is that educations levels are lower overall in Rural Eastern Ontario than they are in either Ontario as a whole or in either Ottawa or Toronto.
- Rural Eastern Ontario has a smaller proportion of its core labour force in possession of college or university education (**46.6%)** than the province as a whole (**57.0%)** or either of Ottawa (69.2%) or Toronto (63.7%).
- Rural Eastern Ontario is *more likely* to have a skilled trades-educated workforce (**11.0%**) than the province as a whole (**7.8%**) or has double the strength of this type of workforce of either of Ottawa (5.5%) or Toronto (5.2%). In fact, Rural Eastern Ontario has a larger absolute number of these types of workers (roughly 42,000) than Ottawa (27,000).
- Rural Eastern Ontario is *less likely* to have a university-educated workforce (**16.0%**) than the province as a whole (**28.9%**) or either of Ottawa (42.8%) or Toronto (40.3%)

Figure 25 - Educational Attainment - Rural Eastern Ontario compared to Ontario, Ottawa and Toronto

Sub-Region - Educational Attainment Source: NHS 2011	Total Population 25-64 [2011]	Trades Certificate or Diploma Percent (among population aged 25-64) [2011]	College Certificate or Diploma Percent (among population aged 25-64) [2011]	University Certificate or Diploma below the bachelor level Percent (among population aged 25-64) [2011]	University Certificate, Diploma or Degree Percent (Among Population aged 25-64) [2011]	Trades, College or University Education Percent (Total) [2011]	College or University Education Percent (Total) [2011]
Rural Eastern Ontario	388,830	11.0	28.1	2.5	16.0	57.7	46.6
Ottawa	489,920	5.5	22.2	4.2	42.8	74.7	69.2
ONTARIO	7,018,880	7.8	23.6	4.5	28.9	64.8	57.0
Toronto	1,491,890	5.2	17.5	5.9	40.3	68.9	63.7

- These data suggest that without significant attention to education and training for the rural labour force, it will be difficult for Rural Eastern Ontario to close the earnings and incomes gap described earlier in this White Paper. Further, the lower levels of earnings and incomes, combined with additional transportation costs for travelling to existing post-secondary education classes in person, suggest that rural residents are less likely to be able to afford traditional forms of higher education.

Figure 26 - Rural Eastern Ontario compared to Ontario, Ottawa and Toronto - By County Source: 2011 National Household Survey

Municipality - Educational Attainment Source: NHS 2011	Total Population 25-64 [2011]	Trades Certificate or Diploma Percent (among population aged 25-64) [2011]	College Certificate or Diploma Percent (among population aged 25-64) [2011]	University Certificate or Diploma below the bachelor level Percent (among population aged 25-64) [2011]	University Certificate, Diploma or Degree Percent (Among Population aged 25-64) [2011]	Trades, College or University Education Percent (Total) [2011]	College or University Education Percent (Total) [2011]
Frontenac	14,575	8.4	27.4	2.6	28.7	67.1	58.7
Haliburton	8,650	13.4	27.3	2.4	14.5	57.6	44.2
Hastings	22,680	11.3	28.5	2.0	13.1	54.9	43.6
Lanark	30,910	11.1	29.2	2.7	17.2	60.2	49.1
Leeds and Grenville	37,370	9.8	30.8	2.6	16.5	59.7	49.9
Lennox and Addington	22,190	11.6	29.9	2.4	13.4	57.3	45.7
Northumberland	42,100	11.6	28.8	2.5	16.8	59.7	48.1
Peterborough	30,445	9.9	28.3	2.8	20.9	61.9	52.0
Prescott and Russell	47,310	11.4	25.1	3.1	16.4	56.0	44.6
Prince Edward	13,060	11.9	27.0	2.6	17.4	58.9	47.0
Renfrew	46,815	10.8	27.4	2.3	14.3	54.8	44.0
Stormont, Dundas and Glengarı	34,785	11.9	27.3	2.3	11.5	53.0	41.1
Kawartha Lakes	37,940	11.3	28.3	2.4	13.8	55.8	44.5

- **2006 Census**: Based on 2006 census data, residents of Rural Eastern Ontario have lower overall levels of educational attainment (perhaps in part due to the slightly older population who may not have had the opportunity for post-secondary education). At 38.3%, the proportion of rural residents with either college or university education was slightly less than residents of the separated cities and towns (41.6%) and well under that of the City of Ottawa (65.7%).

  When trades education is added in, rural residents still lagged their counterparts in the separated cities and towns (48.9% compared to 51.8%) with the City of Ottawa having a very high rate of any of these types of education: 71.6%.

- Residents of Rural Eastern Ontario were more likely than those of the City of Ottawa to have a college certificate or diploma (21.1%); residents of separated cities and towns were the most likely to have this type of education (24.4%).

- Compared to the province as a whole, Rural Eastern Ontario residents were more likely to have a college certificate or diploma than the province as a whole (23.5% compared to 22.0%) but less likely to have any form of university education (combined 14.8% compared to 31.7%).

- These variations in educational attainment may be due, at least in part, to the slightly older population in the rural areas (*see earlier section of this report*) or to the exodus of young people from their home communities when they decide to seek further education (for the most part, post-secondary education institutions are located in cities and towns). Regardless of the reason(s), lower levels of education are likely to limit rural residents' ability to secure relatively high paying employment. This employment limitation may therefore reduce the population's annual incomes and therefore their ability to pay property taxes sufficient to pay for vital public services (*see earlier section of this report*).

Figure 27 - Educational Attainment by Sub-Region - Rural Eastern Ontario compared to Ontario, Ottawa and Toronto Source: 2006 Census

Sub-Region - Educational Attainment Source: Census 2006	Total Population 25-64 [2006]	Trades Certificate or Diploma Percent (among population aged 25-64) [2006]	College Certificate or Diploma Percent (among population aged 25-64)	University Certificate or Diploma below the bachelor level Percent (among population aged 25-64)	University Certificate, Diploma or Degree Percent (Among Population aged 25-64)	Trades, College or University Education Percent (Total)	College or University Education Percent (Total)
Rural Eastern Ontario	383,040	10.6	23.5	2.5	12.3	48.9	38.3
Separated Cities	580,310	10.2	24.4	2.6	14.6	51.8	41.6
City of Ottawa	452,915	5.9	21.1	4.5	40.1	71.6	65.7
ONTARIO	6,638,330	8.8	22.0	4.7	26	61.4	52.7

Figure 28 - Educational Attainment - By County, Source: 2006 Census

Municipality - Educational Attainment Source: Census 2006	Total Population 25-64 [2006]	Trades Certificate or Diploma Percent (among population aged 25-64) [2006]	College Certificate or Diploma Percent (among population aged 25-64) [2006]	University Certificate or Diploma below the bachelor level Percent (among population aged 25-64) [2006]	University Certificate, Diploma or Degree Percent (Among Population aged 25-64) [2006]	Trades, College or University Education Percent (Total) [2006]	College or University Education Percent (Total) [2006]
Frontenac	15,205	11.4	27.2	2.7	16.3	57.6	46.2
Haliburton	8,470	12.0	25.9	2.2	12.2	52.3	40.3
Hastings	21,085	13.2	22.3	2.8	8.4	46.6	33.5
Lanark	29,665	10.5	29.1	3.1	17.4	60.1	49.6
Leeds and Grenville	37,375	10.9	29.7	2.4	14.4	57.4	46.4
Lennox and Addington	21,875	12.4	26.8	2.9	11.9	54.0	41.6
Northumberland	41,585	11.7	26.0	3.0	13.8	54.5	42.8
Peterborough	30,875	12.2	28.0	2.9	15.1	58.2	46.0
Prescott and Russell	44,950	11.9	23.6	3.1	13.6	52.2	40.3
Prince Edward	13,325	10.0	28.1	3.3	17.1	58.5	48.6
Renfrew	44,915	12.1	24.7	2.6	12.4	51.8	39.7
Stormont, Dundas and Glengarr	34,810	12.7	24.3	2.6	12.6	52.2	39.5
Kawartha Lakes	38,905	12.5	25.5	2.7	11.2	52.0	39.5

15. Taking Action on Ratepayer Affordability

Keeping municipal government affordable for local ratepayers will require local governments to change the trajectory of both service delivery costs and the revenues available to pay for these services (see EOWC White Paper on Municipal Affordability). Local governments will also need to become more proactive in supporting the efforts of their own ratepayers to improve the economic circumstances of the region, its households and businesses. This White Paper contains information which will help to guide the forthcoming regional economic development strategy project being undertaken by the EOWC in partnership with other regional stakeholder groups. The following recommendations cover some actions that local governments might take on their own or through the EOWC, as well as those which might be undertaken in partnership with upper levels of government.

Recommendations for EOWC and Constituent Municipalities:

E-1: It is proposed that the EOWC continue to actively support the development of a region-wide economic development strategy with the long-term objective of stimulating growth as well as jobs across the region, which will in turn stimulate growth in the region's property tax base. The ultimate goal is to increase total assessment as well as the proportion of assessment from industrial, commercial and institutional operations. (This same recommendation is found in the *Municipal Affordability White Paper*).

E-2: It is proposed that the EOWC continue to work with the provincial and federal governments to build awareness and utilization of the provincial (permanent) Eastern Ontario Development Fund (EODF) and programs of FedDev across the region. In particular, the EOWC will a) encourage utilization of the EODF Small Community/Pilot funding stream for businesses that fall below the 10-employee minimum threshold, and b) suggest opportunities to FedDev for funding regional initiatives designed to stimulate private sector economic activity across Rural Eastern Ontario.

E-3: It is proposed that the EOWC continue to encourage EORN to investigate and provide leadership to deployment of new, internet-based technologies by small and medium-sized businesses including but not limited to agriculture, forestry, manufacturing and fabrication, construction, information communications technology (ICT), transportation & logistics, health care, education, and tourism. Increased utilization of the regional broadband network for business purposes is expected to expand markets, increase private sector economic activity, create jobs, and ultimately, increase non-residential assessment.

E-4: It is proposed that the EOWC actively support the development of an integrated regional transportation and (non-traditional) transit system in Rural Eastern Ontario to increase access to markets in and outside the region, as well as improving cost-effectiveness of workforce commutes in and out of the region. Enabling the workforce to get back and forth to work in a cost-effective way is expected to increase employment and related earnings.

E-5: It is proposed that the EOWC actively support the development of in-region and distance education and training opportunities to enhance the education and skill levels of the region's population and workforce, thereby enhancing the ability of local residents to find employment and increase earnings.

E-6: It is proposed that the EOWC advocate for reinstatement of the federal Home Renovation Tax Credit – especially for energy efficiency, and the continuation and extension of the provincial Home Renovation Tax Credit for seniors and family members living with them. It is further recommended that these tax credits be focused on low-income owner-occupied households.

E-7: It is proposed that the EOWC actively support the development of a regional youth retention and re-attraction strategy through which to increase the overall size of the labour force in Rural Eastern Ontario and contribute to succession planning for local enterprises.

E-8: It is proposed that the EOWC advocate for additional financial support for affordable housing initiatives that would reduce the need for residents to move to urban areas for these types of accommodations.

Recommendations for the Province of Ontario:

U-1: It is proposed that the Province of Ontario provide Eastern Ontario municipalities that have significant Crown lands or other lands with assessment constraints (e.g. managed forests, farmland, aggregate sites etc.) in their jurisdictions with compensation reflecting these property-based limitations. The compensation could be a Payment-in-Lieu or an annual share of revenues accruing to the Province from these lands (e.g. royalties from stumpage fees). This compensation would be in recognition of the service provided by municipalities in building and maintaining roads and bridges, and providing emergency services for these tax-exempt lands. [This same recommendation is found in the *Municipal Affordability White Paper*]

U-2: It is proposed that the EOWC continue to work cooperatively with provincial and federal authorities to obtain an agreement related to the Algonquin land claim. Once an agreement is in place, it is proposed that the EOWC work collaboratively within the Algonquin Nation to identify and pursue opportunities for economic development benefiting the Algonquins and the region as a whole. [This same recommendation is found in the *Municipal Affordability White Paper*].

U-3: It is proposed that the EOWC encourage and support the Province of Ontario in its continued efforts to contain the growth in program and service delivery costs, including those that are mandated to municipal government (examples: policing costs). It is further proposed that the EOWC encourage the Province to engage municipalities and the EOWC in processes which will affect services mandated to municipal government.

U-4: It is proposed that the EOWC work with AMO and the Province of Ontario to develop a strategy which would allow and encourage local governments to introduce non-tax-based revenue generating measures to make their municipalities more financially sustainable. The first priority could be an examination of ways to leverage existing municipal assets to provide new revenue streams (examples: outstanding POA monies; per-ton charge for aggregates). [This same recommendation is found in the *Municipal Affordability White Paper*].

U-5: It is proposed that the Province of Ontario broaden its commitment to work with municipalities on renewable energy development to include determination of appropriate property tax rates for all types of renewable energy, not just wind turbine towers. This is an essential companion to the proposed changes to the Feed-in-Tariff (FIT Program) which are intended to engage municipalities and Aboriginal communities in location and siting decisions, and providing new energy-related economic development and revenue opportunities for municipalities and public sector entities. [This same recommendation is found in the *Municipal Affordability White Paper*].

U-6: It is proposed that the EOWC work with AMO and the Province of Ontario to determine if there are alternative, cost-effective ways to deliver services at the local level, and seek opportunities for pilot programs through which these alternatives might be tested on a cost-shared basis in Rural Eastern Ontario. [This same recommendation is found in the *Municipal Affordability White Paper*].

MINUTES OF THE COMMITTEE OF THE WHOLE
April 2, 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, April 2, 2014 at 9:00 AM

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

REGRETS: Councillors David Jones and Janet Gutowski

ALSO PRESENT: **County:** Marian VanBruinessen, Acting CAO/Treasurer; Paul Charbonneau, Director of Emergency & Transportation Services; Julie Shillington, Administrator-Fairmount Home; Jannette Amini, Manager of Legislative Services/Clerk, Colleen Hickey, Manager of Human Resources;

Media: Elliot Ferguson, The Kingston Whig-Standard

1. CALL TO ORDER

Councillor McDougall, Chair, called the meeting to order at 9:02 a.m.

2. ADOPTION OF AGENDA

Moved By: Deputy Warden Doyle
Seconded By: Councillor Purdon

THAT the agenda for the April 2, 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

Ms. Hickey introduced to Council Ms. Sherry Corneil, who has been hired as the Human Resources Generalist for the County of Frontenac and provided a brief background on Ms. Corneil.

5. CLOSED MEETING

Moved By: Councillor Davison
Seconded By: Warden Clayton

RESOLVED THAT the Committee of the Whole enter into a closed meeting as authorized under Section 239 of the Municipal Act, to consider:

- An Educational session on the County of Frontenac Employee Attendance Awareness Program.

CARRIED

Moved By: Councillor Inglis
Seconded By: Deputy Warden Doyle

THAT the Committee of the Whole Council rise from closed session without reporting.

CARRIED

6. REPORTS

a) **2014-038**
Corporate Services
Review of Council Procedural By-law

Moved By: Councillor Purdon
Seconded By: Councillor Davison

RESOLVED THAT staff be directed to bring forward a by-law to amend By-law 2013-0020, being a by-law for governing the calling, place and proceedings of meetings for the County of Frontenac to the April 16, 2014 regular meeting of County Council as amended.

CARRIED

Ms. Amini provided a PowerPoint presentation to the Committee which included an overview of the proposed amendments. With respect to the RULAC Committee, the

Committee recommended that as opposed to making RULAC appointments on a yearly basis, that the composition from the County be amended to appoint the Warden, Deputy Warden and the Council member appointed to the City of Kingston Housing and Homelessness Advisory Committee.

The Committee also questioned by the CRCA has a representative on the Trails Advisory Committee as there are many other groups that are involved with the Trails system.

Minor typing errors were also pointed out to staff which will be corrected in the amending by-law, including references to the Chief Administrative Officer/Clerk, a position which now no longer exists.

b) **2014-055**
Corporate Services
Service Delivery and Organization Review (SDOR) Implementation Plan Update

Ms. VanBruinessen advised that the SDOR Committee had recommended that staff report to the Committee of the Whole on a bi-annual basis on the progress of the KPMG recommendations. This report provides a status/update of the KPMG recommendations.

Ms. VanBruinessen advised that opportunities for shared services will be discussed at the April 9th Frontenac CAO's meeting and a report will then be brought forward to Council in May. It has been noted at both ROMA and the EOWC that shared services is required.

7. RISE AND REPORT

Moved By: Warden Clayton
Seconded By: Councillor Inglis

THAT Committee of the Whole rise.

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

CARRIED

8. COMMUNICATIONS

a) Minutes of Committee of the Whole Meeting held March 5, 2014

9. NOTICE OF MOTION

10. OTHER BUSINESS

Deputy Warden Doyle noted the support provided by the County of Frontenac with respect to the construction of the outdoor rink on Wolfe Island which is close to completion. The rink will be officially opened on July 18th with the program to include a performance by Ambush and he invited all of Council to attend.

Deputy Warden Doyle advised that he has filed his nomination papers for Mayor in the 2014 election.

11. PUBLIC QUESTION PERIOD

There were none.

12. ADJOURNMENT

Moved By: Deputy Warden Doyle
Seconded By: Councillor Purdon

THAT the meeting be hereby adjourned at 11:29 a.m.

CARRIED

COMMITTEE OF THE WHOLE
REPORT TO COUNTY COUNCIL

To:	Warden and Council Members of the County of Frontenac
From:	Jannette Amini Manager of Legislative Services/Clerk
Date prepared:	April 3, 2014
Date of meeting:	April 16, 2014

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

Recommendations

a) 2014-038
Corporate Services
Review of Council Procedural By-law

RESOLVED THAT staff be directed to bring forward a by-law to amend By-law 2013-0020, being a by-law for governing the calling, place and proceedings of meetings for the County of Frontenac to the April 16, 2014 regular meeting of County Council as amended.

YOUR PUBLIC LIBRARY
KINGSTON FRONTENAC PUBLIC LIBRARY

RECEIVED
APR 02 2014
County of Frontenac

March 26, 2014

Marian VanBruinessen
Acting CAO/Director of Corporate Services/Treasurer
2069 Battersea Road
Glenburnie ON K0H 1S0

Dear Marian,

In 2013 the Kingston Frontenac Public Library Board initiated a strategic planning process to identify a future for our Library and to develop priorities for service improvements and expansion. With changes in our communities, technology and publishing it was an opportunity to plan how to navigate those changes successfully.

After several months of research and consultation with our patrons, community stakeholders and staff members, the Library Board developed the strategic plan, *KFPL Vision 2020*, to guide the organization over the next five to seven years. The Board will review the plan annually to ensure that KFPL continues to anticipate and to respond to a changing future.

I have enclosed a copy of *KFPL Vision 2020* and invite you to join the Library Board and staff members in creating a public library that continues to make a positive difference in the lives of Kingston Frontenac residents and in our communities.

Yours sincerely,

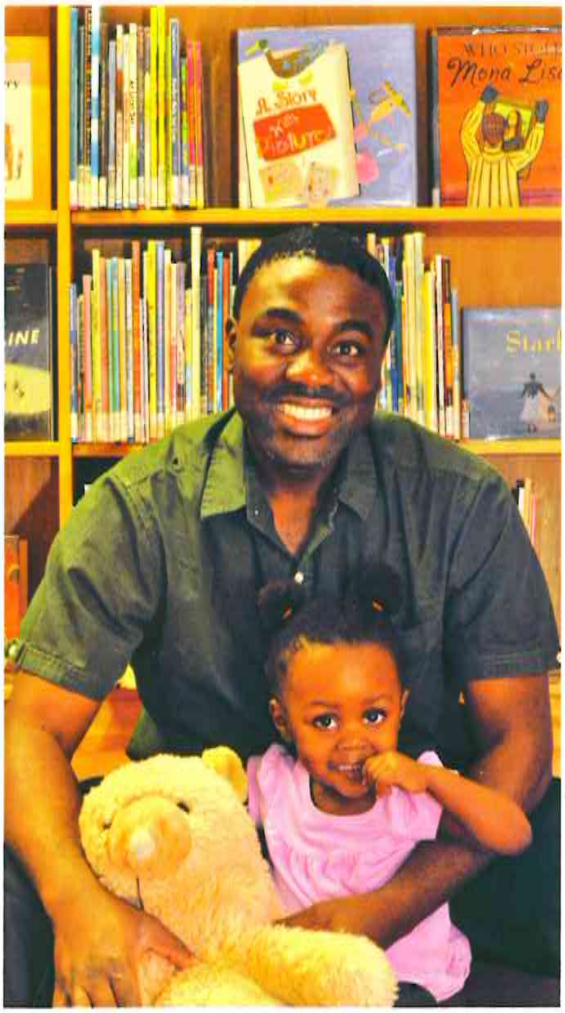
C. Richardson

Claudette Richardson, Chair
Kingston Frontenac Public Library Board

130 Johnson St. • Kingston, ON • K7L 1X8 • Phone: 613.549.8888 • Fax: 613.549.8476
www.kfpl.ca
Information inspiring imagination

KFPL Vision 2020

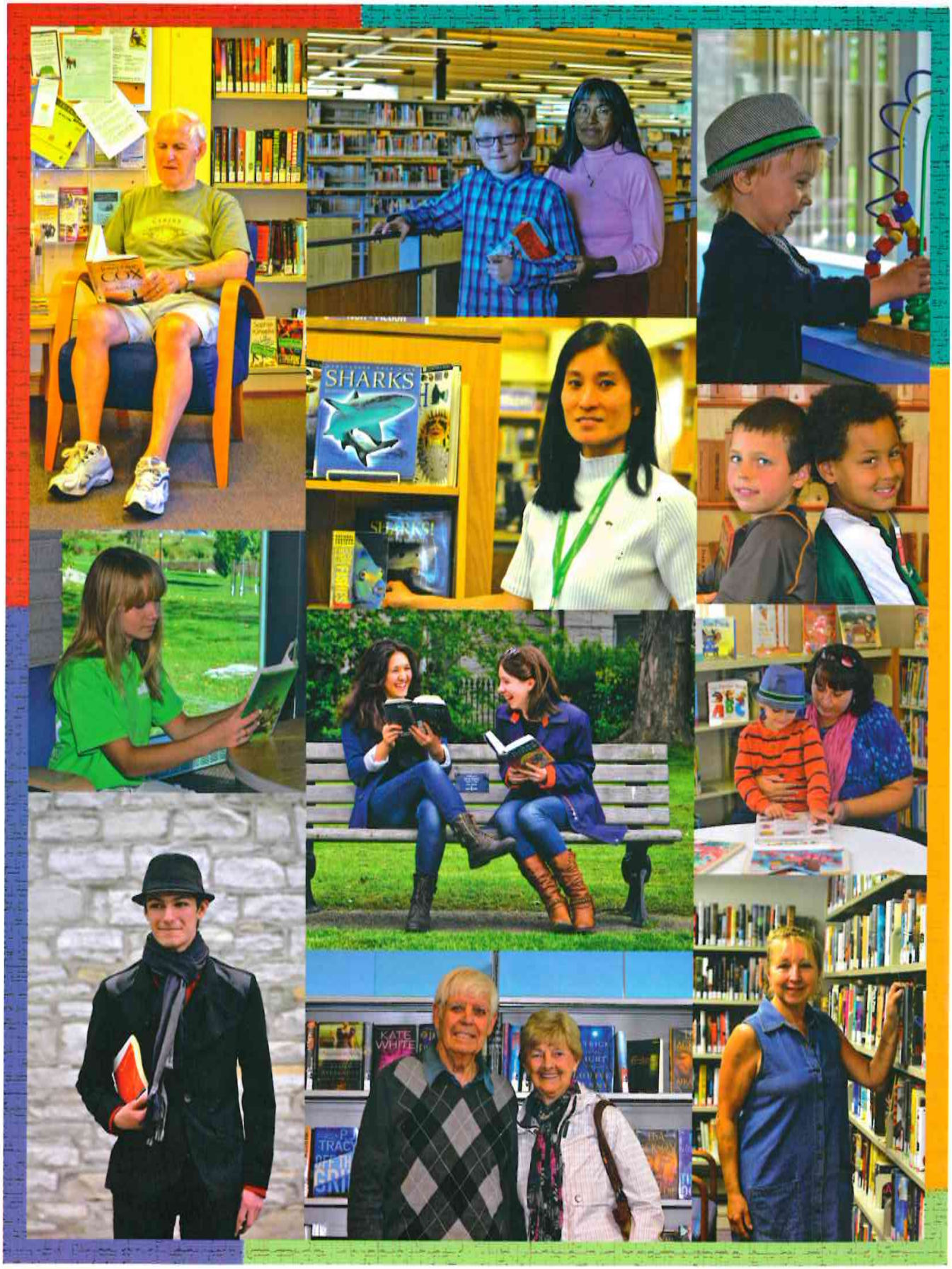
Information
Inspiring
Imagination



Information inspiring imagination

KINGSTON
FRONTENAC
PUBLIC LIBRARY

YOUR PUBLIC LIBRARY


SHARKS

Introduction

In 2013 the Library Board and staff initiated a strategic planning process to identify the future of our Library and to describe our priorities for service improvement and expansion. In today's increasingly digital and complex environment it is more imperative than ever for the Public Library to pause, examine the changes occurring in the community, technology and publishing, and plan how we will successfully navigate those changes to make a positive difference in the lives of the people of Kingston Frontenac. This is what the Library in Kingston Frontenac has been doing for more than 100 years: *positively changing lives by transforming information into inspiration for people's imaginations.*

For the Library to remain what it is, it must change; if it does not change, it cannot remain what it is.

We talked to community stakeholders and residents, both users and non-users of the Library. We compiled information to understand changes in our community and researched factors affecting public libraries in North America. Using this information to inform and challenge our thinking, we developed a strategy for the future. It is a future that embraces change predicated on new technologies, evolving communities and shifting values and lifestyles – all with significant implications for public libraries as we endeavour to educate, inform and engage residents.

Our discussions concerning the future of the Kingston Frontenac Public Library (KFPL) were guided by three main considerations. First, public libraries exist to enrich lives: our primary objective is to be a significant positive influence in this community. Second, the Library does not act alone: we bring our special skills, resources and expertise to collaborative community projects. Finally, we are a library system that incorporates a diverse range of individuals and interests from a large urban and rural community base, and our responsibility is to serve all residents in a balanced and appropriate manner.

Our Library, created in 1998 when the Kingston Public Library and Frontenac County Library were merged, has successfully navigated changes since the early 1800s. The present document lays out KFPL's plan to forge new paths, building on the past and looking to the future. Our Library believes that the people of Kingston Frontenac deserve nothing but the best: the best services and resources unique to their public library. An indispensable institution of democracy, the public library supports access to information, literacy and lifelong learning for all citizens. In today's society, reading and writing are not enough: the people of Kingston Frontenac must have digital and technological literacies as well.

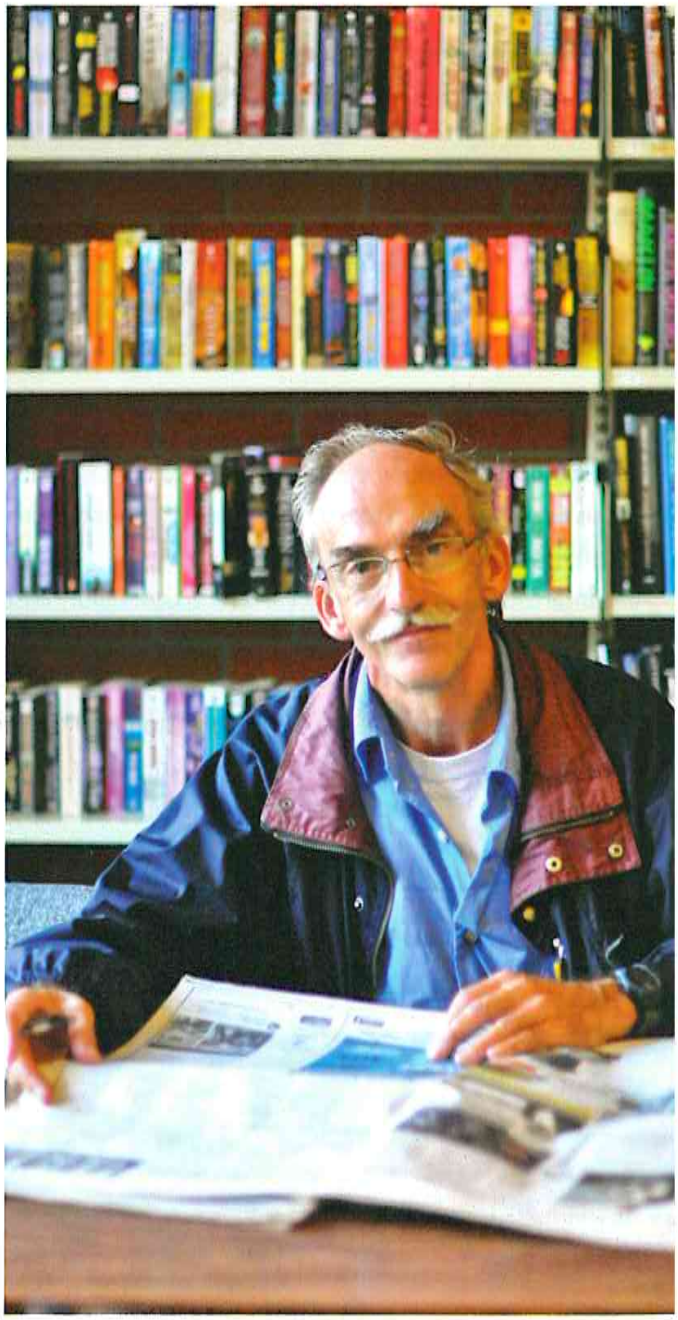
The Library's strategic goals for the coming years focus on:

- Unique, Impactful Services that enable the people of our community to manage the digital environment effectively
- Difference-Making Spaces in which we use technologies and innovative approaches to push our walls ever further out, extending our resources and personalized problem-solving services to where residents are
- Community-Focused Relationships with which we collaboratively deliver specialized programs to provide the information and knowledge that people in all phases of their lives need in order to pursue their aspirations
- Growing 21st Century Capabilities throughout the Library, enabling our staff to thrive in the 21st century information world

We invite you to join us on this journey to 2020, to explore the Library's vast wealth of resources, to engage with our staff, who can take you deep into the unknowns of the Web and the printed page, to venture into community-specific discussions, and to read, to view, and to listen to your heart's and mind's content. We welcome you to KFPL's vision 2020.

Sincerely,

Claudette Richardson, Board Chair
Patricia Enright, Library CEO



All who work for the good of public libraries know that we will need some careful navigation to get them to a safer harbour. But this we must do. Our links to the past, our bonds with the present, our path to a civilized tomorrow are all maintained by libraries. They are agencies of the public good. They allow all of us to be, as the Hebrew saying goes, pilgrims at the gate of a new city.

--Adrienne Clarkson
Governor General

Our Library Today and the Communities We Serve

KFPL is the product of local municipal amalgamations, the marriage of a former city and a county library system. This is a unique and defining characteristic of our Library. Providing facilities and services consistent with the needs of new generations of library users and with changes in our communities has been a major challenge in the past, particularly in our rural service area. Our future success depends on adopting a new service model that creatively incorporates physical and virtual space, provides enhanced access to staff with appropriate skills, and takes advantage of new technologies to serve all Kingston Frontenac residents.

In recent years the Library has made significant improvements, adding enhanced services and new facilities whose impact is reflected in our use. We must build on this success to become an even more meaningful and valued resource for our residents.

Kingston Frontenac will experience significant growth in the next 20 years, and this growth will place added pressure on the Library and our municipal partners to meet future needs. Furthermore, we must plan for new users as our population grows, becomes more diverse, and embraces new lifestyles that will influence the services we provide. The challenge will be to embrace the opportunity presented by growth, so that we improve our services and make changes that reflect the needs of the next generation of library users.

Our municipalities are exploring new economic opportunities rooted in history, cultural resources, innovation, entrepreneurship and tourism. The Library has the resources and expertise to support these economic initiatives. We also understand that quality library services attract and retain entrepreneurs, employees and investors. The Library will play a much larger role in our future economic sustainability.

- KFPL consists of 16 branches, ranging in size from about 600 to 65,000 sq. ft. The system includes major city facilities and many branches serving small, rural communities.
- Most recent statistics indicate KFPL had over 800,000 visits, 2.8 million uses and a circulation of 1.5 million annually.
- In 2012 KFPL lent 56,618 e-books.
- Between 2006 and 2011, the City of Kingston's population grew by 5.3%, while the rural Townships experienced stable to marginally declining population. However, by 2036 the population of the City and the County is predicted to increase from 152,000 to 193,000, while the Townships adjacent to the City experience suburban expansion.
- Currently, as much as two-thirds of the County labour force commutes to the City.
- The proportion of home-based businesses in the County is higher than the provincial average.
- As with most urban areas, a more diverse and older population is anticipated.
- While the local economy will continue to be heavily dependent on government services, the strategic plans, sustainability plans and cultural plans of local authorities place an increasing emphasis on tourism, proactive development, innovation and research. In the City of Kingston, cultural programming, cultural hubs, heritage, the downtown and cultural tourism are prominent themes for the future.

Our Residents - Their Perspective on the Public Library

We are pleased that the overwhelming majority of our residents recognize the importance and value of public library services. Our challenge is to translate these positive feelings into meaningful experiences with KFPL. Our core users are satisfied with the library but have a limited understanding of the ways in which we could be of greater service, particularly in a world where technology and information will increasingly govern our social, cultural and economic universe.

The urban-rural character of our Library continues to be an over-riding consideration in our service delivery. However, we have discovered that the perceptions, behaviours and expectations of rural and urban residents are very similar. While our response will be tailored to the realities of our urban and rural communities, their needs are similar.

Engaging the infrequent user and the non-user remains our greatest challenge. Despite the fact that many of our non-users are somewhat familiar with our services, and may have been users in the past, they no longer see a role for the public library in their lives. This perception must change.

Community stakeholders have a very traditional view of the public library. KFPL is not always identified as a potential partner in their plans and projects, and, when we are, our role is limited. We must encourage our residents and our community partners to ask for more from their public library. To do so, we must demonstrate that the Library can make a significant contribution to the social and economic success of our community. We must strengthen those aspects of our services that address community and creativity. We strive to be top-of-mind in Kingston Frontenac – recognized and respected as a significant player in the future of this community.

- The overwhelming majority (90% plus) of Kingston Frontenac residents, both urban and rural, users and non-users, believe that the Library serves all interests and age groups, is required in a world where information is available from so many sources, and deserves tax support.
- 25% of residents are not familiar with library services; 4% of users and 52% of non-users. However, similar proportions of users and non-users (42-43%) are somewhat familiar with the Library, the remainder being very familiar.
- 56% of all residents use the Library; 60% of whom use it at least monthly. The remaining 40% of users are only accessing services once or twice a year.
- 20% are using the Library less today than five years ago, with greater use of the Internet the major reason for the change.
- Only 29% of users could suggest things KFPL could do to increase their use; and 18% of non-users could suggest things that would encourage them to start using the library.
- About one-half of all residents reported the library was "not top-of-mind – they just don't think to go there"; that all of the information in the Library is just as easy to get on the Internet; and that the library won't change much in the future. Non-users were much more likely than users to hold these opinions.

Our Changing World

Public libraries must find their place in a world of unprecedented social, cultural and political change, much of which is rooted in new technologies. We believe this new world is full of opportunities for KFPL to engage a wider range of residents and to make a much greater contribution to our community.

We can support these residents by providing the life skills and competencies they need to participate fully in a changing world and a knowledge-based economy. We can link our residents to the information, experiences and networks that are defining their world in the 21st century. In conjunction with our partners, we can support Kingston Frontenac organizations, facilitate learning, and encourage all residents to play an active and constructive role in the affairs of their community.

The Library can assemble the expertise, resources and networks to play this role. It is a role for which we are uniquely suited. However, to succeed, it is apparent that we must re-position ourselves in the community. As discussed earlier, we acknowledge that our brand is outdated and our connections to the community limited. We know that most residents see the Internet as an alternative to the Library, instead of the Library as an enhancement to Internet users. We must change these perceptions and position ourselves as the community's trusted and valued partner for mastering the demands of our changing world.

- Canadians spend more time on-line than watching TV, and most people regard access to the Internet as a fundamental right.
- Mobile technologies will become ubiquitous, and social networking and social media will dominate the ways in which we communicate.
- Consumer behaviour will increasingly be characterized by experience consumption rather than material consumption.
- Despite these trends, there will be continuing constraints – both financial and skill-related – to full participation in technology and the services it can offer.
- The economic base will shift with growing emphasis on the service sector and small and entrepreneurial businesses.
- Home schooling is expected to increase in popularity; technical literacy will be essential for social and economic success; and the workplace will increasingly emphasize technology for efficiency, collaboration, and global communication.
- Distinct generational lifestyles rooted in differing values and characterized by different expectations, needs and behaviours will be the norm.

Our Mission, Vision & Values

Our mission declares our unique, ongoing role in our community. Our vision describes the Kingston Frontenac Public Library in 2020. It retains the values and strengths of today and envisions the ways in which we will be different tomorrow, so that we can serve the changing needs of our community. Our values are the constants in both library service delivery and our relationship with the community. We will protect and promote these values even as we embrace change and adopt new approaches to serving the community.

OUR MISSION

Our primary purpose is to make a positive difference in the lives of everyone in Kingston Frontenac. We aim to achieve this purpose by helping residents transform today's vast information resources into the solutions, facts, know-how, inspiration, and entertainment they need to learn, solve problems, read, engage with their community and reach their personal aspirations.

OUR VISION

We will:

- Offer programs and services to inspire a love of reading, thereby opening up literature, the deep Web and the authors of yesterday, today and tomorrow for everyone in our community.
- Innovate and experiment with services and approaches that are uniquely aligned with community needs and not necessarily with how a library is perceived.
- Focus more on services than buildings.
- Activate imagination, intellectual freedom and free access to information with high-quality targeted services.
- Connect the communities within our community with discussions specific to Kingston Frontenac.
- Be a part of most people's lives, recognized as a problem-solver, a source for reading, and a key supporter of learning.
- Welcome all to an inviting, barrier-free, non-judgmental community with virtual spaces, services and programs that meet all citizens where they are on their road of life-long learning.

"In 2020 people will automatically say "the Library can help you with that!" whenever you are facing a problem."

---Kingston Frontenac Resident

Our Values

Collections

• We strive to provide a dynamic collection of materials that is regularly evaluated and available in a variety of formats to serve the needs and support the interests of all members of our community.

Quality of Services

• We seek to provide exceptional service by providing reliable, responsive, courteous service, from a competent, informed, understanding and responsive staff.

Respect & Dignity

• We treat all people with respect. Each individual in our community will receive the best, free library service possible.

Creativity & Innovation

• We encourage and support creative approaches and innovative solutions in all aspects of library service. The most appropriate technical innovations will be implemented while maintaining a strong commitment to traditional library services.

Stewardship

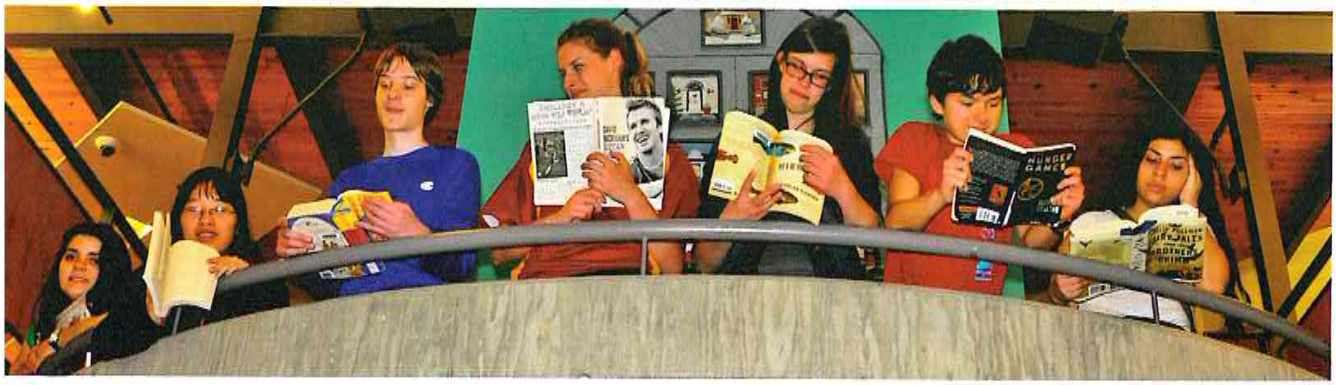
• We value the ethical, fiscally responsible, sustainable use of public resources. Each employee of the Kingston Frontenac Public Library is a steward of the public trust. All staff exercise prudence when using and/or allocating any library funds or resources. We work with other community partners when possible to best utilize all resources.

Work Environment

• We provide a positive work environment that respects each staff member's unique contributions. Our talented, well trained, knowledgeable staff are a vital part of the cultural, social, business/ entrepreneurial and educational life of the community. We offer opportunities for professional growth.

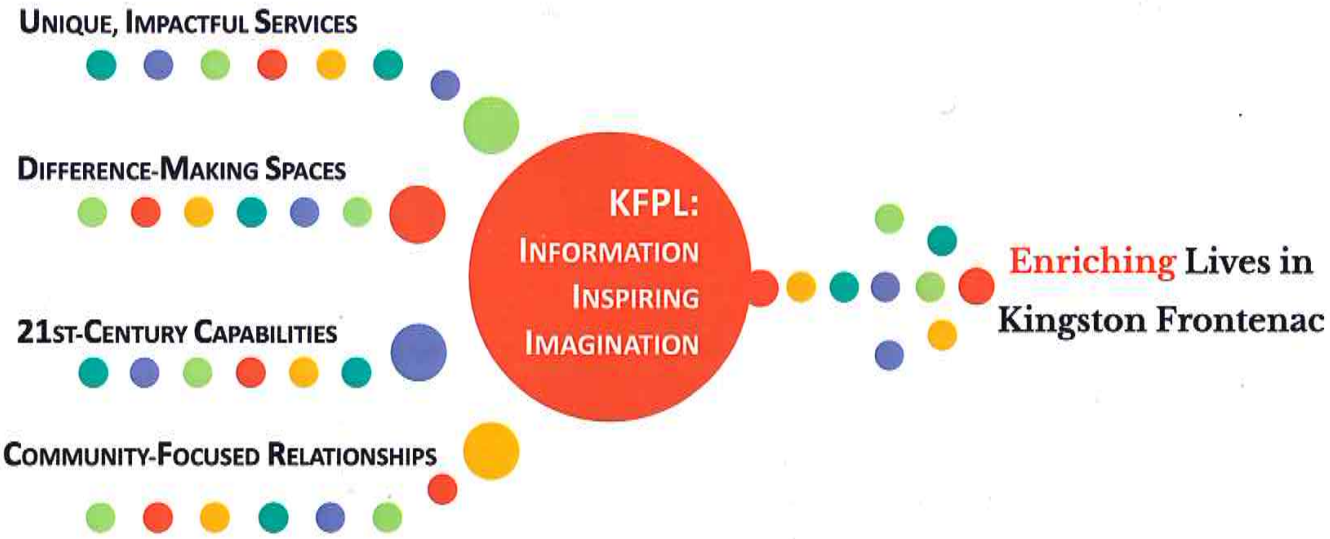
Intellectual Freedom

• We support freedom of speech and the right of residents to select the information appropriate for their needs. Open and unrestricted access to information from all library resources will be available in multiple formats to meet the individual needs of all residents of Kingston Frontenac.



Our Strategies for 2013 - 2020

As we designed the Library for Kingston Frontenac's future, we discovered several themes: *community connections; specialized services tailored for specific communities; unique programs created through the Library and partners; an acute awareness of the Library's virtual and physical services where, when and how people need them throughout Kingston Frontenac*. These themes were initially broad and somewhat vague. But we were – and are – sure of one thing: Kingston Frontenac will continue to change, and the Library must not only be aligned with those changes, it must lead initiatives that will help its citizens participate actively in the 21st-century digital-intensive world. This focus will help us navigate our way through the challenges of balancing the many demands on the Library, allocating our resources appropriately and transforming the themes we identified into strategic goals with action-oriented initiatives.



A. Unique, Impactful Services

Our services are our hallmark. While the library provides a vast array of electronic data, e-books, books, movies, music and local history, it is our services that transform these resources into facts, solutions, ideas and reading enjoyment for the people of Kingston Frontenac. We will design and deliver unique services to enable the people of our community to manage the digital environment effectively.

To realize this goal we will:

A.1 Review and adjust our portfolio of services and programs; the emphasis will be on:

a. identifying offerings which are unique to the Library, and with which we harness the incredible contribution of our vast resources

b. eliminating duplication and unnecessary competition with other organizations

c. letting go of services that are no longer relevant

d. ensuring the services in which we are investing our resources (staff, funding, content, etc.) are the ones that are needed and are used

e. piloting experimental programs and services on the productive use of new technologies

A.2 Segment the market for our services, determining:

a. information behaviours, needs and preferences of users and non-users

b. those community segments which will benefit most from specific services

A.3 Review how and when services are offered, exploring and, most importantly, piloting different hours, alternative delivery modes and non-traditional spaces.

A.4 Complete a Collections Audit, specifically examining the collections in terms of balance of format, content relevance, overuse/underuse, and budget allocation.

A.5 Investigate and implement a new service delivery model in cooperation with our funding partners and communities.

B. Difference-Making Spaces

The age of the hushed, book-bound library is long past. It has been replaced with one in which library spaces bring information alive to spark ideas, deepen understandings, and engage people in community-specific discussions. Our spaces must make a difference for the people of Kingston Frontenac at all ages and stages. Our spaces must blend the paper and digital worlds with service options ranging from self-serve to staff-intensive consultations. Using technologies and innovative approaches we will push our walls ever further outwards, extending our resources and personalized services to where residents are. We will configure virtual and physical spaces that are accessible, inviting and purposeful for residents to explore, discover, create, learn, study and read.

To realize this goal we will:

B.1 Explore a new facility model for both physical and virtual spaces that most effectively complements our service delivery model. This new facility model will: revisit the role and purpose of our branches; evaluate the merits of more specialized functions for some of the spaces within our system; and identify alternative approaches to providing access to our resources, such as fully automated material kiosks/vending machines for pick up and delivery in various community places and expanded use of shared space with other organizations.

B.2 Redefine the role of the Central Library to better reflect its unique position in downtown Kingston and its potential for stronger partnerships with other organizations and for a greater contribution to municipal objectives in the downtown, with its cultural and heritage resources, tourism and economic development.

B.3 Consistent with the identified facility model, improve and strengthen branches/buildings by:

a. Participating in the City, County and Township asset management plans

b. Creating flexible, welcoming, accessible branches

What if we acknowledged that our branches reflect our communities, and meant it?

--Ken Haycock
Library Leader

C. Community-Focused Relationships

In today's world no organization is an island, nor should it be. We have always partnered with community organizations and suppliers to extend our service possibilities and maintain operational efficiencies. During this planning period we will intensify our collaboration with other organizations, focusing always on how – together – we will best enable the people of Kingston Frontenac to participate in the digital, information-intensive world. We'll collaboratively deliver specialized programs that will provide the information and knowledge which people in all phases of their lives need to pursue their aspirations.

To realize this goal we will:

C.1 Intensify our partnerships and collaborative relationships with a few organizations to design and deliver unique, highly needed services that no one organization can do alone.

C.2 Develop mechanisms to share information and expertise with community leaders and organizations, specifically the Mayors, CAOs, Councils, and City, Township and County Staff.

Holding true to our mandate, it's time to question our assumptions about how libraries do the work of connecting people with information. It's time to think more broadly about our roles, to reach beyond our borders, to look at our work in a wider social context. We need to chart new alternatives and directions for libraries. In short it's time to think like a pioneer again.

The question is not whether we need libraries. But rather, how will libraries evolve to meet the changing needs?

--Jacqueline Van Dyke
Library Director at North Vancouver District Public Library

D. 21st-Century Capabilities

Though our services are our hallmark, it is our staff, technologies and approaches that are our heart, our mind and our engine. We will grow our organizational capabilities, including our training, technologies, processes and practices to provide staff with the experiences, approaches and knowledge to thrive, with the community, in the 21st-century information world. We will monitor new developments and research on the effects of technology on information access and use. We will develop creative new mechanisms to improve communication between residents and library users to understand better their library service needs and to monitor our effectiveness in repositioning the library at top-of-mind.

To realize this goal we will:

D.1 Review our Organizational Design ensuring we are aligned with this strategic plan.

D.2 Identify roles and competencies required to deliver and manage our service portfolio.

D.3 Develop and implement a learning development plan, specifically focusing on technologies and our service portfolio.

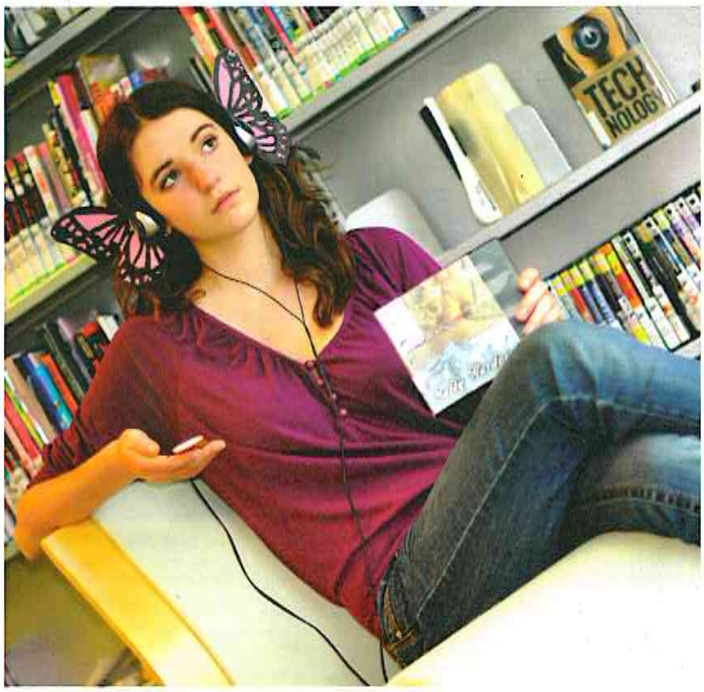
D.4 Audit our technologies, identifying gaps that must be addressed.

D.5 Review and adjust our policies, practices and procedures that are no longer in keeping with our strategies and service portfolio.

D.6 Develop performance measures and improved approaches to planning and evaluating our services to ensure that we are all well positioned to identify and respond to community needs, either alone or collaborating with other organizations; to make the best use of available resources; and to communicate effectively our contribution to the community.

Ninety percent of everything you'll interact with ten years from now hasn't been developed yet. You've got to live with uncertainty and be comfortable with it. The ones who succeed in the future are those who learn to walk on quicksand and dance with electrons.

--Frank Ogden
Futurist



Updating and Implementing the Strategic Plan

Updating and Monitoring the Strategic Plan

We will regularly update the Strategic Plan. The Board will revisit the Vision and Strategic Goals on a regular basis to ensure they continue to reflect KFPL's preferred future. Key Initiatives will be reviewed annually. Initiatives that have been completed will be eliminated, and revisions and additions will be made as applicable.

The Strategic Plan and Service Delivery

In addition to regularly updating the Strategic Plan, we will adopt formal procedures to ensure that the plan is used in the ongoing management of the Library. Staff reports and recommendations will be tied to the Strategic Plan. The annual budget process will also be connected to the Strategic Plan.

The Strategic Plan provides overall direction for the Library's future. However, other plans and studies will be required to successfully implement these strategies. We will review our service model, organizational structure, staffing and other aspects of the Library to keep pace with growth and to anticipate and respond to a changing future consistent with our Strategic Plan.

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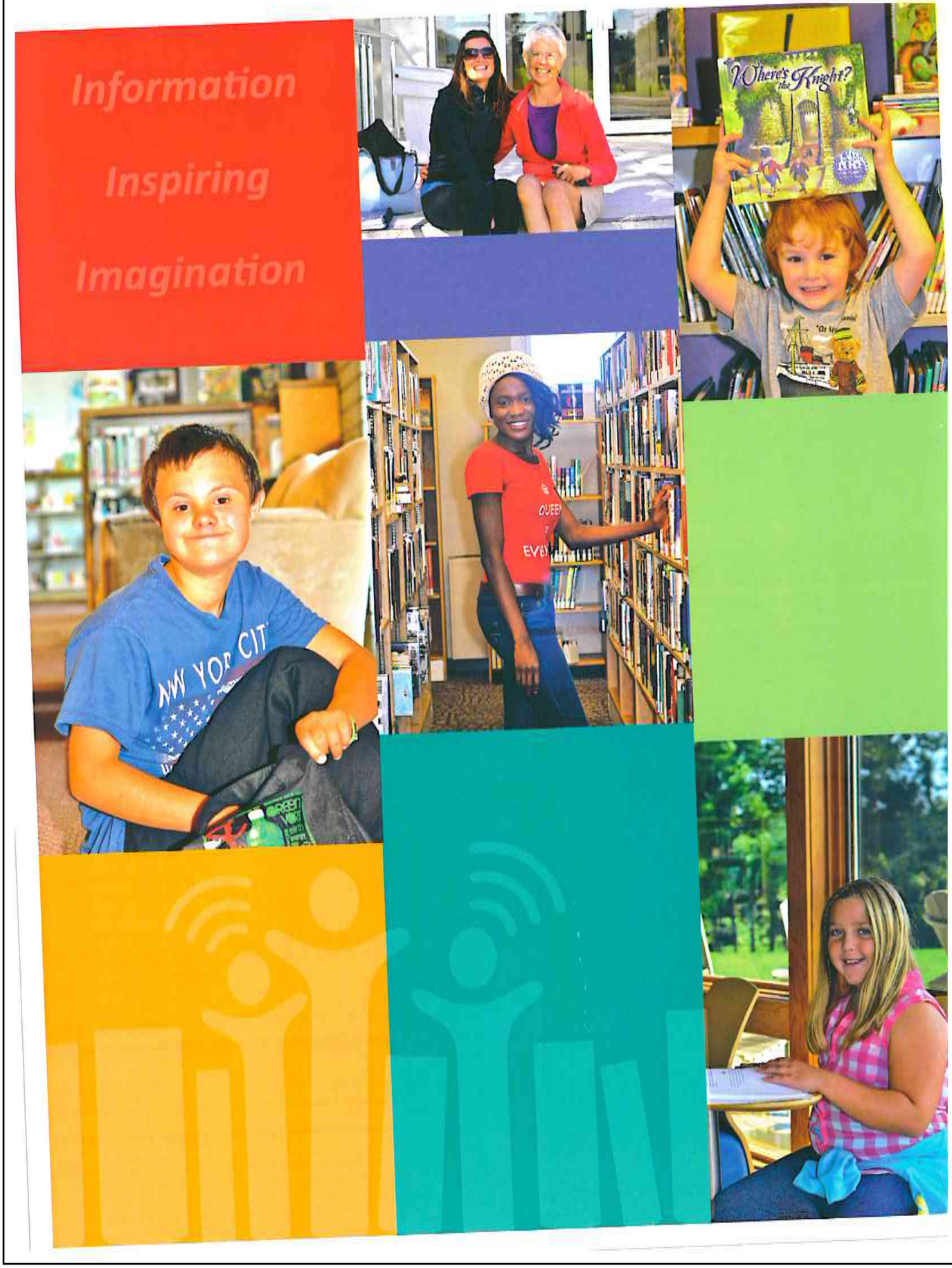
Information
Inspiring
Imagination
Where's the Knight?

MINUTES
Regular Meeting #2014-02
Kingston Frontenac Public Library Board
February 26, 2014 - 4:00 PM
Delahaye Room, Central Library

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

Staff Present: Doug Brown (Director, Facilities & Projects), Laura Carter (Manager, Branch Operations), Mary Glenn (Recording Secretary), Chris Ridgley (Budget / HR Analyst), Kimberly Sutherland Mills (Manager, Programming and Outreach), Lester Webb, (Director, Outreach and Technology)

Regrets: Paige Cousineau, Erik Knutsen, Somnath Sinha

1. CALL TO ORDER

Ms. Richardson called the meeting to order at 4:15 PM (following a tour of the new audio and visual equipment in the Wilson Room).

2. ADOPTION OF THE AGENDA

The agenda was accepted with the addition of *9.2 Loss Prevention.*

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. ACCEPTANCE OF MINUTES

4.1 Kingston Frontenac Public Library Meeting #2014-01 held January 22, 2014

2014-09 NEILL – GATFIELD
That the minutes of Regular Meeting #2014-01 of the Kingston Frontenac Public Library Board held January 22, 2014 be approved as circulated.
CARRIED

4.2 C.O.W. meeting held February 12, 2014 (attached) (motion)

2014-10 AITKEN – STEWART
That the minutes of the Committee of the Whole meeting held February 12, 2014 be confirmed.
CARRIED

CONSENT AGENDA

It was requested that item 6.1.1 and 6.1.2 be removed from the consent agenda for further discussion.

5. INFORMATION ITEMS

5.1 Correspondence / Information Received and Sent

5.1.1 From the Ministry of Citizenship and Immigration, to inform us that they recently launched the Newcomer Champion Award and that nominations will be accepted until March 15, 2014.

6. MONITORING REPORTS

6.1 Communication and Counsel

6.1.1 Chief Librarian's Report (attached)

6.1.2 4th Quarter Statistical Report (attached)

6.2 Staff Relations (report attached)

6.3 Financial Condition (year-end) (report attached)

7. Motion to Accept Consent Agenda

2014-11 STEWART – AITKEN

To accept the Consent Agenda, thereby accepting the materials on the consent agenda (with the removal of 6.1.1 and 6.1.2)

CARRIED

There was brief discussion regarding 6.1.1 and 6.1.2. It was explained that Mr. Donaldson contacted Ms. Enright to talk in general about the four Central Frontenac branches. The Parham branch was discussed. There is currently a tri-party agreement until the end of June which allows us to use the portable at Parham and we have no further information at this time.

ACTION AGENDA

8. Business Arising from the Minutes

8.1 Motion to accept policies reviewed at the February 12, 2014 Committee of the Whole meeting (Internet Access, Public; Internet Filtering; Patron Privacy)

2014-12 PATTERSON – PURDON

That the Board accept the Internet Access (Public) policy, as revised at the February 12, 2014 Committee of the Whole meeting.

CARRIED

2014-13 KENNY – GATFIELD

That the Board accept the Internet Filtering policy, as revised at the February 12, 2014 Committee of the Whole meeting.

CARRIED

2014-14 GATFIELD – NEILL

That the Board accept the Patron Privacy policy, as revised at the February 12, 2014 Committee of the Whole meeting.

CARRIED

8.2 Committee to Review Governance Policies

2014-15 GATFIELD – NEILL

That the Board strike a committee to review the Governance Policies (KFPL Constitution)

CARRIED

All board members, including those absent, will be contacted to see if they are interested in serving on the committee. (Update: Erik Knutsen, Claudette Richardson, Somnath Sinha, and Monica Stewart will serve on the committee)

9. Action Items

9.1 Page Wages Report

9.2 Loss Prevention

2014-16 AITKEN - STEWART

That the Board move In Camera to discuss labour relations, and to discuss the security of the property of the Board (4:30 PM)

CARRIED

2014-19 PURDON – PATTERSON

That the Board rise from In Camera (and report) (5:35 PM)

CARRIED

2014-17 KENNY – AITKEN

That the Pay Equity Plan for the pages be approved.

CARRIED

2014-18 KENNY – GATFIELD

That the Page wage grid be adjusted to $11.60-$12.10 effective the date Ontario Legislation and minimum wage comes into effect, and that the Page wage grid be reviewed annually by the Board at the May Board meeting.

CARRIED

ITEMS FOR DISCUSSION / EXPLORATION (30 minutes)

10. Report from OLA Super Conference

10.1 Toronto Public Library Branch Tour (C. Richardson and F. Patterson)

10.2 Public Library CEO Panel: What's keeping them up at night (B. Aitken and M. Stewart)

Due to time constraints this was discussed later in the meeting.

OTHER BUSINESS

11. Freedom to Read Week

2014-20 PURDON - PATTERSON

That the Board re-affirm the Canadian Library Association Statement on Intellectual Freedom.

CARRIED

2014-21 KENNY - STEWART

That the Board re-affirm the Statement of the Ontario Library Association on Intellectual Freedom.

CARRIED

12. Patron Code of Conduct

2014-22 PATTERSON - PURDON

That the Patron Code of Conduct re reaffirmed.

CARRIED

Councillor Neill left the meeting at this time (5:45 PM).

13. Collection Development

2014-23 PURDON - PATTERSON

That the Collection Development policy be re reaffirmed.

CARRIED

10. Report from OLA Super Conference

10.1 Toronto Public Library Branch Tour (C. Richardson and F. Patterson)

One of the branches visited, the Fort York Bathurst P.L., was built on historic land and will have public art space and Maker Spaces. The condominiums which are being built in that area are called the Library District Condominiums.

10.2 Public Library CEO Panel: What's keeping them up at night (B. Aitken and M. Stewart)

At the session, one of the speakers stated that libraries will change, they are already changing, and they have to change. Staff will need to be flexible and will need good customer service skills. The library will become more of a community space, and it was stated that online services are not a substitute for a physical space and a physical collection.

14. Board Self-Evaluation

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

NEXT MEETING DATE AND ADJOURNMENT

The Annual General Meeting will be held at 4:00 PM, Wednesday, March 26, 2014, Delahaye Room, Central Library.

The next regular Board Meeting will be held following the AGM at 4:30 PM, Wednesday, March 26, 2014, Delahaye Room, Central Library

There being no further business, the meeting was adjourned at 6:15 PM.

Claudette Richardson, Chair

Mary Glenn, Recording Secretary

MINUTES
ANNUAL GENERAL MEETING
of the Kingston Frontenac Public Library Board
March 27, 2013 - 4:00 PM
Delahaye Room, Central Library

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

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

Others present: Dorothy Dickson, CUPE 2202

Regrets: Barbara Aitken, Paige Cousineau, Ralph Gatfield

1. CALL TO ORDER

Under Article 6.1 of the Kingston Frontenac Public Library Constitution, the Chief Librarian/Chief Executive Officer chaired the meeting until the appointment of the new Chair. Ms. Enright called the meeting to order at 4:00 PM.

2. ADOPTION OF THE AGENDA

The agenda was accepted as distributed.

3. DECLARATIONS OF CONFLICT OF INTEREST

There was no declaration of conflict of interest.

4. ELECTION OF OFFICERS

Mr. Patterson nominated Ms. Richardson for the position of Chair, seconded by Mr. Neill.

AGM 2013-11 STEWART – KENNY

That the nominations for Chair be closed.

CARRIED

Ms. Richardson assumed the Chair. Mr. Knutsen nominated Ms. Kenny for the position of Vice-Chair, seconded by Councillor Purdon.

AGM 2013-12 PATTERSON - SINHA

That the nominations for Vice-Chair be closed.

CARRIED

5. MINUTES OF THE ANNUAL GENERAL MEETING HELD MARCH 28, 2012

AGM 2013-13 NEILL – STEWART

That the minutes of the Annual General Meeting of the Kingston Frontenac Public Library Board held March 28, 2012 be approved as circulated.

CARRIED

6. APPOINTMENTS FOR THE 2013 TERM

6.1 Library Board Representative to District of the SOLS Trustee Council

AGM 2013-14 STEWART – KENNY

To confirm the appointment of Claudette Richardson to District 6 of the SOLS Trustee Council.

CARRIED

6.2 Library Board Representative to the Art Committee of the Board

AGM 2013-15 SINHA – PATTERSON

That the Kingston Frontenac Public Library appoint Monica Stewart to the Art Committee of the Board.

CARRIED

7. ANNUAL REPORT OF THE CHIEF LIBRARIAN

Ms. Enright reported that we have changed the format of the Annual Report. Several board members commented favourably on the new format.

8. ADJOURNMENT

There being no further business, the meeting was adjourned at 4:20 PM.

Claudette Richardson, Chair

Mary Glenn, Recording Secretary

Minutes of the 150th Anniversary Planning Advisory Committee Meeting
March 26, 2014

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, March 26, 2014 at 1:00 p.m.

In attendance:
- Marcel Giroux, Chair
- Councillor Gary Davison
- Barbara Sproule
- Jim Vanden Hoek

Regrets
- Phil Leonard
- Councillor Janet Gutowski

Staff:
- Anne Marie Young, Manager of Economic Development
- Alison Vandervelde, Communications Officer (Recording Secretary)

1. Call to order

The meeting was called to order at 1:00 p.m.

2. Election of Chair

Moved By: Mr. Vanden Hoek
Seconded By: Ms. Sproule

THAT Marcel Giroux be elected Chair of the 150th Anniversary Planning Advisory Committee for 2014.

CARRIED

Moved By: Mr. Vanden Hoek
Seconded By: Ms. Sproule

THAT Nominations for Chair be closed.

CARRIED

Election of Vice-Chair

Moved By: Mr. Vanden Hoek
Seconded By: Councillor Davison

THAT Phil Leonard be elected Vice-Chair of the 150th Anniversary Planning Advisory Committee for 2014.

CARRIED

Moved By: Councillor Davison
Seconded By: Mr. Vanden Hoek

THAT Nominations for Vice-Chair be closed.

CARRIED

3. Adoption of the agenda

Moved By: Councillor Davison
Seconded By: Mr. Vanden Hoek

THAT the agenda for the March 26, 2014 150th Anniversary Planning Advisory Committee be adopted as circulated.

CARRIED

4. 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.

5. Adoption of minutes

Moved By: Ms. Sproule
Seconded By: Councillor Davison

THAT the minutes of the 150th Anniversary Planning Advisory Committee meeting held December 11, 2013 be approved as circulated.

CARRIED

6. Deputations and/or presentations

There were none.

7. Communications

There were no Communications for this meeting.

8. 150th Anniversary Advisory Committee (AAC) Work Plan

a) **2014-049**
150th Anniversary Planning Advisory Committee – 2014 Work Plan Update

An email from Mr. Dan Bell expressing interest of the South Frontenac Recreation committee and the Portland District Recreation committee in being involved in the central celebration was circulated as attached.

The committee discussed possible funding opportunities and directed staff to explore additional funding sources. The committee discussed the need to take a hard look at the budget and prioritize the plan based on the current available finances, in case no other funds become available.

The committee discussed the need to secure a coordinator by June 2014 to oversee the anniversary.

The committee discussed an additional meeting date of Wednesday, May 28th at 1:00 p.m., the need for which will be confirmed at the April meeting.

The committee directed staff to prepare the following for discussion at the April meeting:
- A suggested short list of priority projects
- Volunteer requirements for the Central Celebration
- A job description for a coordinator
- A draft invitation letter to VIPs along with a list of VIPs to be invited

b) **Discussion/Comments on the Frontenac County - 150th Anniversary Plan**

The plan for the showcase calls for a beer tent on all three days. The committee directed that it should be removed from Sunday.

9. Working Group Updates

a) **Scholarship Program Working Group – Councillor Gutowski**
Councillor Gutowski was absent – no report back.

b) **Documentation of History Working Group - Phil Leonard**
Mr. Leonard was absent, but Councillor Davison provided a brief update. The Portland Historical Society, Sharbot Lake Historical Society and the Wolfe Island Historical Society are keen to engage.

Recommendation

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

THAT the interested historical societies be invited to a luncheon, attended by the Chair and Vice Chair and committee staff support, to discuss a project for collaboration at a cost of no more than $200.

CARRIED

c) **Costume Ball Working Group - Marcel Giroux**
Mr. Giroux contacted Christine Weatherspoon, who has suggested that a few members of the Kingston Symphony might be able to provide music for the ball. Mr. Giroux will bring more information to the April meeting.

The committee discussed requesting local horse clubs to bring a few horses and buggies to the ball to serve as decorations.

Mr. Giroux contacted Brian Abrams, the Abrams Brothers' agent regarding a performance at the closing ceremonies. Mr. Abrams expressed the band's interest in performing. Mr. Giroux will confirm the band's availability for Sunday, August 23rd beginning at 1:00 p.m. and will inquire as to the cost of a 90 minute concert. Complete information will be brought to the April meeting with the intention of confirming the booking and moving forward with a required deposit.

Central Celebration Working Group - Councillor Davison & Phil Leonard
Councillor Davison has confirmed the Harrowsmith Centennial Park site booking with South Frontenac Township. Some upgrades, such as fencing, will be required. At the April meeting, Councillor Davison will provide the space available for a tent and other activities and confirm the most suitable location for the plowing match.

Plowing Match Working Group - Jim Vanden Hoek
The committee decided the match should focus on antique style plowing, with an emphasis on the display of heritage equipment. Mr. Vanden Hoek will lead a meeting with the Frontenac Plowmen's Association and the Wolfe Island Plowmen's Association within the next few months. The committee

discussed, but did not make a decision on a celebrity component to the plowing match.

Historic Artifacts Working Group – Barbara Sproule
Ms. Sproule was unable to connect with any community members on this. Councillor Davison provided that Portland District Historical Society has artifacts and this could be nurtured through them. Councillor Davison will investigate and bring back more information to the April meeting.

Passport Program Working Group - Jim Vanden Hoek
A meeting with community representatives on December 16th seemed positive, but Mr. Vanden Hoek has been waiting on direction from the committee before making further progress. Mr. Vanden Hoek will work with Ms. Young to reconnect with the participants at that meeting to explore the viability of the project with limited funds.

10. Other business

Mr. Giroux spoke with representatives from Sydenham High School and Granite Ridge Education Centre. Both schools have senior level video/communications courses that expressed interest in recording footage at the 150th Anniversary Celebration.

11. Next meeting date

The next meeting of the 150th Anniversary Planning Advisory Committee is scheduled for Wednesday, April 23, 2014 at 10:00 a.m. at the County Administrative Office.

12. Adjournment

Moved By: Councillor Davison
Seconded By: Mrs. Barbara Sproule

THAT the meeting hereby adjourn at 2:27 p.m.

CARRIED

COUNTY of Frontenac

COMMITTEE REPORT

To:	Warden and Council Members of the County of Frontenac
From:	Jannette Amini Manager of Legislative Services/Clerk
Date prepared:	March 31, 2014
Date of meeting:	April 16, 2014

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

The 150th Anniversary Planning Advisory Committee reports and recommends as follows:

All items listed on the 150th Anniversary Planning Advisory Committee Report shall be the subject of one motion. Any member of County Council may ask for any item(s) included in the 150th Anniversary Planning Advisory Committee Report to be separated from that motion and considered separately, whereupon the 150th Anniversary Planning Advisory Committee Report without the separated item(s) shall be put to the vote and the separated item(s) shall be considered immediately thereafter.

(From the 150th Anniversary Planning Advisory Committee meeting held December 11, 2013)

a) **THAT** the amount of $1000 for the 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;

AND FURTHER THAT staff be directed to bring back to the 150th Anniversary Planning Advisory Committee at a later date criteria for the selection of the recipient of the scholarship award for approval by Council.

b) **THAT** in order to ensure the success of the 150th Anniversary Celebration, that staff be directed to seek possible funding for internships for a support position for the 150th Anniversary.

(From the 150th Anniversary Planning Advisory Committee meeting held March 26, 2014)

c) **THAT** the interested historical societies be invited to a luncheon, attended by the Chair and Vice Chair and committee staff support, to discuss a project for collaboration at a cost of no more than $200.

Minutes of the Seniors Housing Task Force Meeting
(Frontenac Islands Group)
March 26, 2014

A meeting of the Seniors Housing Task Force was held in the Wolfe Island Township Office, 1191 Road 96, Wolfe Island on Wednesday, March 26, 2014 at 1:00 p.m.

In attendance:

- Deputy Warden Doyle, Mayor of Frontenac Islands
- Councillor Purdon, Councillor, County of Frontenac
- Mr. Wayne Grant, Frontenac Islands Council Representative

Staff:

- Jannette Amini, Manager of Legislative Services/Clerk
- Joe Gallivan, Manager of Sustainability Planning
- Peter Young, Community Planner

1. Call to order

Ms. Amini called the meeting to order at 1:02 p.m. and proceeded to the election of the Chair.

2. Election of Officers

a) Election of Chair

Councillor McDougall suggested that in order to provide some consistency between all Townships, that the Mayor of each Township be Chair, to which the Committee agreed.

Moved By: Councillor McDougall
Seconded By: Mr. Grant

THAT Deputy Warden Doyle, Mayor of Frontenac Islands be elected Chair of the Seniors Housing Task Force for 2014.

CARRIED

Councillor Purdon suggested that the Council member who sits on the Housing and Homelessness Advisory Committee be the Vice-Chair to which the Committee agreed.

Being elected Chair, the meeting was turned over to Mayor Doyle.

b) **Election of Vice-Chair**

Moved By: Councillor Purdon
Seconded By: Mr. Grant

THAT Councillor McDougall be elected Vice-Chair of the Seniors Housing Task Force for 2014.

CARRIED

3. Adoption of the agenda

Moved By: Councillor Purdon
Seconded By: Mr. Grant

THAT the agenda for the March 26, 2014 Seniors Housing Task Force be adopted as circulated.

CARRIED

4. 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.

5. Adoption of minutes

This being the first meeting of the Seniors Housing Task Force, there were no minutes to adopt.

6. Deputations and/or presentations

7. Items of Business

a) **Mr. Joe Gallivan,** Manager of Sustainability Planning provided the Seniors Housing Task Force with general Planning advice and direction. He provided the Task Force both background from a Planning perspective as well as what he and Mr. Young would be able to assist the Task Force with.

It was noted that County Council endorsed the Municipal Housing Strategy which was done collaboratively through County and the City of Kingston; however at that time, the focus of the County was on seniors housing and as a result, the County went forward on a Seniors Housing Study with models that would benefit each township.

Planning staff are able to provide advice and the tools required to build the types of housing the Task Force would like to see and can assist with funding opportunities. Moving forward, Mr. Gallivan will be involved with Joint Management between the County and the City regarding planning and the Task Force may also look to the Housing and Homelessness Advisory Committee for support. Further to this, there is an outstanding motion yet to be dealt with by County Council around the use of reserve funds for seniors housing. The Task Force also discussed bringing the issue of seniors housing to local MP's and MPP's as the provincial government is supportive of programs that assist people in staying in their homes and communities.

b) **Marysville Seniors Home Working Group**

Mr. Walter Knott addressed the Task Force regarding small groups that came together several years ago to see if there would be interest in pursuing a form of seniors housing and discovered that there are records back to 1981 regarding such a project. He noted a questionnaire was sent out with approximately 120 replies. He also provided the results of those surveys which indicate a strong community belief that more housing will be required on the Island. He confirmed that for this to move forward, a business plan needs to be prepared which the working group has attempted to solicit funds for and was able to collect $5000; however this amount was insufficient and the project stalled. There needs to be a specific business plan that each Township could use and this will be a major focus of this committee.

The Task Force discussed approaching the City of Kingston regarding this matter as it is the service provider for the County and the County could provide the funding. The Committee also discussed the facility in Sharbot Lake that was done by the North Frontenac Not for Profit Housing Corporation, which is now Central Frontenac Not for Profit Housing Corporation which would already have a business plan place, where the major funding came through the City of Kingston as the service manager. After much discussion, the Task Force felt it more appropriate that it have a site visit of the Sharbot Lake facility and that all Task Force members and alternates be invited to attend. It was also pointed out that another source of funding could be through the CIP which is FGT funded.

Ms. Kathy Horton addressed the Seniors Housing Task Force on her thoughts around seniors housing, noting that when we look at seniors housing there tends to be a tendency to be very kind to seniors with the assumption they are unable to live independently; however most seniors want to live independently and if there is common space within that independent living, they form a community. The question becomes how to you create a common yet independent living space without creating a junior

nursing home. She pointed the Task Force to the housing facility in Sharbot Lake which could help drive the vision; however it was noted that Wolfe Island is more interested in a senior's residence.

Staff pointed out to the Task Force that approvals may be required at the site location, specifically with the Health Unit around water and the Ministry of the Environment regarding waste water. Staff also offered solutions through the planning process (hydro geological study) but there is a liability around maintaining a well and the Township may need to take on some of the liability. Land owners within the community were also noted that have access to major water supplies. Septic beds will also need to be addressed. There are a variety of different systems out there and options to be considered.

The Task Force discussed next steps and moving forward including setting milestones and having a project shovel ready should funding become available. Councillor Purdon will liaise with Jane Drew of the Central Frontenac Not for Profit Housing Corporation to organize a site visit for the Task Force during the week of April 28th. Once the date is confirmed, an invitation will be sent to all Alternate members. It was suggested that members forward any questions they may have for Ms. Drew to Ms. Amini in advance of the site visit.

Ms. Plumley will bring back information to the Task Force on the system run by the County of Lennox and Addington where the County runs the system and the cost is levied back to the Townships. It was also noted that the Kingston Frontenac Housing Corporation, at its presentation to County Council, advised that it would not build any additional housing in the County but would be willing to manage a facility.

Mr. Gallivan will investigate types of funding during his meeting with the City of Kingston Service Manager; however it was felt that there is more funding available for private developers who develop types of social housing and this too could be investigated.

Ms. Kathy Horton addressed the Task Force regarding a group that she and Ms. Claire Lovatt are part of that are looking at a type of co-housing that would be multi generational. This type of housing has similar elements which includes a shared common space and amenities. She is hoping to have a public meeting on April 8th to see if there is an interest for this type of housing on Wolfe Island. Mayor Doyle thanked Ms. Horton for this information but expressed that this type of housing was not part of the business of this Task Force.

8. Communications

There were no Communications provided at this meeting.

9. Other business

There was none.

10. Next meeting date

The next meeting will be at the call of the Chair.

11. Adjournment

Moved By: Councillor Grant
Seconded By: Councillor McDougall

THAT the meeting hereby adjourn at 2:04 p.m.

CARRIED

Minutes of the Sustainability Advisory Committee Meeting
April 7, 2014

A meeting of the Sustainability Advisory Committee (SAC) was held in the Frontenac Boardroom of the County Administrative Office, 2069 Battersea Road, Glenburnie on Monday, April 7, 2014 at 10:00 a.m.

In attendance:

- Geoff Sandiford, Chair
- Deputy Warden Denis Doyle
- Councillor John McDougall
- Don Ross
- Barrie Gilbert
- Tracy John

Staff:

- Anne Marie Young, Manager of Economic Development
- Alison Vandervelde, Communications Officer (Recording Secretary)

1. Call to order

The meeting was called to order at 10:00 a.m. and proceeded to the election of the Chair.

2. Election of Officers

a) Election of Chair

Moved By: Deputy Warden Doyle
Seconded By: Mr. Gilbert

THAT the nomination of the Chair be deferred to the October meeting of the Committee.

CARRIED

b) Election of Vice-Chair

Moved By: Mr. Gilbert

Seconded By: Deputy Warden Doyle

THAT Councillor John McDougall be nominated Vice-Chair of the Sustainability Advisory Committee until at least the October 2014 meeting when an election of the Vice-Chair will be held to coincide with the election of the Chair.

CARRIED

Moved By: Mr. Gilbert
Seconded By: Mr. Ross

THAT nominations for Vice-Chair be closed.

CARRIED

3. Adoption of the agenda

Moved By: Mr. Ross
Seconded By: Councillor McDougall

THAT the agenda for the April 7, 2014 Sustainability Advisory Committee meeting be adopted.

CARRIED

4. Disclosure of pecuniary interest and general nature thereof

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

5. Adoption of minutes

Moved By: Deputy Warden Doyle
Seconded By: Mr. Ross

THAT the minutes of the Sustainability Advisory Committee meeting held December 2, 2013 be adopted as circulated.

CARRIED

Speaker Series
The committee discussed the list of topics included in the survey and noted that Community Development and could mean different things in different areas. Many of the topics supported through the survey can be combined into meetings that bring together multiple experts and draw larger crowds (i.e., a meeting focused on Infrastructure could deal with Healthy Homes, Septic System Alternatives, Solar Hot Water Heaters, etc.)

The committee directed staff to arrange for the Committee to present to all four Township Councils before June to get their input on topics that are relevant to their communities. Staff to email meeting dates to the committee and schedule presenters for each. Staff to work with the Chair to create a presentation. The committee will consider Township input and discuss next steps at the June 2 meeting.

6. Deputations and/or presentations

There were none.

7. Communications

i. Correspondence received from EORN regarding it's Media Release - Eastern Ontario Wardens' Caucus boosts economic development through new fiber broadband connections at business parks

The Committee discussed the need to remain informed regarding advancements in broadband.

8. Reports/Topics for Discussion

a) **2013-231**
Sustainability
PAPER/CHEERIO Update

Moved By: Mr. Ross
Seconded By: Deputy Warden Doyle

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.

LOST

The committee discussed the benefits of focusing this program into something specific and realistic that can be managed and move forward now, rather than waiting for the Province.

Moved By: Councillor McDougall

Seconded By: Mr. Gilbert

RESOLVED THAT staff be directed to investigate the feasibility of a scoped PAPER/Cheerio pilot project for the County of Frontenac and report back to the SAC.

CARRIED

b) **2014-054**
2014 Work Plan Update

This report is for information purposes only.

Committee Mandate
The draft Council Strategic Plan will be reviewed this month at Township meetings and a public meeting. The committee discussed its role to liaise with the community and foster grass-roots sustainability initiatives within the framework of the ICSP. The committee will revisit this discussion at its June 2, 2014 meeting when Council's Strategic Plan will be finalized.

ICSP Breakfast
The committee discussed charging a registration fee for the Breakfast and the possibility of asking people to attend "by donation" instead. The committee decided that there should be no charge for the breakfast.

Community Partnerships
The committee discussed the Community Partnerships and expressed concern that the agreements do not capture enough of the meaning of the partnership.

Mr. Ross commented that FABR is dealing with a similar issue right now and they have come to the conclusion that their partnerships are purely a commitment to aligned goals, it's almost more of a pledge. The Committee discussed researching other ICSP partnerships and adding some wording to the County's agreement regarding the meaning of the partnership.

The committee discussed a redesign of the Partnership Agreement and Ms. John offered to review and redesign the agreement. Staff will email the agreement to Ms. John.

The committee directed staff to email the committee members and all of Council asking for input on potential partnerships for presentation at the ICSP Breakfast.

9. Other business

There was none.

10. Next meeting date

The next regular meeting of the Sustainability Advisory Committee is scheduled for Monday, June 2, 2014 at 10:00 a.m. at the County Administrative Building.

11. Adjournment

Moved By: Deputy Warden Doyle
Seconded By: Mr. Gilbert

THAT the meeting hereby adjourn at 11:53 a.m.

CARRIED

COUNTY of Frontenac

COMMITTEE REPORT

To:	Warden and Council Members of the County of Frontenac
From:	Jannette Amini Manager of Legislative Services/Clerk
Date prepared:	April 9, 2014
Date of meeting:	April 16, 2014

Re: Sustainability Advisory Committee – Recommendations to Council

The Sustainability Advisory Committee reports and recommends as follows:

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

a) **2013-231**
Sustainability
PAPER/CHEERIO Update

Note: The following motion was LOST on a tie vote.

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.

b) **Feasibility of Scoped PAPER/CHEERIO Pilot Project**

RESOLVED THAT staff be directed to investigate the feasibility of a scoped PAPER/Cheerio pilot project for the County of Frontenac and report back to the Sustainability Advisory Committee.

Minutes of the Trails Advisory Committee
April 3, 2014

A meeting of the Trails Advisory Committee (TAC) was held at the Cataraqui Region Conservation Authority, 1641 Perth Road, Glenburnie on Thursday, April 3, 2014 at 10:00 a.m.

In attendance:

- Allan McPhail, Chair
- Deputy Warden Denis Doyle, Vice-Chair
- Councillor Gary Davison
- Councillor John Inglis
- Dieter Eberhardt
- Marc Moeys
- Derrick Spafford

Regrets:

- Joan Hollywood

Staff:

- Anne Marie Young, Manager of Economic Development

1. Call to order

The Chair called the meeting to order at 10:00 a.m.

2. Adoption of the agenda

Moved By: Deputy Warden Doyle
Seconded By: Councillor Davison

THAT the agenda for the April 3, 2014 Trails Advisory Committee be approved as amended to add a presentation by Steven Knechtel, General Manager of Cataraqui Region Conservation Authority (CRCA) on plans of the Cataraqui Trail.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

The Chair requested the Recording Secretary to make note in the minutes that no members of the Committee declared any disclosures of pecuniary interest.

4. Deputations and/or presentations

Mr. Knechtel gave a presentation providing information on the current status and future plans of the Cataraqui Trail. He noted that the Frontenac Farmers' Market will be setting up at the Harrowsmith Junction on Friday afternoons starting in May. Engineering students from Queen's compiled concept designs for possible gazebo style structures at this location. A cost of $500,000 is estimated to bring the Cataraqui Trail to a standard similar to the K&P Partnerships are important to all trail development. The presentation is attached as Appendix A.

5. Adoption of minutes

Moved By: Deputy Warden Doyle
Seconded By: Mr. Moeys

THAT the minutes of the Trails Advisory Committee meeting held December 5, 2013 be adopted as circulated.

CARRIED

6. Communications

a) Correspondence received from Tom Milc, President, Ottawa Valley ATV Club, District 1, Director Ontario Federation of ATV Clubs, advising of organized ATV trail funds available for trails under a signed land use agreement.

7. Reports/Topics for Discussion

2014-053
2014 Work Plan Update

Moved By: Councillor Inglis
Seconded By: Mr. Spafford

THAT the Trails Advisory Committee receive this 2014 Work Plan Update report for information;

AND FINALLY THAT the Trails Advisory Committee recommend to the Council of the County of Frontenac that once the Trans Canada Trail (TCT) grant of $115,000 is

received, that the K&P Trail budget expenditure be increased by $115,000 in 2014 to meet the requirements of the TCT grant.

CARRIED

There will be a separate report going to County Council regarding the TCT grant.

Ms. Young provided an overview of the report.

A maintenance plan is being drafted for the Committee to review and provide input. Ms. Young is to circulate the draft prior to the next meeting. There is $15,000 in the 2014 budget for trail maintenance. The committee agreed that a sign frame, which is located at the west split of the K&P Cataraqui Trails and which is empty because the sign was vandalized, should be moved to a more visible location.

The committee responded positively to learning of a successful land acquisition which will allow the developed section of trail through Verona to be officially opened. Ms. Young was instructed to circulate possible dates near the end of May for the Committee to consider for the official opening. The venue for the event will take place at the Hardwood Creek Bridge.

Mr. Eberhardt informed the committee that because the K&P Trail will be officially open that a contract can now be drawn up with District 1 Snowmobile Association and signage will be provided.

Ms. Young was also instructed to circulate possible dates for the Committee to consider for a public meeting for MMM Group to present the first draft of the Trails Concept Plan.

Councillor Inglis expressed an on-going frustration that Committee is not spending enough time on other trails in the County and more energy is spent on the K&P Trail than other trails. Ms. Young reiterated that once the Trails Concept Plan is completed it is contemplated that there will be other trail work to be considered.

8. Other business

There was none.

9. Next meeting date

The next regular meeting of the Trails Advisory Committee is scheduled for Thursday, June 5, 2014 at 10:00 a.m. at the County Administrative Building.

10. Adjournment

Moved By: Deputy Warden Doyle
Seconded By: Mr. Eberhardt

THAT the meeting hereby adjourn at 11:30 a.m.

CARRIED

County of Frontenac
Transaction Register Report
March 12, 2014 - April 10, 2014

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
109	Settlement of Fairmount Account	3/28/2014	111.00
189323	UTILITIES KINGSTON	3/27/2014	521.64
2393	COUNTY OF FRONTENAC	3/13/2014	597.50
2394	PARAMEDIC ASSOCIATION	3/13/2014	140.00
2398	ROCHON, SUE	3/25/2014	931.95
2401	SODEXO SERVICES CANADA	3/24/2014	58,934.65
2403	COUNTY OF FRONTENAC	3/27/2014	602.50
2410	REVEREND LEWIS BRYANT	3/31/2014	887.77
3064653	MINISTER OF FINANCE	3/17/2014	26,203.59
3125281	RECEIVER GENERAL	3/19/2014	117,541.55
3125566	RECEIVER GENERAL	3/19/2014	12,796.39
3256	OMERS	3/28/2014	227,381.08
38153	THE PUBLIC SECTOR DIGEST INC.	12/31/2013	22,035.02
38154	TOWNSHIP OF SOUTH FRONTENAC	12/31/2013	11,626.57
38156	CUNNINGHAM, SWAN, CARTY-IN TRU	3/21/2014	15,000.00
38157	Frontenac Paramedic Services	3/21/2014	5,000.00
38158	AED AUTHORITY (CANADA) LTD	3/28/2014	1,862.24
38159	BUSINESS MACHINES SERVICE CENT	3/28/2014	73.45
38160	JODY CAMPBELL'S SEPTIC SERVICE	3/28/2014	124.30
38161	ACCREDITATION CANADA	3/28/2014	5,042.21
38162	CANPAR TRANSPORT L.P.	3/28/2014	231.89
38163	CDW CANADA	3/28/2014	1,166.26
38164	COUNTY OF HASTINGS	3/28/2014	17,986.01
38165	COVERTITE KINGSTON LTD.	3/28/2014	858.80
38166	DEACON, JIM	3/28/2014	40.00
38167	DELTA PRINTING	3/28/2014	197.07
38168	DOORNEKAMP CONTRACTORS	3/28/2014	17,424.81
38169	ENVIRO-GUARD	3/28/2014	63.28
38170	HILLSIDE COFFEE COMPANY	3/28/2014	20.00
38171	HOLIDAY INN	3/28/2014	2,265.87
38172	HOLWAY & HUTCHINSON	3/28/2014	11,970.19
38173	HOPKINS & CORMIER & CHITTY SUR	3/28/2014	2,147.00
38174	1517823 ONTARIO INC. O/A INDEP	3/28/2014	548.11
38175	JULIA'S WINDOW FASHIONS	3/28/2014	1,622.68
38176	KINGSTON TOYOTA	3/28/2014	1,644.94
38177	KITTNER, KEVIN	3/28/2014	75.00
38178	LAND O' LAKES TOURIST ASSOCIAT	3/28/2014	10,000.00
38179	LLOYD, STEVEN	3/28/2014	80.00
38180	MULTIGEN HEALTHCARE	3/28/2014	453.92
38181	MUNICIPAL EMPLOYER PENSION CEN	3/28/2014	1,512.79
38182	ONTARIO ASSOCIATION OF PARAMED	3/28/2014	1,800.00
38183	O-TWO MEDICAL TECHNOLOGIES INC	3/28/2014	142.55
38184	POSTAGE SOLUTIONS INC.	3/28/2014	273.34
38185	QUINTE HUMANE SOCIETY	3/28/2014	1,282.68
38186	RUSSELL, ANNA	3/28/2014	207.97

County of Frontenac
Transaction Register Report
March 12, 2014 - April 10, 2014

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
38187	SONNY'S AUTOMOTIVE CENTRE	3/28/2014	398.17
38188	STERICYCLE INC.	3/28/2014	173.07
38189	THE ONTARIO MUNICIPAL MANAGEME	3/28/2014	81.00
38190	TAMBLYN, ANGELIQUE IN TRUST	3/28/2014	186.58
38191	JIM VANDENHOEK	3/28/2014	14.40
38192	YOUNG, SUSAN	3/28/2014	55.03
38193	HEART AND STROKE FOUNDATION	3/28/2014	18.10
54069	TD FUTURE BUILDER	3/13/2014	1,000.00
54902	TD FUTURE BUILDER	3/27/2014	850.00
7227708	RECEIVER GENERAL	3/12/2014	51,768.47
7227992	RECEIVER GENERAL	3/12/2014	14,482.76
A4Z7U8	MINISTRY OF THE ATTORNEY GENER	3/26/2014	202.50
A4Z7U9	MINISTRY OF THE ATTORNEY GENER	3/26/2014	505.50
A4Z7W2	MINISTRY OF THE ATTORNEY GENER	3/26/2014	374.50
A7Z6J4	PETRO CANADA	3/27/2014	13,797.31
A7Z6J6	CULLIGAN WATER CONDITIONING	3/27/2014	150.50
A7Z6J6	SHAW DIRECT	3/27/2014	97.65
A7Z6J7	CULLIGAN WATER CONDITIONING	3/27/2014	148.25
A7Z6J8	CULLIGAN WATER CONDITIONING	3/27/2014	42.00
A7Z8J9	CULLIGAN WATER CONDITIONING	3/27/2014	78.00
A7Z9K2	CULLIGAN WATER CONDITIONING	3/27/2014	79.50
A7Z9K3	CULLIGAN WATER CONDITIONING	3/27/2014	14.75
A7Z9K4	CULLIGAN WATER CONDITIONING	3/27/2014	42.00
A8A9H4	CULLIGAN WATER CONDITIONING	3/27/2014	716.50
A8J3A5	BELL MOBILITY	3/27/2014	2,939.00
AR1206	PARAMEDIC ASSOCIATION	3/27/2014	140.00
EFT0003768	ACKLANDS GRAINGER INC.	3/17/2014	50.91
EFT0003769	ACTIVE HEALTH SERVICES LTD.	3/17/2014	7,950.28
EFT0003770	AIR LIQUIDE CANADA INC.	3/17/2014	649.17
EFT0003771	ALEX MCCOY PLUMBING AND HEATIN	3/17/2014	940.18
EFT0003772	ALLIED MEDICAL	3/17/2014	7,309.35
EFT0003773	KYLE ANDREWS	3/17/2014	452.00
EFT0003774	ARGUE CONSTRUCTION LTD.	3/17/2014	144,414.00
EFT0003775	ARJO HUNTLEIGH CANADA	3/17/2014	2,050.60
EFT0003776	BEEHLER BROS. ELECTRICAL	3/17/2014	251.99
EFT0003777	BENSON TRUCK & TRAILER	3/17/2014	353.01
EFT0003778	LINDE CANADA	3/17/2014	1,455.61
EFT0003779	CANADIAN TIRE	3/17/2014	422.87
EFT0003780	CANADIAN BEARINGS LTD	3/17/2014	51.55
EFT0003781	CANADIAN LINEN AND UNIFORM SER	3/17/2014	550.48
EFT0003782	CARLETON UNIFORMS INC.	3/17/2014	1,259.38
EFT0003783	CHOQUETTE CKS	3/17/2014	386.46
EFT0003784	THE CORPORATION OF THE CITY OF	3/17/2014	152,384.71
EFT0003785	COLLINS	3/17/2014	130.00
EFT0003786	DALTCO ELECTRIC AND SUPPLY LTD	3/17/2014	1,040.05

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Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0003787	ELECTRICAL SAFETY AUTHORITY	3/17/2014	454.83
EFT0003788	E.S.FOX LIMITED	3/17/2014	3,640.30
EFT0003789	CARDINAL HEALTH CANADA INC.	3/17/2014	974.46
EFT0003790	OFFICE MAX GRAND & TOY LTD	3/17/2014	1,168.61
EFT0003791	HOLLINGSWORTH SUPPLY SERVICES	3/17/2014	1,406.62
EFT0003792	INTERDEV TECHNOLOGIES INC.	3/17/2014	6,192.00
EFT0003793	K3C COMMUNITY COUNSELLING CENT	3/17/2014	930.00
EFT0003794	1557145 ONTARIO LTD.	3/17/2014	339.00
EFT0003795	KINGSTON REGIONAL HOSPITAL LA	3/17/2014	769.13
EFT0003796	KNOTT, WALTER	3/17/2014	19.20
EFT0003797	LEVAC PROPANE INC.	3/17/2014	2,191.55
EFT0003798	CADUCEON ENVIRONMENTAL LABORAT	3/17/2014	271.20
EFT0003800	KINGSTON GENERAL HOSPITAL	3/24/2014	24,114.21
EFT0003801	AQUALIBRIUM WATER TECHNOLOGIES	3/24/2014	437.52
EFT0003802	MALLORY'S FIRE SYSTEMS LTD	3/24/2014	620.37
EFT0003803	MARILYN'S CLEANING SERVICES	3/24/2014	175.00
EFT0003804	LIFELABS LP	3/24/2014	932.50
EFT0003805	MED E-CARE HEALTH CARE SOLUTIO	3/24/2014	14,375.86
EFT0003806	MEDICAL MART	3/24/2014	179.33
EFT0003807	MEDIGAS - DIV OF PRAXAIR CANAD	3/24/2014	68.40
EFT0003808	MODERN TAXI CAB LTD	3/24/2014	8.00
EFT0003809	DON NORMAN	3/24/2014	75.00
EFT0003810	OPSEU LOCAL 462	3/24/2014	7,636.22
EFT0003811	ORMSBEE'S MERCANTILE	3/24/2014	153.12
EFT0003812	QUALITY PATIENT TRANSFER SERVI	3/24/2014	96.05
EFT0003813	METROLAND MEDIA GROUP	3/24/2014	437.29
EFT0003814	RENTOKIL PEST CONTROL CANADA L	3/24/2014	318.66
EFT0003815	RIVETT ARCHITECTURAL HARDWARE	3/24/2014	408.02
EFT0003816	ROWLAND EMERGENCY VEHICLE PROD	3/24/2014	2,107.11
EFT0003817	SCOTT'S SNOW REMOVAL AND LAWN	3/24/2014	802.30
EFT0003818	SHARBOT LAKE LAWN SERVICE	3/24/2014	452.00
EFT0003819	SODEXO SERVICES CANADA	3/24/2014	5,458.80
EFT0003820	STEAMATIC OF KINGSTON LTD.	3/24/2014	107.35
EFT0003821	TAYLOR CHEVROLET CADILLAC	3/24/2014	3,613.92
EFT0003822	THE KINGSTON WHIG STANDARD	3/24/2014	73.68
EFT0003823	THOMAS LEMMON & SONS (1973) LT	3/24/2014	630.54
EFT0003824	THOMPSON ELECTRIC	3/24/2014	463.53
EFT0003825	VERSUS BUSINESS FORMS AND LABE	3/24/2014	271.15
EFT0003826	W.I. VILLAGER LTD.	3/24/2014	1,454.88
EFT0003827	REBECCA WORDEN	3/24/2014	330.00
EFT0003828	W.R. BRIGHTMAN & SON LTD	3/24/2014	27.12
EFT0003829	ALEX MCCOY PLUMBING AND HEATIN	3/24/2014	801.96
EFT0003830	BEEHLER BROS. ELECTRICAL	3/24/2014	484.88
EFT0003831	BLUE CROSS	3/24/2014	74,598.10
EFT0003832	WASTE MANAGEMENT	3/24/2014	1,923.09

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EFT0003833	CUNNINGHAM SWAN CARTY LITTLE &	3/24/2014	1,485.49
EFT0003834	DIGITAL OFFICE SYSTEMS	3/24/2014	1,002.27
EFT0003835	K3C COMMUNITY COUNSELLING CENT	3/24/2014	2,511.10
EFT0003836	GASKIN, DR. ANNE	3/24/2014	2,440.40
EFT0003837	OFFICE MAX GRAND & TOY LTD	3/24/2014	208.99
EFT0003838	HAMILTON SMITH LTD	3/24/2014	691.55
EFT0003839	HICKS MORLEY HAMILTON STEWART	3/24/2014	1,189.89
EFT0003840	KFL&A HEALTH UNIT	3/24/2014	58,626.41
EFT0003841	KINGSTON FRONTENAC PUBLIC LIBR	3/24/2014	61,233.00
EFT0003842	MED-I-PANT INC.	3/24/2014	389.50
EFT0003843	MACLELLAN WATER TECHNOLOGY LTD	3/24/2014	227.36
EFT0003844	TRIM-LINE OF SOUTH EASTERN ONT	3/24/2014	584.21
EFT0003846	SAM CHEMICAL SPECIALITIES	3/24/2014	3,079.25
EFT0003847	WIRELESS RNA TECHNOLOGY INC.	3/24/2014	5,622.31
EFT0003848	RIGNEY BUILDING SUPPLIES LTD.	3/24/2014	783.14
EFT0003849	PAT ROGERS TOWING SERVICE	3/24/2014	745.80
EFT0003850	CUPE NATIONAL	3/24/2014	7,517.53
EFT0003851	ACTIVE HEALTH SERVICES LTD.	3/31/2014	6,850.07
EFT0003852	AGC FLAT GLASS NORTH AMERICA L	3/31/2014	89.50
EFT0003853	ALEX MCCOY PLUMBING AND HEATIN	3/31/2014	3,260.60
EFT0003854	ALLIED MEDICAL	3/31/2014	5,344.84
EFT0003855	KYLE ANDREWS	3/31/2014	452.00
EFT0003856	ARJO HUNTLEIGH CANADA	3/31/2014	2,009.33
EFT0003857	BEEHLER BROS. ELECTRICAL	3/31/2014	692.70
EFT0003858	BENSON TRUCK & TRAILER	3/31/2014	23,971.45
EFT0003859	LINDE CANADA	3/31/2014	3,402.27
EFT0003860	BROWN'S FINE FOOD	3/31/2014	971.80
EFT0003861	CALLIGARIS SATELLITE ELECTRONI	3/31/2014	378.55
EFT0003862	CANADIAN TIRE	3/31/2014	282.48
EFT0003863	CANADIAN BEARINGS LTD	3/31/2014	16.85
EFT0003864	CANADIAN CLEANING SERVICES & S	3/31/2014	621.50
EFT0003865	WASTE MANAGEMENT	3/31/2014	567.73
EFT0003866	CARLETON UNIFORMS INC.	3/31/2014	152.27
EFT0003867	WORLDLYNX WIRELESS	3/31/2014	90.37
EFT0003868	COLLINS	3/31/2014	130.00
EFT0003869	CRESTLINE COACH LTD.	3/31/2014	837.60
EFT0003870	DIGITAL OFFICE	3/31/2014	8.16
EFT0003871	DRAPER DOORS	3/31/2014	1,209.10
EFT0003872	ECOLAB	3/31/2014	550.23
EFT0003873	E SOLUTIONS GROUP	3/31/2014	5,367.50
EFT0003874	OFFICE MAX GRAND & TOY LTD	3/31/2014	290.43
EFT0003875	HARTINGTON EQUIPMENT	3/31/2014	38.65
EFT0003876	HOLLINGSWORTH SUPPLY SERVICES	3/31/2014	703.31
EFT0003877	INTERDEV TECHNOLOGIES INC.	3/31/2014	8,914.17
EFT0003878	JJ EXPRESS	3/31/2014	128.65

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EFT0003879	K3C COMMUNITY COUNSELLING CENT	3/31/2014	920.00
EFT0003880	1557145 ONTARIO LTD.	3/31/2014	265.55
EFT0003881	KINGSTON REGIONAL HOSPITAL LA	3/31/2014	995.08
EFT0003882	MAGNACHARGE	3/31/2014	95.96
EFT0003883	MALLORY'S FIRE SYSTEMS LTD	3/31/2014	644.95
EFT0003884	LIFELABS LP	3/31/2014	1,105.00
EFT0003885	MICROAGE KINGSTON	3/31/2014	2,999.02
EFT0003886	MOTION SPECIALTIES	3/31/2014	9,750.15
EFT0003887	NEOPOST CANADA	3/31/2014	271.03
EFT0003888	ORMSBEE'S MERCANTILE	3/31/2014	166.11
EFT0003889	1684504 ONTARIO INC.	3/31/2014	3,417.12
EFT0003890	PUROLATOR COURIER LTD.	3/31/2014	37.48
EFT0003891	RIVETT ARCHITECTURAL HARDWARE	3/31/2014	26.13
EFT0003892	SERVE PRO - KINGSTON	3/31/2014	1,869.20
EFT0003893	SHARBOT LAKE LAWN SERVICE	3/31/2014	452.00
EFT0003894	SHOPPERS DRUG MART	3/31/2014	3,648.34
EFT0003895	SWISH MAINTENANCE LTD	3/31/2014	4,739.63
EFT0003896	TAYLOR CHEVROLET CADILLAC	3/31/2014	35,036.97
EFT0003897	TERRY'S PLOWING	3/31/2014	15,317.15
EFT0003898	TRIM-LINE OF SOUTH EASTERN ONT	3/31/2014	1,977.50
EFT0003899	TROUSDALE HOME HARDWARE	3/31/2014	38.24
EFT0003900	UNITED WAY	3/31/2014	1,716.00
EFT0003901	VERSUS BUSINESS FORMS AND LABE	3/31/2014	437.82
EFT0003902	WESTBURNE/RUDDY ELECTRIC	3/31/2014	442.06
EFT0003903	REBECCA WORDEN	3/31/2014	120.00
EFT0003904	XPLORNET COMMUNICATIONS INC.	3/31/2014	84.73
EFT0003905	KINGSTOWN INVESTMENTS INC	4/1/2014	4,421.13
EFT0003906	GEMMILL,DAVE	4/1/2014	2,636.65
EFT0003907	HOTEL DIEU HOSPITAL	4/1/2014	2,519.54
EFT0003908	QUINTE CRANE RENTALS INCORPORA	4/1/2014	4,972.00
EFT0003909	ACKLANDS GRAINGER INC.	4/7/2014	336.47
EFT0003910	AGC FLAT GLASS NORTH AMERICA L	4/7/2014	281.25
EFT0003911	AIG INSURANCE COMPANY OF CANAD	4/7/2014	856.54
EFT0003912	AIR LIQUIDE CANADA INC.	4/7/2014	25.31
EFT0003913	ALEX MCCOY PLUMBING AND HEATIN	4/7/2014	243.74
EFT0003914	ALLIED MEDICAL	4/7/2014	131.08
EFT0003915	KYLE ANDREWS	4/7/2014	723.20
EFT0003916	ARGUE CONSTRUCTION LTD.	4/7/2014	80,226.39
EFT0003917	BEEHLER BROS. ELECTRICAL	4/7/2014	754.84
EFT0003918	BENSON TRUCK & TRAILER	4/7/2014	2,782.55
EFT0003919	BENSON COMMERCIAL TIRE	4/7/2014	843.14
EFT0003920	BLUE CROSS	4/7/2014	73,275.26
EFT0003921	LINDE CANADA	4/7/2014	612.81
EFT0003922	CALLIGARIS SATELLITE ELECTRONI	4/7/2014	46.33
EFT0003923	CANADIAN LINEN AND UNIFORM SER	4/7/2014	857.25

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Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0003924	CARLETON UNIFORMS INC.	4/7/2014	205.38
EFT0003925	CHRISTIE WALTHER	4/7/2014	843.80
EFT0003926	CRESTLINE COACH LTD.	4/7/2014	436.38
EFT0003927	CUNNINGHAM SWAN CARTY LITTLE &	4/7/2014	4,658.39
EFT0003928	DIGITAL OFFICE SYSTEMS	4/7/2014	430.87
EFT0003929	DIGITAL OFFICE	4/7/2014	70.25
EFT0003930	FERNO	4/7/2014	3,237.60
EFT0003931	CARDINAL HEALTH CANADA INC.	4/7/2014	1,816.52
EFT0003932	GEORGE COUREY INC	4/7/2014	2,260.40
EFT0003933	OFFICE MAX GRAND & TOY LTD	4/7/2014	811.73
EFT0003934	HENDRIX HOTEL & RESTAURANT EQU	4/7/2014	507.37
EFT0003935	HOME CARDIOGRAPIC INC	4/7/2014	90.00
EFT0003936	INTERDEV TECHNOLOGIES INC.	4/7/2014	395.50
EFT0003937	KAPS KINGSTN AREA PATIENT SHUT	4/7/2014	350.00
EFT0003938	1557145 ONTARIO LTD.	4/7/2014	254.25
EFT0003939	KINGSTON GENERAL HOSPITAL	4/7/2014	19,950.93
EFT0003940	KINGSTON REGIONAL HOSPITAL LA	4/7/2014	1,805.33
EFT0003941	KINGSTON AND AMHERST TAXI	4/7/2014	42.95
EFT0003942	KINGSTON ACCESS BUS	4/7/2014	81.00
EFT0003943	KINGSTON OXYGEN	4/7/2014	191.64
EFT0003944	KINGSTON INJURY MANAGEMENT CEN	4/7/2014	1,166.00
EFT0003946	LEONARD FUELS LTD.	4/7/2014	2,548.49
EFT0003947	LEVAC PROPANE INC.	4/7/2014	1,893.68
EFT0003948	AQUALIBRIUM WATER TECHNOLOGIES	4/7/2014	437.52
EFT0003949	MALROZ	4/7/2014	7,867.62
EFT0003950	MARILYN'S CLEANING SERVICES	4/7/2014	175.00
EFT0003951	MCARTHUR MEDICAL SALES INC.	4/7/2014	221.65
EFT0003952	LIFELABS LP	4/7/2014	55.00
EFT0003953	CASTLE & COOPER INC.	4/7/2014	194.25
EFT0003954	MOTION SPECIALTIES	4/7/2014	1,536.20
EFT0003955	RENTOKIL PEST CONTROL CANADA L	4/7/2014	318.66
EFT0003956	R. NICHOLLS DISTRIBUTORS INC.	4/7/2014	162.38
EFT0003957	ROWLAND EMERGENCY VEHICLE PROD	4/7/2014	2,410.37
EFT0003958	SAINT ELIZABETH HEALTHCARE	4/7/2014	1,320.00
EFT0003959	SILVERT'S STORE	4/7/2014	65.46
EFT0003960	SUN LIFE ASSURANCE COMPANY OF	4/7/2014	51,275.93
EFT0003961	SUN MEDIA CORPORATION	4/7/2014	1,177.06
EFT0003962	SWISH MAINTENANCE LTD	4/7/2014	1,330.04
EFT0003963	SWYRICH CORPORATION INTERNATIO	4/7/2014	113.00
EFT0003964	TERRY'S PLOWING	4/7/2014	5,011.55
EFT0003965	THE GREER GALLOWAY GROUP INC.	4/7/2014	1,502.64
EFT0003966	THE KINGSTON WHIG STANDARD	4/7/2014	69.95
EFT0003967	THOMPSON ELECTRIC	4/7/2014	110.23
EFT0003968	TOWNSHIP OF SOUTH FRONTENAC	4/7/2014	22,035.00
EFT0003969	TRIM-LINE OF SOUTH EASTERN ONT	4/7/2014	79.10

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Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0003970	SPECIALTY TROPHIES	4/7/2014	14.69
EFT0003971	WESTBURNE/RUDDY ELECTRIC	4/7/2014	7.91
EFT0003972	4 OFFICE AUTOMATION LIMITED	4/7/2014	1,417.76
EFT0003973	GIROUX, MARCEL	4/7/2014	67.20
EFT0003974	SPROULE, BARBARA	4/7/2014	115.20
EFT0003975	CANADIAN TIRE	4/7/2014	570.75
EFT0003976	PERFORMANCE CONCEPTS CONSULTIN	4/1/2014	13,560.00
PAP03172014	UTILITIES KINGSTON	3/17/2014	938.92
PAP03182014	HYDRO ONE	3/18/2014	2,355.34
PAP03192014	RELIANCE HOME COMFORT	3/19/2014	20.23
PAP03192014	HYDRO ONE	3/19/2014	427.20
PAP03252014	HYDRO ONE	3/25/2014	135.02
PAP03252014	NORTH FRONTENAC TELEPHONE CO.	3/25/2014	314.95
PAP03262014	TD VISA (6255) RICHARD RUSSELL	3/26/2014	724.33
PAP03262014	TD VISA - (1306) KATHRYN ALDRI	3/26/2014	14.00
PAP03262014	TD VISA - ROB WRIGHT (6149)	3/26/2014	86.42
PAP03262014	TD VISA (6248) INGMAR FREITAG	3/26/2014	328.40
PAP03262014	TD VISA (3238) MARY LAKE	3/26/2014	394.88
PAP03312014	UTILITIES KINGSTON	3/31/2014	131.31
PAP03312014	UTILITIES KINGSTON	3/31/2014	156.76
Y3R2A3	BELL CANADA	3/19/2014	801.38
Y3R2A4	BELL CANADA	3/19/2014	181.19
Y3R2A5	SHAW DIRECT	3/19/2014	312.11
Y3R2A6	CULLIGAN WATER CONDITIONING	3/19/2014	1,374.97
Y3R2A7	WTC COMMUNICATIONS	3/19/2014	295.26
Y3R2A8	WTC COMMUNICATIONS	3/19/2014	847.44
Y3R2L6	CULLIGAN WATER CONDITIONING	3/19/2014	4,502.60
Y8L9Z2	BELL CANADA	3/26/2014	178.56
Y9L9Y7	INFOSAT TELECOMMUNICATIONS	3/21/2014	142.12
Y9L9Y8	BELL CANADA	3/26/2014	376.03
Y9L9Y9	BELL CANADA	3/21/2014	416.39
Y9L9Z3	BELL CANADA	3/26/2014	198.46
Y9L9Z4	BELL CANADA	3/21/2014	225.36
Y9L9Z5	BELL CANADA	3/21/2014	12.20
Y9L9Z6	TELUS MOBILITY	3/21/2014	110.63
Z7L2U8	WORKPLACE SAFETY AND INSURANCE	3/24/2014	65,276.71
Total Transactions: 304		**Total**	**1,871,218.33**

Void Transactions: cheque 38155, EFT0003845, EFT0003945

Note: EFT0003799 was on last months report

Report on Senior Care Governance Conference March 25, 2014
Ottawa Ontario

Prepared by Denis Doyle, Deputy Warden, County of Frontenac

Julie Shillington and I attended this one day event held in Ottawa titled "Governance Education Session: Presented by Quality Ontario & Canadian Patient Safety Institute". The main thrust of the discussions was the need to provide quality care in Hospitals and Long Term Care (LTC) homes. While most in attendance were on the staff side, I would estimate that between 20% and 25% were from governing boards. The main thrust of the presentation was to get the attention of the members of the Governing Boards in attendance, as it was obvious that Julie and other staff in attendance had a very good understanding of legislation requiring focus on Patient Care and the need to implement Quality Improvement Plans, and establish a culture of continuous improvement in ensuring the safety of patients. The legislation (Bill 46) driving this is the "*Excellent Care for All Act". This* comes into effect for all LTC Homes, like Fairmount, on April 1, 2015. I believe that Hospitals have a deadline some time in 2014. At the end of this report you will see the key areas that we need to be concerned with in this legislation, thanks to Julie for this summary.

I will **no**t attempt to go through all the material in the 2 ½ inch binder, but will high light some key points made below. I have the training binder plus a Toolkit that contains as much information again to help with implementing QIP's in LTC homes on a memory stick, I will be glad to share with anyone who wishes. They had an extra binder and memory stick at the session and they let me take it and I have already passed this to our new CAO, Kelly Pender. I would suggest that we dedicate a half hour or more at our June 4th Committee of the Whole meeting to discuss this in more detail. Perhaps at that time Julie and I could give a short presentation, followed by a discussion on how to best move forward.

Highlights of Boards Governance Responsibilities

In a book titled "What is Corporate Governance" by John L. Colley Jr. and Jacqueline L. Doyle, they summarize the legal obligations and managerial duties of board's that the law prescribes as:

1) The fiduciary duty
2) The duty of loyalty and of fair dealing
3) The duty of care
4) The duty not to entrench
5) The duty of supervision

Board members generally agreed that most of their focus was on the first duty and financial matters. Some board members went as far too say that Supervision of the operation and Care of Patients was the home's Director/manager's responsibility. One of the staff members in attendance (not Julie) stated that that is the way their LTC home operates. Of course the facilitators of the session pointed out that this is not acceptable. The trainers emphasized that Board Members are ultimately held responsible if things should go wrong, and if deaths occur due to negligence, it is the board that will face the judge in the court room. The Judge will not accept your defense if you say that you did not get involved in the quality of patient care and

left it up to staff, and that you assumed that processes were in place to ensure that events that lead to the premature death before the courts could not happen.

Quality Improvement Pans

The concept of Quality Improvement plans and the desire by many companies to establish a Corporate Culture of Continuous Improvement is decades old. I worked for Xerox Corporation for most of my career and back in the 70's and 80's this culture was well entrench and the Corporate Culture. Xerox along with companies like General Electric developed process review techniques to analyze various work activities in detail to help decide which areas that most needed improvements, and help identify high payback areas to focus on. Tools such as Lean Six Sigma are commonly used to assist in this area. The trainers pointed out that this work must **not** be done to identify people doing a poor job and try to build a case to fire someone. You must take a mature approach and assume that no employee comes to work any day of the week with the intent of doing a bad job. If people are not doing a good job it is most likely due to bad processes and ineffective senior management (board of directors). The recommended approach is to measure where you are at today and set realistic targets for continuous improvement. For example perhaps the number of patient falls across the home are 10 per month, and after analyzing the situation your Quality Committee sets a 2014 yearend target of 8.8 falls. You set up methods and processes to improve this issue, and set a target of 9.9 falls for the end of January, and reduce by 0.1 for each month throughout the year so that by December the target is 8.8 falls in Fairmount home. You must be realistic and accept that some falls will happen, but always strive to improve. Likely the only way to ensure no falls is to strap patients to their beds, which we obviously would not do!

A lot of time was spent on what other organizations have done to establish QIP's and what reporting they use to ensure that understandable quality measurement reports are reviewed with the board monthly, or quarterly. Thanks to Julie, and Fairmount staff, our board (County Council) already get some good reporting, but the recommendation is that the board needs to be involved in the development of such reports and not just receive and glance over them once a quarter. Some boards have decided to have outside subject matter experts sit on the board to ensure that the right goals are being set and that appropriate questions are asked of staff when the reports are presented. Some boards have one or two of their members sit on the staff Quality Committee, which gets the board more involved. To assist the seminar attendees to understand the type of reporting that other LTC homes have developed they reviewed some particularly good ones that make it easy for the board to quickly review the reports, and discuss areas that are not meeting the goals set by the board. A report used by Union Villa in Markham Ontario was particularly good and if we discuss this topic at the June C of W meeting I will share this report with you.

Conclusion and recommendations going forward

As the governing body for Fairmount home County Council is responsible for the performance of the operation and must ensure all legislative requirements have been properly implemented. One such piece of legislation is Bill 46, which must be fully implemented in less than one year. I recommend that we have one or two members of County Council sit on the existing Fairmount Home Staff Quality Committee to get more involved and to ensure our

obligations to implement direction outlined in Bill 46 (Excellent Care for All Act) are met. This will help ensure we are following good Governance and not just diverting our responsibility off to staff. We must work hand in hand with staff to get a detail understanding of what is being done, establish realistic quality improvement targets and to ensure legislation is implemented.

Summary of legislation

Quality committee to be established
3. (1) Every health care organization shall establish and maintain a quality committee for the health care organization. 2010, c. 14, s. 3 (1).
Composition of quality committees
(2) The membership, composition and governance of quality committees shall be as provided for in the regulations. 2010, c. 14, s. 3 (2).
Accountability
(3) Every quality committee shall report to its responsible body. 2010, c. 14, s. 3 (3).
Responsibilities of quality committees
4. Every quality committee has the following responsibilities:
1. To monitor and report to the responsible body on quality issues and on the overall quality of services provided in the health care organization, with reference to appropriate data.
2. To consider and make recommendations to the responsible body regarding quality improvement initiatives and policies.
3. To ensure that best practices information supported by available scientific evidence is translated into materials that are distributed to employees and persons providing services within the health care organization, and to subsequently monitor the use of these materials by these people.
4. To oversee the preparation of annual quality improvement plans.
5. To carry out any other responsibilities provided for in the regulations. 2010, c. 14, s. 4.
Annual Quality Improvement Plans
Quality improvement plans
8. (1) In every fiscal year, every health care organization shall develop a quality improvement plan for the next fiscal year and make the quality improvement plan available to the public. 2010, c. 14, s. 8 (1).
Factors in development
(2) The annual quality improvement plan must be developed having regard to at least the following:
1. The results of the surveys.
2. Data relating to the patient relations process.
3. In the case of a public hospital, its aggregated critical incident data as compiled based on disclosures of critical incidents pursuant to regulations made under the *Public Hospitals Act* and information concerning indicators of the quality of health care provided by the hospital disclosed pursuant to regulations made under the *Public Hospitals Act*.
4. Any factors provided for in the regulations. 2010, c. 14, s. 8 (2).
Content
(3) The annual quality improvement plan must contain, at a minimum,
(a) annual performance improvement targets and the justification for those targets;
(b) information concerning the manner in and extent to which health care organization executive compensation is linked to achievement of those targets; and
(c) anything else provided for in the regulations. 2010, c. 14, s. 8 (3).

Disclosure to LHIN
(4) At the request of the local health integration network for the geographic area in which a health care organization is located, the health care organization shall provide the local health integration network with a draft of the annual quality improvement plan for review before it is made available to the public. 2010, c. 14, s. 8 (4).
Copy to Council
(5) Every health care organization shall provide a copy of its annual quality improvement plan to the Ontario Health Quality Council in a format established by the Council that permits province-wide comparison of and reporting on a minimum set of quality indicators. 2010, c. 14, s. 8 (5).

As well quality improvement is a requirement for LTC Homes under the *Long-Term Care Homes Act* and Regulation 79/10.

84. Every licensee of a long-term care home shall develop and implement a quality improvement and utilization review system that monitors, analyzes, evaluates and improves the quality of the accommodation, care, services, programs and goods provided to residents of the long-term care home. 2007, c. 8, s. 84.
228. Every licensee of a long-term care home shall ensure that the quality improvement and utilization review system required under section 84 of the Act complies with the following requirements:
1. There must be a written description of the system that includes its goals, objectives, policies, procedures and protocols and a process to identify initiatives for review.
2. The system must be ongoing and interdisciplinary.
3. The improvements made to the quality of the accommodation, care, services, programs and goods provided to the residents must be communicated to the Residents' Council, Family Council and the staff of the home on an ongoing basis.
4. A record must be maintained by the licensee setting out,
i. the matters referred to in paragraph 3,
ii. the names of the persons who participated in evaluations, and the dates improvements were implemented, and
iii. the communications under paragraph 3.

BY-LAW NO. 2014-0018

THE CORPORATION OF THE COUNTY OF FRONTENAC

A By-law to Amend By-law No. 32-2004 (A By-law to Adopt a Policy to Govern the Hiring of Employees by the Corporation of the County of Frontenac)

WHEREAS Section 270(1) of the *Municipal Act, 2001, S.O. 2001, c.25, as amended,* states that prior to January 1, 2005, a municipality and a local board shall adopt policies with respect to the hiring of its employees, including policies with respect to,

(a) the hiring of relatives of a member of council or local board, as the case may be;
(b) the hiring of relatives of existing employees of the municipality or local board, as the case may be; and
(c) any other prescribed matter.

AND WHEREAS the Council of the County of Frontenac adopted By-law No. 32-2004 on the 17th day of November, 2004, being a by-law to adopt a Hiring Policy in order to conform to the requirements of the new *Municipal Act, 2001, S.O. 2001, c.25, as amended;*

AND WHEREAS Council of the County of Frontenac adopted Resolution No. 10-2014 to which approved revisions to the Recruitment Policy which in part resulted from the coming into force of the Integrated Accessibility Standards Regulation, specifically, the Employment Standard;

NOW THEREFORE the Corporation of the County of Frontenac hereby amends By-law No. 32-2004 as follows:

1. **THAT** Schedule "A" to By-law No. 32-2004, as amended by By-law 27-2006, be replaced with the Human Resources Recruitment Policy attached hereto to this by-law.

2. **THAT** all other by-laws or provisions conflicting with this by-law are hereby repealed.

3. This by-law shall come into force and take effect as of the final passing thereof.

Read a First and Second Time this 16th day of April, 2014.

Read a Third Time and Finally Passed this 16th day of April, 2014.

The Corporation of the County of Frontenac

Bud Clayton, Warden

Jannette Amini, Acting Clerk

COUNTY of Frontenac

Corporate Policy & Procedure Manual
Human Resources

Index Number: A900-HR-02-11
Replaces: HR-02-11

Subject: **Recruitment**

Approved: M. Vaillancourt

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 *bone 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.

COUNTY of Frontenac

Corporate Policy & Procedure Manual
Human Resources

Index Number: A900-HR-02-11
Replaces: HR-02-11

Subject: **Recruitment**

Approved: M. Vaid

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

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.frontenaccounty.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.

COUNTY of Frontenac

Corporate Policy & Procedure Manual
Human Resources

Index Number: A900-HR-02-11
Replaces: HR-02-11

Subject: **Recruitment**

Approved: M. Jaff

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.

COUNTY of Frontenac

Corporate Policy & Procedure Manual
Human Resources

Index Number: A900-HR-02-11
Replaces: HR-02-11

Subject: **Recruitment**

Approved: N. Jack

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;

COUNTY of Frontenac

Corporate Policy & Procedure Manual
Human Resources

Index Number: A900-HR-02-11
Replaces: HR-02-11

Subject: **Recruitment**

Approved: M. Jaul

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

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.

BY-LAW NO. 2014-0019

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) (Housekeeping)

WHEREAS Section 238(2) of the *Municipal Act, 2001, S.O. 2001, c.25, as amend*ed (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 The Corporation of County of Frontenac deems it expedient to amend By-law No. 2013-0020;

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

1. **THAT** Section 3, Locations, Meeting Times and Notice of Regular Meetings of Council subsection 3.2 be deleted in its entirety and replaced with:

   "The election of Warden and Deputy Warden shall be the first Agenda items of the inaugural Meeting of Council, and the Clerk shall act as Chair until the Warden and Deputy Warden are elected."

2. **THAT** Section 3, Locations, Meeting Times and Notice of Regular Meetings of Council subsection 3.3 be deleted in its entirety and replace with:

   "Subsequent regular Council Meetings, not otherwise specially provided for, shall be held on the third Wednesday of each month at 9:00 a.m. unless a closed meeting is required at which point regular meetings shall commence at 9:30 a.m. at the County Administrative Offices, 2069 Battersea Road, Glenburnie unless otherwise directed by a resolution of Council.

   No regular Council meeting shall be held in August."

3. **THAT** Section 6, Meetings of Council be amended by adding a new subsection 6.5, as follows:

Election of Chair and Vice-Chair of the Committee of the Whole	6.5	The Chair and Vice-Chair of the Committee of the Whole shall be elected on an annual basis by the Committee of the Whole. Only second member Councillors from each Township are eligible to be elected Chair and Vice-Chair

And that the remainder of Section 6 be re-numbered accordingly.

4. **THAT** Section 11, Order of Business subsection 11.1 be deleted in its entirety and replaced with:

The business of Council shall be taken in the order in which it stands upon the agenda as follows:

- Closed Meeting
- Call to Order
- Adoption of the Agenda
- Disclosure of Pecuniary Interest and General Nature Thereof
- Adoption of Minutes
- Deputations and/or Presentations
- Proclamations
- Briefings
- Unfinished Business
- Recommend Reports from the Chief Administrative Officer
- Information Reports from the Chief Administrative Officer
- Reports from External Boards and Committees
- Reports from Advisory Committees of County Council
- Accounts
- Motions, Notice of Which has Been Given
- Giving Notice of Motion
- Communications
- Other Business
- Public Question Period
- By-laws – General By-laws and Confirmatory By-law
- Adjournment

5. **THAT** Section 11, Order of Business subsection 11.3 be amended by deleting Chief Administrative Officer/Clerk and replacing with Chief Administrative Officer.

6. **THAT** Section 23, Other Business be amended by adding a new subsection 23.1 as follows:

Items to be Considered for Other Business with Prior Notice	23.1	Miscellaneous Business/Motions that do not warrant a staff report may be placed on the agenda under Other Business provided that the business is posted on the agenda with supporting documentation.

And that the remainder of Section 23 be re-numbered accordingly.

7. **THAT** Section 25, Committees, subsection 25.2 be amended by adding Schedule B-5, Seniors Housing Task Force

8. **THAT** Schedule B-1, Establishment of Committee (iii) be amended by deleting 2013-00xx and replacing with 2013-0020 and General (a) be amended by deleting Deputy Clerk and replacing with Clerk.

9. **THAT** Schedule B-3, Establishment of Committee (i) be amended by deleting five (5) and replacing with six (6).

10. **THAT** Schedule B-4 Two (2) Member of County Council be amended by deleting vacant and replacing with Janet Gutowski, and that three (5) Community Representatives be amended to read five (5) Community Representatives, with one position vacant.

11. **THAT** Schedule B-5, Service Delivery and Organization Review Committee be deleted in its entirety and that the remainder of Schedule B be re-numbered accordingly.

12. **THAT** Schedule C, External Boards and Committees with County Council Appointees, subsection 1 be amended to delete tpo and replace with two and that subsection 3 be deleted in its entirety and replaced with:

    The **Rural/Urban Liaison Advisory Committee (RULAC)** – The Warden, Deputy Warden and the County Councillor appointed to the City of Kingston Housing and Homelessness Advisory Committee for the term of Council, three members of Kingston City Council, the Mayor and two members of Council. The Rural/Urban Liaison Advisory Committee was established by the order of the Minister of Municipal Affairs under Section 25.2(4) of the Municipal Act. The Committee shall meet at least quarterly with the Chief Administrative Officer of the City and the Frontenac Management Board for the purposes of discussing issues arising from joint agreements and recommending solutions to matters of common concern (effective December 1, 2014).

13. **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. 2014-0020

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a By-law to appoint a Chief Administrative Officer, a Clerk
and Deputy Clerks for the County of Frontenac

WHEREAS Section 229 of the *Municipal Act, S.O. 2001, c.M.25, as amended*, enables the Council of a municipality to appoint a Chief Administrative Officer;

AND WHEREAS Section 228 of the *Municipal Act, S.O. 2001, c.M.25, as amended,* requires the Council of a municipality to appoint a Clerk;

AND WHEREAS Section 228 of the *Municipal Act, S.O. 2001, c.M.25, as amended*, enables the Council of a municipality to appoint Deputy Clerks;

AND WHEREAS the Council of the Corporation of the County of Frontenac deems it appropriate and expedient to appoint by By-law a Chief Administrative Officer, a Clerk, and Deputy Clerks;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE COUNTY OF FRONTENAC hereby enacts as follows:

1. **THAT** Kelly Pender be hereby appointed as Chief Administrative Officer for the County of Frontenac with all of the duties of a Chief Administrative Officer as set out in section 229 of the *Municipal Act, S.O. 2001, c.M.25, as amended*.

2. **THAT** Jannette Amini be hereby appointed as Clerk for the County of Frontenac with all of duties of the Clerk as set out in section 228 of the *Municipal Act, S.O. 2001, c.M.25, as amended*.

3. **THAT** Marian VanBruinessen and Kelly Pender be hereby appointed as Deputy Clerks for the County of Frontenac as set out in section 228 of the *Municipal Act, S.O. 2001, c.M.25, as amended*.

4. **THAT** By-law Number 2013-0037, being a by-law to appoint an Acting Chief Administrative Officer, an Acting Clerk and an Acting Deputy Clerk for the County of Frontenac for a temporary period be and is hereby rescinded.

5. **THAT** this by-law shall come into full force and effect on the 5th day of May, 2014.

Read a First and Second Time this 16th day of April, 2014.

Read a Third Time and Finally Passed, Signed and Sealed this 16th day of April, 2014.

The Corporation of the County of Frontenac

Bud Clayton, Warden

Jannette Amini, Acting Clerk

BY-LAW NO. 2014-0021

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to provide for 2014 property tax capping to adopt optional tools for the purpose of providing minimum amounts for properties subject to the provisions of Section 331 of the *Municipal Act, 2001, S.O. 2001, c.25,* as amended for the commercial, industrial and multi-residential property classes

---

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

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

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

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

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

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

NOW THEREFORE, the Council of the Corporation of the County of Frontenac hereby implements the following:

1. **THAT** Council of the County of Frontenac shall adopt a bylaw setting the 2014 capping adjustment at 10% of the previous year's annualized tax or 5% of CVA tax, whichever is greater and a threshold of $250 for increasing and decreasing properties for properties in the Commercial, Industrial and Multi-residential Classes to which Part IX of the Act applies;

2. **THAT** properties that were at CVA tax in 2013 are excluded from the capping and claw-back calculation in 2014;

3. **THAT** properties that would move from being capped in 2013 to being clawed back in 2014 or from being clawed back in 2013 to being capped in 2014 as a result of the changes to the CVA tax caused by the 2014 reassessment are excluded;

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

   a) the amount of the taxes determined for the property for 2014 under subsection 331(2), and
   b) the amount of the uncapped taxes for the property multiplied by one hundred per cent (100%) where “uncapped taxes” means the taxes for municipal and school purposes that would have been imposed for the taxation year but for the application of the cap.

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

Read a First and Second Time this 16th day of April, 2013.

Read a Third Time, Signed, Sealed and Finally Passed this 16th day of April, 2013.

The Corporation of the County of Frontenac

Bud Clayton, Warden

Jannette Amini, Acting Clerk

BY-LAW NO. 2014-0022

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to delegate authority under Section 51.2 (1) of the *Planning Act* to the Manager of Sustainability Planning (Sandstone Shores Plan of Subdivision Final Approval – County File 10T-2006/001)

WHEREAS Section 51.2 (1) of the *Planning Act* authorizes a municipality to delegate all or any part of the authority to approve plans of subdivision to a committee of council or to an appointed officer;

AND WHEREAS Section 51.2 (1) of the *Planning Act* requires that such delegation of authority be by By-law which states name or position occupied;

AND WHEREAS the Council of the County of Frontenac at its meeting held April 16, 2014 deemed it necessary to delegate its authority under Section 51.2 (1) of the *Planning Act* to the Manager of Sustainability Planning for the Sandstone Shores Plan of Subdivision Final Approval – County File 10T-2006/001 in order to change conditions as necessary, extend draft approvals, and grant final approval based on resolution of the remaining issues identified:

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Frontenac deems it expedient to enact as follows:

1. **THAT** Joe Gallivan, Manager of Sustainability Planning be delegated the authority from County Council to change conditions as necessary, extend draft approvals, and grant final approval based on resolution of the remaining issues identified with regard to the Sandstone Shores subdivision (County File 10T-2006/001) at the April 16, 2014 County Council meeting;

2. **THAT** the delegated authority shall be for the duties as detailed in Section 1 of this by-law only;

3. **THAT** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 16th day of April, 2014.

Read a Third Time, Signed, Sealed and Finally Passed this 16th day of April, 2014.

The Corporation of the County of Frontenac

Bud Clayton, Warden

Jannette Amini, Acting Clerk

BY-LAW NO. 2014-0023

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

Being a by-law to amend By-law No. 2014-0006 (being a by-law to adopt the estimates for the sums required during the year 2014 for the purposes of the County of Frontenac and to establish rates to be levied for same against the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac)

WHEREAS on February 19, 2014, the Council of the County of Frontenac adopted By-law No. 2014-0006, being a by-law to adopt the estimates for the sums required during the year 2014 for the purposes of the County of Frontenac and to establish rates to be levied for same against the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac;

AND WHEREAS at the regular meeting of County Council held on April 16, 2014, Council adopted the following Resolution resulting in an amendment to the 2014 County Budget:

> ***RESOLVED THAT*** *the Council of the County of Frontenac receive the Corporate Services – Budget Amendment: K&P Trail and Eco-Tourism Report,*
>
> ***AND FURTHER THAT*** *the Council of the County of Frontenac pass a by-law to amend the 2014 budget to reflect the Trans Canada Trail grant of $115,000 as revenue and also be added to the expenditure for construction of the Frontenac K&P Trail,*
>
> ***AND FINALLY THAT*** *the Council of the County of Frontenac include in the by-law a further expenditure of $138,257 of Federal Gas Tax Funds for the North Frontenac and the Frontenac Islands Township`s Eco-Tourism projects allocation.*

NOW THEREFORE, the Council of The Corporation of the County of Frontenac deems it expedient to enact the following amendment to the 2014 County of Frontenac budget as follows:

1. **THAT** a transfer from reserves be included in the 2014 budget as follows:

Expenditure:	
Construction of the Frontenac K&P Trail	$115,000
North Frontenac and Frontenac Islands Township's Eco-Tourism project allocation	$138,257

Revenue:	
Trans Canada Trail grant	$115,000
Transfer from the Federal Gas Tax Reserve	$138,257

2. **THAT** this By-law shall come into force and take effect as of the date of final passing thereof.

Read a First and Second Time this 16th day of April, 2014.

Read a Third Time and Finally Passed, Signed and Sealed this 16th day of April, 2014.

The Corporation of the County of Frontenac

Bud Clayton, Warden

Jannette Amini, Acting Clerk

BY-LAW NO. 2014-0024

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to confirm all actions and proceedings of County Council
on April 16, 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 BE IT RESOLVED THAT 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 April 16th 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 April 16th 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 April 16th 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.

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 16th day of April 2014.

Read a Third Time and Finally Passed, Signed and Sealed this 16th day of April 2014.

The Corporation of the County of Frontenac

Bud Clayton, Warden

Jannette Amini, Acting Clerk