County Council Meeting – Regular Meeting
February 19, 2014 – 9:00 a.m.
The Frontenac Room, 2069 Battersea Road, Glenburnie, ON

AGENDA

Page

1. CALL TO ORDER

2. ADOPTION OF AGENDA

a) February 19, 2014 Regular County Council Meeting Agenda

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

4. ADOPTION OF MINUTES

11-27 a) January 15, 2014 Regular County Council Meeting Minutes

5. DEPUTATIONS AND/OR PRESENTATIONS

a) Mr. Howard Smith, President, New Leaf Link, will address Council with respect to its grant submission to the Ontario Trillium Foundation to permit increased student programming and its request to the County of Frontenac for a letter of support.

28-52 b) Fire Chief Rick Chesebrough, Township of South Frontenac, will address Council with respect to the Radio Communications Report being carried out by the four Townships.

6. CLOSED MEETING

7. BRIEFINGS

8. UNFINISHED BUSINESS

9. COMMUNICATIONS

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9. COMMUNICATIONS

53-80

a) 2014-014
Administrative Services
Communications Report

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

81-92

a) 2014-006
Corporate Services
County of Frontenac Public Notice Policy

Recommendation

THAT the Council of the County of Frontenac receive the Corporate Services – Adoption of a Public Notice Policy report for information;

AND FURTHER THAT County Council adopt the new Public Notice Policy attached as Exhibit A to this report.

93-126

b) 2014-021
Sustainability
Kennebec Lake Plan of Subdivision Final Approval– County File 10T-2011/001

Recommendation

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

AND FURTHER the Council of the County of Frontenac grant final approval to the Kennebec Lake plan of subdivision, being County File No. 10T-2011/001

AND FINALLY that the Clerk be authorized to issue final approval and approve the plan for registration by executing the required documents upon revision of the subdivision agreement by the Township to implement condition 13d).

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

127-129

c) 2014-022
Corporate Services
2013 Frontenac-Howe Islander Ferry Petition for Subsidy

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the Corporate Services – 2013 Frontenac-Howe Islander Ferry Petition for Subsidy report;

AND FURTHER Council authorize the Clerk to petition the Ministry of Transportation for $716,468.40.

130-146

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

Recommendation:

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 and edited by staff based on the minutes of the meeting, attached to this report as Appendix A, as amended.

[Addenda]

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.

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.

147-155 a) 2014-007
Corporate Services
2013 4th Quarter Activity Update

156-159 b) 2014-015
Corporate Services
Preliminary Results of Homelessness Survey

160-162 c) 2014-016
Administrative Services
Fairmount Home 2013 4th Quarter Activity Update

163-169 d) 2014-018
Emergency and Transportation Services
Robertsville Station Construction Progress Report # 4

170-174 e) 2014-019
Emergency and Transportation Services
2013 4th Quarter Activity Update

175-183 f) 2014-020
Additions and Alterations to Fairmount Home Auditorium
Construction Progress Report # 3

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

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184-187 g) 2014-023
Corporate Services
Human Resources:
Quarterly Attendance Management Report Card

188-191 h) 2014-024
Corporate Services
Human Resources
Monthly Absenteeism Report Card

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

192-197 a) Committee of the Whole Strategic Planning Session Minutes Dated: January 28, 2014

198-217 b) Committee of the Whole Budget Meeting Minutes Dated: January 29, 30, February 5, 7, 2014

218-221 c) Committee of the Whole Meeting Minutes Dated: February 5, 2014

222-224 d) Report of the Committee of the Whole

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

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

Recommendations

a) **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.

b) **2014-009**
Corporate Services
Frontenac K&P Trail Development Year-End Report

RESOLVED THAT the Council of the County of Frontenac authorize a transfer from the Federal Gas Tax reserve of a total of $191,460 to cover the additional capital cost in 2013.

c) **2013-237**
Administrative Services
Non-Union Cost of Living Adjustment

RESOLVED THAT the Council of the County of Frontenac authorize a non-union salary increase at a specific dollar amount increase based on the average non-union salary.

d) **2014-013**
Corporate Services
Non Union Benefits

RESOLVED THAT the Council of the County of Frontenac authorize the increase of the current non-union benefits to reflect those offered to the OPSEU bargaining unit;

AND FURTHER THAT the Council of the County of Frontenac authorize staff to re-view the non-union benefits yearly to ensure they are consistent and fair and adjust the non-union benefits if needed to maintain this equity.

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

e) **Appointments to the Sustainability Advisory Committee**

BE IT RESOLVED THAT Barrie Gilbert and Tracy John be appointed to the Sustai-nability Advisory Committee;

AND FURTHER THAT By-law 2013-0020 be amended accordingly.

f) **Report 2013-026**
Corporate Services – 2014 DRAFT Budget Reserve Discussion

THAT the Working Fund Reserve be capped at $1.2M for cash flow use and the re-mainder be re-allocated as follows:

$2,745,104 be placed in the Temporary Reserve;
$324,000 be provided to the stabilization reserve for Land Ambulance (County Share)
$30,000 be allocated to the 150th Anniversary in 2014
$30,000 be allocated to the 150th Anniversary in 2015
$54,246 be allocated to the FRC capital replacement reserve in 2014
$39,428 be allocated to the FRC capital replacement reserve in 2015
$55,000 be allocated for one time 2014 projects
$5,000 be allocated for prior year projects in 2014

THAT the $20,000 allocation to the FRC for Land Acquisition Reserve in 2014 be eliminated

THAT the FMT Working fund Reserve be re-allocated as follows:
$71,169 be allocated to the FRC Capital Replacement Reserve
$40,320 be allocated to prior year projects in 2014
the remainder be re-named the FRC FMT Stabilization Reserve

THAT the FRC Stabilization/Contingency Reserve be re-allocated as follow:
$200,000 for FRC Stabilization/Contingency Social Service and the County
the remainder of $775,000 be placed in the Temporary Reserve

THAT a Temporary Reserve be created to be dealt with a future date.

g) **December 5, 2013 Trails Advisory Committee Recommendations to County Council**

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

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

Lake).

225 e) Report of the Committee of the Whole
Adoption of the 2014 Budget

Recommendation

2014-011
Corporate Services
2014 Draft Budget

RESOLVED THAT the Council of the County of Frontenac pass a by-law later in the meeting approving the 2014 Budget as amended to a 1.0% increase after growth. (Amendments to the original budget may be found in the Budget Minutes of the Committee of the Whole meeting dated January 29, 30, February 5 and 7, 2014.)

13. REPORTS FROM EXTERNAL BOARDS AND COMMITTEES

226-227 a) Kingston Frontenac Library Board Update - Councillor Purdon

228-233 b) KFL&A Public Health Board Update - Councillor Clayton

c) RULAC, LSR and Other Updates

d) Algonquin Land Claim Update - Councillor Inglis

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

f) Housing and Homelessness Committee Update - Councillor McDougall

g) Rideau Corridor Landscape Steering Committee Update - Councillor Jones

14. REPORTS FROM ADVISORY COMMITTEES OF COUNTY COUNCIL

15. ACCOUNTS

234-242

a) Accounts Listing for the Period of: January 11, 2014 to February 10, 2014

RESOLVED THAT the Council of the County of Frontenac receive for information the following accounts for the period of January 11, 2014 to February 10, 2014:

• Payrolls dated between December 9, 2013 and February 2, 2014 in the amount of $931,336.61; and
• Cheque Listing in the amount of $2,409,756.84.

16. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

243-246

a) **Request for Letter of Support**
New Leaf Link (NeLL)

Moved by Councillor Gutowski
Seconded by Councillor McDougall

WHEREAS the County of Frontenac has developed an Integrated Community Sustainability Plan, which sets out “Directions for our Future” in four key pillars – Economic, Environmental, Cultural and Social;

AND WHEREAS a key element in building commitment to this Plan is the formal recognition of Community Partners who embrace and embody the principles of the County’s directions;

AND WHEREAS New Leaf Link (NeLL) became a very early Partner of the ICSP as a respected contributor to the community wellbeing on many fronts, primarily impacting the Social pillar;

AND WHEREAS New Leaf Link (NeLL) has an opportunity to apply for a multi-year grant from the Ontario Trillium Foundation (OTF) under the “Human and Social Services” sector through its mission to promote the community inclusion of adults with developmental disabilities;

AND WHEREAS such a grant will allow for part-time independent workers to develop new and innovative projects for NeLL students;

AND WHEREAS the submission of a grant application requires letters of support from community partners:

16. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

THEREFORE BE IT RESOVLED THAT the Warden and Chair of the Sustainability Advisory Committee be authorized to provide a letter of support to New Leaf Link (NeLL) to accompany its grant application submission to the Ontario Trillium Foundation (OTF).

17. GIVING NOTICE OF MOTION

18. OTHER BUSINESS

247-248

a) Confirmation of Appointment to the Seniors Housing Task Force

THAT the Council of the County of Frontenac confirm the appointments of Wayne Grant, Councillor for the Township of Frontenac Islands and Pat Barr, Councillor for the Township of South Frontenac as alternates to the Seniors Housing Task Force;

AND FURTHER THAT By-law 2013-0020 be amended to reflect this appointment.

19. PUBLIC QUESTION PERIOD

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

249

a) By-law No. 2014-0005 - To amend the 2013 Budget By-law No 2013-0017

250-252

b) By-law No. 2014-0006 - To Adopt 2014 Budget

253-254

c) By-law No. 2014-0007 - To Amend By-law 2013-0020 as it Relates to Appointments to Committees

255-256

d) By-law No. 2014-0008 - To Adopt a Public Notice Policy

257-258

e) By-law No. 2014-0009 - Confirmation of Proceedings

21. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF COUNCIL
January 15, 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, January 15, 2014 at 9:00 a.m.

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

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

1. CALL TO ORDER

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

Warden Clayton advised County Council that as Warden for 2014, he will be working on the following issues:

1. There needs to be a way found in which to get more youth involved in their municipalities and he advised that he will be working in conjunction with Councillor McDougall to work with the Sydenham High School as a starting point for this.
2. There needs to be more female involvement in municipal politics and noted that the City of Kingston has been very successful in attracting women to run for municipal government. He will be working with Kingston City Councillor Dorothy Hector as she works on promoting this matter for the upcoming municipal election later this year.
3. Warden Clayton paid tribute to the collaboration that takes place between the four Townships with respect to the Public Works Managers. He felt there would be value in the County supporting this “Partnership for Sustainability” and would like to see the County’s Manager of Sustainability Planning attend these meetings where the County could offer support.
4. Warden Clayton noted the EMS Matters magazine that was provided to Members of Council at the last meeting and pointed to the article on Community Paramedicine which he would like to see set up County wide as this is a cost savings measure on the healthcare system and in the end saves lives.

5. Warden Clayton expressed the importance of the role of Deputy Warden and advised that he will be keeping the Deputy Warden informed of all matters.

2. ADOPTION OF AGENDA

Motion #: 1-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Gutowski

RESOLVED THAT the January 15, 2014 Agenda be amended to consider the Deputation of W.A. Robinson Asset Management Ltd. after the Report of the Committee of the Whole and as amended be adopted.

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 #: 2-14 Moved By: Councillor Gutowski
Seconded By: Deputy Warden Doyle

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

CARRIED

The Deputation of W.A. Robinson Asset Management Ltd. was deferred to later in the meeting as per the approval of the agenda and Council proceeded to the Closed Meeting portion of the agenda.

See page 3

5. DEPUTATIONS AND/OR PRESENTATIONS

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

Motion #: 28-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Gutowski

RESOLVED THAT the Council of the County of Frontenac thank W. A. Robinson Asset Management Ltd. and express its sincere appreciation and gratitude for the commitment made by W. A. Robinson Asset Management Ltd. to the County's K&P Trail Project.

CARRIED

6. CLOSED MEETING

Motion #: 3-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Gutowski

RESOLVED THAT the Council of the County of Frontenac enter into Closed Session as authorized by Section 239 of the Municipal Act in order to consider:

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

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

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

CARRIED

Motion #: 4-14 Moved By: Councillor Gutowski
Seconded By: Deputy Warden Doyle

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 #: 5-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Purdon

THAT the Council of the County of Frontenac adopt the recommended Organization Structure presented by KPMG as modified by the SDOR Committee.

CARRIED

7. BRIEFINGS – Nil

8. UNFINISHED BUSINESS

Council was reminded that the report on Planning Costs was referred to the 2014 budget deliberations and will come forward at that time.

DRAFT

9. COMMUNICATIONS

a) 2014-002
Communications of Interest to Council Report

Motion #: 6-14 Moved By: Councillor Gutowski
Seconded By: Deputy Warden Doyle

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

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

CARRIED

b) Communications that require Council Action:

Autism Ontario - November 27, 2013

Motion #: 7-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Gutowski

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

CARRIED

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

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

Motion #: 8-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Gutowski

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

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

CARRIED

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

Motion #: 9-14 Moved By: Councillor Gutowski
Seconded By: Deputy Warden Doyle

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

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

CARRIED

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

Motion #: 10-14 Moved By: Councillor Purdon
Seconded By: Deputy Warden Doyle

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

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

CARRIED

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

Motion #: 11-14 Moved By: Councillor Davison
Seconded By: Councillor McDougall

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.

REFERRED TO THE SUSTAINABILITY ADVISORY COMMITTEE
(See motion to REFER below which was CARRIED)

Motion #: 12-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor McDougall

BE IT RESOLVED THAT Report 2013-231 Sustainability PAPER/CHEERIO Update, be referred to the Sustainability Advisory Committee.

CARRIED

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

Motion #: 13-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Purdon

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

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

CARRIED

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

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

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

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

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

CARRIED

DRAFT

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

Motion #: 15-14 Moved By: Councillor Davison
Seconded By: Councillor McDougall

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

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

CARRIED

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

Motion #: 16-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Purdon

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

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

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

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

d) 2013-232
Sustainability
Community Improvement Plans – Fall 2013 Update

(Deferred from the December 18, 2013 County Council meeting)

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

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

CARRIED

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

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

Motion #: 17-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Purdon

THAT the minutes of the regular meeting of the Committee of the Whole held January 8, 2014 be adopted as circulated.

CARRIED

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

Motion #: 18-14 Moved By: Deputy Warden Doyle
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

a) **Implementation of KPMG Report**

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

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

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

b) **Request to the City of Kingston**

DRAFT

Frontenac County Representation on Committees

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

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

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

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

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

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

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

CARRIED

13. REPORTS FROM EXTERNAL BOARDS AND COMMITTEES

a) Kingston Frontenac Library Board Update - Councillor Purdon

Councillor Purdon pointed to the recent Union negotiations and advised that a three (3) year contract has been signed. He also advised that the Strategic Plan for the Kingston Frontenac Library Board is set to be released later this month.

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

Warden Clayton advised that the KFL&A Public Health Board budget has passed and its next meeting is scheduled for Wednesday, January 22, 2014.

c) RULAC, LSR and Other Updates

Deputy Warden Doyle did note to County Council that the City of Kingston is looking at all possible means of collecting outstanding Provincial Offences Act (POA) fines.

d) Algonquin Land Claim Update - Councillor Inglis

No report was provided.

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

No report was provided; however Councillor Davison did advise that its next meeting is set for sometime in March/April.

f) Housing and Homelessness Committee Update - Councillor McDougall

Councillor McDougall advised that the Committee did not achieve quorum at its last meeting and that it has subsequently been re-scheduled for this Thursday.

g) Rideau Corridor Landscape Steering Committee Update - Councillor Jones

No report was provided.

14. REPORTS FROM ADVISORY COMMITTEES OF COUNTY COUNCIL

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

Motion #: 19-14 Moved By: Councillor Davison
Seconded By: Councillor McDougall

RESOLVED THAT the Council of the County of Frontenac receive the December 11, 2013 150th Anniversary Advisory Committee Meeting Minutes.

CARRIED

15. ACCOUNTS

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

Motion #: 20-14 Moved By: Councillor McDougall
Seconded By: Councillor Davison

RESOLVED THAT the Council of the County of Frontenac receive for information the following accounts for the period of December 12, 2013 to January 10, 2014:

• Payrolls dated between December 15, 2013 and January 5, 2014 in the amount of $990,829.69; and
• Cheque Listing in the amount of $2,646,389.50.

CARRIED

16. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

a) Creation of a Seniors Housing Task Force

Motion #: 21-14 Moved By: Councillor McDougall
Seconded By: Deputy Warden Doyle

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

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

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

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

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

AND FURTHER THAT the Task Force consist of:

(a) Three (3) members of County Council, specifically:
- One (1) member of County Council which sits on the City of Kingston Housing and Homelessness Advisory Committee;
- One (1) additional member of County Council;
- The Mayor of the Township in which the housing matter is being considered; and

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

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

CARRIED AS AMENDED
(See motion to amend below which was CARRIED)

Motion #: 22-14 Moved By: Councillor Gutowski
Seconded By: Councillor McDougall

BE IT RESOLVED THAT the motion be amended to included three (3) members of County Council;

AND FURTHER THAT the mandate of the Seniors Housing Task Force be amended to add:

- To engage and consult with the local citizens to ensure local issues are brought forward to the Task Force;

CARRIED

Motion #: 23-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Davison

BE IT RESOLVED THAT Councillor Purdon be appointed to the Seniors Housing Task Force.

CARRIED

17. GIVING NOTICE OF MOTION

Motion #: 24-14 Moved By: Councillor Inglis
Seconded By: Councillor McDougall

BE IT RESOLVED THAT By-law 2013-0020 be waived to permit a motion regarding a petition to AMO with respect to the December 2013 Ice Storm.

CARRIED
(a 2/3 vote was received)

DRAFT

Motion #: 25-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Purdon

BE IT RESOLVED THAT the Council of the County of Frontenac requests the Association of Municipalities of Ontario (AMO) to petition the Province of Ontario to recognize the ice storm of December, 2013 as a disaster and provide special funding to municipalities affected by the storm to offset some of the costs incurred;

AND FURTHER THAT a copy of this resolution be forwarded to the Honourable John Gerretsen, M.P.P., Kingston and the Islands, the City of Kingston, the Honourable Kathleen Wynne, Premier of Ontario, Randy Hillier, M.P.P., Lanark, Frontenac, Lennox & Addington and the Eastern Ontario Warden's Caucus (EOWC)

CARRIED

18. OTHER BUSINESS

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

Motion #: 26-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor McDougall

BE IT RESOLVED THAT the rules of By-law 2013-0020 be waived to permit a motion regarding the formation of a selection committee for the hiring of a new CAO.

CARRIED
(a 2/3 vote was received)

Motion #: 27-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Purdon

BE IT RESOLVED THAT the Warden, Deputy Warden, the Mayor of South Frontenac and the Mayor of Central Frontenac be appointed as the Committee to determine and conduct the preliminary interviews for a Chief Administrative Officer with the final interviews to be conducted by full Council.

CARRIED

19. PUBLIC QUESTION PERIOD

Council now considered the Deputation of W.A. Robinson Asset Management Ltd.

See page 2

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

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

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

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

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

Motion #: 29-14 Moved By: Councillor Davison
Seconded By: Councillor McDougall

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

- By-law No. 2014-0001 - To Authorize Transfer of any Surplus or Deficit from 2013 Budget to Reserve for Working Funds;
- By-law No. 2014-0002 - To set tax ratios and tax rate reductions for 2014;
- By-law No. 2014-0003 - To Amend By-law 2013-0020 as it relates to the establishment of a Seniors Task Force (Council Procedural By-law), as amended; and
- By-law No. 2014-0004 - Confirmation of Council Proceedings for January 15, 2014.

CARRIED

Motion #: 30-14 Moved By: Councillor McDougall
Seconded By: Councillor Davison

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

- By-law No. 2014-0001 - To Authorize Transfer of any Surplus or Deficit from 2013 Budget to Reserve for Working Funds;
- By-law No. 2014-0002 - To set tax ratios and tax rate reductions for 2014;
- By-law No. 2014-0003 - To Amend By-law 2013-0020 as it relates to the establishment of a Seniors Task Force (Council Procedural By-law), as amended; and
- By-law No. 2014-0004 - Confirmation of Council Proceedings for January 15, 2014.

CARRIED

21. ADJOURNMENT

Motion #: 31-14 Moved By: Councillor Davison
Seconded By: Councillor McDougall

RESOLVED THAT the meeting hereby adjourn at 11:27 a.m.

CARRIED

Denis Doyle, Deputy Warden

Jannette Amini, Acting Clerk

DRAFT


COUNTY of
Frontenac

Current County Radio Environment

The County and its communication platform is divided up into 4 different townships:

- North Frontenac
- Central Frontenac
- South Frontenac
- Frontenac Islands

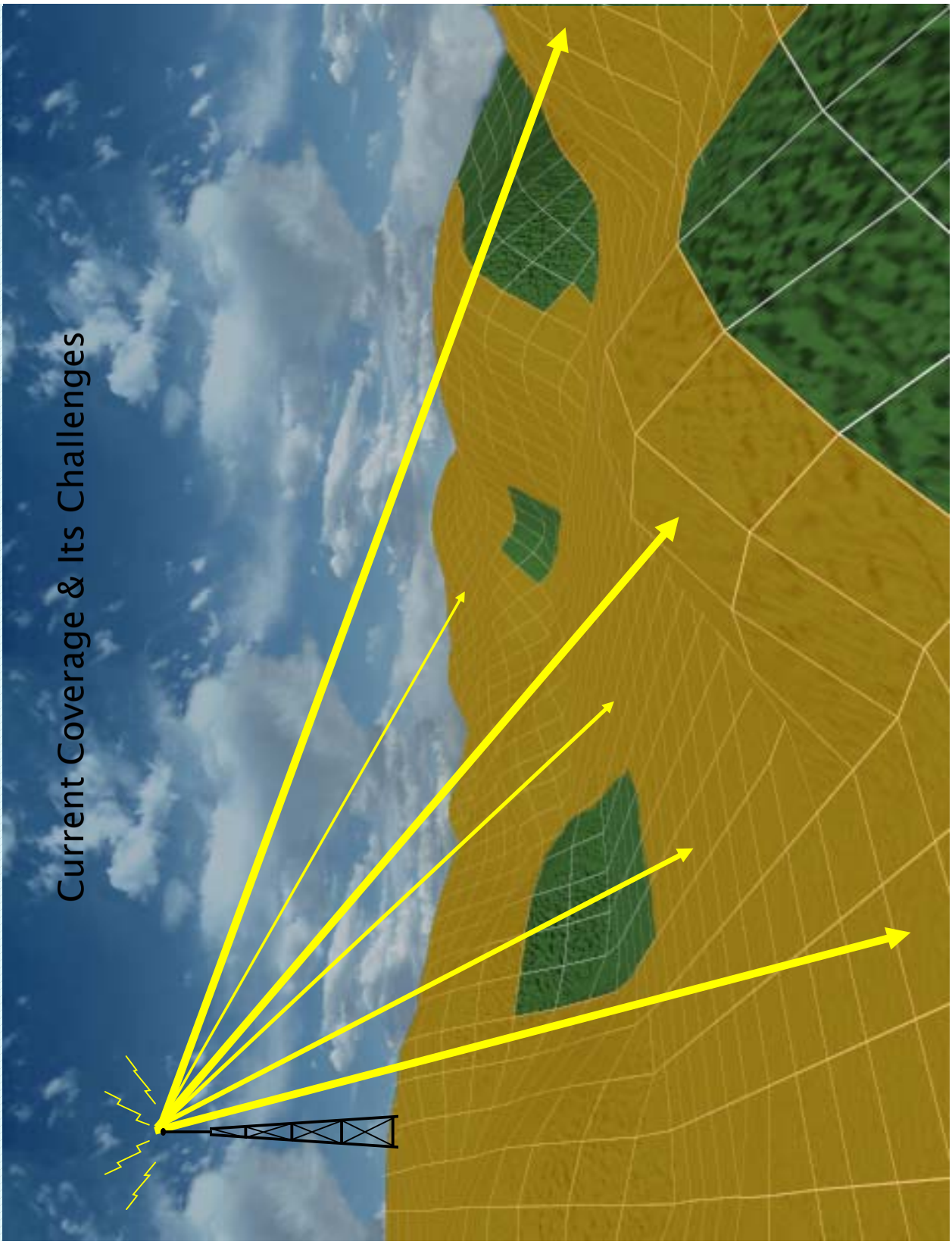
Currently the Townships are communicating using a multicast platform which means each Township is operating independently of each other which does not provide a County Wide communications system or true interoperability.

Current Infrastructure & Challenges

- Over the years each township has been responsible for their own communications – which has left the County with a system that is truly not a system
- There are pieces within the platform that date back 25 years and it is no longer an option to replace parts or apply quick fixes
- The sites offer little redundancy or emergency back-up power
- Several Known dead zones
- With UCLG's recent migration and the City of Kingston's future migration to digital technology this will present challenges with our mutual aid partners if we do not act immediately, this will become "Mission Critical"

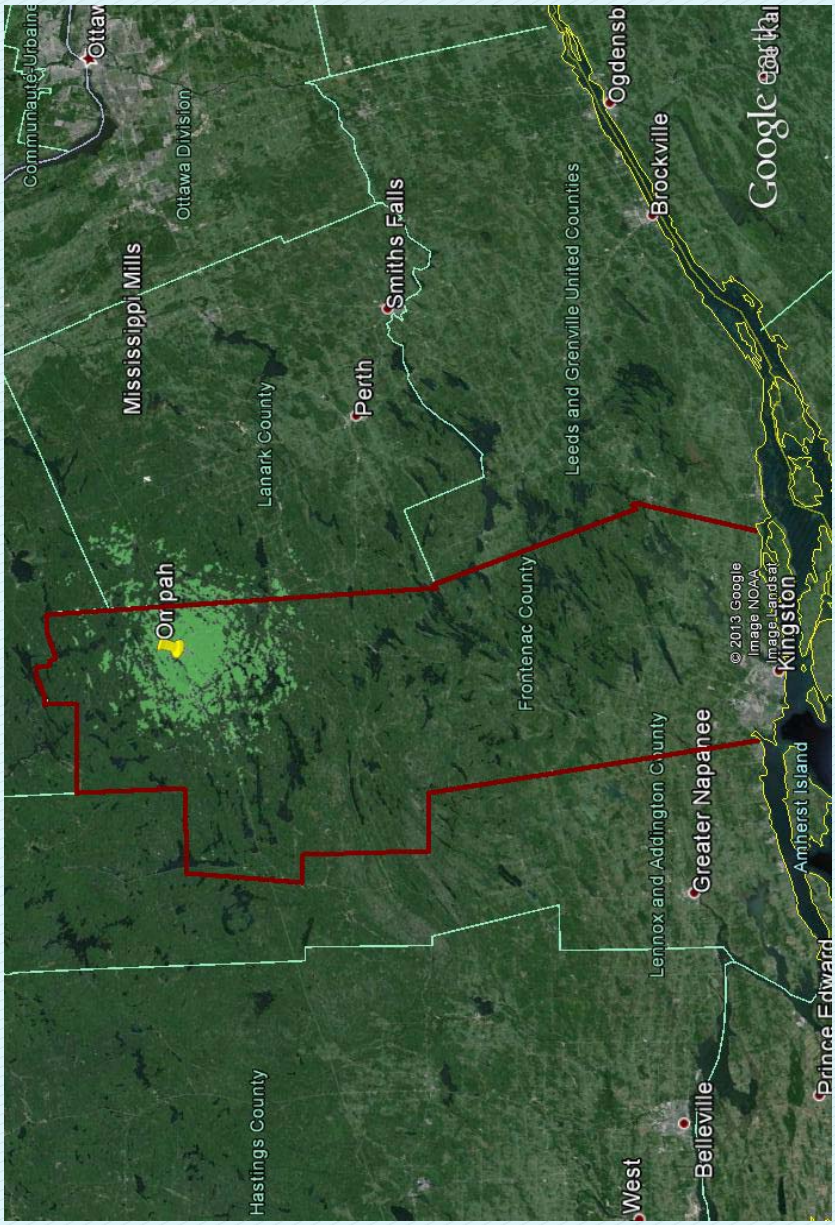
Current Coverage

- Supplied by five different sites
- Known communication dead zones
- Current infrastructure does not meet industry standard coverage (i.e. not industry public safety standard 95% coverage ,95% of the time)
- Single zone coverage, Multicast (i.e. which allows for ***only one*** site to transmit at any given time)

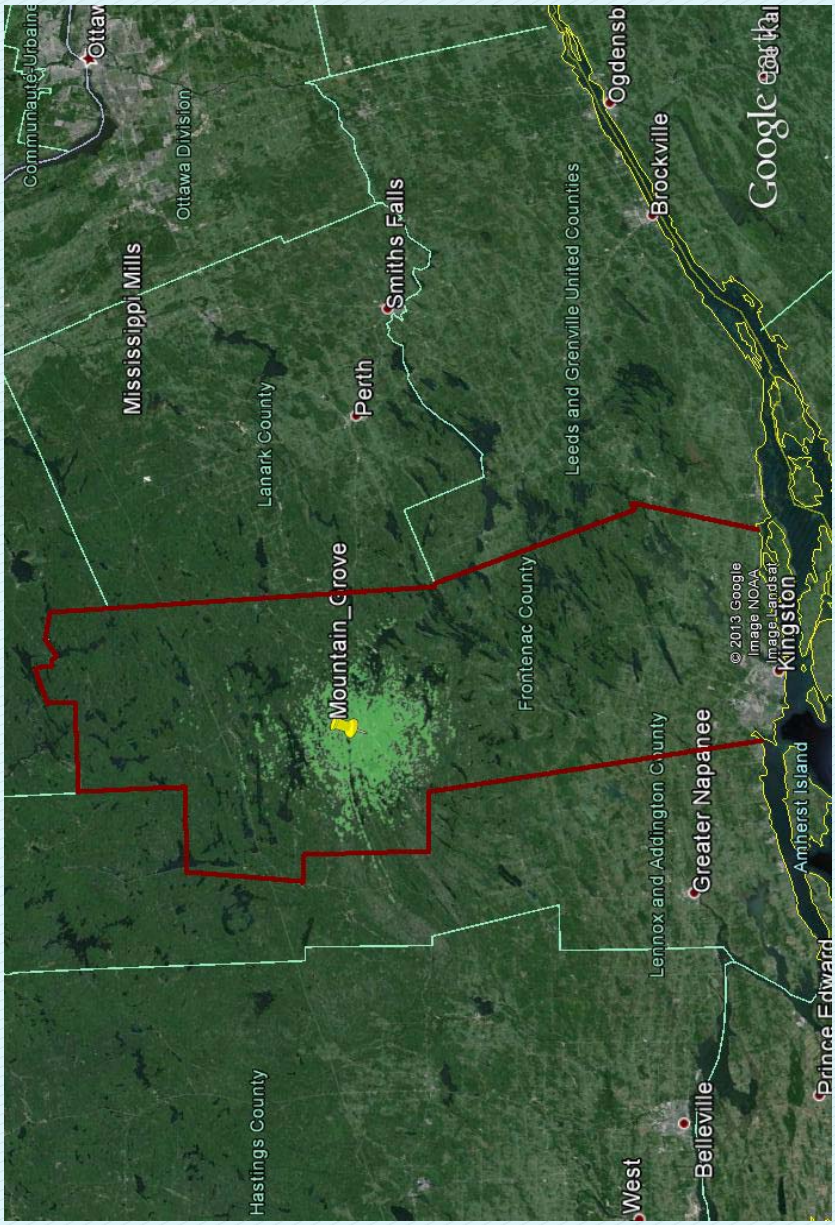

Current Coverage & Its Challenges


Outline of the Frontenac County
Mississippi Mills
Ottawa Division
Lanark County
Perth
Smiths Falls
Leeds and Grenville United Counties
Brockville
Ogdensb
Frontenac County
Kingston
Amherst Island
Greater Napanee
Lennox and Addington County
Belleville
Hastings County
West
Prince Edward
© 2013 Google
Image NOAA
Image Landsat
Google earth

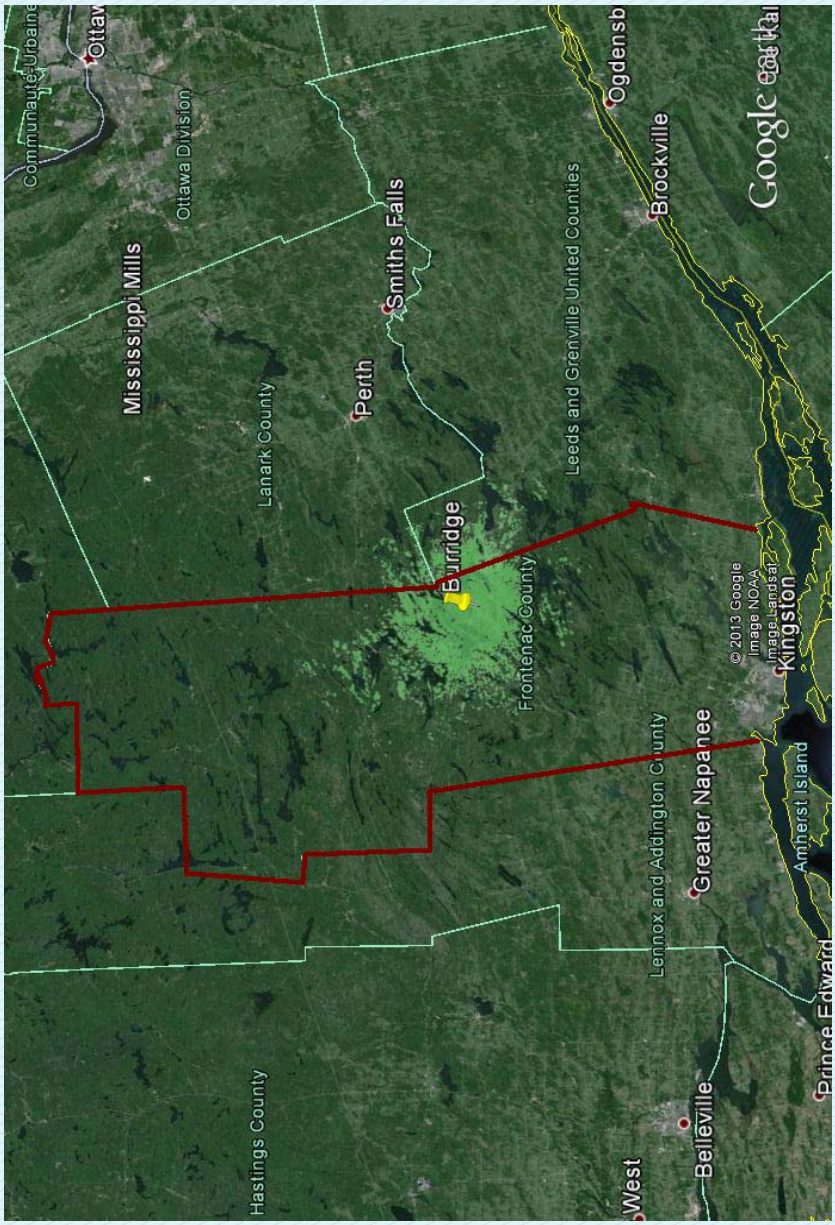
Current Coverage Map Relative to 95%–95% Public Safety Industry Standard (Uplink–Downlink)



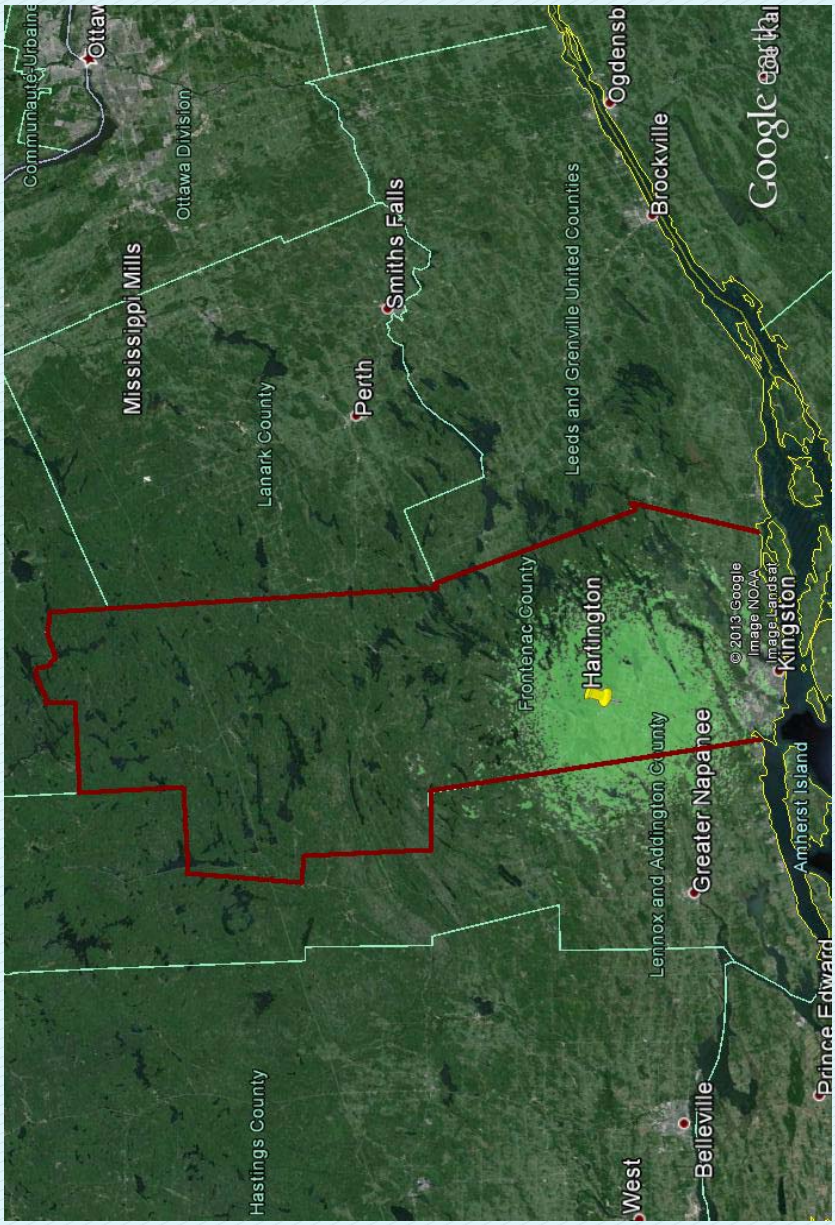
Current Coverage Map Relative to 95%–95% Public Safety Industry Standard (Uplink–Downlink)



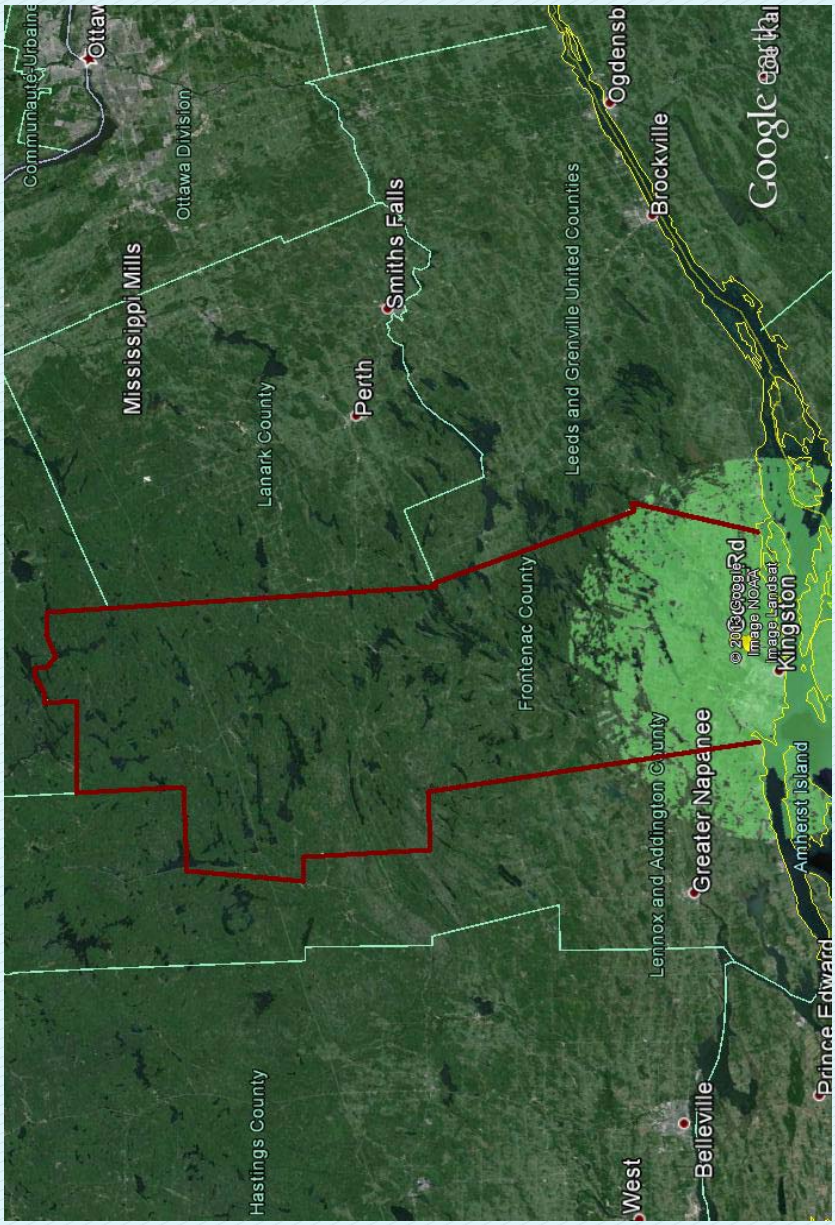
Current Coverage Map Relative to 95%–95% Public Safety Industry Standard (Uplink–Downlink)



Current Coverage Map Relative to 95%–95% Public Safety Industry Standard (Uplink–Downlink)



Current Coverage Map Relative to 95%–95% Public Safety Industry Standard (Uplink–Downlink)



Recap of Challenges

- Difficult Terrain /Poor Coverage, poor communication
- Lack of Communications / Interoperability
- Standardization of equipment/Cost Efficiencies
- Mutual Aid support will be difficult
- Inconsistent – Rising/Fluctuating Maintenance Costs affecting CAPEX-OPEX budgets
- Service Provider Management impacting Service Levels
- Response Times Impacted
- Health & Safety Risks

Risks

- Health and Safety
  - Poor coverage impacts service levels
  - Lack of coordinated actions and response times
  - Poor communication could impact life threatening incident management
  - Ability to leverage the proper resources – escalation
  - Reactive oppose to being proactive
  - Human Capital Engineering: Not being able to leverage the right people, at the right place at the right time

Risk Mitigation

- Health & Safety
  - 95% – 95% public safety standard
  - Improve response times
  - The ability to manage multiple incidents
  - Record all channels to minimize liability
- Public Works
  - Shared system and benefits
- Unification
  - One Solution – One Standard – One Provider
  - Service Level Agreements (SLA)

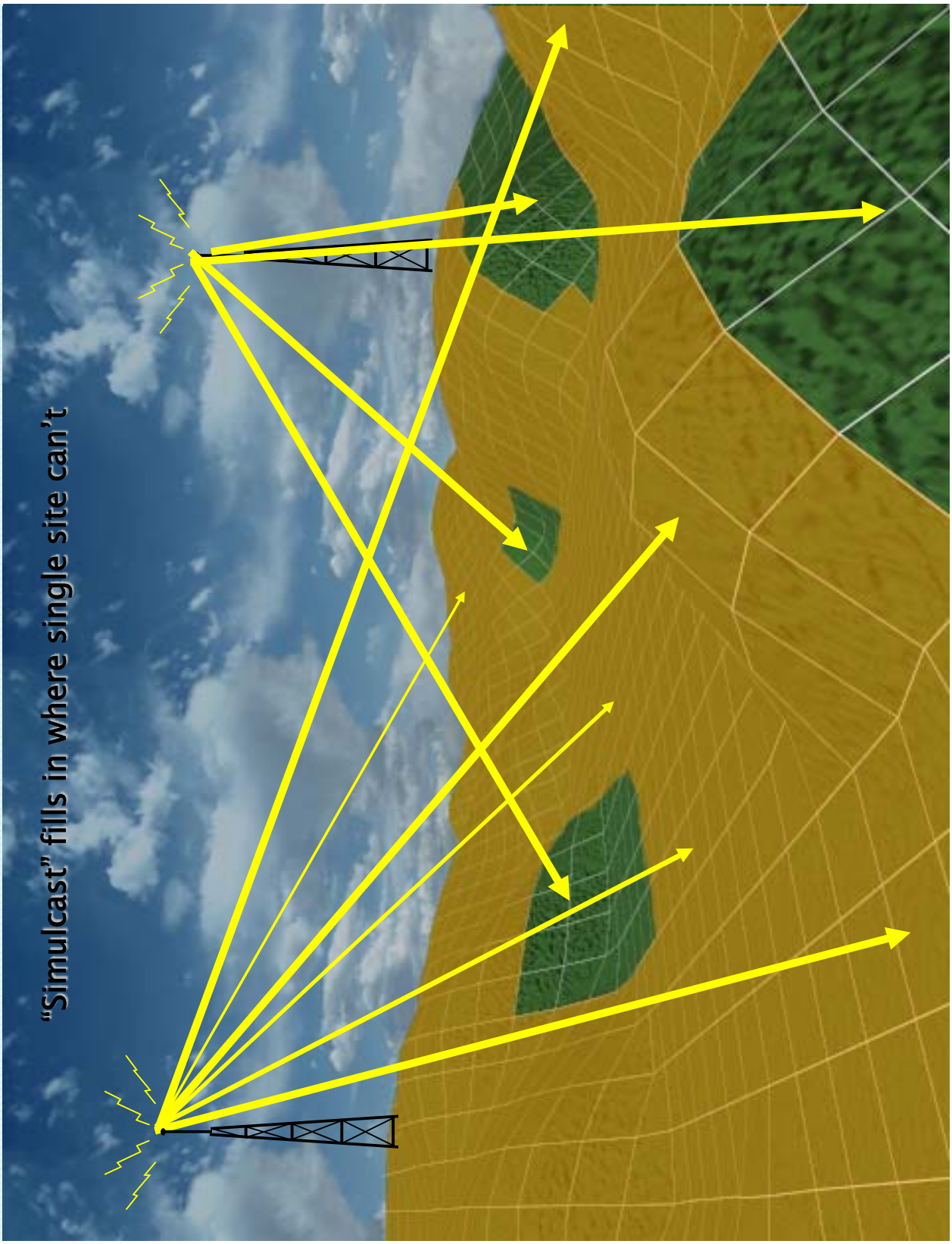
Proposed Recommendations

- Simulcast System
  - Increased number of tower sites
  - Expanded coverage footprint
  - Tiered technology implementation
  - Multiple channels for increased capabilities
  - Record Channels for liability
- Interoperability
  - Insure interoperability within Frontenac County between all Fire and Public Works departments
  - Insure interoperability with all mutual aid partners
- Enhance voice paging capabilities

Simulcast System & Its Benefits

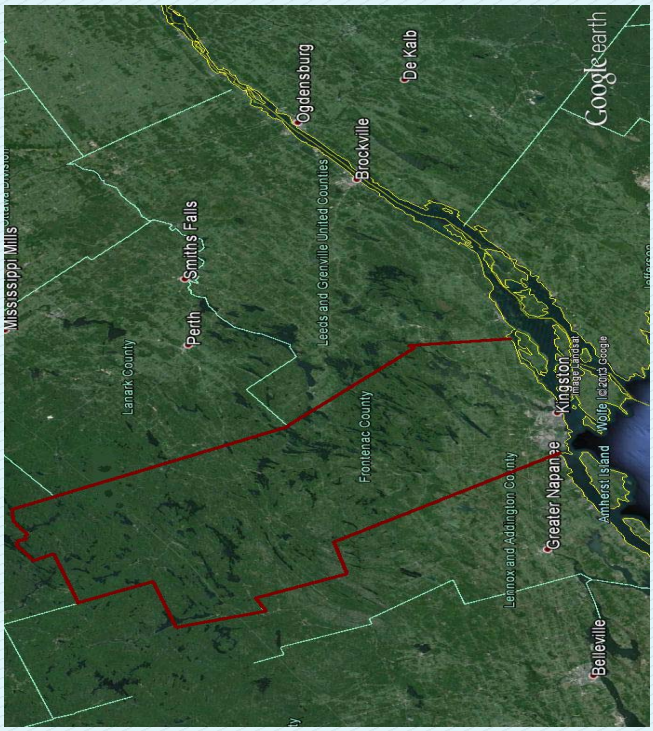
- Simulcast Transmitting is defined as:
  - A radio system where the same radio frequencies are Simultaneously Broadcast from ***all tower sites*** within the radio system
  - This allows same radio frequencies to be used throughout the entire coverage area
- Simulcast Benefits:
  - Seamless communications throughout the radio system's coverage area
  - Improved radio frequency utilization
  - Improved coverage in areas with difficult terrain like the Frontenacs
  - Improved in-building coverage (signals in overlap zones are "additive")

16


"Simulcast" fills in where single site can't

Current / Future Coverage





Current / Future Coverage

Multicast
Current Coverage 95% – 95%

Simulcast
Future coverage 95% – 95%

Consideration Factors

- The system must provide portable coverage throughout the Frontenacs with 95% coverage
- All radio units must be equipped with a Push To Talk(PTT) ID and emergency signalling feature
- For the entire coverage area, an adequate number of wide-area channels are required based on appropriate traffic studies. (2-3 Channels)
- The system would be designed to accommodate expansion in both the area-specific channels and the wide-area channels as capacity requirements increase.

What Type of Radio Do We Need?

- Since radios are tiered based on performance and ruggedness, there can be significant cost savings by buying high-tier radios for responders and the appropriate lower tiered radios for support staff
- **High-tier** radios should be provided to each firefighter. This level of radio gives the highest level of performance and reliability that radio manufacturers can provide. Within each tier there may be options that provide additional capabilities or functions that are required for fire service
- **Mid-tier** may be appropriate for users who do not enter into the firefighting environment. This type of radio would be a good choice for Public Works functions or less harsh environments
- **Low-tier** radios are an option for some support staff. These radios provide communications for users who are not in harsh environments and may not need all the functionality of the higher tiered radios.

SYSTEM DESIGN AND IMPLEMENTATION

- Designing and implementing a communications system is an extremely complicated process
- It is important to create a structured organization to provide input, carry out decision making, and do implementation work on the project

Proposed System Cost…

- Before answering that question consider…
- What will it cost if we do nothing…
  - Putting public members of our community at Risk
  - Putting our Firefighters at Risk
  - Putting our Public Workers at Risk
- By doing nothing, it could cost more then just money

Proposed System Cost

Range: $5 M to $7 M

- INCLUSIVE OF:
- Infrastructure
- User Gear
- Implementation & Realization
- Annualized Maintenance Agreement(SLA)
- Investment is based on a minimum 15 year period

Committee Recommendations

- Council Approval…if permission granted
- Allocation of funding secured
- Align a Consultant – Immediate
- Leverage Recommendations data/exercise
- RFP Process – TBD
- Contract awarded – TBD
- Contract Negotiations – TBD
- System Implementation – TBD

Report 2014-014

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: Angelique Tamblyn
Executive Assistant

Date Prepared: February 5, 2014

Date of Meeting: February 19, 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. Ted Hsu, Member of Parliament Kingston and the Islands, February 3, 2014 – Correspondence from Ted Hsu, M.P. Re: Thank you to Council for forwarding a copy of the resolution of December 18, 2013 on affordable housing. MPP Hsu is happy to be able to address this very issue and the FCM's campaign in the House of Commons and also in his most recent household newsletter.

2. Corporation of the Townships of Central and South Frontenac, – January 20, 2014 Correspondence from Larry Donaldson, CAO/Clerk of Central Frontenac and February 5, 2014 Correspondence from Wayne Orr, CAO of South Frontenac Re: Copy of the letter to The Honorable Linda Jeffrey Re: Opposing the requalification of Municipal Building Officials.

3. Municipality of Greenstone, January 29, 2014 – Correspondence from Elizabeth (Lisa) Slomke, Clerk Re: Resolution opposing the requalification of Municipal Building Officials. A copy of letter to The Honorable Linda Jeffrey

4. Ministry of Consumer Services, February 4, 2014 – Correspondence requesting feedback and comments on the proposals to refine the regulation of propane transfer facilities in Ontario.

5. Ministry of Citizenship and Immigration, January 2014 – Correspondence from the Honorable Micheal Coteau, Re: requesting nominations for the recently launched Newcomer Champion Award.

Other Correspondence:

- KFL&A Public Health, February 3, 2014 – Correspondence from Dr. Ian Gemmill, Medical Officer of Health Re: Healthy Kids Community Challenge. A new initiative announced by the Minister of Health and Long-term Care, Deb Matthews, and Premier Kathleen Wynne. Funded through the Ministry of Health and Long-Term Care, is to promote a community driven approach to healthy communities for kids and is open to municipalities across Ontario.

- Municipal Engineers Association (MEA), January 22, 2014 – Correspondence from John Simmonds, Executive Director Re: 2014 MEA University Bursaries Available to Offspring of Municipal Employees. MEA will be offering up to ten bursaries available to the children and dependents of municipal employees and elected Councillors who are entering university engineering programs to become engineers. This year the bursary amounts are being increased to $1,500. Application submissions by April 1, 2014. Up to 10 bursary recipients will be selected from amongst all of Ontario's Secondary Schools. 2014 MEA Bursary Application package www.municipalengineers.on.ca For more information contact John Simmonds, john.simmonds@municipalengineers.on.ca

- MEPCO Municipal Employer Pension Centre Ontario, January 22, 2014 – Correspondence from Doug Reycraft, Chair, MEPCO Board and Pat Vanini MEPCO President Re: 2012 Annual Report. Copy of the Annual Report http://www.mepco.ca/About-Us/Annual-Report.aspx

- Town of Parry Sound/ OSUM, January 22, 2014 – Correspondence from The Town of Parry Sound Team Re: 61st Annual OSUM Conference and

Trade Show "Conference at the Cottage" April 30, May 1 & 2, 2014.
Conference information is available at www.townofparrysound.com

AMO Member Communications:

1. AMO Report to Members

   - Highlights of the January 2014 Board Meeting (January 31, 2014)

   AMO's Support for FCM's "Fixing Canada's Housing Crunch"

   For information on how your municipality can adopt a resolution of support, visit the AMO website. http://www.amo.on.ca/AMO-Content/Policy-Updates/2013/FCM-Launch-of-Fixing-Canada's-Housing-Crunch"-Camp.aspx

   - Correspondence - February 12, 2014 re: response to the letter that the County of Frontenac passed a resolution on January 15, 2014 and requesting AMO to petition the Province to recognize the Ice Storm of December 2013 as a disaster and provide special funding to municipalities to offset some of the costs incurred from the storm.

2. News Releases

   - Video demonstrates investment of Canada's Gax Tax Fund in Goderich (November 4, 2013)

3. AMO Breaking News & Policy News

   - January 2014 Board Meeting Highlights (January 31, 2014)
   - 2014 AMO Pre-Budget Submission - Highlights (January 7, 2014)
   - The Peter J. Marshall Award (January 2014)
   - Unwrapping the True Costs of Packaging (January 10, 2014)
   - Land Use Planning and Appeals System Consultation (January 10, 2014)
   - Special Purpose Business Property Assessment (December 20, 2013)
   - Matters of Significance for All Municipalities (December 20, 2013)

4. Watch Files

   http://www.amo.on.ca/WCM/AMO/AMO_/About/Watch_File.aspx
   - January 16, 23, 30, 2014

FCM Member Communications:

1. News Releases

- FCM President Responds to TSB Rail Safety Recommendations (January 23, 2014)
- FCM Letter to National Post Challenges Misconceptions About Housing and Infrastructure (January 24, 2014)
- Statement by FCM President following National Municipal Rail Safety Working Group meeting with Transport Minister (January 22, 2014)

2. PCP News

- Attend the 2014 SCC for a chance to win a trip to FCM's Annual Conference (January 23, 2014)

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

- October 18, 2013

C Agency/Board Minutes:

1. Kingston Frontenac Public Library Board Minutes

- December 11, 2013

2. Kingston & Frontenac Housing Corporation Minutes

- October 17, 2013, November 18, 2013 and Summary Reports December 2013 and January 2014.

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

1. Randy Pettapiece, MPP, January 16, 2014 – Correspondence from Randy Pettapiece, MPP, Perth-Wellington Re: Resolution on Joint and Several Liability. MPP Pettapiece has recently introduced a private member's resolution in the Ontario Legislature. This issue affects municipalities across the province, and he believes that it's important that the government act by June, before the legislature breaks for summer. If the municipality supports the intent of his resolutions, he would encourage the County to consider passing a formal resolution to support it. For more information, please contact 519-272-0660 or email randy.pettapiececo@pc.ola.org.

E County of Frontenac Outgoing Communications:

1. Media Releases:

- EOWC elects new Chair and Vice-Chair, sets its 2014 Priorities (January 21, 2014)

2. E-Newsletters

- January edition of Frontenac County Bytes (attached)

3. Social Media Update

    - Twitter site was launched for the Howe Island Ferry (@hicountyferry)

Eastern Ontario Wardens' Caucus

M I N U T E S

Friday, October 18, 2013
8:30 a.m.

County of Hastings
Belleville Room – Travelodge Hotel
11 Bay Bridge Road
Belleville, Ontario

The meeting was called to order at 8:30 a.m. with the following individuals in attendance.

Present		
County	**Head of Council**	**Staff**
County of Frontenac	Warden Janet Gutowski	Liz Savill, CAO
County of Haliburton	Warden Carol Moffatt	Jim Wilson, CAO
County of Hastings	Warden Rick Phillips, Chair	Jim Pine, CAO, Secretary-Treasurer
City of Kawartha Lakes	Mayor Ric McGee	
County of Lanark	Warden Bill Dobson	Kurt Greaves, CAO
United Counties of Leeds and Grenville		Andy Brown, CAO,
County of Lennox and Addington	Warden Doug Bearance	Larry Keech, CAO
County of Northumberland	Warden Hector Macmillan	Dan Borrowec, CAO
County of Peterborough		Gary King, CAO
United Counties of Prescott and Russell	Warden Rene Berthiaume	Stephane Parisien, CAO
County of Prince Edward	Mayor Peter Mertens	Merlin Dewing, CAO
County of Renfrew	Warden Peter Emon	
United Counties of Stormont, Dundas and Glengarry	Warden Bill McGimpsey	Tim Simpson, CAO

Regrets		
City of Kawartha Lakes		Mark Fisher, CAO
United Counties of Leeds and Grenville	Warden Ron Holman	
County of Peterborough	Warden J. Murray Jones	
County of Renfrew		Jim Hutton, CAO

Others Present	
Delegation/Guests	**Organization**
Deputy Warden Eric Duncan	United Counties of Stormont, Dundas and Glengarry
Stephen Seller	Ministry of Municipal Affairs and Housing
Kathy Wood	Natural Capital Resources Inc.
Justin Bromberg	Executive Assistant to the CAO, UCPR
Justin Watkins	Manager of Strategic Services, UCSDG
Lisa Hirvi	Chief Financial Officer, Eastern Ontario Regional Network
David Fell	Chief Executive Officer, Eastern Ontario Regional Network

1. Call Meeting to Order/Welcome

Warden Phillips called the meeting to order and welcomed guest Deputy Warden Eric Duncan, United Counties of Stormont, Dundas and Glengarry.

2. Declaration of Pecuniary Interest - None

3. Approval of Agenda

Moved by Warden Emon
Seconded by Warden Macmillan

Be it resolved that the Agenda be adopted.

CARRIED

4. Approval of Minutes

Moved by Mayor Mertens
Seconded by Warden Dobson

THAT the Minutes of the EOWC Inc. meetings of August 12, 2013 and August 18, 2013 be approved as circulated.

CARRIED

5. Delegations, Petitions and Presentations

5.1 Dr. Robert Walker, President & Chief Executive Officer, Atomic Energy of Canada Limited-Chalk River Laboratories (Delegation was received at 10:30 am)

Dr. Robert Walker, President & Chief Executive Officer, Atomic Energy of Canada Limited-Chalk River Laboratories appeared before the EOWC to provide a presentation and overview regarding the work of Atomic Energy of Canada Limited-Chalk River Laboratories facility. He advised the depth of the work in nuclear science and technology that is conducted by this asset of the Government of Canada. He confirmed that the location at Chalk River is the largest research facility in Canada and Atomic Energy of Canada serves Canada as an advisor and agent of the Government for public policy purposes as well as enabling business innovation and technology transfer. Warden Emon thanked Dr. Walker for attending the meeting and recognized the Chalk River location as the largest employer in Renfrew County noting the benefits that the organization brings to the County and surrounding Eastern Ontario region.

5.2 Mr. Richard Steiginga, Partner Collins Barrows Chartered Accountants – Presentation of the 2012 Audited Financial Statements for EORN and EOWC

Mr. Richard Steiginga and Mr. Duane Potter of Collins Barrows Chartered Accountants appeared before the EOWC to present the EORN Audited Financial statements ended March 31, 2012 as well as the EOWC Audited Financial Statements ended December 31, 2012.

Moved by Mayor Mertens
Seconded by Mayor McGee

THAT the Eastern Ontario Wardens' Caucus (EOWC) Board of Directors receives the EORN Financial Update report presented on October 18, 2013.

CARRIED

Moved by Warden Berthiaume
Seconded by Warden Dobson

THAT the Eastern Ontario Wardens' Caucus (EOWC) Board of Directors approves the EOWC Audited Financial Statements for the period ended December 31, 2012 as presented on October 18, 2013.

CARRIED

6. Reports for Review/Discussion

6.1 Financial Sustainability Report Update

Mr. Keech advised the EOWC that distribution of the White papers on Infrastructure and Affordability has been ongoing since their official release and reviewed the checklist relative to the white paper distribution that has occurred amongst Provincial ministries, MPs, MPPs, member municipalities and various affiliated organizations such as FCM and AMO. He confirmed the Sub-Committee met on September 30 to discuss the work on the 3 remaining white papers; Social Housing, Ratepayer Affordability and Environmental Services. It is hoped that these reports will be ready for review at the AGM meeting in January with an intended official release at ROMA/OGRA in February.

Moved by Mayor Mertens
Seconded by Mayor McGee

THAT the update on the Financial Sustainability Report be received.

CARRIED

6.2 Economic Development Strategy Update

Mr. Simpson advised that all consultations have taken place and that the draft report is being prepared. He confirmed that the project is on target to

have a draft reviewed and then presented to the Wardens at the AGM in January.

Moved by Warden Moffatt
Seconded by Warden Emon

THAT the update on the Economic Development Strategy be received.

CARRIED

6.3 Gap Analysis for Cellular Service

Mr. Pine reviewed the report advising that the lack of adequate cell coverage in Eastern Ontario continues to be an issue for people who live, work and travel in Eastern Ontario. Throughout the ongoing work of the EORN project, the issue of inadequate cell coverage has been raised by not only members of the public but elected officials across the region. It was recognized that as a first step a gap analysis of the region would be required. Mayor McGee heartily endorsed the idea and requested that it be made a priority.

Moved by Mayor McGee
Seconded by Warden McGimpsey

THAT the EOWC Board of Directors request the EORN Board of Directors and its staff to examine the possibility of undertaking a gap analysis on the availability of dependable cellular coverage across the EOWC region as a first step that might lead to a formal project;

AND THAT the EORN Board explores the potential of funding for the gap analysis from other partners including but not limited to the federal and provincial governments, cellular companies and CFDCs;

AND FURTHER THAT the EORN Board report back with a status update at the EOWC's annual meetings in January 2014.

CARRIED

6.4 EOWC/EOMC Steering Committee

Mr. Pine raised the issue proposed by members the Eastern Ontario Mayors Committee that a steering committee made up of members from each group could meet periodically to discuss issues of interest to both groups. Members of the Caucus felt that ongoing communication in the form of a spokesperson might be beneficial. It was agreed that as Mayor Mertens is an active member of both groups, he could act as liaison and if the occasion arose to work jointly on an issue or project, information would be brought forward. It was also felt that receiving copies of the EOMC meeting minutes may be beneficial as it was noted that EOWC minutes are made available publically on the EOWC website. It was agreed that an update from the EOMC should be a standing item on each EOWC Wardens meeting agenda.

Moved by Warden Macmillan
Seconded by Mayor McGee

THAT Mayor Peter Mertens be appointed as liaison between the EOWC and EOMC.

CARRIED

6.5 Inaugural Meeting Planning January 16-17 2014 Kingston, ON (ROMA Delegations)

Mr. Pine advised that the AGM meetings will be used to set the 2014 priorities for the EOWC. It was confirmed that once priorities are set; delegations for the ROMA/OGRA conference can be determined.

6.6 Eastern Ontario Regional Network CEO Report

Mr. Fell reviewed the EORN CEO report advising that the kick off for the Monieson Phase 2 research project was held on September 18th. He advised that the project will result in a macro economic analysis on the investment of broadband on economic development.

Moved by Mayor Mertens
Seconded by Warden Moffatt

THAT the Eastern Ontario Wardens' Caucus Board of Directors accepts the CEO report as presented.

CARRIED

6.7 Eastern Ontario Regional Network Phase 2 Operational Plan and Budget

Mr. Fell reviewed the EORN Phase 2 Operational plan detailing the governance model, operational plan and budget considerations.

Moved by Warden Macmillan
Seconded by Warden Emon

THAT the Eastern Ontario Wardens' Caucus Board of Directors approves the Phase 2 Operational Plan and Budget as presented.

CARRIED

6.8 Eastern Ontario Regional Network OMAFRA External Audit Report

Mr. Fell advised that the recent external audit conducted by Deloitte on behalf of OMAFRA resulted in a report of EORN being fully compliant with the requirements of the Contribution Agreement on approximately $96 million in transactions.

Moved by Warden McGimpsey
Seconded by Warden Emon

THAT the Eastern Ontario Wardens' Caucus Board of Directors accepts the OMAFRA External Audit Report as presented.

CARRIED

6.9 Eastern Ontario Regional Network Communication Report

Mr. Pine reviewed the communication report highlighting the work on various communication initiatives that are ongoing for the EORN project.

Moved by Warden Bearance
Seconded by Warden Berthiaume

THAT the Eastern Ontario Wardens' Caucus receives the Communication Report presented October 18, 2013.

CARRIED

6.10 Home Health Monitoring Project Update

Mr. Pine reviewed the work done by EORN staff to date on the proposed Home Health Monitoring project. He highlighted the logical fit around the community paramedicine programs that are currently being investigated or piloted across the EOWC region. Mayor McGee expressed concerns around investing in projects that may result in additional costs to municipalities.

Moved by Mayor McGee
Seconded by

THAT the Home Health Monitoring project be removed as a priority and project of the EOWC.

There was no seconder for the motion.

It was agreed that work would continue on the project and a report brought back to the EOWC around a potential pilot project with an Eastern Ontario LHIN.

6.11 Update from MMAH – Stephen Sellers

Mr. Seller provided an update from MMAH advising that Laurie LeBlanc was named as Deputy Minister in September. He highlighted several funding programs including the renewal of the RED Program and the Municipal Energy Plan Program. He reminded the EOWC of the upcoming Local Government Week scheduled from October 20-26 2013 and requested information on any Local Government Week plans. Mr. Seller also advised of the upcoming dates and locations of the consultations on the proposed future OPP costing formula.

6.12 Closed Session

6.12.1 Eastern Ontario Regional Network, Business Park RFP Award

Moved by Warden Gutowski
Seconded by Warden Bearance

THAT the EOWC Inc. move into Closed Session to discuss the award of the EORN Business Parks RFP.

CARRIED

Moved by Mayor Mertens
Seconded by Warden McGimpsey

THAT the EOWC Inc. move out of Closed Session.

CARRIED

Moved by Warden Emon
Seconded by Warden Gutowski

THAT staff be directed to follow instructions given during closed session.

CARRIED

7. Correspondence

7.1 Outgoing

Moved by Warden Bearance
Seconded by Warden Dobson

THAT the incoming and outgoing correspondence be received.

CARRIED

7.1.1 Letter to The Honourable Jeff Leal regarding Former Provincial Highways dated August 23, 2013

7.1.2 Letter to The Honourable Jeff Leal regarding EOWC White on Infrastructure dated August 29, 2013

7.1.3 Letter to The Honourable Kathleen Wynne regarding Support for Eastern Ontario Local Food and Farming Collaborative dated September 6, 2013

7.2 Incoming

7.2.1 Letter from Minster Jeff Leal, Ministry of Rural Affairs re Infrastructure Funding dated September 19, 2013

7.2.2 Letter from Mr. Brock Carleton CEO, Federation of Canadian Municipalities re: white papers dated September 19, 2013

7.2.3 Letter from Minister Wynne, Ministry of Agriculture and Food re: Local Food Act dated September 24, 2013

7.2.4 Email from Councillor Mac Bain, City of North Bay re: $100 Million Infrastructure Funding dated October 8, 2013

8. By-laws

By-Law # 13-10

Moved by Warden Emon
Seconded by Warden Berthiaume

BE IT RESOLVED THAT the Eastern Ontario Wardens' Caucus Inc. enter into an agreement conditional upon acceptance and approval of the EORN negotiating team on the wholesale pricing agreement, inclusion of an SLA for new customer installations and bookings and upon the inclusion of a

point of escalation for Bell, that a contract be executed with Bell Aliant for RFP P-01-2013 – Business Parks for the following locations:

- **Town of Perth**
- **Cornwall Business Park**
- **Elizabeth-Kitley Business Park**
- **Ewart Avenue – Drummond North Elmsley Business Park**
- **Kemptville Business Park**
- **Long Sault East Industrial Park**
- **Pine Grove Business Park**
- **Renfrew Industrial Park**
- **Saunder Drive Park – Cornwall**
- **Wallrich Business Park – Cornwall**
- **Alexandria Industrial Park – N. Glengarry**
- **Barry's Bay – Madawaska Valley**
- **Burnside Street – Centre Hastings**
- **Campbellford Business Park – Trent Hills**
- **Industry Lane – Marmora**
- **Ingleside Industrial Park – S. Stormont**
- **Morrisburg Industrial Park – S. Dundas**
- **Rockland Business Park – Prescott-Russell**
- **Stanhope Municipal Airport – Algonquin Highlands**
- **Tanner Industrial Park – Trent Hills**
- **Vankleek Industrial Park**
- **West Front Street – Stirling**
- **Wilno Business Cluster – Madawaska Valley**
- **Winchester Core – North Dundas**
- **Enterprise CR/Y – Hastings Highlands**
- **Hwy. 41/17 – Laurentian Valley**
- **Petawawa Industrial Park**
- **Tweed Industrial Park**
- **Chesterville Core**
- **Verona/Syndenham**

AND;

THAT Rick Phillips, Chair, and Jim Pine, Secretary Treasurer, Execute an Agreement between the EOWC Inc. and Bell Aliant.

CARRIED

By-Law # 13-11

Moved by Warden Gutowski
Seconded by Warden Dobson

BE IT RESOLVED THAT the Eastern Ontario Wardens' Caucus Inc. enter into an agreement conditional upon acceptance and approval of the EORN negotiating team on the Open access, master lease and IRU provisions of the contract that a contract be executed with Cogeco Fibre Services for RFP P-01-2013 – Business Parks for the following locations:

- **Brighton Industrial Park**
- **Frankford Industrial Park – Carleton Place**
- **Rafting Road/Grants Settlement – Twp. of Whitewater**
- **Greenwood Road Area – Twp. of Whitewater**
- **McFarland Development – Prince Edward County**
- **North Murray Industrial Park – City of Quinte West**
- **Purdy Industrial Park Road Area – Cramahe**
- **Gananoque Areas**

AND;

THAT Rick Phillips, Chair, and Jim Pine, Secretary Treasurer, Execute an Agreement between the EOWC Inc. and Cogeco Fibre Services.

CARRIED

By-Law# 13-12

Moved by Warden McGimpsey
Seconded by Warden Moffatt

BE IT RESOLVED THAT the Eastern Ontario Wardens' Caucus Inc. enter into an agreement with Utilities Kingston for RFP P-01-2013 – Business Parks for the following locations:

- **Alcan Business Park**
- **Cataraqui Estates Business Park**
- **Loyalist East Business Park**
- **St. Lawrence Business Park**

AND;

THAT Rick Phillips, Chair, and Jim Pine, Secretary Treasurer, Execute an Agreement between the EOWC Inc. and Utilities Kingston.

CARRIED

9. Notice of Motions/Other Business

10. Next Meeting

Thursday January 16, 2014 & Friday January 17, 2014
Four Points by Sheraton Hotel
Kingston, Ontario

11. Confirmation By-law #13-13

Moved by Warden Mertens
Seconded by Rene Berthiaume

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

1. THAT the action of the Board of Directors at its meeting held the 18th day of October, 2013 in respect of each motion, resolution, by-law and other action passed and taken by the Board of Directors at its said meeting, except where prior approval of any other body or agency is required, is hereby adopted, ratified, and confirmed.

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

12. Adjournment

Moved by Warden McGimpsey
Seconded by Warden Dobson

THAT the EOWC meeting of October 18, 2013 be adjourned.

CARRIED

_____
Rick Phillips, Chair;

_____
Jim Pine, Secretary-Treasurer



Frontenac County Bytes

Keeping you updated on Frontenac County's 987,503 acres.
January 2014 - Issue XXIV

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

Psychological Safety Standards Research Project

Beginning in 2014, the County of Frontenac will be participating in a three year research study with the Mental Health Commission of Canada. The project is designed to assist County of Frontenac staff with the implementation of Psychological Safety Standards into our workplace. A research team from the Mental Health Commission will be on-site at the County Corporate Services office and will directly work with County staff to implement the new Psychological Safety Standards. The standards promote positive work environments through initiatives such as; staff recognition, safe work spaces, identification of risks and development of policy. If you would like more information on this project please contact Bonnie Carter, Occupational Health Nurse, 613-548-9400 ext. 322.

Mental Health Commission of Canada / Commission de la santé mentale du Canada

W.A. Robinson Asset Management LTD. Donates $5000 to the Frontenac K&P Trail

At the January meeting of County Council, Wayne Robinson and Marcel Giroux of W.A. Robinson Asset Management LTD. presented a cheque for $5000 towards development of the K&P Trail to Anne Marie Young, Manager of Economic Development for the County of Frontenac. The $5000 cheque was the second installment in a five year pledge totaling $25,000. Young expressed sincere appreciation for the donation which will be used to assist in expanding the trail towards Sharbot Lake.

W.A. ROBINSON ASSET MANAGEMENT LTD.

Click here for more information on the K&P Trail.

Work Continues at the Robertsville Road Ambulance Base

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Work at the new County of Frontenac Robertsville Road ambulance base is over 40% complete. The base will be open in the spring of 2014.

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Submit Your Short Story and Help Wolfe Island Become Kraft Hockeyville 2014

Submit a short story about Wolfe Island's community spirit and passion for the sport of Hockey to support Wolfe Islands 2014 bid to become KRAFTHOCKEYVILLE. Submissions must be received by February 9th.

Visit http://krafthockeyville.cbc.ca to submit your story or learn more about Kraft Hockeyville.

Frontenac CFDC Offers Workshops for Business Owners

February 3 & 10: **Marketing Workshop 2.0**
February 24: **Retailer's Boot Camp**
February 26: **SEO Seminar**
March 5: **Twitter**
T.B.A. **Starting A Craft Brewery**

Visit www.frontenaccfdc.com to register or to learn more about these workshops.

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

Kingston & Frontenac Housing Corporation
Finance & Administration Committee
Minutes for Meeting No. FA- 07-2013
Thursday, October 17, 2013
10:30 a.m.-Boardroom 119 Van Order Drive

In Attendance:

Ms Karen Pagratis Chair
Ms Humphries Blake
Mary Lynn Cousins Brame, CEO
Scott VanderSchoor, Manager Technical Service

Regrets: Dan Song, Finance Manager
Janice Dobler, Recorder
Councillor Schell

APPROVAL OF THE AGENDA
Moved by Ms Humphries Blake
Seconded by Ms Pagratis
THAT the Agenda for the Meeting No. FA – 07-2013, held on Thursday, October 17, 2013 be approved.
CARRIED

APPROVAL OF THE MINUTES
Moved by Ms Humphries Blake
Seconded by Ms Pagratis
THAT the draft Minutes for Meeting No. FA-06-2013, held on Monday, September 16, 2013 be approved.
CARRIED

DECLARATION OF PECUNARY INTEREST – None

PRESENTATIONS - None

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

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

II. **Consolidated Income & RGI Reports ending September 2013**
The CEO gave an update on the Consolidate Income and RGI reports.

III. **Arrears Report**
The CEO gave a review of the Arrears Reports for Area A&B.

IV. 2013 Capital Budget
The Technical Service Manager gave update on projects in progress and costs.

New Business

2014 Operational Plan
Moved by Ms Humphries Blake
Second by Ms Pagratis
THAT the Kingston & Frontenac Housing Corporation Finance & Administration Committee recommend the Board of Directors approve the 2014 Operational Plan as presented by the CEO.

CARRIED

2014 Capital Budget
Moved by Ms Humphries Blake
Second by Ms Pagratis
THAT the Kingston & Frontenac Housing Corporation Finance & Administration Committee recommend that the Board of Directors approve the 2014 Capital Budget

CARRIED

2014 Operating Budget
Approved by Ms Humphries Blake
Second by Ms Pagratis
THAT the Kingston & Frontenac Housing Corporation Finance & Administration Committee recommend that the Board of Directors approve the 2014 Operating Budget

CARRIED

NEXT MEETING – November 19, 2013 - 10:30 a.m. - KFHC Boardroom

ADJOURNMENT
Moved by Ms Humphries Blake
Second by Ms Pagratis

There being no further business, the meeting was adjourned at 12:15 p.m.

KINGSTON & FRONTENAC HOUSING CORPORATION

_____
Ms K. Pagratis, Chair

_____
Mary Lynn Cousins Brame, CEO

DRAFT Minutes of Meeting 07-2013
Kingston & Frontenac Housing Corporation
Monday November 18, 2013 at 1:00 p.m.
Boardroom, 119 Van Order Drive Kingston

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

Also Present:
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 1:05 p.m.

DISCLOSURE OF PECUNIARY INTEREST - None

APPROVAL OF AGENDA
Moved by: Councillor Neill
Second by: Councillor Schell
That the agenda for November 18, 2013 meeting No. 07-2013 be approved.

CARRIED

CONFIRMATION OF MINUTES
Moved by: Ms Moore
Second by: Councillor Hector
THAT the minutes of the Kingston & Frontenac Housing Corporation, Meeting No. 06-2013 held on Monday October 28, 2013 be confirmed.

CARRIED

PRESENTATIONS: None

BUSINESS

Chief Executive Officer

a) **Summary Report November 2013**
Approved by: Ms. Humphries Blake
Second by: Ms. Pagratis
THAT the Kingston and Frontenac Housing Corporation Board of Directors receive the Summary Report for November 2013 as presented by the Chief Executive Officer.

CARRIED

b) **2014 KFHC Board Calendar**
Approved by: Councillor Hector
Second by: Councillor Schell
THAT the Kingston & Frontenac Housing Corporation Board of Directors approve the 2014 KFHC Board Calendar.

CARRIED

Other Business
Moved by: Councillor Hector
Second by: Ms. Pagratis
THAT the Kingston & Frontenac Housing Corporation Board of Directors approve the Arrears Analysis Comparison for October 2013 and the Consolidated Income Statement ending October 31, 2013.

CARRIED

2013 Capital Budget
Approved by: Councillor Schell
Second by: Ms. Humphries Blake
THAT the Kingston & Frontenac Housing Corporation Board of Directors approve the acceptance of the Capital Expenditure Report.

CARRIED

Date of Next Meeting
Moved by: Ms. Pagratis
Second by: Councillor Schell
The next meeting of the Kingston & Frontenac Housing Corporation is scheduled to be held on Monday January 27, 2014 at 1 p.m. in the Boardroom, 199 Van Order Drive.

CARRIED

Closed Session
Approved by: Councillor Hector
Seconded by: Councillor Neill
THAT the Kingston & Frontenac Housing Corporation Board of Directors resolves itself into Closed Session.

CARRIED

Approved by: Councillor Hector
Seconded by: Ms. Pagratis
THAT the Kingston & Frontenac Housing Corporation Board of Directors rise from 'Close Session' without reporting.

CARRIED

Adjournment
Approved by: Councillor Hector
Second by: Councillor Neill
THAT the meeting adjourn, the time being 2:50 p.m

CARRIED

Kingston & Frontenac Housing Corporation

Geoff Heminsley, Chair

Mary Lynn Cousins Brame, CEO

Kingston & Frontenac Housing CORPORATION

REPORT TO: **Kingston & Frontenac Board of Directors**
FROM: Mary Lynn Cousins Brame, CEO
DATE: January 22, 2014
SUBJECT: **Summary Report for December 2013 and January 2014**

Recommendation:

THAT the Board of Directors of Kingston & Frontenac Housing Corporation approve the acceptance of the Summary Report for December 2013 and January 2014.

Summary Report:

Governance

-attended Frontenac County Committee of the Whole on January 8, 2014 and updated the Mayors on KFHC housing portfolio and provided a brief needs assessment on further social housing in the County.
-met with Service Manager on December 18 to review required reporting

Programming and Services

-informed that KFHC wasn't the successful applicant for the proposal for the Provision of Housing Support Services
-KFHC Northern Connections satellite office is open and tenants smooth transition to the site
- transformer blew at 381 Bagot on December 16, building without power for several hours
-Fire on 71 Compton Unit 1,on December 19, unit destroyed, started by a child, family was relocated
-December 23 with the ice storm several floods the worst at 381 Bagot that ran out on the city street
-numerous falls and complaints about the ice and the condition of the parking lots and sidewalks
-office was closed Dec. 24,25,26
-Fire at 6094 Carleton Drive Verona, McMullen Manor, electrical the tenants were housed all day at the Verona Free Methodist Church, meeting was held on January 14 with the Fire Chief to review procedures
-staff, volunteers delivered over 300 food baskets from Salvation Army to our tenants along with the toy drive donations and several Christmas dinners in the apartment buildings
-Rideau Heights Regeneration consultation and planning is moving forward several meetings have occurred on Dec. 17, 19 and January 7,15,23 and 28
-KFHC and Service Manager agreed that KFHC would continue to complete Part B of the social housing application

Legal Issues

-met with Alan McCloud regarding two very sensitive cases and issues
-Human Rights Tribunal mediation set for February 28, 2014 by conference call

Financial

-met with KPMG for pre-audit and to discuss recognition of revenue as it relates to the Annual Information Return report. KPMG request a meeting with Service Manager and KFHC.
-due to several incidents high deductible costs for insurance claims
-draft year end has been completed and KFHC ended the 2013 in a surplus

Legislation, Networking and Joint Projects
- provided office space to Darlene Lightfoot and her staff from Royal Legion Villa until able to return to building
-KFHC partnership with Queen's University extended into all years of the School of Rehabilitation with Dr. Jamieson requesting placements for Community Development, currently have two new students
-Steering Committee for Housing Services Corporation's Regeneration Forum met on Dec 16, January 22 and chosen to be the moderator for the opening plenary session
-attended with Mental Health Restructuring forum on December 2 and provided input as to housing needs.
-as part of the Chartered Institute of Housing Canada Founder Program completed and submitted report on December 27 and on January 22 presented report and had an interview with the two officials from the CIH UK

Human Resources
-recruitment of painter and new building monitor completed.
-in the process of developing a new contingency plan
-held staff appreciation lunch on December 13 and closed office over lunch
-social committee held a family bowling afternoon on December 14 which was well attended

Confidentiality Officer- as Officer no requests were received.

Kingston & Frontenac Housing Corporation

Annual Board Task List - 2014

1st Quarter • Elect Sub-Committees and Chairs • Receive Auditors Report
2nd Quarter • Strategic Plan • Annual Report • Approve documentation for AGM • AGM
3rd Quarter • Measure and Evaluate Board Performance • CEO Evaluation • Approve Annual Operation Plan for 2015 • Approve Operating Budget 2015 • Approve Capital Plan for 2015 • Board Annual Calendar 2015

Report 2014-006

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:	Jannette Amini Manager of Legislative Services/Clerk
Date Prepared:	January 10, 2014
Date of Meeting:	February 19, 2014

Re: Corporate Services – Adoption of a Public Notice Policy

Recommendation

THAT the Council of the County of Frontenac receive the *Corporate Services – Adoption of a Public Notice Policy* report for information;

AND FURTHER THAT County Council adopt the new Public Notice Policy attached as Exhibit A to this report.

Background

Section 270 (1) 4 of the *Municipal Act* requires municipalities to adopt and maintain policies with respect to the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.

County Council adopted By-law 2007-0040, being a by-law to adopt a Public Notice Policy on November 21, 2007. As part of the requirement under the Act to maintain this Policy, during the past year staff have reviewed the Policy which includes changes in formatting to reduce redundant verbiage as well as incorporate updates/changes in legislation, including accessibility requirements under the Integrated Accessibility Standards Regulation (IASR) in which the Accessible Formats and Communications Standard will come into force January 1, 2015.

Comment

The purpose of this report is for the County of Frontenac to adopt a newly formatted and revised Public Notice Policy which also recognizes the upcoming requirements under the new Integrated Accessibility Standards Regulation (IASR) with respect to the Information and Communications Standard. A copy of the Policy is attached to this report as Exhibit A.

For Council's consideration, the following is a summary of the proposed amendments to the Public Notice Policy recommended by staff:

1. The definition of "Days" has been added to clarify that days mean calendar days and not business days.

2. The definition of "Newspaper" has been amended to include the words "either paid or unpaid".

3. A new Section titled "Principles" has been added to reflect the commitment by the County of Frontenac to be open and transparent as well as recognize the value of citizen input and the impact that County decisions have on their daily lives.

4. A new Section titled "Content of Public Notice" has been added in order to reduce verbiage in the specific tables which provides easier interpretation and reading of the Policy.

5. A new Section titled "Policy Applications" has been added to indicate that notice requirements under this Policy are minimum standards of providing notice as required by legislation and more comprehensive notice methods may be used.

6. A new Section titled "Updating the Policy" has been added to recognize the requirement under Section 270 of the *Municipal Act* to maintain this policy, including amendments necessary as a result of changes in legislation. It also recognizes that any amendments to the Policy require Council approval.

7. The "Policy Statement" recognizes the upcoming requirements under the Integrated Accessibility Standards Regulation (IASR) of the Accessible Formats and Communications Standard which will come into force January 1, 2015.

8. The tables have been reformatted and reduced as much of the information contained in the tables is now identified under the new Section of "Content of Public Notice". As well, verbiage that is outlined in a current County Policy such as the Procurement Policy has been removed and the reader is directed to the actual policy.

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

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Senior Management

Policy & Procedure Manual

Subject: **Public Notice Policy** **Index Number** _____

Date Approved: **Effective Date:**

SCHEDULE "A" TO BY-LAW NO. 2014-00xx

Policy Statement:

The Corporation of the County of Frontenac is committed to being an accountable, transparent and open organization through the provision of public notice thereby enabling citizens to be aware of the business of the County. Accountability, transparency and openness are principles of good government that enhance public trust.

Where the County is required to give public notice with respect to any matter, the County shall at minimum provide public notice as required by any applicable statute or regulation and/or in accordance with this policy. The County will also ensure that public notice requirements under this policy are accessible and made available in accessible formats, if required.

Purpose:

The purpose of this policy is to establish procedures for public notice and engagement that promote the open and transparent governance of the County, thereby enabling citizens to be aware of the business of the County. *The Municipal Act, 2001, S.O. 2001, as amended*, requires Council to adopt and maintain a public notice policy, which specifies the circumstances in which the municipality shall provide notice to the public related to the business of the County. In accordance with the *Municipal Act, 2001,* this policy sets out the minimum notice requirements, a list of matters for which public notice is required, the form and manner in which notice is to be given and the minimum time for giving such notice.

Definitions:

"Act" shall mean the *Municipal Act, 2001, S.O. 2001* as amended.

"Clerk" shall mean the Clerk of the Corporation of the County of Frontenac.

"Days" shall mean calendar days, not business days.

"Mail" shall mean prepaid, first-class mail unless legislation requires otherwise.

"Newspaper" shall mean a printed publication, either paid or unpaid, in sheet form, intended for general circulation, published regularly at intervals of not longer than a week, consisting in great part of news of current events of general interest and serving the County of Frontenac.

"Website" shall mean the County's official web–site www.frontenaccounty.ca.

Principles:

The notice provisions contained within this policy are based on the following guiding principles:

- valuing inclusiveness – ensure public notice and engagement is based on building trust and relationships that seek to involve all members of the community
- providing timely communication – ensuring information is available in a timely manner
- providing clear and accessible communication – ensuring the use of plain language in a wide variety of formats and channels of communication
- being fiscally sustainable – ensuring methods and resources for public notice and engagement reflect the magnitude and complexity of the initiative
- being transparent and accountable – sharing information and having open public engagement processes, final decisions and outcomes
- being environmentally sustainable – ensuring environmentally friendly public notice methods
- striving for continuous improvement – seeking better ways of engaging the community and providing efficient and effective public notice and engagement processes.

Principles:

The notice provisions contained within this policy are based on the following principles:

- Citizens should be aware what, when and where the business of the County is being discussed.
- Citizens should be aware when the business being discussed will have an impact on them.
- Adequate time should be provided to citizens so they can make submissions.

The following principles apply to the notice:

- be provided as soon as possible;
- be distributed to the broadest possible audience;
- should be given in a variety of manners;
- provide credible, accessible information in a usable and accessible format that is easy to understand, while being open, inclusive and respectful to all citizens.
- in some circumstances, be given directly to the affected individuals.

Examples of forms of notice are:

- Direct delivery, including hand delivery, direct mail, facsimile and email
- Notice on website
- Newspapers, both daily and weekly
- Location signs
- Radio and television (i.e. media releases)
- Social media

The Clerk shall determine the most appropriate newspaper(s) to utilize in a particular notice. The decision shall be based on the citizens affected by particular subject matter.

Application:

This policy applies to all types of public notice and engagement, which may be influenced by legislation, cost, emergency situation, timeframes, geographic distance, types of notification and degree of potential impact on affected parties.

This policy shall apply except where:

- notice is otherwise prescribed by any other statute or regulation

- where authorized, Council directs an alternative form of public notice as Council considers appropriate to give reasonable notice under the provision of any statute or regulation; or

- the Warden, in consultation with the Clerk determines that notice should be waived due to emergency, urgency or time sensitivity situation or situations which could affect the health and well being of the residents of the County, or is a State of Emergency declared, or if so advised by a provincial ministry.

This policy applies specifically to municipal responsibilities under the Act. Notice requirements identified in specific legislation (i.e. The Planning Act) shall be adhered to.

The requirement to give reasonable notice to the public shall be deemed to be fulfilled upon completion of the actions dictated in this policy.

The manner and form of notice dictated in this policy shall be deemed minimum requirements. Additional methods of giving notice may be undertaken at the discretion of the Clerk.

Notwithstanding the notice requirements dictated in this Policy, where the giving of notice to the public is required by legislation, Council may provide additional notice, reduce or amend such requirements upon passage of a resolution at a duly called meeting of Council, provided the motion dictates an alternate method of giving notice deemed to be in a form and manner adequate to the circumstances. Where the giving of notice to the public is not required by legislation, Council may waive the notice requirements dictated in this Policy by passage of a resolution at a duly called meeting of Council.

Content of Public Notice:

No notice shall be required under this by-law, where the provision of notice will interfere with the ability of the County of Frontenac to conduct business with respect to a matter permitted for a closed session under Section 239 of the Act.

Unless otherwise prescribed, the form of public notice shall include the following information in addition to the information outlined in Schedule “A” to this by-law:

i. The date time and location of the meeting;

ii. The name and address of the person who will receive written comments on the issue that is the subject of the meeting and the deadline for receiving such comments;

iii. Where additional information can be obtained;

iv. The purpose of the meeting which notice is require to be given or the purpose and effect of the proposed action; and

v. Where written submissions to Council may be made, or where delegations for the purpose of providing a verbal submission to Council can be registered, the name and title of the person to whom they are to be sent, including the address of the official and the deadline for receipt of the submission.

Policy Applications

The notice provisions detailed in Schedule "A" shall constitute reasonable notice however; nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.

Updating the Policy:

This policy will be amended in light of any changes in legislation with amendments to this policy requiring endorsement by County Council.

Section of the Municipal Act and/or Subject	Requirement of Municipal Act	County of Frontenac Notice Requirement
Section 110 (1) Agreements for Municipal Capital Facilities	Upon the passing of a by-law permitting a municipality to enter into an agreement under this section, the Clerk of the municipality shall give written notice of the by-law to the Minister of Education.	As required by the Act.
Section 135 (6) Tree By-laws Prohibition or regulation by upper-tier municipality of destruction /injuring of woodland trees	An upper-tier municipality shall immediately notify its lower-tier municipalities of the passing of a by-law.	As required by the Act.
Section 173 (1) Proposal to Restructure	Before the Council of a municipality votes on whether to support or oppose a restructuring proposal, the Council shall or may, as applicable, do the following things when the proposal is being developed or after it is developed: 1. Council shall consult with the public by giving notice of, and by holding, at least one public meeting. 2. Council shall consult with such persons or bodies as the Minister may prescribe. 3. Council may consult with such other persons and bodies as the municipality considers appropriate.	Council shall hold at least one public meeting. Published on the web-site and in a newspaper 2 weeks prior to the meeting.

COUNTY of Frontenac

Policy & Procedure Manual

Subject: **Public Notice Policy** **Index Number** _____

Date Approved: **Effective Date:**

Section of the Municipal Act and/or Subject	Requirement of Municipal Act	County of Frontenac Notice Requirement
Section 187 Change of Name of Municipality	A municipality that passes a by-law changing its name shall send a copy of the by-law to the Director of Titles appointed under the Land Titles Act and to the Minister promptly after its passage.	Council shall hold at least one public meeting. Notice of meeting shall be published on the web-site and in newspaper.2 weeks prior to the meeting. Official notice to the lower-tier municipalities shall be done through mail 2 weeks prior. Notice shall include the proposed name change and the reasons for the proposal.
Section 218-219 Change of Composition of Council	Before passing a by-law described in section 218, the municipality shall give notice of its intention to pass the by-law and shall hold at least one public meeting to consider the matter.	Council shall hold at least one public meeting. Notice of meeting shall be published on the web-site and in newspaper.2 weeks prior to the meeting. Notice to the lower-tier municipalities done through mail 2 weeks prior.

COUNTY of Frontenac

Policy & Procedure Manual

Subject: **Public Notice Policy** **Index Number** _____

Date Approved: **Effective Date:**

Section of the Municipal Act and/or Subject	Requirement of Municipal Act	County of Frontenac Notice Requirement
Section 218-219 Change Number of Votes for Council Members	Before passing a by-law described in section 218, the municipality shall give notice of its intention to pass the by-law and shall hold at least one public meeting to consider the matter.	Council shall hold at least one public meeting. Notice of meeting shall be published on the web-site and in newspaper.2 weeks prior to the meeting. Notice to the lower-tier municipalities done through mail 2 weeks prior.
Section 238 Procedural By-law	No public notice requirement prior to passage of a procedural by-law.	Procedural By-law to be posted to the website.
Section 270 Adoption of Policies	A municipality shall adopt and maintain policies with respect to: 3. Its procurement of goods and services.	Refer to County Procurement Policy regarding Bid Requests (Including Requests for Proposals, Requests for Tenders, Requests for Quotations and Calls for Tenders).
Section 289 Budget – Adopt or Amend	No public notice requirement prior to passage of yearly budgets for upper-tier.	Post on website 7 days prior to anticipated date of adoption/amendment of budget.

Section of the Municipal Act and/or Subject	Requirement of Municipal Act	County of Frontenac Notice Requirement
Section 295 Audited Financial Statements	Within 60 days after receiving the audited financial statements of the municipality for the previous year, the treasurer shall, (a) shall publish in a newspaper having general circulation in the municipality, (i) a copy of the audited financial statements, the notes to the financial statements, the auditor's report and the tax rate information for the current and previous year as contained in the financial review or, (ii) a notice that this information will be available at no cost to any taxpayer or resident of the municipality upon request.	As required by the Act.
Section 391 Fees and Charges	No public notice requirement.	Notice is given to the public through the posting of the Council agenda on the County website.
Section 400 Fees and Service Charges	Under Section 400, the Minister may make regulations regarding fees and charges with priority lien status, including a requirement that the municipality give notice of its intention to pass a by-law imposing fees and charges, which will have priority lien status.	As required by the Act.
Section 402 Notice of Debt	Upon receipt of an application of a municipality to incur a debt the Ontario Municipal Board may direct the municipality to give notice of the application to such persons and in such manner as the Board determines.	As required by the Ontario Municipal Board.

COUNTY of Frontenac

ADMINISTRATIVE REPORT

REPORT 2014-021

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: January 31, 2014

Date of meeting: February 19, 2014

Re: **Sustainability – Kennebec Lake Plan of Subdivision Final Approval– County File 10T-2011/001**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive the *Sustainability – Kennebec Lake Plan of Subdivision Final Approval– County File 10T-2011/001* report;

AND FURTHER the Council of the County of Frontenac grant final approval to the Kennebec Lake plan of subdivision, being County File No. *10T-2011/001*

AND FINALLY that the Clerk be authorized to issue final approval and approve the plan for registration by executing the required documents upon revision of the subdivision agreement by the Township to implement condition 13d).

Background

The Kennebec Lake approved draft plan of subdivision is located in the Township of Central Frontenac on the north side of Highway 7 east of Henderson Road near the hamlet of Arden. It is legally described as Parts of Lots 18, 19, 20, Concession 9 in the Geographic Township of Kennebec, Township of Central Frontenac, County of Frontenac, being Parts 1, 2, and 3 on Reference Plan 13R-19780. The draft approved plan creates a residential subdivision consisting of 24 single detached lots, one lot addition block, one park/open space block, a public street, roadway, and one block for

future roadway purposes. A map of the plan is attached as Appendix A and the draft conditions approved by Council on September 19, 2012 and further modified by Council on December 18, 2013 are attached as Appendix B.

As the conditions of draft approval have been cleared, the County has now received a request from the proponent for final 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 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 Central Frontenac, KFL&A Public Health, Quinte Conservation, and other agencies.

Appendix C includes a copy of the clearance letters from these agencies, as well as documentation from the applicant detailing how all of the conditions of draft approval have been satisfied.

A minor error was identified for Condition 13d) relating to notice requirements for septic systems. The wording from the original draft condition was included in the subdivision agreement submitted along with the final approval rather than the revised condition approved by County Council. As this can easily be remedied and the condition will be fulfilled prior to registration, it is recommended that final approval documents be signed by the Clerk upon revision of the subdivision agreement.

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 Central Frontenac's Official Plan and conforms to the Zoning By-law; and,
(iv) has fulfilled or will fulfill the revised conditions of draft approval issued by County Council on September 19, 2012 and further modified by Council on December 18, 2013.

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

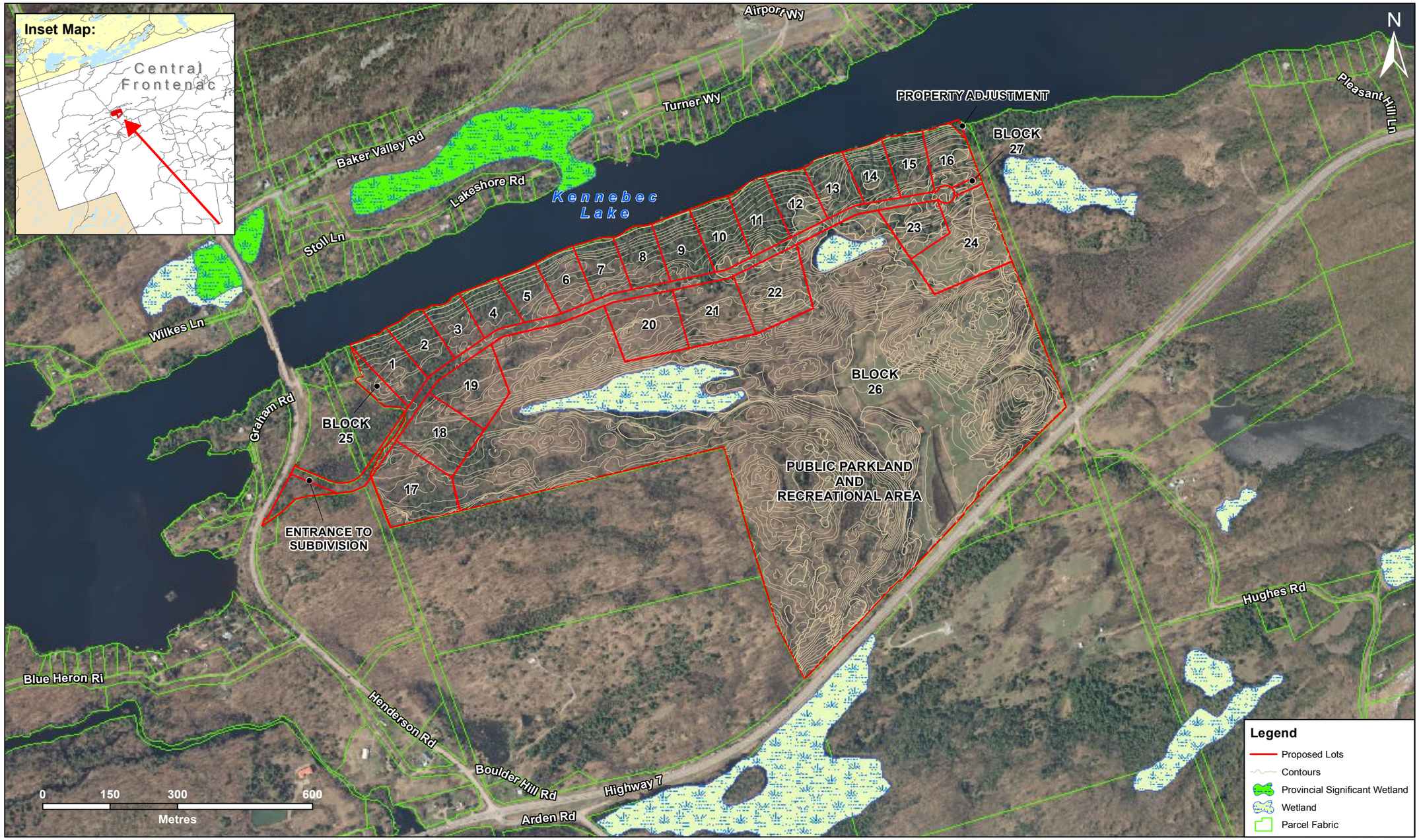
One of the key focus areas of *Directions for Our Future*, the County's Sustainability Plan, is *Land Use Planning and Management*. From a sustainability perspective, this involves an approach that ensures a clean and healthy environment, a strong economy,

and long term viability. Final approval of the plan of subdivision will add additional units in the Arden area and will long term viability of the village.

Organizations, Departments and Individuals Consulted and/or Affected

Township of Central Frontenac
Commenting Agencies

KENNEBEC LAKE SUBDIVISION



Data Source: OGDE, MPAC & The County of Frontenac. Created: Sept 11th, 2012 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: McIntosh Perry Consulting Engineers	**Owner: 2222629 Ontario Inc. (Kennebec Waterfront Communities)**
File No.: 10T-2011/001	**Date of Decision: September 19, 2012**
Municipality: Township of Central Frontenac, County of Frontenac	**Date of Notice: September 27, 2012**
Subject Lands: Parts of Lots 18, 19, 20, Concession 9 in the Geographic Township of Kennebec, Township of Central Frontenac, County of Frontenac, being Parts 1,2, and 3 on Reference Plan 13R-19780.	**Last Date of Appeal: October 17, 2012**

CONDITIONS TO DRAFT APPROVAL – REVISED DEC. 18, 2013

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

1) Approved Draft Plan:

a) That this approval applies to the Draft Plan of Subdivision, File No. 10T-2011/001, as revised and dated December 1, 2011 prepared and certified by McIntosh Perry Surveying, and which shows the following:
   i) 24 single unit detached residential Blocks (Blocks 1 – 24);
   ii) 1 Block for lot addition purposes (Block 25);
   iii) 1 Block for Public Parkland and Open Space (Block 26);
   iv) 1 Block for roadway purposes (Block 27);
   v) Street A;

2) Subdivision Agreement

a) That the Owner agrees to enter into a subdivision agreement with the Township of Central Frontenac, which without limiting the generality of the foregoing, shall provide that the Owner shall undertake the following at the Owner's expense and to the satisfaction of the Municipality:
   i) Design and construction of all roads be they temporary or permanent including cul-de-sacs, services, stormwater, drainage works, and where applicable, utilities (Bell Canada, Hydro One);
   ii) Provision of all easements or rights-of-way which may be required for services, drainage works and utilities;
   iii) Conveyance of any lands for park or other purposes where applicable;
   iv) Installation of any signs and traffic control features;
   v) Payment of all Township levies and charges related to services and drainage works;
   vi) All other requirements financial and otherwise of the Township of Central Frontenac

b) That the Owner agrees that the subdivision agreement shall be registered against the lands to which it applies at a cost to the Owner. The Owner further agrees that he/she shall not allow for the registration of any agreement, transaction or mortgage prior to registration of the subdivision agreement.

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 provision of services, including the requirement to provide and maintain private site specific works where necessary, and easements.

d) That the Subdivision Agreement 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.

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3) Streets and Civic Addressing:

a) That the road allowance shown as Street 'A' in the draft plan of subdivision shall be dedicated as a public street at no cost to the Township of Central Frontenac
b) That the street be named to the satisfaction of the Township of Central Frontenac
c) That the Owner agrees that any entrance to any lot in the plan of subdivision shall be subject to an entrance approval by the Public Works Manager of the Township of Central Frontenac.
d) That the civic numbering shall be allocated to the satisfaction of the Township of Central Frontenac. The naming and installation of numbering shall be in accordance with standards for 911 and emergency preparedness.
e) That the detailed design for the new Municipal road incorporate the field verified wetland boundary (to avoid any wetland in-filling) and any other input from the consultant's Biologist to assist in minimizing disturbance to the satisfaction of Quinte Conservation.

4) Reserves and Easements:

a) That any dead ends and open sides of roads or road allowance created by this draft plan shall be terminated with a turning radius and 0.3 m to be conveyed to, and held in trust by the Township of Central Frontenac until the extension of the road allowance, when the blocks shall be conveyed without charge to the owners of the abutting lots.
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.

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 the Owner agrees in writing to reimburse the Township of Central Frontenac and the County of Frontenac for all legal, engineering, planning and other expenses including any peer review that the Township or County may incur in relation to the subdivision.
c) 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.
d) That prior to Final Approval, the Owner shall pay any and all outstanding application fee to the Township and County, in accordance with each Municipality's Tariff of Fees By-Law.

6) 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.

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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.

7) 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 Plan 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.

8) Phasing:

a) That Final Plan Approval for registration may be issued in phases to the satisfaction of the Township, subject to all applicable fees.

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, operations 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.

9) 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 on the lands limit the length of any dock to 10 metres or less and prohibit boat houses and crib docks in accordance with the recommendations of the Lake Capacity Study dated February 2011.

c) That Prior to Final Subdivision Approval, the Owner shall submit a Surveyor's Certificate which confirms that the lots and blocks within this Plan conform to the minimum lot frontage, water frontage, and lot area requirements of the Zoning By-Law.

10) Other Required Studies:

a) That Prior to Final Subdivision Approval, the Owner shall submit any other studies required by the Township and agencies.

11) Archaeological Assessment:

a) That should previously unknown or unassessed deeply buried archaeological resources be uncovered during development, that they are considered to be a new archaeological site and therefore subject to Section 48(1) of the Ontario Heritage Act. Further, that the proponent or person or property owner discovering the archaeological resources must cease alteration of the site immediately and shall engage a licensed archaeologist to carry out fieldwork, in compliance with sec. 48 (1) of the Ontario Heritage Act. Further,

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the Owner or person discovering the resources shall contact the Algonquins of Ontario at:

Algonquins of Ontario Consultation Office
31 Riverside Drive, Suite 101
Pembroke, Ontario K8A 8R6
TEL: 705 735-3759
FAX: 705 735-6307
algonquins@nrtco.net

b) That any person discovering human remains shall immediately notify the Ontario Provincial Police and the Registrar of Cemeteries, of the Ontario Ministry of Government and Consumer Services.
c) That a notice be placed in the purchase and sale agreement alerting prospective purchasers of the subdivision lots that any discovery of an aboriginal or archaeological artifact or resource is subject to controls under the Ontario Heritage Act and those archaeological resources shall not be removed without the approval of the Ministry of Tourism, Culture and Sport. Further, that should any human remains be discovered during the construction or site development of a lot that the property owner covenants to immediately contact the OPP and the Township of Central Frontenac.
d) That should deeply buried archaeological remains be found on the property during construction activities, the Ministry of Tourism, Culture and Sport shall be notified immediately.

12) Stormwater Management:

a) That the Owner agrees to prepare and submit a stormwater management plan acceptable to the Municipality that incorporates best management practices in the design of facilities including provision for wet swales as recommended by the Quinte Conservation Authority, that provides for erosion and sedimentation controls, that provides for appropriate measures to protect water quality notably for Kennebec Lake both during and after construction, and ensures that any stormwater management measures, controls and facilities will not alter the shoreline of Kennebec Lake or its tributaries to a depth of 30 m inland from the shoreline. 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 Quinte Conservation.
b) That the Owner agrees to prepare and submit a lot and grading plan acceptable to the Municipality that includes any required drainage easements and which is integrated with the stormwater management plan to the satisfaction of the Township and Quinte Conservation
c) That, if necessary, any blocks and/or easements required for the stormwater management system, and required for access and maintenance be dedicated to the Township, to the Township's satisfaction.

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13) Notices:

a) That a notice be placed in the purchase and sale agreement alerting prospective purchasers of the subdivision lots that the shoreline along the Kennebec Lake and its tributaries shall be kept in a natural state except as otherwise permitted in the zoning by-law and devoid of any accessory building within the first 30 m inland from the shoreline of Kennebec Lake. Purchasers shall also be advised that the setback of any development (i.e. buildings, structures, sewage disposal beds etc) from the normal operating water level shall be 30 m and that no structures except a dock shall be constructed in any flood plain. Purchasers shall be further advised that any proposed alteration of the shoreline is subject to the approval of the Quinte Conservation Authority under the auspices of Ontario Regulation 319/09 (Regulation of development, Interference with Wetlands and Alterations to Shorelines and Watercourses).

b) That a notice be placed in the purchase and sale agreement alerting prospective purchasers of the subdivision lots that Butternut trees are present and are identified as a species at risk and that healthy tress shall be retained and buffered by an area with a radius equal to the height of a mature tree (25 m) (i.e. no-development zone). Any alteration to the buffer zone or the potential removal of butternut trees shall be subject to approval of the Ministry of Natural Resources. Further, that should any species at risk be discovered throughout the course of the work, and/or should any species at risk or their habitat be potentially impacted by onsite activities, that the Ministry of Natural Resources shall be contacted immediately and operations modified to avoid any negative impacts to species at risk or their habitat until further discussions with MNR can occur regarding opportunities for mitigation.

c) That a notice be placed in the purchase and sale agreement alerting prospective purchasers of the subdivision lots that destruction of fish habitat is prohibited and that alterations to fish habitat are subject to the approval of the Department of Fisheries and Oceans or its designated agent.

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

14) Site Servicing

a) That the following requirements with respect to the location and construction of wells and sewage systems are to be carried out to the satisfaction of the Township and the approval authority:

b) That the Owner shall implement the recommendations for the installation of wells, the treatment of well water, and the location and installation of subsurface sewage disposal systems as set out in (McIntosh Perry, Hydrogeological Assessment and Terrain Analysis, (February 2011)) and a revised report (January 12, 2012). The Owner shall conduct testing to determine well water yields for each lot prior to the construction of the dwelling and where the water yield is determined to be less than required for domestic

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use, provision shall be made for in-house storage appropriate for the size of the dwelling to be constructed on the lot.

c) That on-site sewage systems, for residences within the subdivision meet the requirements of the Ontario Building Code to the satisfaction of the Approval Authority. In order to maximize the protection of Kennebec Lake from the effects of phosphorus, leaching beds or disposal areas must incorporate a minimum amount of soil with phosphorus retentive qualities. Details of these requirements should be incorporated into the subdivision agreement.

d) That the locations for Proposed Sewage System shown on the site servicing plan for the proposed sewage systems are to be reserved solely for that purpose. No wells, driveways, or buildings are to be located within the designated sewage system areas.

e) The locations for the proposed sewage system are in excess of 30 metres from the shoreline of Kennebec Lake. The rationale for the remote locations is to minimize potential impact on water quality. As a result, all sewage systems must be constructed in the areas noted.

f) That some sewage systems will require effluent pumps to facilitate elevations between the structure and the sewage system, all pumps will require high water alarms.

g) Soils used for the construction of the leaching beds should be phosphorous retentive and must have a soils analysis to accompany each application for a permit to install.

h) All wells should be up-gradient of the sewage systems

i) Well drillers and prospective lot purchasers must be made aware of the site servicing plans and the location chosen for sewage systems.

15) Parkland Conveyance/Open Space:

a) That the Owner conveys at no cost to the Township of Central Frontenac all of Block 26 as lands dedicated for parkland.

16) Community Mailboxes:

a) That the Owner agrees to provide a location for centralized mail delivery acceptable to Canada Post Corporation or other alternative systems as may normally be required by Canada Post.

17) Bell Canada Requirements:

a) The Owner is hereby advised that prior to commencing any work within the Plan, the Owner 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 Owner is hereby advised that the Owner may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure. If the Owner elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the Owner shall be required to demonstrate to the Municipality that sufficient alternative communication/telecommunication facilities are available within the

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proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e., 911 Emergency Services).

b) That the Owner agrees that 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.

18) Environment:

a) That the Owner agrees to implement the recommendations of the Environmental Impact Statement dated February, 2011 and Addendum dated January 20, 2012 as prepared by McIntosh Perry Consulting Engineers Ltd.

b) That the Owner agrees to prepare a Land Owner Stewardship Manual which shall be subject to the review and approval by the Township of Central Frontenac prior to distribution to property prospective purchasers and future property owners. The Manual shall be completed for distribution prior to the issuance of any building permit and shall address land use management practices that may have an impact on sensitive habitat areas and the conservation of shoreline areas and public open space including such topics as: municipal zoning requirements for shorelines, mitigation measures for the conservation of natural heritage features and areas, handling and storage of pesticides, and fuels, well water and sewage disposal maintenance, water conservation, composting, landscaping building envelope design and construction practices. The manual shall indicate that the access and use of Block 26 may be restricted to designated trails and walkways.

19) General Conditions:

a) That when requesting final Approval from the County, the Owner shall accompany such request with the required number of originals and copies of the Final Plan, together with a surveyor's certificate stating that the lots/blocks thereon conform to the frontage and area requirements of the Zoning By-Law.

b) The Owner shall agree that no building permits will be granted until the Township is satisfied that adequate access and services are available.

c) That any existing wells and or septic systems that may be present on the site and are not to be used as part of the plan of subdivision be decommissioned as per applicable regulations.

d) That prior to final approval by the County of Frontenac, that the Township of Central Frontenac be advised in writing of the clearance of any conditions imposed by agencies other than those of the Township of Central Frontenac.

20) 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.

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b) That Prior to Final Subdivision Approval, the County is to be advised in writing by Quinte Conservation the methods by which conditions 2 d), 3 e), 6 a), 10, 12, and 18 have been satisfied.
c) That Prior to Final Subdivision Approval, the County is to be advised in writing by Bell Canada the method by which condition 17 has been satisfied.
d) That Prior to Final Subdivision Approval, the County is to be advised in writing by Canada Post the method by which condition 16 has been satisfied.
e) That Prior to Final Subdivision Approval, the County is to be advised in writing by KFL & A Public Health the method by which conditions 2 d), 3 e), 6 a), 10, and 14, have been satisfied.
f) That Prior to Final Subdivision Approval, the County is to be advised in writing by the Township of Central Frontenac the method by which condition 1 to 19 have been satisfied.

21) 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.

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NOTES TO DRAFT APPROVAL

1. It is the applicant's responsibility to fulfill the foregoing Conditions of Draft Plan Approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Frontenac.

2. When requesting Final Approval, the applicant will submit an account of how each Condition of Draft Approval has been satisfied along with the appropriate clearance letter from the Agency, Ministry or body requesting the condition.

3. Prior to Final Subdivision Approval, the applicant shall submit to the County of Frontenac for review four (4) draft copies of all Reference Plans and Surveys and three (3) draft copies of the Final M-Plan.

4. When requesting final approval, such a request must be directed to the Deputy Clerk and be accompanied with:
   - Eight (8) mylars and four (4) paper prints of the completed Final M-Plan;
   - Four (4) copies of all Reference Plans and (4) copies of all Conveyance Documents for all easements and lands being conveyed to the Municipality; and,
   - A Surveyor's Certificate to the effect that the lots and blocks on the Plan conform to the Zoning By-Law with respect to lot area and lot frontage.
   - A digital file in AutoCAD format.

5. All measurements in subdivision final plans must be presented in metric units.

6. The Final Plan approved by the County 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 Central Frontenac
   - Quinte Conservation
   - KFL&A Public Health
   - Bell Canada
   - Canada Post

Kennebec Shores
WATERFRONT COMMUNITY

January 22, 2014

Ms. Jannette Amini
Deputy Clerk
County of Frontenac
2069 Battersea Road
Glenburnie, Ontario
K0H 1S0

Dear Ms. Amini:

Re: Kennebec Shores Subdivision
Request for Final Approval
County File No. 10T-2011/001, 2222629 Ontario Inc. (Kennebec Shores)
Pt. Lots 18, 19 and 20, Concession 9, Geographic Township of Kennebec
Township of Central Frontenac, County of Frontenac

The purpose of this letter is to request final approval from the County of Frontenac for the Kennebec Shores Subdivision (County File No. 10T-2011/001). The following documents are attached with this correspondence:

1. Appendix A - an account of how each of the conditions of draft approval has been satisfied.

2. Clearance letters from the following agencies:
   - Township of Central Frontenac for Conditions 1 to 19;
   - Quinte Conservation for Conditions 2 d), 3 e), 6 a), 10, 12, and 18;
   - KFL&A Public Health for Conditions 2 d), 3 e), 6 a), 10, and 14;
   - Bell Canada for Condition 17; and
   - Canada Post for Condition 16.

3. Eight (8) mylars and Four (4) paper prints of the approved Final M-Plan prepared by McIntosh Perry Surveying Inc., (January 22, 2014).

4. Four (4) copies of the draft Reference Plan(s) prepared by McIntosh Perry Surveying Inc. (conveyance documents being prepared by Cunningham Swam on behalf of the Township).

5. Four (4) copies of the off-take Drain Easement across the Gillen lands as Reference Plan 13R-20811, and four (4) copies of conveyance documents for the easement.

3240 Drummond Con. 5A, RR#7, Perth, ON K7H 3C9 | T. 613.267.6524 | F. 613.267.7992
info@mcintoshperry.com | www.mcintoshperry.com

6. Surveyor's Certificate (January 9, 2014) from Brian Kerr, OLS to the effect that the lots and blocks on the MPlan conform to the Zoning By-law with respect to lot area and lot frontage.

7. A digital file of the MPlan in AutoCAD format.

8. Copy of Subdivision Agreement.

9. Cheque payable to the County of Frontenac for $600 representing the application fee for final approval.

Please contact me should you have any questions or require additional information.

Sincerely,

Mark Snider, MCIP, RPP
General Manager
T: 613.267.6524 (241)
m.snider@mcintoshperry.com

c: Cathy MacMunn, Planning Coordinator/Deputy Clerk/Deputy Treasurer, Township of Central Frontenac

Cindy Deachman, Bond and Hughes

KP-09-639

APPENDIX A SATISFACTION OF DRAFT APPROVAL CONDIITON County File No. 10T-2011/001		
Condition	**Requirements**	**Satisfied By**
1)	**Approved Draft Plan:** a) That this approval applies to the Draft Plan of Subdivision, File No. 10T-2011/001, as revised and dated December 1, 2011 prepared and certified by McIntosh Perry Surveying, and which shows the following: i) 24 single unit detached residential Blocks (Blocks 1 – 24); ii) 1 Block for lot addition purposes (Block 25); iii) 1 Block for Public Parkland and Open Space (Block 26); iv) 1 Block for roadway purposes (Block 27); v) Street A.	***M-Plan***
2)	**Subdivision Agreement:** a) That the Owner agrees to enter into a subdivision agreement with the Township of Central Frontenac, which without limiting the generality of the foregoing, shall provide that the Owner shall undertake the following at the Owner's expense and to the satisfaction of the Municipality: i) Design and construction of all roads be they temporary or permanent including cul-de-sacs, services, stormwater, drainage works, and where applicable, utilities (Bell Canada, Hydro One); ii) Provision of all easements or rights-of-way which may be required for services, drainage works and utilities; iii) Conveyance of any lands for park or other purposes where applicable; iv) Installation of any signs and traffic control features; v) Payment of all Township levies and charges related to services and drainage works; vi) All other requirements financial and otherwise of the Township of Central Frontenac. b) That the Owner agrees that the subdivision agreement shall be registered against the lands to which it applies at a cost to the Owner. The Owner further agrees that he/she shall not allow for the registration of any agreement, transaction or mortgage prior to registration of the subdivision agreement. c) That the Subdivision Agreement shall contain all necessary warning clauses and notices to purchasers resulting from, but not	***Agreement signed by KS & Township*** ***Schedule "93" of the Agreement*** ***Schedule "K" of the Agreement***

APPENDIX A SATISFACTION OF DRAFT APPROVAL CONDIITON County File No. 10T-2011/001		
Condition	**Requirements**	**Satisfied By**
	necessarily restricted to, the design and provision of services, including the requirement to provide and maintain private site specific works where necessary, and easements. d) That the Subdivision Agreement 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.	***Schedule "E" of the Agreement***
3)	**Streets and Civic Addressing:** a) That the road allowance shown as Street 'A' in the draft plan of subdivision shall be dedicated as a public street at no cost to the Township of Central Frontenac b) That the street be named to the satisfaction of the Township of Central Frontenac c) That the Owner agrees that any entrance to any lot in the plan of subdivision shall be subject to an entrance approval by the Public Works Manager of the Township of Central Frontenac. d) That the civic numbering shall be allocated to the satisfaction of the Township of Central Frontenac. The naming and installation of numbering shall be in accordance with standards for 911 and emergency preparedness. e) That the detailed design for the new Municipal road incorporate the field verified wetland boundary (to avoid any wetland in-filling) and any other input from the consultant's Biologist to assist in minimizing disturbance to the satisfaction of Quinte Conservation.	***M-Plan and Agreement*** ***Section "20" of the Agreement*** ***Section "23" of the Agreement*** ***Section"20-22" of the Agreement*** ***Section "9" of the Agreement***
4)	**Reserves and Easements:** a) That any dead ends and open sides of roads or road allowance created by this draft plan shall be terminated with a turning radius and 0.3 m to be conveyed to, and held in trust by the Township of Central Frontenac until the extension of the road allowance, when the blocks shall be conveyed without charge to the owners of the abutting lots. 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.	***Section "12" of the Agreement*** ***Section "75" Schedule "H" of the Agreement***

APPENDIX A
SATISFACTION OF DRAFT APPROVAL CONDIITON
County File No. 10T-2011/001

Condition	Requirements	Satisfied By
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 the Owner agrees in writing to reimburse the Township of Central Frontenac and the County of Frontenac for all legal, engineering, planning and other expenses including any peer review that the Township or County may incur in relation to the subdivision.	***Section "78 & 79" of the Agreement***
	c) 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.	
	d) That prior to Final Approval, the Owner shall pay any and all outstanding application fee to the Township and County, in accordance with each Municipality's Tariff of Fees By-Law.	***Section "2(e) " Sections"78-80" of the Agreement***
6)	**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.	***Schedule "E" of the 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.	***Digital Copy Supplied to Township***
7)	**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 Plan Approval.	***none***
	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.	***none***

APPENDIX A SATISFACTION OF DRAFT APPROVAL CONDIITON County File No. 10T-2011/001		
Condition	**Requirements**	**Satisfied By**
8)	**Phasing:** a) That Final Plan Approval for registration may be issued in phases to the satisfaction of the Township, subject to all applicable fees. 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, operations 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.	***Sections "24-25" and Schedule "C" of the Agreement***
9)	**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 on the lands limit the length of any dock to 10 metres or less and prohibit boat houses and crib docks in accordance with the recommendations of the Lake Capacity Study dated February 2011. c) That Prior to Final Subdivision Approval, the Owner shall submit a Surveyor's Certificate which confirms that the lots and blocks within this Plan conform to the minimum lot frontage, water frontage, and lot area requirements of the Zoning By-Law.	***Zoning By-Law amendment approved by Township*** ***OLS Certificate provided***
10)	**Other Required Studies:** a) That Prior to Final Subdivision Approval, the Owner shall submit any other studies required by the Township and agencies.	***No Further Studies Required***
11)	**Archaeological Assessment:** a) That should previously unknown or unassessed deeply buried archaeological resources be uncovered during development, that they are considered to be a new archaeological site and therefore subject to Section 48(1) of the Ontario Heritage Act. Further, that the proponent or person or property owner discovering the archaeological resources must cease alteration of the site	***Section "6(a)"Section "7-9",Schedule "J" of the Agreement***

APPENDIX A
SATISFACTION OF DRAFT APPROVAL CONDIITON
County File No. 10T-2011/001

Condition	Requirements	Satisfied By
	immediately and shall engage a licensed archaeologist to carry out fieldwork, in compliance with sec. 48 (1) of the Ontario Heritage Act. Further, the Owner or person discovering the resources shall contact the Algonquins of Ontario at: Algonquins of Ontario Consultation Office 31 Riverside Drive, Suite 101 Pembroke, Ontario K8A 8R6 TEL: 705 735-3759 FAX: 705 735-6307 algonquins@nrtco.net b) That any person discovering human remains shall immediately notify the Ontario Provincial Police and the Registrar of Cemeteries, of the Ontario Ministry of Government and Consumer Services. c) That a notice be placed in the purchase and sale agreement alerting prospective purchasers of the subdivision lots that any discovery of an aboriginal or archaeological artifact or resource is subject to controls under the Ontario Heritage Act and those archaeological resources shall not be removed without the approval of the Ministry of Tourism, Culture and Sport. Further, that should any human remains be discovered during the construction or site development of a lot that the property owner covenants to immediately contact the OPP and the Township of Central Frontenac. d) That should deeply buried archaeological remains be found on the property during construction activities, the Ministry of Tourism, Culture and Sport shall be notified immediately.	
12)	**Stormwater Management:** a) That the Owner agrees to prepare and submit a stormwater management plan acceptable to the Municipality that incorporates best management practices in the design of facilities including provision for wet swales as recommended by the Quinte Conservation Authority, that provides for erosion and sedimentation controls, that provides for appropriate measures to protect water quality notably for Kennebec Lake both during and after construction, and ensures that any stormwater management measures, controls and facilities will not alter the shoreline of	***Section "15 ", Schedule "J" Section "4&5" Schedule "H" of the Agreement*** ***Plans accepted by Township and QCA***

APPENDIX A SATISFACTION OF DRAFT APPROVAL CONDIITON County File No. 10T-2011/001		
Condition	**Requirements**	**Satisfied By**
	Kennebec Lake or its tributaries to a depth of 30 m inland from the shoreline. 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 Quinte Conservation. b) That the Owner agrees to prepare and submit a lot and grading plan acceptable to the Municipality that includes any required drainage easements and which is integrated with the stormwater management plan to the satisfaction of the Township and Quinte Conservation c) That, if necessary, any blocks and/or easements required for the stormwater management system, and required for access and maintenance be dedicated to the Township, to the Township's satisfaction.	
13)	**Notices:** a) That a notice be placed in the purchase and sale agreement alerting prospective purchasers of the subdivision lots that the shoreline along the Kennebec Lake and its tributaries shall be kept in a natural state except as otherwise permitted in the zoning by-law and devoid of any accessory building within the first 30 m inland from the shoreline of Kennebec Lake. Purchasers shall also be advised that the setback of any development (i.e. buildings, structures, sewage disposal beds etc) from the normal operating water level shall be 30 m and that no structures except a dock shall be constructed in any flood plain. Purchasers shall be further advised that any proposed alteration of the shoreline is subject to the approval of the Quinte Conservation Authority under the auspices of Ontario Regulation 319/09 (Regulation of development, Interference with Wetlands and Alterations to Shorelines and Watercourses). b) That a notice be placed in the purchase and sale agreement alerting prospective purchasers of the subdivision lots that Butternut trees are present and are identified as a species at risk and that healthy tress shall be retained and buffered by an area with a radius equal to the height of a mature tree (25 m) (i.e. no-development zone). Any alteration to the buffer zone or the potential removal of butternut trees shall be subject to approval	***Section"6" (b)(c)(d)(e) of Schedule "J" to the Agreement***

APPENDIX A
SATISFACTION OF DRAFT APPROVAL CONDIITON
County File No. 10T-2011/001

Condition	Requirements	Satisfied By
	of the Ministry of Natural Resources. Further, that should any species at risk be discovered throughout the course of the work, and/or should any species at risk or their habitat be potentially impacted by onsite activities, that the Ministry of Natural Resources shall be contacted immediately and operations modified to avoid any negative impacts to species at risk or their habitat until further discussions with MNR can occur regarding opportunities for mitigation. c) That a notice be placed in the purchase and sale agreement alerting prospective purchasers of the subdivision lots that destruction of fish habitat is prohibited and that alterations to fish habitat are subject to the approval of the Department of Fisheries and Oceans or its designated agent. d) That a notice be placed in the purchase and sale agreement alerting prospective purchasers of the subdivision lots that all future landowners shall be required to maintain and install a septic system which utilizes advanced technologies which provide for the direct removal of total phosphorous.	
14)	**Site Servicing:** a) That the following requirements with respect to the location and construction of wells and tertiary sewage systems are to be carried out to the satisfaction of the Township and the KFL&A Public Health: b) That the Owner shall implement the recommendations for the installation of wells, the treatment of well water, and the location and installation of subsurface sewage disposal systems as set out in (McIntosh Perry, Hydrogeological Assessment and Terrain Analysis, (February 2011)) and a revised report (January 12, 2012). The Owner shall conduct testing to determine well water yields for each lot prior to the construction of the dwelling and where the water yield is determined to be less than required for domestic use, provision shall be made for in-house storage appropriate for the size of the dwelling to be constructed on the lot. c) That on-site sewage systems, for residences within the subdivision meet the requirements of the Ontario Building Code to the satisfaction of the Approval Authority. In order to maximize the protection of Kennebec Lake from the effects of phosphorus,	***Section"10" of Schedule "J" of the Agreement***

APPENDIX A SATISFACTION OF DRAFT APPROVAL CONDIITON County File No. 10T-2011/001		
Condition	**Requirements**	**Satisfied By**
	leaching beds or disposal areas must incorporate a minimum amount of soil with phosphorus retentive qualities. Details of these requirements should be incorporated into the subdivision agreement. d) That the locations for Proposed Sewage System shown on the site servicing plan for the proposed sewage systems are to be reserved solely for that purpose. No wells, driveways, or buildings are to be located within the designated sewage system areas. e) The locations for the proposed sewage system are in excess of 30 metres from the shoreline of Kennebec Lake. The rationale for the remote locations is to minimize potential impact on water quality. As a result, all sewage systems must be constructed in the areas noted. f) That some sewage systems will require effluent pumps to facilitate elevations between the structure and the sewage system, all pumps will require high water alarms. g) Soils used for the construction of the leaching beds should be phosphorous retentive and must have a soils analysis to accompany each application for a permit to install. h) All wells should be up-gradient of the sewage systems i) Well drillers and prospective lot purchasers must be made aware of the site servicing plans and the location chosen for sewage systems.	
15)	**Parkland Conveyance/Open Space:** a) That the Owner conveys at no cost to the Township of Central Frontenac all of Block 26 as lands dedicated for parkland.	***Schedule "G" of the Agreement***
16)	**Community Mailboxes:** a) That the Owner agrees to provide a location for centralized mail delivery acceptable to Canada Post Corporation or other alternative systems as may normally be required by Canada Post.	***Section "11" of Schedule "J" of the Agreement***
17)	**Bell Canada Requirements:** a) The Owner is hereby advised that prior to commencing any work within the Plan, the Owner must confirm that sufficient wire line communication/telecommunication infrastructure is currently available within the proposed development to provide	***Sections "12 & 13" of Schedule "J" of the Agreement***

APPENDIX A
SATISFACTION OF DRAFT APPROVAL CONDIITON
County File No. 10T-2011/001

Condition	Requirements	Satisfied By
	communication/telecommunication service to the proposed development. In the event that such infrastructure is not available, the Owner is hereby advised that the Owner may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure. If the Owner elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the Owner 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) That the Owner agrees that 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.	
18)	**Environment:** a) That the Owner agrees to implement the recommendations of the Environmental Impact Statement dated February, 2011 and Addendum dated January 20, 2012 as prepared by McIntosh Perry Consulting Engineers Ltd. b) That the Owner agrees to prepare a Land Owner Stewardship Manual which shall be subject to the review and approval by the Township of Central Frontenac prior to distribution to property prospective purchasers and future property owners. The Manual shall be completed for distribution prior to the issuance of any building permit and shall address land use management practices that may have an impact on sensitive habitat areas and the conservation of shoreline areas and public open space including such topics as: municipal zoning requirements for shorelines, mitigation measures for the conservation of natural heritage features and areas, handling and storage of pesticides, and fuels, well water and sewage disposal maintenance, water conservation, composting, landscaping building envelope design and construction practices. The manual shall indicate that the access and use of Block 26 may be restricted to designated trails and walkways.	***Section "14,15" of Schedule "J" of the Agreement*** ***Manual completed and provided to Township and QCA***

APPENDIX A SATISFACTION OF DRAFT APPROVAL CONDIITON County File No. 10T-2011/001		
Condition	**Requirements**	**Satisfied By**
19)	**General Conditions:** a) That when requesting final Approval from the County, the Owner shall accompany such request with the required number of originals and copies of the Final Plan, together with a surveyor's certificate stating that the lots/blocks thereon conform to the frontage and area requirements of the Zoning By-Law. b) The Owner shall agree that no building permits will be granted until the Township is satisfied that adequate access and services are available. c) That any existing wells and or septic systems that may be present on the site and are not to be used as part of the plan of subdivision be decommissioned as per applicable regulations. d) That prior to final approval by the County of Frontenac, that the Township of Central Frontenac be advised in writing of the clearance of any conditions imposed by agencies other than those of the Township of Central Frontenac.	***Section "16,17" of Schedule "J" of the Agreement***
20)	**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 Quinte Conservation the methods by which conditions 2 d), 3 e), 6 a), 10, 12, 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 2 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 17 has been satisfied. e) That Prior to Final Subdivision Approval, the County is to be advised in writing by Canada Post the method by which condition 16 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 2 d), 3 e), 6 a), 10, and 14, have been satisfied.	

APPENDIX A SATISFACTION OF DRAFT APPROVAL CONDIITON County File No. 10T-2011/001		
Condition	**Requirements**	**Satisfied By**
	g) That Prior to Final Subdivision Approval, the County is to be advised in writing by the Township of Central Frontenac the method by which condition 1 to 19 have been satisfied.	
21)	**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.	

Joe.

CORPORATION OF THE
TOWNSHIP OF CENTRAL FRONTENAC
1084 Elizabeth Street, P.O. Box 89
Sharbot Lake, Ontario K0H 2P0
www.centralfrontenac.com

Tel: 613-279-2935
Fax: 613-279-2422

RECEIVED
JAN 22 2014
County of Frontenac

January 17, 2014

Jannette Amini, Dipl.M.M.
Acting Clerk
County of Frontenac – Corporate Services
2069 Battersea Road
Glenburnie, ON
K0H 1S0

Dear Jannette;

Re: Approval of Draft Plan of Subdivision –
2222629 Ontario Inc. (Kennebec Waterfront Communities)
File No: 10T-2011/001

I am writing to confirm that all conditions 1 to 19 in the draft plan of subdivision have been completed to the municipality's satisfaction and I have attached a copy of how each were addressed.

If you require anything further, do not hesitate to contact the undersigned.

Yours truly,

Cathy MacMunn

Cathy MacMunn, AMCT, ACST
Deputy Clerk/Planning Coordinator

/cm
Cc: Tony Fleming
Joe Gallivan
Mark Snider

File# 10T-2011/001	Condition of Draft Approval	Status
1	Draft Plan	Satisfied
2	a)Subdivision Agreement b)Subdivision Agreement c) Subdivision Agreement d) Subdivision Agreement	Has been signed by McIntosh, Perry and Township Section 93 of the Agreement Schedule "K" of the Agreement Schedule "E" of the Agreement
3 a) b) c) d) e)	Streets and Civic Addressing Road Allowance Street name Entrance Civic numbering Design of new road	 Satisfied/Completed Section 20 of the Agreement Section 23 of the Agreement Section 20-22 of the Agreement Section 9 of the Agreement
4 a) b)	Reserves/Easements Roads/Road Allowance Easements	 Section 12 of the Agreement Section 75 and Schedule "H" of the Agreement
5 (a-c) d)	Financial	 Sections 78 and 79 of the Agreement Section 2 sub (e) and Sections 78-80
6 a) b)	Engineering Drawings/plans Digital file of design drawings	 Schedule "E" of the Agreement Electronic copy to be supplied by owner
8 (a-c)	Phasing	 Section 24-26 and Schedule "C" of the Agreement
9 (a-c)	Zoning By-Law Compliance	Addressed
10	Required Studies	No further studies required
11 a)	Archaeological Assessment	Section 6 (a), 7-9 and Schedule "J" of the Agreement

File# 10T-2011/001	Condition of Draft Approval	Status
12 (a-b) 12 c)	Stormwater Management	Section 15 and Schedule "J" Section 4 & 5 of the Agreement Schedule "H" of the Agreement
13 a) b) c) d)	Notices	 Section 6 (b) of Schedule "J" of the Agreement Section 6 (c) of Schedule "J' of the Agreement Section 6 (d) of Schedule "J" of the Agreement section 6 (e)of Schedule "J" of the Agreement
14 (a-i)	Site Servicing	Section 10 of Schedule "J" of the Agreement
15	Parkland Conveyance/Open Space	Schedule "G" of the Agreement
16	Community Mailboxes	Section 11 of Schedule "J"
17 (a-b)	Bell Canada	Sections 12 & 13 of Schedule "J"
18 (a-b)	Environment	Sections 14 & 15 of Schedule "J'
19 (a-d)	General Conditions	Sections 16 & 17 of Schedule "J"

Quinte CONSERVATION

2061 OLD HIGHWAY 2, RR#2, BELLEVILLE, ON, K8N 4Z2
PHONE: (613) 968-3434 • FAX: (613) 968-8240
www.quinteconservation.ca

VIA EMAIL

November 12, 2013

Peter Young
Community Planner
County Of Frontenac
2069 Battersea Road
Glenburnie, ON
K0H 1S0

Dear Mr.Young:

Re: Draft Plan of Subdivision File Number 10T-2011/001
Kennebec Lake Waterfront Community
Part of Lots 18, 19 & 20, Concession 9,
Kennebec, Municipality of Central Frontenac
Owner: 2222629 Ontario Inc. (Kennebec Waterfront Community Inc.)
Agent: McIntosh Perry Consulting Engineers

The staff of the Conservation Authority has reviewed the subdivision agreement (not dated) and associated schedules & drawings (prepared by McIntosh Perry, dated March 30/2012, last revised April 10, 2013; also listed in Schedule 'E' of the agreement).

Please accept this letter as confirmation that conditions 2 d), 3 e), 6 a), 10, 12, and 18 have been addressed to the satisfaction of this office.

Please contact me at this office if you have any questions or require additional information.

Sincerely,

Tim Trustham
Planner/Ecologist

/tt

c. Cathy MacMunn, Planning Coordinator, Township of Central Frontenac
Mark Snider, General Manager, McIntosh Perry

Mark Snider

From: Peter Young <pyoung@FRONTENACCOUNTY.CA>
Sent: Wednesday, January 08, 2014 10:23 AM
To: Mark Snider
Cc: planning@centralfrontenac.com
Subject: FW: Kennebec Shores

FYI

Peter Young MCIP RPP
Community Planner
County of Frontenac – Administrative Services
2069 Battersea Road
Glenburnie, ON. K0H 1S0
Phone: 613 548-9400 Ext. 359
Fax: 613 548-8460
Email: pyoung@frontenaccounty.ca

From: Mitchell, Gord [mailto:Gord.Mitchell@kflapublichealth.ca]
Sent: Wednesday, January 08, 2014 10:13 AM
To: Peter Young
Subject: Kennebec Shores

Peter Young, Community Planner
County of Frontenac
2069 Battersea Road
Glenburnie, ON
K0H 1S0

Dear Mr. Young

RE: Kennebec Shores Subdivision
Conditions 2 d), 3 e), 6 a) 10 and 14
County File No. 10T-2011/001, 2222629 Ontario Inc.
Pt. Lots 18, 19 and 20, Concession 9, Geographic Township of Kennebec
Township of Central Frontenac, County of Frontenac

KFLA Public Health, has reviewed the latest subdivision draft conditions [December 20,2013], for the above noted plan of subdivision. KFLA Public Health at this time is prepared to endorse the latest conditions in their entirety. If you have any questions or require further assistance of any sort do not hesitate to contact me.

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

M 1V5
613-549-1232, ext. 1247
gord.mitchell@kflapublichealth.ca



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Bell

Development & Municipal Services Control Centre
Floor 5, 100 Borough Drive
Scarborough, Ontario
M1P 4W2
Tel: 416-296-6291 Toll-Free: 1-800-748-6284
Fax: 416-296-0520

October 2, 2013

County of Frontenac
Planning Department
2069 Battersea Road
Glenburnie, Ontario
K0H 1S0

Attention: Susan M. Beckel

Dear Sir/Madam:

RE: Draft Plan of Subdivision
Hwy 7 and Henderson Rd.
File No: 10T-2011/001
Bell File No: 46388

Please be advised that conditions 17, 12b as described in your letter of September 19, 2012 have been met.

In this circumstance, conflicts with existing Bell Canada facilities or easements were dealt with by the Owner/Developer.

We therefore, have no objections to final approval being given to this plan.

Should you have any questions please contact Sandra Hugh-Yeun at 416-296-6590.

Yours truly

S Hugh-Yeun

Lina Raffoul,
Manager - Development & Municipal Services, ON

c.c. Sylvia Coburn. McIntosh Perry

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October 16/13

File: 10T-2011/001

Peter Young,
Community Planner
County of Frontenac
2069 Battersea Road
Glenburnie, ON K0H 1S0

RE: Clearance letter for Phase 1Kennebec Shores Subdivision

Mr. Young,

This letter will confirm that the applicant for the above mentioned development has agreed to comply with all Canada Post's conditions as they relate to the development of Phase 1, Kennebec Shores Subdivision.

Hereby accept this letter for clearance for the above-mentioned project.

If you have any questions or require more information do not hesitate to contact the undersigned.

Thank you

Jean Levergneux
Delivery Planning Officer
1424 Sanford Fleming Ave Box 8037
Ottawa ON K1G 3H6
Tel: 613-734-1447
Fax: 613-734-1647

E-mail: jean.levergneux@canadapost.ca

CC: Cathy MacMunn, Township of Frontenac
Mark Snider, Kennebec Shores Waterfront Community

Report 2014-022

RECOMMEND 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:	January 31, 2014
Date of meeting:	February 19, 2014

Re: **Corporate Services – 2013 Frontenac-Howe Islander Ferry Petition for Subsidy**

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the *Corporate Services – 2013 Frontenac-Howe Islander Ferry Petition for Subsidy* report;

AND FURTHER Council authorize the Clerk to petition the Ministry of Transportation for $716,468.40.

Background

The operating agreement with the Ministry of Transportation (MTO) for the Frontenac-Howe Islander Ferry came into effect in January 2004.

The terms of the agreement require the County of Frontenac to prepare and deliver a statement reconciling the actual operating costs and revenues for each calendar year by February 15th of the following year.

Comment

The financial information forwarded to MTO is presented in Appendix A to this report.

The contract with MTO authorizes the County to retain a reserve to which ticket and pass revenue over the 20% of expenditures can be allocated annually. The reserve balance cannot exceed 5% of the operating expenditures.

Sustainability Implications

The operation of the Frontenac-Howe Islander Ferry ensures the long term viability of the community on Howe Island.

Financial Implications

In accordance with the agreement, the Provincial subsidy totals $716,468.40 for 2013. This is calculated as 80% of the gross expenditure in 2013 of $895,585.

Organizations, Departments and Individuals Consulted and/or Affected

Township of Frontenac Islands
Ministry of Transportation

Appendix A

Frontenac County Howe Islander Ferry
2013

Operating Costs	Eligible Expenditures
Salaries, Wages & Benefits	
Wages	645,156.00
Benefits	151,090.00
WSIB / EHT	44,954.00
Materials & Supplies:	
Repairs/Maintenance Supplies	14,966
Tickets	2,910.00
Fuel (Diesel)	
Cables	
Services:	
Hydro	
Phone, Cell Phones	3,169.00
Insurance	6,489.00
Audit Fee	492.00
Legal Costs	2,738.00
Sundry, Health & Safety	5,869.00
Machine Rental	
Mileage	192.00
Lease	
Subtotal **	878,025.00
Administration costs **	17,560.50
Total Operating Costs **	895,585.50
80% of Eligible Operating Costs **	716,468.40
Revenues:	
Ferry Passes	97,947.00
Ferry Fares	63,395.28
Other Revenue	
Total Revenues **	**161,342.28**
20% of Operating Costs **	179,117.10
Revenues in excess of 20%	
of operating costs **	-17,774.82
FERRY REVENUE RESERVE:	
To Revenue Reserve 2013	-17,774.82
Balance in Reserve	32,451.48
TOTAL FERRY RESERVE **	14,676.66
5% of Operating Costs **	44,779.28
Ferry Revenue Reserve	14,676.66
in excess of 5% of Operating **	
Subsidy Payable:	
80% of Operating Costs **	716,468.40

Report 2014-029

RECOMMEND REPORT TO COUNCIL

To: Warden and Council of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Director of Corporate Services/Treasurer

Date prepared: February 11, 2014

Date of meeting: February 19, 2014

Re: **Corporate Services – Performance Concepts Consulting Inc. – County of Frontenac Strategic Plan Draft Report**

Recommendation

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.

Background

In December 2013, the County of Frontenac issued a Request for Proposals for the services of a consultant to undertake a County Strategic Plan. The contract was successfully awarded to Performance Concepts Consulting Inc.

Comment

As part of the requirements of the Request for Proposal, the Project involved leading Council members through a day-long strategic planning session supported by senior staff, anticipating outcomes to include: confirmation of the mission and vision statements, values, goals, objectives, and reporting/monitoring considerations. The Project also involved consultation with the Townships' Councils, one meeting in each Township and to have one or more public meetings held across the County to gain input from the community prior to the completion of the draft report.

A day-long strategic planning session was held on Wednesday, January 28, 2014, resulting in the draft report by Performance Concepts Consulting Inc. This report is in line with the minutes taken at the meeting.

Approval by Council of the draft County Strategic Plan is required prior to Townships' Council and public consultation.

Sustainability Implications

As noted in *Directions for our Future,* Government decision-making processes are clear, transparent, forward thinking and focused on the longer term.

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Performance Concepts Consulting Inc.

Attachments

Appendix A Performance Concepts Consulting Inc. – County of Frontenac Strategic Plan Draft Report

"Wildly Important Goals" for the County of Frontenac

Council Strategic Priority Setting

February 2014



A. Introduction

The Council of the County of Frontenac is attempting to identify a set of strategic priorities that will drive the County for the balance of the current term, and also provide a jumping-off point for the upcoming 2015-18 term of office. In order to do so, County Council recently participated in a full-day strategic priorities brainstorming session facilitated by Performance Concepts Consulting.

County Council is committed to producing a focused set of "Wildly Important Goals" – true strategic priorities that mesh with the local Townships, and also reflect the public's expectations and future service needs. To ensure consensus and coordination, dialogue sessions around the County's draft set of Wildly Important Goals will be conducted with the four Township Councils within Frontenac, and a public input session will also be held. Again, collaboration and consensus are key objectives.

The County's recently submitted KPMG Service Delivery and Organizational Review, and Council's ongoing budget-making decisions will influence, and in turn be influenced by, the Wildly Important Goals identified in the January 28th 2014 strategic priority setting exercise.

Relentless Focus Amidst Change…

"The Main Thing is to Keep the Main Thing the Main Thing"

Management Guru
Stephen Covey

"If you're currently trying to execute five, ten, or even twenty important goals, the truth is that your team can't focus. This lack of focus magnifies the intensity of the whirlwind, dilutes your efforts, and makes success almost impossible."

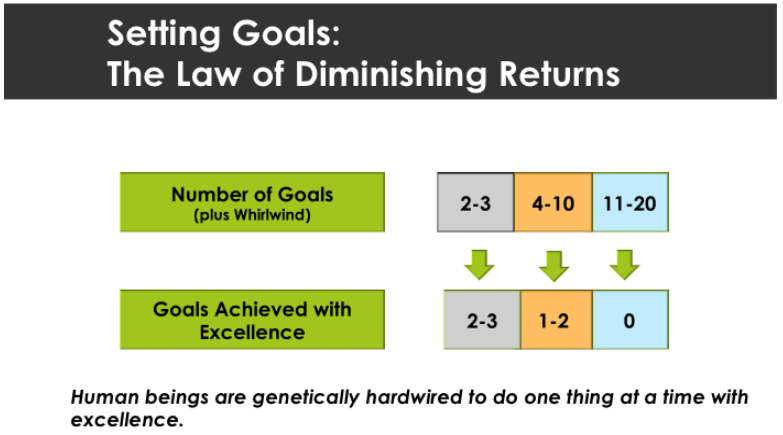
4 Disciplines of Execution



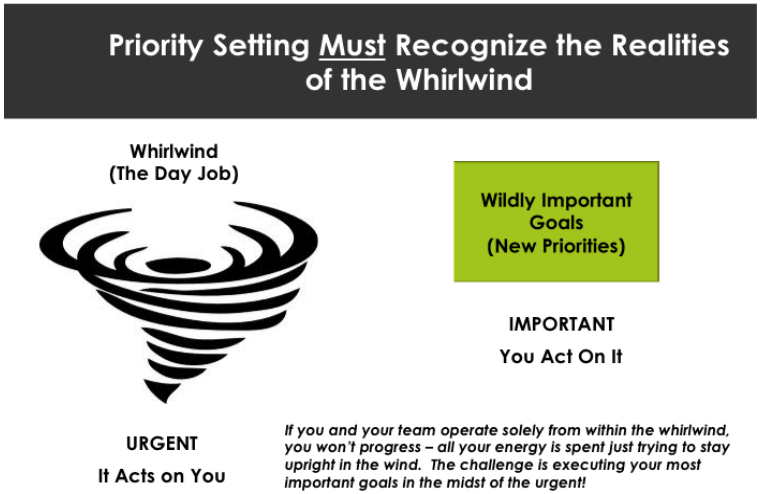
B. Moving Beyond Traditional Strategic Planning to "Wildly Important Goals"

Change is not easy. County Council has attempted to generate strategic priorities in the past. Traditional strategic planning models are often unsuccessful in generating meaningful strategic priorities, because the entire exercise is bureaucratic - not strategic in nature. Performance Concepts Consulting advocated a different approach in the January 28th brainstorming session.

A clear-eyed discussion of the real challenges/problems facing the County was undertaken by Council. Rather than producing a large swath of disconnected strategic plan goals, a decision was made to relentlessly focus the County's finite capacity for change on a much smaller number of "Wildly Important Goals". By saying "No" to some potential priorities, the probability of success in generating real strategic change is greatly improved. The Law of Diminishing Returns (set out below) is avoided and real progress is possible.



Performance Concepts Consulting and Frontenac Council are making use of the ***4 Disciplines of Execution (4DX)*** – an innovative tool for implementing strategic change developed by highly regarded management gurus at the Covey Group. The key to ***4DX*** is to focus on no more than 2-3 Wildly Important Goals – and implement them in the face of the "whirlwind" of organization busyness faced every day by County Council and staff.



C. Council Identification of Challenges/Problems

Successful priority setting begins with the "kernel" found at the core of any good strategy. This kernel has three distinct components:

1. A **DIAGNOSIS** that explains the nature of the challenge. It cuts through complexity and gets to the critical aspects of the situation. It explains exactly what is actually going on here.
2. A **GUIDING POLICY** for dealing with the challenge. An overall approach to cope with or overcome the obstacles identified in the diagnosis.
3. A set of **COHERENT ACTIONS** that are designed to execute the guiding policy. These are steps that are coordinated with one another to work together in executing the guiding policy.

At the January 28th retreat Performance Concepts presented a number of "big picture" problems/challenges for Council to consider in its Diagnosis of the situation Frontenac finds itself facing.

1. The lack of local government economies of scale & duplicated overheads in Frontenac. Five local governments, each with its own overheads - chasing just 26,000 permanent residents.

2. A County government in search of services because it does not deliver roads & social services like almost all other counties in Ontario.

3. The core County services (EMS & LTC) are both healthcare services that are going to be pounded by the unavoidable demographic Aging Tsunami that is gathering steam as the baby boomers start to become senior citizens… service demand growth is going to outstrip property assessment growth and the existing tax base.

4. Seniors housing & transportation demands are going to escalate under the pressure of the demographic Aging Tsunami that is gathering steam… the issues exceed the capacity of the local municipalities, yet the County has no developed capacity to respond at this time.

5. Waste management solutions (e.g. energy from waste) are going to require economies of scale that extend beyond the borders of the County, yet the County has not consolidated its thinking, resources, service delivery data, or expertise at the upper tier.

6. Countywide official planning is isolated from transportation operations that are controlled at the local level.

7. County $ reserves are not assigned to specific capital or operating priorities at either level of government. How can we re-balance the $ pressures among local governments with the available $ revenues until we know what the core challenges are at both levels of government? Don't we need the strategy worked out first?

The facilitated discussion at the January 28th brainstorming session considered these seven challenges facing the Frontenac community and its five local governments.

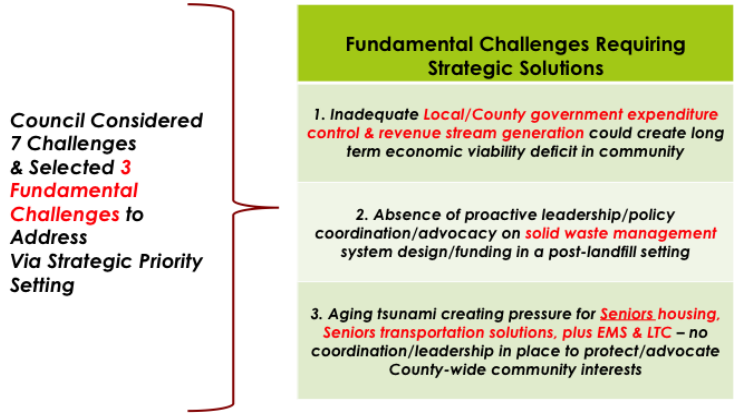
During their diagnosis of the current situation, Council members also made reference to the following range of issues:

- Limitations on the tax base due to an aging population
- Financial viability and the challenge of ensuring the long term viability of both the County and Townships by ensuring the right level of government is providing the service
- Customer satisfaction to ensure that citizens remain in the County
- Transportation connectivity and moving goods, services and people to where they need to go
- Disposal of solid waste

- Treatment of waste water
- Economic development
- Seniors and social housing
- Recognition and inclusion of the other agencies and boards involved in the County, including the City of Kingston, the Library Board, Public Health and the CRCA.

The suitability of a County government response to the challenges proposed by Performance Concepts, and County Councillors, was carefully considered. In keeping with the 4 Disciplines of Execution model, County Council wisely rejected making all of these challenges a simultaneous political priority. Some challenges, such as the duplication of overheads among 5 local governments, were appropriately delegated to County and Township staff to resolve on an ongoing basis. Efficiencies and shared service arrangements will be brought forward to Council on a case-by-case basis. Other challenges and problems will simply have to wait. Any attempt to solve all the challenges at once would likely result in none being resolved.

County Council honed in on three fundamental challenges/problems as the focus of its strategic priority setting. Those fundamental problems are set out in the following figure:



Council has selected problems with a common theme - an existing "capacity gap" within the County of Frontenac community to generate an appropriate solution. Political capital and focus will be required beyond the interests of individual Townships, and perhaps beyond the entire County in the case of solid waste management. Interestingly the three fundamental problems touch on fiscal, environmental and

social health gaps across the community. ***Long-term economic viability*** requires tourism driven and other revenue streams and careful management of government spending. ***Solid waste management in the post-landfill era*** will require large-scale $ investments, intergovernmental advocacy, and a new policy framework. ***Aging tsunami pressures*** could negatively impact EMS and seniors services.

The following figure sets out the evolving strategy necessary for the County to deal with these three fundamental challenges:



County Council will not necessarily assume the mantle of direct service delivery. Council will coordinate, advocate and leverage $ resources as required. This quarterback role avoids friction/duplication with the "team" of local government partners, and builds on collaboration and common interests that extend beyond any single Township or Frontenac stakeholder group.

D. Council's Wildly Important Goals

By selecting 3 fundamental challenges to address, Council is ensuring its finite resources will pack punch and provide focus. Council will avoid the traditional strategic planning shortfall of being an inch deep and a mile wide. A strategy of gap-filling and "quarterback" coordination will be applied to 3 Wildly Important Goals. These "WIGS" are contained in the following three figures:

Wildly Important Goal #1

- *Meet Aging Tsunami challenge for Frontenac Seniors by:*
  - ✓ *Addressing the existing gap in Seniors Transportation by ensuring 100% of Seniors receive a timely, affordable ride to scheduled medical appointments (when requests received in a timely fashion) – to be accomplished by the end of the 2015-18 term of County Council*
  - ✓ *Addressing the existing gap in Seniors Affordable Housing stock by leveraging and/or funding the construction of a 5-unit project in each of the four Frontenac townships – to be accomplished by the end of the 2015-18 term of County Council.*

Wildly Important Goal #2

- ***Meet the emerging "post landfill" Solid Waste Management challenge for Frontenac residents:***
  - ✓ **Coordinate the establishment of a "Made in Frontenac" position and financial plan to be executed by the end of the current Council term, to inform the Eastern Ontario Wardens caucus on solid waste management solutions, including energy-from-waste.**
  - ✓ **Frontenac's position will be supported by technical data and financial planning in collaboration with local municipalities.**

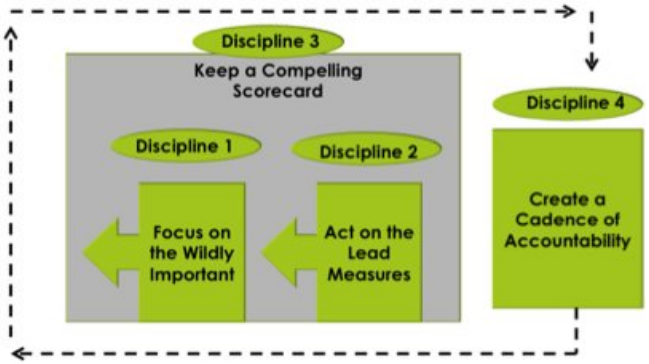
Wildly Important Goal #3

- ***Good government & comptrollership focus of Council to drive the following***
  - ✓ *Refocus/downsize the existing portfolio of County sustainability plan projects to support economic development objectives of employment/revenue generation. Do so by accelerating the ICSP Economic Pillar projects over the remainder of the current Council term and the upcoming 2015-18 term.*

Council's 3 WIGs represent the strategic priorities of Council until the end of the current term, and well beyond. Council will continue to make decisions within the "whirlwind" of existing County services and "urgent" issues. However, the WIGs will define the truly "important" in the eyes of Council - who will relentlessly push back against the urgency of the "whirlwind" in an effort to generate positive, meaningful progress and change.

In terms of next steps, the WIGs should be stress tested with the various Frontenac Township Councils and the taxpaying public.

County and Township staff will be critical resources in supporting WIG achievement. The 4 Disciplines of Execution sets out a "Cadence of Accountability" set of relentless WIG implementation tools that will ensure the WIG can be achieved. Once the WIGs have been achieved, Council can revisit its problems list and identify new WIGs in a process of never-ending strategic focus and superior performance. Training in the 4 Disciplines of Execution is recommended for staff.



Appendix A.

Economic Pillar of Sustainability

As one of the pillars of sustainability, the continued economic vitality of the Frontenacs is a key determinant in maintaining a high quality of life for residents and visitors alike. Studies have shown that greater stages of economic development often allow for further efforts to support environmentally and socially responsible actions. Going forward in Frontenac County, this will manifest itself through continued support of local businesses, trail development, and ongoing support for local food initiatives.

2.01 Sustainable Tourism Strategy

Throughout the stakeholder consultation process, support for a comprehensive sustainable tourism strategy is shared. Notable tourism developments have been undertaken with the Township of Frontenac Islands' trail development on Howe Island, as well as the Township of North Frontenac's continuing Dark Skies project.

2.02 Employability Service Training Plan

The potential for improved economic performance through improved customer service is acknowledged, and an employability service training plan has been suggested. Multiple agencies are actively involved in this type of effort, including The 1000 Islands Region Workforce Development Board, Algonquin College and St. Lawrence College. Recent training initiatives with St. Lawrence College in Sharbot Lake have been successful in preparing individuals for trades work and this sort of program could be modeled for application in other sectors, such as tourism.

2.03 Trails Network

The vast area encompassed within Frontenac County is endowed with substantial natural

beauty. As a community, we benefit from the connections and access to nature that is provided by a trails network. The County's Trails Advisory Committee has been very active over the past year and looks forward to expanding on recent successes. The Frontenac K&P Trail will be open from Kingston to Verona by the end of 2013. The focus continues northward to Sharbot
Lake. Interest is growing from the community for the development of trailhead buildings that could serve multiple purposes within the communities. Presentations have been made of concept plans for buildings at Harrowsmith and Sharbot Lake and conversations are starting around Robertsville, north of Highway 7. As more and more of the trail is completed, regional branding and marketing will aid in developing the economic benefits of this asset.

2.04 Local Food

Frontenac County has a rich agricultural heritage and numerous opportunities within its vibrant local food industry. There are an increasing number of independently-led initiatives in the County. The Farmers' Markets in Verona and Sharbot Lake have had a successful year again. A successful Friday afternoon market pilot ran on Friday afternoons through October along Road 38 at Harrowsmith to determine potential interest. The National Farmers Union Local 316 continues to support farmers and provides education through its Food Down the Road programs. The Food Charter has now received the support of the County and the City of Kingston and a Food Council is moving forward. All of these initiatives, and more, can be further supported with regional branding and marketing. In a large stakeholder survey, conducted as part of the County Local Foods Business Retention and Expansion program, stakeholders identified the need for more local abattoirs and noted that the regulation surrounding meat production and sale remains a challenge. A call has been made to allow zoning for backyard, small-scale agriculture. Increasing fuel prices may have an increasing effect on the price of food and local small-scale production will help to ease some of these costs for many families.

2.05 Cellular Service

In an increasingly electronic world, the deficiencies in cellular service coverage have been identified by stakeholders as a challenge to economic growth. Although direct development of such services remains with the private sector, the Eastern Ontario Wardens' Caucus recently passed a resolution recognizing cellular service as an area needing attention, on the heels of its successful roll out of the broadband infrastructure project across the region. All parties appear to agree that public-private initiatives in this sector may provide some relief.

2.06 Green Energy

How we power our homes and workplaces is a key component of sustainability. Newer, green energy alternatives are being developed every day to assist in the transition away from more traditional fossil fuel sources. While many of the developments of the past year have been driven by the Provincial *Green Energy Act*, funding and political changes at this level currently pose a challenge for many in this sector. Potential synergies exist for exciting partnerships between multiple organizations such as the County of Frontenac, Queen's University, SWITCH and St. Lawrence College, to name a few. St. Lawrence College is a post-secondary leader in green energy and has the potential to assist with both technical experiences through its own solar retrofits, as well as through teaching and co-operative learning. Frontenac community stakeholders have identified a need for, and opportunity to, further educate homeowners on energy saving retrofits. Education on energy conservation by everyone will also contribute to a more sustainable use of existing resources. Municipally, successful installations of solar panels on the Sharbot Lake fire station, on two ambulance stations in Sydenham and Kingston and a third planned in Robertsville, and an installation planned as part of the Fairmount Auditorium redevelopment, mean the public sector is participating and generating a return.

2.07 Transportation Management Plan

The sheer size and rural nature of Frontenac County imposes certain transportation demands on its residents. Daily tasks such as going to work, buying groceries and attending doctor's

appointments can pose a serious challenge for those who do not have a personal vehicle and impose associated costs on those who do. County residents identify a need for a Transportation Management Plan and the County of Frontenac has offered assistance to the Townships-led effort.

2.08 Smaller Scale Community-Led Sustainability Initiatives

This County-supported application-based program has supported a number of successful smaller scale community-led sustainability initiatives this year. The Frontenac Stewardship Foundation received support to discover the fundamental steps needed to develop a county-wide Stewardship Plan. In Sharbot Lake, the Farmers' Market was assisted to host a series of workshops which fostered awareness to interested residents of Frontenac for the producing and preparation of local food for one's own consumption. South Frontenac's Battersea-Loughbough Lake Association was one of various lake management groups that received assistance in taking steps to develop its lake management plan.

2.09 Feasibility Study for a Frontenac Agricultural Centre

As our local food industry grows and benefits recent activities, further developments could include a feasibility study for a Frontenac Agricultural Centre. This might form one of the multiple activities that could occur in a multi-use public facility.

2.10 Feasibility of Establishing Food Processing Facilities

Another avenue for investigation in the food sector would be to continue to assess the establishment of food processing facilities. The difficulties associated with distance to processing and the regulations associated with farm-gate sales have continually been raised as a cause for concern.

2.11 e-Commerce

The broadband infrastructure roll out by the Eastern Ontario Regional Network (EORN) will have increasingly positive impacts on current and future business development. With improved internet communications, more opportunities for e-commerce are becoming apparent.

2.12 Sustainability-minded Business Attraction

The modernization of existing electronic infrastructure, including increased access to smart metering and debit/credit machines are attracting sustainability-minded businesses to the region, which is, and will remain, a priority for economic development in the County.

2.13 Green/Business Park

The possibility of developing a business park, preferably green, would be very beneficial in overcoming any infrastructure concerns held by businesses considering relocation and it would also offer tremendous synergy benefits by grouping businesses in a central hub. Such a development could also incorporate shared green energy, thereby lowering the cost of business and increasing the appeal of this region.

2.14 Services: Hydro Transmission Capacity; Natural Gas Service Expansion

Additional infrastructure developments have been suggested that will benefit economic development in the area. Many industries would require increases in Hydro transmission capacity and expansion of natural gas service before they could open in Frontenac County. However, these amenities are controlled by Hydro One and other companies such as Union Gas and opportunities for partnerships between these businesses and various levels of government would need to be explored. Additional stakeholder assessment and discussion may also need to occur regarding the type of industries that will align with our vision of sustainability.

2.15 Regional Signage

For the tourism industry in particular, uniformity of regional signage infrastructure will provide a more consistent branded message for tourists and will help them navigate more successfully.

2.16 Renewable Energy Training

As provincial funding for green energy changes, it may become necessary to seek training partnerships to develop professional training on renewable energy for inspection and planning staff. Outreach and connections with educational partners such as St. Lawrence College should continue to be developed and existing connections enhanced.

2.17 County-wide Rural Community Energy Plan

The need to move away from fossil fuel energy sources was touched upon earlier and continues to frame energy development in the County for the foreseeable future. Although County Council disbanded its Green Energy Task Force Advisory Committee which was on track to lead the development of a County-wide Rural Community Energy Plan looking at renewable energy and conservation, community support remains for the project.

Report 2014-007

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:	Jannette Amini, Manager of Legislative Services/Clerk
Date prepared:	January 14, 2014
Date of meeting:	February 19, 2014

Re: Corporate Services – 2013 4th Quarter Activity Update

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the *Corporate Services – 2013 4th Quarter Activity Update* report for information only.

Background

This report is presented to Council to provide an update on the various new and ongoing activities and special projects undertaken during October, November and December 2013.

Comment

Ongoing Activities

- Council Meetings - supported by Corporate Services staff at all levels through contributions to the content and preparation of agendas
  - Regular meetings: October 16, November 20 and December 18
  - Committee of the Whole meetings: November 6 and December 4

- Council's Advisory Committees (CAO, Deputy Clerk, Communications Officer and other staff, as needed)
  - Sustainability: October 7 and December 2
  - Trails: October 10 and December 5

150th Anniversary: October 30 and December 11
Accessibility: November 18 (the committee continues to seek two members: one from a North Frontenac and one from Frontenac Islands)
Service Delivery & Organization Review: November 20 and December 9

- RULAC and Joint Management — November 14 - Joint Management (City of Kingston)
  November 25 - RULAC (City of Kingston)

- Eastern Ontario Wardens' Caucus (EOWC)
  Board: October 18 (Belleville)
  CAOs: November 11 (Kingston), November 22 (Perth)
  Financial Sustainability Project (Treasurer): November 28 (hosted by Frontenac);
  Treasurers: October 11 (Belleville)

- Eastern Ontario Regional Network (EORN)
  Board (Councillor Davison): October 4 (Haliburton)

- Eastern Ontario Regional Network (EORN) – December 16 - meeting with Acting CAO and Economic Development Manager re: connectivity for business parks in the County (County office).

- County of Frontenac CAOs/Clerks and Treasurers Working Group meeting – (Township of South Frontenac) December 5

- Eastern Ontario Treasurers Association (EOTA) – (Kingston) December 6

Conferences, Training and Seminars

- AMCTO Zone 6 Meeting (The Acting Clerk is a member of the Zone 6 Executive Board)
- OMAA Workshop - October 2-4 (Barrie) - CAO
- iCompass Training - October 8 (Kingston) - Executive Assistant
- Symposium "Age Friendly Communities" in Ontario: multi-level governance, coordination challenges and policy implications, November 4-5 (Toronto) - CAO

Committee Activities

- **KFL&A Children and Youth Services Planning Committee**: Executive Assistant – October 4 (Kingston); Aboriginal Services Work Group November 12 (Napanee)
- **LHIN L-SAA Steering Committee, LAPS Working Group and Indicators Working Group**: CAO unable to attend, October 4 (Toronto)
- **AMO Long Term Care Committee**: CAO (no meetings)
- **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)
- **Rideau Corridor Landscape Strategy Steering Committee**: Councillor Jones and Community Planner
    - Joint meeting with Steering Committee and Planners Group held October 18 with the Steering Committee to review new proposed development guidelines
- **Thousand Islands Occupational Health Nurses –** meeting and education attended by Occupational Health Nurse (Education Coordinator) November 19

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.
- Support for Small Scale Community Sustainability Initiatives: There have been 2 approved projects to date and 5 received in November and December.
- Frontenac K&P Trail:
    - A draft of the Implementation Plan- Phase 2 (Tichborne to Sharbot Lake) was completed and recommended to Council for consideration.
    - Two beaver dams were removed in November: one at Millhaven Creek and one near St. Andrews Lake
    - The land exchange at the Prince Charles School location in Verona was completed.
    - The K&P Trail construction was completed from Colebrooke Road to SF Township Road 38 north of Verona for a total of 11 km and also the bridge was completed at Hardwood Creek.
- Collaboration on Home Energy Efficiency Retrofits in Ontario (CHEERIO); the Community Planner has been researching the potential of implementing this at the County and prepared a report for the December Council meeting.

Clerk's Office

- Attended the Child and Youth Services Planning Committee Community Indicators Measures meeting on October 28
- Met with City of Kingston staff to review the anticipated surplus of Discretionary Residency Benefit funds and any reallocation of these dollars
- Reviewed LSR 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 Microsoft Excel Training on November 7
- Attended the Managing in a Unionized Environment training session December 12
- Liaised with the Communications Officer for the development of the County of Frontenac Accessibility Logo and Statement
- Met with Frontenac Islands and Central Frontenac Township staff to provide training and required materials for the Townships on the IASR training requirements.
- Attended staff budget review meetings and assisted in the preparation of the 2014 budget for Corporate Services

- Participated in the teleconference for the Source Protection Fund
- Support for all Council, Committee, Land Use Planning and Staff meetings

Manager of Sustainability Planning and Community Planner

- Secondary Suites: The Community Planner attended a City of Kingston workshop on rural secondary suites on December 16. Municipalities are required to update their official plans and zoning by-laws to permit secondary suites.
- Solar Projects: The Community Planner coordinated the Fairmount Rooftop Solar project, which received clearances from Hydro One in December. Additional feasibility analysis on solar projects was completed for other County sites.
- Population Projections: Watson and Associates has been retained to update their population projections to be used for the Official Plan. The Community Planner has been working with Township staff on obtaining updated data.
- Land Use Planning:
    - **Central Frontenac**
        - Ongoing work with the Township, and agencies to address conditions of draft approval for the Kennebec Lake subdivision.
        - The Manager of Sustainability Planning and Community Planner met with Township staff on December 19 to review arrangements for Planning Services (which commenced January 2014).
    - **Frontenac Islands**
        - Several consent applications were reviewed
        - The Community Planner attended Council meetings on October 15 and December 9 to be present for public meetings on all planning applications.
    - **North Frontenac**
        - The Community Planner is working with the County project manager and Township staff on the Robertsville Paramedic Base site plan. A stormwater brief was prepared by IBI Group and approved by the Mississippi Valley Conservation Authority.
        - 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 were received and circulated for comment.
        - The Community Planner attended the public meeting for the Cranberry Cove plan of condominium on December 17.

Manager of Economic Sustainability

- **North Frontenac**
    - Attended a Special Council meeting in Plevna regarding an Economic Development Strategy for the Township.

- **Central Frontenac**
    - Participated in the Tree of Lights event in Sharbot Lake to bring awareness for the 150th Anniversary Celebration.

Finance

- Submitted Fairmount OANHSS Benchmarking Survey

- Transition to e-Advice pay statements for all employees
- Participation in a Disability Management Program Audit
- Deputy Treasurer attended Diamond Municipal Microsoft Great Plains training sessions
- Completion of payroll year-end close and calculation of payroll and benefit rates for 2014
- Interviews Re: Executive Search Consultant
- INFO HR - ongoing testing integration with GP financial software based on changed parameters from the consultant
- RFP- RFQ process – Snow Removal, Boiler Equipment Maintenance, Accessibility Door Openers, Refurbishing of Ambulance, Fairmount Auditorium, HVAC Maintenance, Executive Search Consultant, Strategic Plan, Storage Area Network, Base Cleaning, Base Garage Door Maintenance, Fixed Ceiling Lifts, Vehicle Maintenance and Physiotherapy Services
- Frontenac Islands assisted to establish a new financial structure in Microsoft Great Plains for the Community Centre Board
- Contract service to Frontenac Islands: monthly financials, payroll, processed tax certificates, supplementary and omitted tax assessment and ownership changes; preparation of interim audit information

Human Resources

Recruitment:

- Twenty-six internal job competitions - All positions are due to replacement positions of internal movement.
- Successfully recruited for a permanent PT-1 Cook and Support Services Aide (CUPE 2290/FMT) and a PT Logistics Clerk (ETS/Non-Union).

Training and Development:

- Human Resources Generalist facilitated a total of four sessions of Respect in the Workplace training Frontenac Paramedic Services Staff, Marine Services & Corporate Services staff in November.
- Human Resources Generalist facilitated Respect in the Workplace training for Fairmount staff as part of their annual mandatory training day.
- The County hosted Managing in the Unionized Environment training for FPS, Corporate and FMT staff facilitated by St. Lawrence College.
- The County held an Excel training workshop and invited Township staff – a total of seven township staff participated in the one day workshop.

Townships:

- HR assists Townships who require HR assistance.

Projects:

- Human Resource Management Software implementation proceeding, testing is continuing. Staff involved are from HR, Finance and Information Systems.
- Human Resources, Finance and Information systems coordinated the rollout of the new corporate email system for employees. System is in place and is operating smoothly.
- Four HR policies were approved and introduced to staff they included the Driver's License, Criminal Background Check, Employee Code of Conduct and the Employee Attendance Awareness Program.

Labour Relations:

- CUPE 2290 negotiations – Union and Management negotiating committees met for two days of bargaining, no deal was reached and the parties agreed on arbitration.

An Arbitration board will hear the issues between the parties and arrive at an award deemed by the board of arbitrators. Date is set for October 28, 2014.

- OPSEU 462 Representatives & Management met September 24 to exchange proposals on the Essential Ambulance Services Agreement. No settlement was reached and application to the Labour Board will proceed. Scheduling expected to be in first or second quarter of 2014.

Grievances

- o OPSEU 462 Paramedics - 6 new grievances
- o CUPE 2290 – 1 new grievance
- o One formal investigation completed

Occupational Health:

- Twenty-eight (28) OH consultations/clinical appointments in office
- Two (2) TB testing for new hires
- Thirty (30) employee incidents, twelve (12) WSIB claims
- Five (5) new WSIB return to work plans
- Four (4) non-occupational accommodation return to work plans
- Wellness Team survey results presented to Senior Management
- Six (6) influenza immunization clinics in collaboration with Fairmount staff
- Completed the 2nd pandemic plan development training for Fairmount staff
- Provide MOL Supervisor Training to Fairmount staff (1/2 day)
- Provided IPAC and H&S education for Fairmount mandatory education day
- Presented 4 Moments of Hand Hygiene IPAC training to FPS staff at multiple CMEs
- In collaboration with H.R. drafted; reviewed policies and procedures on variety of topics
- Attended education sessions on Respect in the Workplace, Mental Health and Accommodation, Psychological Safety, IPAC Education Day and Managing in a Unionized Environment

Occupational Health Special Projects & Committees

- Successful application for the Mental Health Commission of Canada's Psychological Safety Standards in the workplace research project to commence in 2014
- Reviewed and preparing RFP for Physiotherapy Services for 2014
- Investigated electronic charting programs
- Participated in Disability Management Auditor interview
  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 met three times in the quarter. Several common operational policies are completed and identified training needs for 2014

Manager of Information Systems and IT staff

- Upgraded Network Operating System to a full 2008 Windows Server Domain
- Deployed email address to all County Staff.
- Deployed eAdvice Slips to all County staff
- Installed Storage Area Network Hardware

- Prepared for Fairmount nursing software conversion and Implementation.
- Updated Financial software for 2014 tax rates
- IT Technician attended Windows Network Security Training October 28 – November 1
- IS Manager attended Creating Accessible Websites training on November 1
- IS Manager attended Managing in A Unionized Environment Training December 12
- Work orders #s: October 136
  November 170
  December 122

GIS Specialist

- Aerial Imagery
  - DRAPE 2008: Imagery uploaded to ArcGIS Online
  - DRAPE 2014: Letter of intent signed & requested tiles submitted to MNR
- Frontenac Maps Website Improvements
  - Multiple new applications are being built
    - K&P Trail "To-Date" Viewer
    - K&P Trail Virtual Picture Tour
    - Mobile Viewer (Frontenac County mapping accessible on any device – ie. tablets and smartphones)
    - Emergency Management Application
- Parcel Fabric/MPAC Updates
  - Updated within the file geodatabase
  - Updates to interactive mapping sites (x5)
  - Shapefiles/Feature classes provided to townships
- Address Point File
  - Updated/Improved address point file
- Roads Layer Improvements (Ongoing)
    - Wolfe Island – names and address ranges updated
    - Updates from South Frontenac – names and address ranges updated
    - Updates from North Frontenac – changes have been implemented
  - Zoning Layers
  - NF: Completed
  - CF: Completed
  - SF: Review stage with Township Staff
  - FI: Howe Island Zoning: Completed
  - Wolfe Island Zoning: Ready for review with Township Staff
- FPS Mapping
  - Cross border call volume and density mapping
  - Response time and call volume mapping for Wolfe Island
- Planning and Sustainability (Internal Requests)
  - County OP Mapping – Multiple Maps
  - Planning Application Mapping (Sites and Subdivisions)
  - K&P Trail Mapping

- Custom Mapping: 2 Requests
- Other Meetings and Webinars:
  - Securing GIS Apps, Maps, and Data (Webinar: October 3)
  - Eastern Ontario GIS User Group (November 19)

- Working with Imagery and Lidar in ArcGIS 10.2 (Webinar: November 28)
- Community GIS Meeting (December 12)

Communications

- Issued 6 approved media releases/advisories
- Sent out approved monthly e-newsletters "Frontenac County Bytes" in October (721 contacts), November (723 contacts) and December (727 contacts) providing updates on activities at the County and at the Townships
- Posted timely updates to corporate social media accounts
- Twitter: 555 Followers and 228 Tweets since launch
- Facebook: 106 "likes" and total weekly reach as high as 586 views
- Created 3 online surveys based on defined requirements using Survey Monkey
- Attended training on Creating Accessible Websites
- Created social media policy and social media user guidelines
- Worked with the Manager of Economic Sustainability to draft an editorial piece highlighting the County's 150th Anniversary Celebrations for local editorial magazine, *The Scoop*
- Supported the Clerk by developing a "Creating Accessible Documents" booklet
- Supported Fairmount Home by designing "Safe Zone" symbols6
- Supported ETS with multiple internal communications projects
- Supported the Joint Accessibility Advisory Committee by creating certificates for the International Day of Persons with Disabilities Award winners and nominees.
- Supported all departments by reviewing and formatting Budget Presentations
- Supported the FPS Community Paramedicine Wellness Clinics by creating advertisements and posters
- Assisted in organizing a farewell celebration for Elizabeth Savill former County of Frontenac CAO/Clerk
- Supported Marine Services by creating two letters for Howe Island residents regarding service disruptions and new fees and fares. Also drafted letters to disgruntled citizens regarding disruptions in service.
- Assisted the Clerk's office by producing advertisements
- Worked in conjunction with the CAO and Manager of Economic Sustainability to compile information gained at the ICSP Workshop and produce, print and distribute Sustainable Actions 2013
- 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 Aboriginal Services Working Group (Specific Populations Committee - KFL&A Children & Youth Services Planning Committee)
- Manager of Economic Sustainability attended:
    - Regular meeting of Frontenac CFDC in October as County liaison to the board

- Attended the Frontenac Stewardship Council visioning exercise at the Eagle Lake Educational Centre in November
- Planning workshop of the KFL&A Food Council in December
- Participated with Councillor Gary Davison in the Kingston Santa Claus Parade to showcase the 150th Anniversary Celebrations

Organizations, Departments and Individuals Consulted and/or Affected

Corporate Services Management and Supervisory Staff

Report 2014-015

INFORMATION REPORT TO COUNCIL

To:	Warden and Council of the County of Frontenac
From:	Marian VanBruinessen Acting CAO/Treasurer
Prepared By:	Jannette Amini Acting Clerk Joe Gallivan Manager of Sustainability Planning
Date Prepared:	January 22, 2014
Date of Meeting:	February 19, 2014

Re: **Corporate Services – Preliminary Results of Homelessness Survey**

Recommendation

THAT the Council of the County of Frontenac receive the *Corporate Services – Preliminary Results of Homelessness Survey* report for information only.

Background

The draft 10 Year Municipal Housing and Homelessness Plan identified a number of strategies that the City of Kingston and the County of Frontenac could take with respect to addressing the issue of homelessness in both the City of Kingston and the County of Frontenac, one being to carry out a Point-In-Time (PIT) Homeless Count which entails surveying the entire city (outdoor spaces, homeless shelters, etc.) during a specified window in time—up to 24 hours—during the same week of the year from count to count, which was conducted in the City of Kingston on the evening of October 16, 2013.

The rural areas, including the County of Frontenac, had a similar strategy employed using a survey approach which was more appropriate for the large rural land area of the Frontenacs. The survey was conducted by County-based service providers over a two week period from October 21 to November 2, 2013.

Comment

From October 21st to November 1st, 2013, a survey was conducted across Frontenac County to learn more about the experience of rural homelessness in rural Kingston and the County of Frontenac. The survey was conducted through social services agencies including South Frontenac Community Services, North Frontenac Community Services, Children's Aid Society, Frontenac Community Mental Health and Addictions Services, and Ontario Works. With twenty-eight (28) valid responses, the results were considered to be a valid sample of the entire homeless population in the County, as previous estimates based on total population and average density had estimated that forty-two people would be homeless on a given night.

This survey will generate a baseline information on the homeless in the County of Frontenac and rural Kingston which will align services to better meet existing needs as well as ensure the success of the implementation of the 10 Year Municipal Housing and Homelessness Plan. The survey will also assist in identifying what services people are currently using so that pathways into homelessness can be better understood and resources can be better allocated to prevent homelessness and meet the needs of those who are homeless.

The preliminary results of the survey conducted by the service providers between October 21st and November 1st, 2013 are attached to this report as Appendix A. As noted in the preliminary results, hidden homelessness is the most common form of homelessness which accounted for 83% of the respondents who are couch surfing, doubled up with family, or have other arrangements and do not conform to the homeless stereotype of sleeping on the sidewalk, in a tent, or in a homeless shelter.

The survey also found that family homelessness is prevalent with over 40% of respondents being parents with an average of two children and at least 25 children were homeless during the survey period. Aboriginal persons are disproportionately represented among the homeless population in the County, with 37% of homeless respondents reporting aboriginal identity while only 5% of Frontenac County residents have reported aboriginal identity which suggests that aboriginal persons in Frontenac County are seven times more likely to experience homelessness than non-aboriginal persons.

The survey has pointed out that homelessness in the County, while invisible, is persistent and long-term.

Sustainability Implications

As noted in *Directions for our Future,* the County of Frontenac is dedicated to helping provide health and social services to the residents of the County. The Frontenacs must have a diversity of housing types to meet the needs of residents of all income levels.

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Sustainability Planning
All Four Townships

Attachments

Appendix A – Homelessness in Rural Kingston & Frontenac

Homelessness in Rural Kingston & Frontenac

From October 21st to November 1st 2013, a survey was conducted across Frontenac County to learn more about the experience of rural homelessness in rural Kingston and the County of Frontenac. The survey was conducted through social services agencies including South Frontenac Community Services, North Frontenac Community Services, Children's Aid Society, Frontenac Community Mental Health and Addictions Services, and Ontario Works. With twenty-eight valid responses, the results are deemed representative of the entirety of the homeless population in the County of Frontenac, as previous estimates based on population total and density had suggested that forty-two people would be homeless on a given night.

Notable Findings

1. Hidden homelessness is the most common form of homelessness

When the word "homelessness" is used, most people imagine a person sleeping on the sidewalk, in a tent, or in a homeless shelter. In Frontenac County, only 17% of homeless respondents had such sleeping arrangements. The other 83% were "hidden" or "invisibly" homeless, meaning that they do not appear to be homeless; rather, they are couch surfing, doubled up with family, or other arrangements that do not conform to the homeless stereotype.

2. Family homelessness is prevalent

More than forty percent of respondents were parents, who had an average of two children each. The majority of these respondents were "couch surfing"; however, it is now known that at least twenty-five children were homeless during the survey period.

3. Aboriginal persons are disproportionately represented among the homeless population

A total of 37% of homeless respondents reported aboriginal identity, while only 5% of Frontenac County residents report aboriginal identity. This suggests that aboriginal persons in Frontenac County are seven times more likely to experience homelessness than non-aboriginal persons.

4. Homelessness in the County, while invisible, is persistent and long-term

Approximately 30% of homeless respondents had been homeless three or more times, and 46% had been homeless for at least one year. Overall, approximately half of respondents could be categorized as "chronically homeless."

A complete report will be released in early 2014.

Report 2014-016

INFORMATION REPORT TO COUNCIL

To:	Warden and Council of the County of Frontenac
From:	Marian VanBruinessen Acting CAO/Director of Corporate Services/Treasurer
Prepared by:	Julie Shillington Administrator of Fairmount
Date Prepared:	January 21, 2014
Date of Meeting:	February 19, 2014

Re: Fairmount Home – 2013 4th Quarter Activity Update

Recommendation

THAT Council of the County of Frontenac receive the *Fairmount Home – 2013 4th Quarter Activity Update* report for information only.

Background

The following are some of the highlights from October 1 to December 31, 2013 of which County Council should be aware.

Comment

Nursing Software Implementation
Preparations were underway for the nursing software implementation scheduled for the third week of January.

Solar Panels
The solar panels have been installed on the Fairmount roof. The resulting fire plan amendments have been sent to the Fire Inspector for approval.

Fire Plan
As set out in the fire plan staff received fire extinguisher training. As well 98% of staff attended at least one fire drill in 2013. An evacuation exercise is being planned with the Fire Department for 2014.

Staff Recognition Tea
A staff recognition tea was held with some staff receiving pins for 30, 25, 20, 15, 10 and 5 years of service.

Auditorium Project
The project continues and monthly progress reports are provided to Council.

Mandatory Staff Education
A session was held for staff on the mandatory education topics contained in the *Long-Term Care Homes Act* and *Occupational Health & Safety* Act such as zero tolerance for abuse and neglect, complaints and prevention of workplace violence.

Supervisor Health & Safety Training
Legislation regarding training and competency of supervisors has been amended and the Occupational Health Nurse provided the first of a series of training sessions to supervisors. At Fairmount supervisors under the *Occupational Health & Safety Act* include managers, Registered Nurses, Registered Practical Nurses, Cooks and the Lead Hand.

Bomb Threat & Code White Policies
A representative from the Kingston Police Tactical Unit was on site to review our Bomb Threat and draft Code White policies.

PSHSA Session
I attended an information session held by the Public Service Health & Safety Association which included topics such as an update on prevention legislation, mental illness in the workplace, how to recognize non-verbal signs of aggression and asbestos.

Pandemic Planning Session
A pandemic planning session was held to help staff to identify what essential services need to be offered in times of pandemic and how these would be offered should we not be able to maintain current staffing levels.

Presentation
The Rideau Lakes Classic Car Club donated a walker/wheelchair to the Home.

Contractor Start Up Meeting
A meet and greet was held with the auditorium contractors and the Chair and Vice-Chair of the Residents' Council and the resident representative from the fundraising committee.

Ministry of Health & Long-Term Care Inspection
The Ministry has advised that every long-term care home will receive a full resident quality inspection in 2014. We are reviewing the inspection protocols and required information checklists in preparation for our inspection.

Resident Events

Resident events have been covered through the Grapevine Gazette, copies of which Council receives. For your information copies of the Gazette can be found on our website.

Family Information Session
As required by the *Long-Term Care Homes Act*, in the absence of a Family Council a home must hold information sessions for resident family members. We held a session and spoke about inspections, quality improvement, satisfaction surveys, laundry labelling, budget, complaints and workplace violence prevention.

Organizations, Departments and Individuals Consulted and/or Affected

Fairmount Management Team
Staff
Residents
Volunteers

COUNTY of Frontenac

Report 2014-218

ADMINISTRATIVE REPORT

To: Warden and Council Members of the County of Frontenac

From: Marian VanBruinessen
Acting CAO/Treasurer

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

Date prepared: January 29, 2014

Date of meeting: February 19, 2014

Re: **Emergency and Transportation Services - Robertsville Station Construction Progress Report # 4**

Recommendation

THAT THE Council of the County of Frontenac accept this *Emergency and Transportation Services – Robertsville Station Construction Progress Report # 4* 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

PROGRESS REPORT # 4

NEW ROBERTSVILLE LAND AMBULANCE STATION
PROGRESS REPORT # 4

INDEX

PROGRESS SUMMARY……4, 5, 6

PROPOSED AND ACTUAL CASHFLOW – CONSTRUCTION ……..attached

CONTRACT CHANGE SUMMARY……..……..attached

NEW ROBERTSVILLE LAND AMBULANCE STATION
PROGRESS REPORT # 4

PROGRESS SUMMARY

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

- Electrical rough-in work has started. The Owner supplied automatic transfer switch for backup power has been installed.
- Interior wall insulation and air vapour barrier installation is underway.
- The vehicle bay liner panel will be installed in early February, 2014.
- Exterior main doors, except for the aluminum front entrance door, have been installed. The vehicle bay door is now in stock and will be installed once the vehicle bay liner panel is complete.
- The metal roof installation is now complete.
- Coordination for the installation of the new hydro service has been completed. Power is scheduled to be connected to the building on February 7, 2014.

Additional Notes

- The project remains on schedule to be completed in March, 2014.

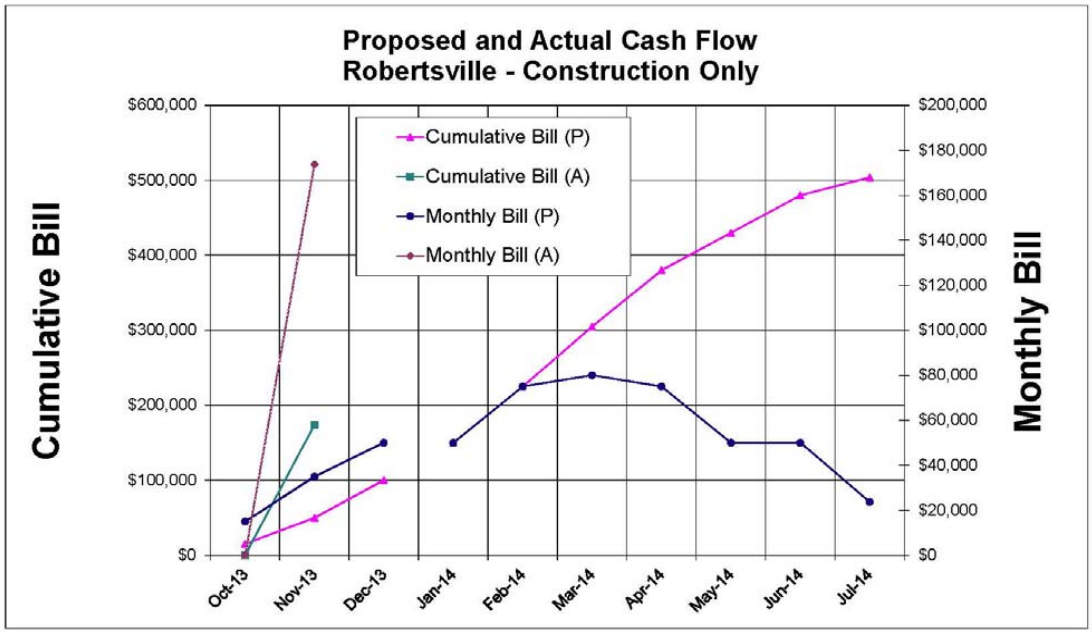
Electrical rough-in work has started.	
Interior wall insulation and air vapour barrier installation is underway.	
Metal roofing installation is now complete.	
The project remains on schedule to be completed in March, 2014.	

ROBERTSVILLE AMBULANCE STATION
Proposed and Actual Cash Flow - Construction Only

Month	Proposed Monthly Bill (P)	Proposed Cumulative Bill (P)	Actual Monthly Bill (A)	Actual Cumulative Bill (A)
31-Oct-13	$15,000	$15,000	$0	$0
30-Nov-13	$35,000	$50,000	$173,811	$173,811
31-Dec-13	$50,000	$100,000		
31-Jan-14	$50,000	$150,000		
28-Feb-14	$75,000	$225,000		
31-Mar-14	$80,000	$305,000		
30-Apr-14	$75,000	$380,000		
31-May-14	$50,000	$430,000		
30-Jun-14	$50,000	$480,000		
31-Jul-14	$23,650	$503,650		

29-01-2014

Jan. 31, 2014 invoice is pending



29-01-2014

ROBERTSVILLE LAND AMBULANCE STATION

CHANGE NOTICE SUMMARY SHEET Revised 29-Jan-14

General Contractor Argue Construction

Original Contract Value =	$503,650.00
Change Orders to Date =	$0.00
Current Contract Value =	$503,650.00
Other Anticipated Changes =	$4,342.00
Expected Final Value =	$507,992.00
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			Approved - change order to be signed by Owner
2	Supply and install ceiling fan in garage	15.01.14	$548.00			Waiting for Contarctor's quotation
3	Add glycol to in-floor radiant heat system	15.01.14	$1,452.00			Under reviw by Owner
4	Add door chime in the garage	15.01.14	$500.00			Waiting for Contractor's quotation
5						

Report 2014-019

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: January 24, 2014

Date of meeting: February 19, 2014

Re: **Emergency and Transportation Services - 2013 4th Quarter Activity Update**

Recommendation

RESOLVED THAT the Council of the County of Frontenac accept the *Emergency and Transportation* Services – *2013 4th 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 4th quarter of 2013.

Comment

Meetings Attended	Dates
County Council – Regular Meeting	Oct 16, Nov 20, Dec 18
County Council – Special Meeting	
County Council – Committee of the Whole	Nov 6
County Council – Joint Council	
Joint Management and RULAC	Nov 14/Nov 25
County Emergency Management Program Committee	
City of Kingston Emergency Management Program	

CACC Advisory	
Regional Paramedic Program of Eastern Ontario (RPPEO)	
OPSEU Local 462 Labour Management Committee	
CUPE Local 109 Labour Management Committee	
County Health & Safety Committee	
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: December 12
4. OAPC - Eastern Ontario Chiefs:
5. Paramedic Chiefs of Canada (PCC) (via teleconference):
    a. Executive: November 4
    b. Board of Directors: November 26 & 27 (face-to-face in Toronto)

Q4 Performance Standards - Key Performance Indicators (KPI)

County of Frontenac Legislated Response Time Standard (RTS)



For the calendar year of 2013, from January 1 to December 31, Council set the following standards:

i. Designated Delivery Agent (DDA) - SUDDEN CARDIAC ARREST
48% percent of the time, within 6 minutes from the time ambulance dispatch conveys the call information to the paramedic, the County of Frontenac will endeavour to have a responder equipped and ready to use an AED at the location of a patient determined to be in sudden cardiac arrest.

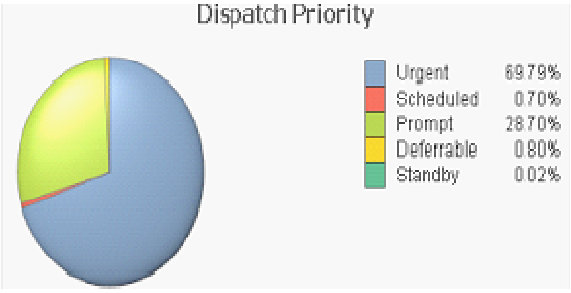
ii. EMS Designated Delivery Agent - CTAS 1
68% percent of the time, within 8 minutes from the time ambulance dispatch conveys the call information to the paramedic, the County of Frontenac will endeavour to have a PARAMEDIC as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 1.

iii. EMS Designated Delivery Agent - CTAS 2, 3, 4, 5
The County of Frontenac will endeavour to have a PARAMEDIC as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 2, 3, 4, 5 within a period of time determined appropriate by the DDA and noted below in Table 1, or as resources permit (level of effort):

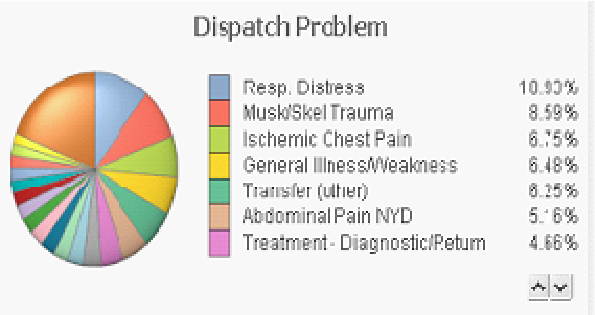
CTAS 2, 3, 4, 5 EMS Delivery Agent Commitment

CTAS	Target Time from Paramedic Received Until on Scene	Target
2	10 minutes	65%
3	10 minutes	65%
4	10 minutes	65%
5	10 minutes	65%

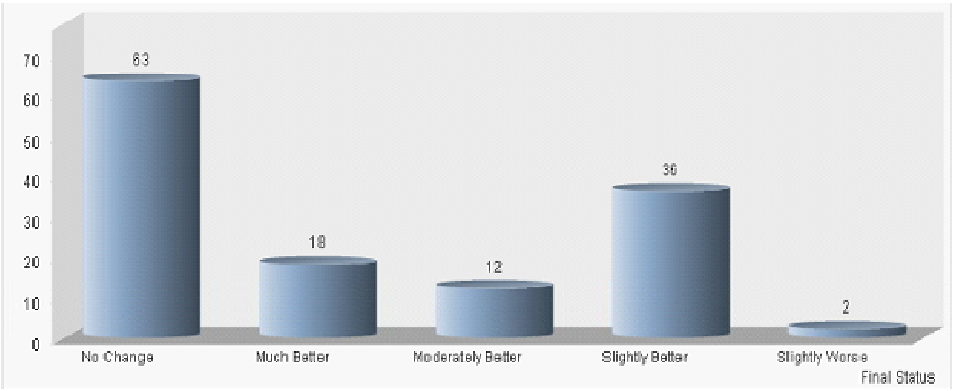
The image below speaks to the fact that 98.49% of our responses during the 4th quarter of 2013 were deemed emergency ambulance responses compared to 66% in 2000. Non-urgent transfers have become a very small percentage (1.5%) of our workload compared to 33% in 2000. This was our goal when we established Minimum Emergency Coverage (MEC) in the early 2000s.



The image (below) illustrates the type of emergency calls we responded to during the 4th 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 4122) within the ECORUN software.

The four shaded boxes show the total savings for the fleet of fifteen ambulances for the 4th quarter of 2013.



Fleet ECO-Run Report



Web-site:	frontenac.trackingavl.com		
Division(s):	Frontenac	**User:**	frontenac
Start Date:	01/10/2013 00:00:00	**Generated at:**	28/01/2014 12:53:47
End Date:	31/12/2013 23:59:00	**Timezone:**	America/Toronto
Group:	All company groups	**Fuel Cost:**	CAD 1.25 per litre

ECO-Run
Active : 442 hr 21 min

ECO-Run
Fuel Saved : 862.60 lt

ECO-Run
Cost Savings : CAD 1,078.25

ECO-Run
C02 Savings : 3,920.62 lbs

Vehicle	# Excess Idles	# ECO-Run Activations	Excess Idles			ECO-Run Active		
			Duration	Fuel Consumed (lt)	Fuel Cost (CAD)	Duration	Fuel Saved (lt)	Saved (CAD)
4122	282	269	76:28:08	149.11	186.39	57:53:44	112.90	141.12

The ACETECH ECO-Run system has saved the County of Frontenac EMS $1078.25 in fuel costs from October to December, 2013 based on $1.25/litre.

Report 2014-020

INFORMATION REPORT

To:	Warden and Council Members of the County of Frontenac
From:	Marian VanBruinessen Acting CAO/Director of Corporate Services/Treasurer
Prepared by:	Julie Shillington Administrator – Fairmount Home
Date prepared:	January 29, 2014
Date of meeting:	February 19, 2014

Re: **Additions and Alterations to Fairmount Home Auditorium**
Construction Progress Report # 3

Recommendation

That the Council of the County of Frontenac accept this *Additions and Alterations to Fairmount Home Auditorium Construction Progress Report #3* report for information only.

Construction Update

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

Change Orders – 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, County Treasurer

Additions and Alterations
Fairmount Home Auditorium

PROGRESS REPORT # 3

Prepared by TCMS January 29, 2014

Additions and Alterations to Fairmount Home Auditorium
PROGRESS REPORT # 3

INDEX

PROGRESS SUMMARY……4, 5, 6

CONTRACT CHANGE SUMMARY……..……..attached

PROPOSED AND ACTUAL CASHFLOW – CONSTRUCTION ……..attached

Additions and Alterations to Fairmount Home Auditorium
PROGRESS REPORT # 3

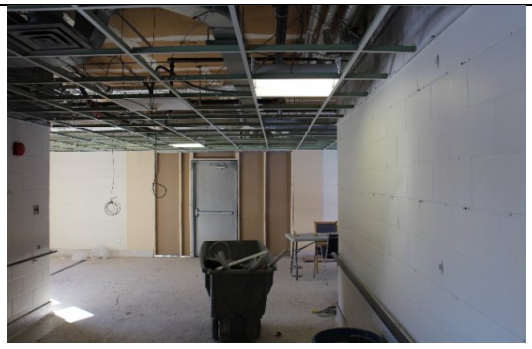
PROGRESS SUMMARY

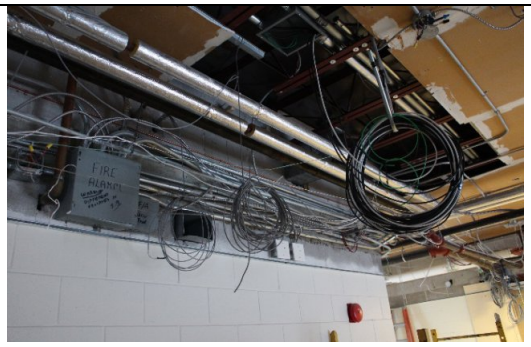
The following activities have been completed during the current report period.

- Interior demolition work is approximately 80% complete.
- Exterior demolition of the existing entrance stair, landing and ramp has been completed.
- Temporary partition wall separating the work site from Fairmount Home has been constructed.
- New electrical feeds from the existing electrical room in Fairmount Home have been installed.
- Excavation work and construction of new foundation walls at the front entrance is scheduled to start on February 3, 2014.
- Interior trenching for plumbing infrastructure is scheduled to begin the week of February 3, 2014.
- Interior structural steel fabrication has started and installation will commence by mid-February, 2014.
- Shop drawing submission and review process is approximately 50% complete.

Additional Notes

- Cold weather in December, 2013 has affected the project start schedule for exterior work.
- Impact on final completion date is not known at this time. An updated project schedule will be prepared during the next reporting period.
- Construction planning and coordination work is well underway and no major issues have been identified at this point in time.

Interior demolition work.	
Interior demolition work.	
Temporary partition and door separating Fairmount Home from the renovation zone.	
Interior demolition is approximately 80% complete at the time of this report.	

Exterior demolition of the existing entrance stair, landing and ramp has been completed.	
Trenching for plumbing infrastructure is about to start.	
Electrical infrastructure work is underway.	
Auditorium.	

ADDITIONS AND ALTERATIONS TO FAIRMOUNT HOME AUDITORIUM

CHANGE NOTICE SUMMARY SHEET Revised 29-Jan-14

General Contractor To be determined

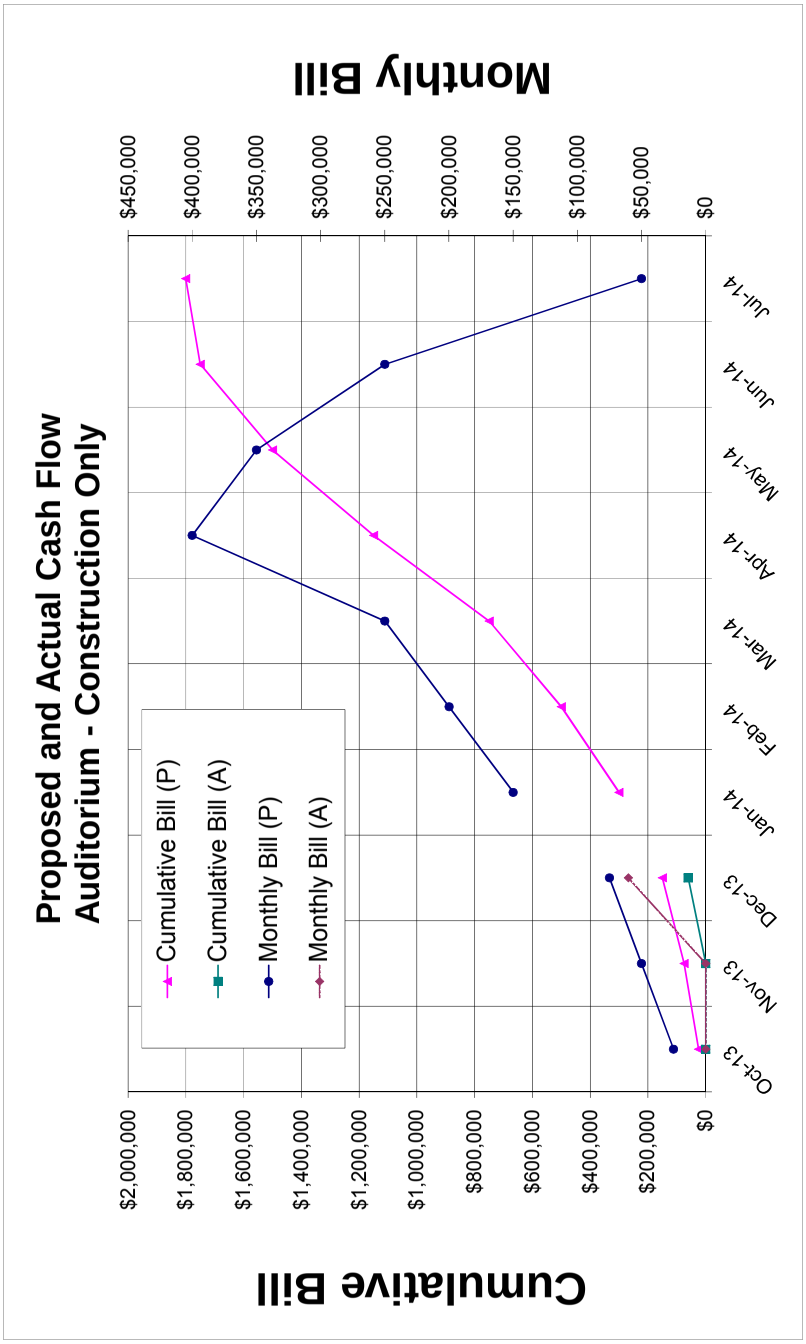
Original Contract Value =	$1,796,000.00
Change Orders to Date =	$0.00
Current Contract Value =	$1,796,000.00
Other Anticipated Changes =	$17,750.00
Expected Final Value =	$1,813,750.00
Current Funding (Original Contract Value + Contingency - 5%) =	$1,885,800.00
Remaining Contingency =	

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	$2,500.00			Waiting for Contractor's quotation
2	CCN No. 2 - Increase door widths/Corridor A-105	14.01.14	$3,500.00			Waiting for Contractor's quotation
3	CCN No. 3 - Modify steel at Entrance roof	20.01.14	$1,000.00			Waiting for Contractor's quotation
4	CCN No. 4 - Increase conductor size - 1N6201	23.01.14	$750.00			Waiting for Contractor's quotation
5	Handrail clarifications		$3,500.00			CCN to be issued
6	Temporary measures - electrical		$2,500.00			CCN to be issued
7	Add drywall furring - Auditorium walls		$1,000.00			CCN to be issued
8	Relocate standpipe to clear ductwork		$1,500.00			CCN to be issued
9	Add wall and floor finishes - Church Storage Room		$1,500.00			CCN to be issued
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

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		
28-Feb-14	$200,000	$500,000		
31-Mar-14	$250,000	$750,000		
30-Apr-14	$400,000	$1,150,000		
31-May-14	$350,000	$1,500,000		
30-Jun-14	$250,000	$1,750,000		
31-Jul-14	$50,000	$1,800,000		

29-01-2014


Proposed and Actual Cash Flow
Auditorium - Construction Only
Cumulative Bill
Monthly Bill
Cumulative Bill (P)
Cumulative Bill (A)
Monthly Bill (P)
Monthly Bill (A)
$2,000,000
$1,800,000
$1,600,000
$1,400,000
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$0
$450,000
$400,000
$350,000
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$0
Oct-13
Nov-13
Dec-13
Jan-14
Feb-14
Mar-14
Apr-14
May-14
Jun-14
Jul-14
29-01-2014

Report 2014-023

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:	Colleen Hickey Manager of Human Resources Krista Vandewal Human Resources Generalist
Date prepared:	January 31, 2014
Date of meeting:	February 19, 2014

Re: **Corporate Services – Quarterly Attendance Management Report Card**

Recommendation

THAT the Council of the County of Frontenac receive the *Corporate Services – Quarterly Attendance Management Report Card* report attached to the report as Appendix A for information.

Background

County Council, at its regular meeting held June 19, 2013, passed the following motion:

Motion #: 279-13 Moved By: Councillor Doyle
Seconded By: Councillor Purdon

RESOLVED THAT the Council of the County of Frontenac receive the Administrative Services – Targets for the Reduction of Absenteeism report for information;

AND FURTHER THAT the Council of the County of Frontenac support the targets for the reduction of absenteeism as established by the County of Frontenac through our current Employee Attendance Awareness Program;

AND FINALLY THAT the Council of the County of Frontenac direct senior staff to bring forward a report on staff absenteeism every four months commencing with the County Council meeting scheduled in October 2013.

CARRIED

Comment

Council directed senior staff to bring forward a report on staff absenteeism every four months commencing in October 2013. The indicators as approved by Council have been provided to show historical data which provides detail between January 01, 2012 to December 31, 2012 and January 01, 2013 to December 31, 2013.

The indicators are:

1. Percentage of employees who exceed their respective attendance goal by union/ non-union
2. Percentage of employees who exceed their respective attendance goal per department.
3. The total hours of paid and unpaid sick time per department per scheduled hours.
4. Cost of paid sick time per department as it relates to the operating budget.

As indicated, there are usually very legitimate reasons for absence which are included in these statistics.

Attendance Targets

Current Targets of the Employee Attendance Awareness Program

Employee Group	Targets of the EAPP
Paramedics OPSEU	No more than 12 days in a 12 month period Revised program introduced January 01, 2014.
Nursing CUPE Local 2290	No more than 10 days in a 12 month period and or No more than 5 occurrences of absence in any 1 year period
Non-Nursing/Ferry CUPE Locals 2290 & 109 All non- union staff	No more than 7 days in a 12 month period No more than 5 occurrences of absence in any 1 year period

It should be understood that these targets are based on rolling averages.

Sustainability Implications

It is acknowledged that costs related to attendance management are challenging. Management is pursuing attendance management programs and the audit of its processes to ensure that it can mitigate the financial impact.

Financial Implications

Absenteeism has a direct impact on the County's budget and staffing levels. With ongoing attendance management, it is the expectation of managers to continuously

improve employee attendance which will result in substantial savings, increased productivity and morale.

Organizations, Departments and Individuals Consulted and/or Affected

Finance
Fairmount Home
Emergency & Transportation Services

Appendix A

Attendance Management Report Card

1. **Percentage of employees who exceed their respective attendance goal by Union/Non-Union.**

	Jan. – Dec. 2012	Jan. – Dec. 2013
Union	45%	37%
Non-union	12%	6%

Note: ETS Part time not included

2. **Percentage of employees who exceed their respective attendance goal per department.**

	Jan. – Dec. 2012	Jan. – Dec. 2013
Emergency & Transportation Services	46%	42%
Fairmount Home	42%	31%
Corporate Services	10%	6%

3. **The total hours of paid and unpaid sick time per department as a percentage of scheduled hours.**

	Jan. – Dec. 2012	Jan. – Dec. 2013
Emergency & Transportation Services	9.19%	9.81%
Fairmount Home	8.10%	5.88%
Corporate Services	1.5%	3.67%

4. **Cost of paid & unpaid sick time per department as percentage of operating budget.**

	Jan. – Dec. 2012	Jan. – Dec. 2013
Emergency & Transportation Services	3.87%	4.09%
Fairmount Home	2.98%	1.93%
Corporate Services	0.91%	1.19%

Report 2014-024

INFORMATION REPORT TO COUNCIL

To:	Warden and Council Members of County of Frontenac
From:	Marian VanBruinessen Acting CAO/Director of Corporate Services/Treasurer
Prepared By:	Colleen Hickey Manager of Human Resources
Date prepared:	February 3, 2014
Date of meeting:	February 19, 2014

Re: Human Resources – 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. 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.

Background

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.

This initial report will show all hours of absenteeism based on all three departments for the past two years, 2012 and 2013. 2014 will be added month by month to the report once data is available through payroll services.

Comment

Management acknowledges the responsibility to manage employee absenteeism and to reduce the financial impact to the County and improve regular attendance. However, it must be recognized that legitimate illnesses are beyond the control of the employer.

1. The following efforts are being made on a regular basis to ensure that staff is aware of the concerns of absenteeism and the effects it has on the County.

- Absenteeism is discussed at all Labour Management Committees and will continue to be for 2014.
- The recently revised Employee Attendance Awareness Program (EAAP) was introduced January 2014 to all Paramedic Staff.
- The EAAP Guide will be distributed in the near future that explains the roles and responsibilities of each and every employee who works for the Corporation.
- Letters are sent to each employee every quarter to advise of their attendance record.
- The existing EAAP program currently in place for Fairmount and Corporate Services will be replaced with the new program this spring.
- Management staff tracks all employee absences and request medicals as per Human Resource policies and collective agreement language.
- Management staff meets each and every employee who enters the Employee Attendance Awareness Program on a quarterly basis.
- Management assess the relevance of each Human Resource policy on an annual basis and update as required.
- Each employee is made aware of the Employee Attendance Awareness Program during their orientation to the County.
- New policies in regards to Short Term Disability are being revised and issued this spring.
- The Occupational Health Nurse is involved in complex cases to ensure staff return to positions at the earliest date possible.
- Modified and Early Return to Work procedures and policies are in place to ensure employees return to work at the earliest date possible.
- Management have the right to ask for a second opinion as per collective agreement language and HR policies when medical notes raise questions and do so accordingly.
- Management clarify all medical notes when questions arise on the content written in a medical note.
- Human Resources is involved in all significant employee absences where it is evident an employees absenteeism has the potential of job loss.
- Employees who have perfect attendance are placed in a draw per department on a quarterly basis for a $50.00 gift certificate. This draw takes place at Council meetings.
- All patterns of absenteeism are monitored, whether innocent or non-innocent. If the alleged abuse of sick leave is substantiated, the employee can be issued discipline as per the HR progressive discipline policy up to and including termination.
- Management are well aware of their rights through legislative requirements of what information we can and cannot ask employees for when an illness occurs.

Job protected leaves under the Employment Standards Act and the protected rights under the Human Rights Act provide clarity. Understanding this provides clarity and avoids risks of discriminatory behaviour.

- Each Manager/Supervisor responsible for speaking to employees about absenteeism is trained with regards to appropriate discussions.
- Discussions on absenteeism are conducted at regular staff meetings with ETS, FMT and Corporate Services.

2. 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	1,275.58
February	1599.83	772.02	
March	1648.59	531.75	
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	3103.25
February	1562.12	1168.11	
March	1378.83	1309.87	
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	26.62
Feb	37.00	22.50	
March	22.50	82.00	
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**	

3. 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	564.61	98,720.76	16,912.84

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

MINUTES OF THE COMMITTEE OF THE WHOLE
STRATEGIC PLANNING SESSION
January 28, 2014

A Strategic Planning meeting of the Committee of the Whole was held at the Sharbot Lake Legion, 1015 d Legion Road, Sharbot Lake, ON on Tuesday, January 28, 2014 at 8:30 AM

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

REGRETS: Councillor David Jones

ALSO PRESENT: **County:** Marian VanBruinessen, Acting CAO/Treasurer; Paul Charbonneau, Director of Emergency & Transportation Services; Julie Shillington, Administrator-Fairmount Home; Jannette Amini, Acting Clerk; Joe Gallivan, Manager of Sustainability Planning; Colleen Hickey, Manager of Human Resources; Anne Marie Young, Manager of Economic Development; Susan Brant, Deputy Treasurer; David Millard, Manager of Information Systems

Consultants: Todd McDonald, Performance Concepts and Sari Liem, Dillon Consulting

1. CALL TO ORDER

Chair McDougall called the meeting to order at 8:43 a.m.

2. ADOPTION OF AGENDA

Motion #: COW8-14 Moved by: Deputy Warden Doyle
Seconded by: Councillor Purdon

THAT the agenda for the January 28, 2014 Committee of the Whole Strategic Planning 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. REPORTS

Council Strategic Planning Session

This session was facilitated by Mr. Todd MacDonald and Ms. Sari Liem who have been retained by the County of Frontenac for the Council Strategic Planning exercise.

The first portion of the session included an overview by Mr. MacDonald of his presentation, stressing the need for Council to center its attention around 1 – 3 important goals and not over-extend itself with a multitude of goals that are not attainable. He urged Council to determine what its fundamental issues are and then set goals that seek to solve those issues. He observed, from his presentation, what he felt were the challenges of Frontenac County and then looked around the table to determine what Council felt were the challenges which were identified as follows:

- Limitations on the tax base due to an aging population, most of which are on a fixed income that cannot support large property tax increases.
- Financial viability and how to ensure long term viability of both the County and the townships by ensuring the right level of government is providing the service.
- Customer satisfaction to ensure citizens remain in the County.
- Transportation connectivity and moving goods, services and people to where they need to go.
- Disposal of solid waste
- Treatment of waste water
- Economic development
- Needs to be 2 recognizable goals or functions such as waste management and seniors and social housing that the townships can't do alone.
- More than 5 levels of government in Frontenac County when taking into account the City of Kingston, the Library Board, Public Health and the CRCA so there needs to be improved communications between these groups to avoid mistrust.

  Ms. Liem noted the work being done by the Health Units and the funding that is provided to it which is made available to meet the challenges being addressed today. The City of Kingston is working with the Health Unit on a number of initiatives including Active Transportation and seniors housing and the County can engage in this partnership as much of the focus with the Health Unit is on rural communities and finding ways to address transportation connectivity. The Committee noted the issue that there are 9 members on the KFL&A Board of Health and of those, only 2 are rural members and of those 2, 1 is rotated on yearly basis so there is only 1 consistent rural voice.

Mr. MacDonald stressed that if this becomes one of the goals of the County, that KFL&A Board member will need the muscle of the County behind him.

- Duplications between the County and the Townships and have all cost savings avenues been considered such as one billing system.
- Revenue streams and seniors housing is the most critical. An increase in density in small hamlets has created a need for a municipal water system in Sydenham. Forcing development into hamlets, including seniors housing should be at the township level and the County should only be involved in EMS and Fairmount Home.

  The discussion should be about seniors housing and how seniors will get to the key services they need. As well, seniors are becoming cottagers so the townships are importing additional seniors and currently, the number of Frontenac County residents on a fixed income is twice as high as that of the provincial average.

- Rural sustainability has not been dealt with at the County. Regarding shared services with the City of Kingston, 20% of the population is rural; however the rural area does not receive 20% of the resources available. There needs to be a rural champion.

- The townships focus is more citizen based on day to day local issues. Townships are struggling to provide a basic level of service without large increases to the tax levy and they don't have the capacity to step up and do more.

- The focus has been lost on the ICSP and it has too many items that are goals for the next 50 years.

- The people sitting around this table making the decisions are seniors and talking about their own needs and this affects the way we think. There are other issues out there.

- There is no tourism presence in Frontenac County other than the trails and the County has not been successful in attracting economic development.

Mr. MacDonald questioned if there is a desire for Council to look at the waste management issue given that the future will not sustain another landfill site and the move will be towards gasification plants which are not viable for a County of this size. As such, this will need to be a joint effort and the townships will not come to the table with other counties and the EOWC. It has been noted at the EOWC that this is not a County responsibility and if this is to change, it would be up to the Warden to petition his counterparts. Mr. MacDonald questioned if there is a County role with respect to taking a position on waste management and not as a service provided by the County and will the Warden have the authority and backing of the County as a whole to speak at the EOWC table for the residents of Frontenac County.

Mr. MacDonald now focused the Committee on the County's existing priorities and any desire to re-allocate staff time from these priorities to new priorities. It was noted that both ETS and Fairmount Home are prescribed and the ICSP was required to ensure

FGT funding. It will be challenging to decide which resources to re-allocate. With respect to Economic development, the trail was done as a tourist attraction and it was questioned what Economic Development should focus on: bringing in jobs or tourism dollars. There are opportunities to look at some of the goals in the ICSP that promote the natural environment of Frontenac County in order to increase tourism and once the trail is complete, this can be supported by CFDC.

- The Committee felt that the completion of the trail should remain a priority.
- The County should not get involved in Tourism; however it should provide funding for other tourist associations such as Fish T.V.
- Regarding shared services over the 5 levels of government it was felt this was more of a service delivery and should be discussed at the CAO/staff management level and not as one of the County's 3 priorities.

Beginning of consensus on:

1. Waste management
2. Seniors Strategy – this has been identified as an issue but it can also be turned into an opportunity by promoting the County as a great place to retire.
3. Internal Controller Role – Revenue Generation – address the limited tax base (offense) and improve service delivery in core functions (defense).economic development

Top issues

- Control costs and maintain or enhance core services while controlling revenues and address duplications
- The aging population will create services, housing and transportation pressures
- Leadership gap regarding waste management
- Economic development is the solution to the problem regarding existing and future revenues – looking at the ICSP projects through the lens of economic development and if there is no economic benefit, the project does not receive priority.

The Committee recessed for lunch at 12:08 p.m.

The Committee reconvened at 12:44 p.m.

Mr. MacDonald took the Committee through the process of developing timelines for its goals as well as creating sub WIG's within the overall WIG with the following outcomes:

Goal	Current Result (x)	Desired Result (Y)
Inadequate Local/County government expenditure control & revenue stream generation could create long term economic viability deficit in community		Implementation of the KPMG report by ___ By time period xx all process at the County will have gone through a lean6sigma process. Advance projects in the ICSP that have economic development impacts and have

Goal	Current Result (x)	Desired Result (Y)
		them done by 2018. Demonstrable progress on the K&P Trail to Tichborne.
Absence of proactive leadership/policy coordination/advocacy on solid waste management system design/funding in a post-landfill setting		To have a gasification plant in eastern Ontario over the next 20 years. Develop a position papers for Frontenac County in place to take to the EOWC by the end of this council term in order for the County to be an active discussion partner at the EOWC (The position of the County would be that after its existing landfill sites has been exhausted, it is not interested in looking for another landfill site and would like to see a gasification plant in place in eastern Ontario.)
Aging Tsunami creating pressure for Seniors housing, transportation solutions plus EMS &LTC – no coordination/leadership in place to protect/advocate County interests		<u>Transportation</u> 100% of seniors making a request for an eligible ride (medical service) in a reasonable time receive a ride. (this aligns with the Health Units Healthy Communities and could be entitled to funding) <u>Housing</u> Delivery on one 5 unit seniors housing development per township within x years, or Delivery of a housing project per township by the end of 2018 (end of next term of Council) <u>EMS</u> Maintain current response time targets (cost constraints) (Council parked this issue)

Mr. MacDonald will bring forward a draft of the County's WIG's and next steps. Should this meet Council's needs, it will be presented to the local township council's to solicit feedback and support. Once this is done a public meeting will be held and the City of Kingston will be advised of the public meeting as they have expressed interest in knowing what the goals of the County are.

5. RISE AND REPORT

Motion #: COW9-14 Moved by: Deputy Warden Doyle

Seconded by: Warden Clayton

THAT the Committee of the Whole Council rise without reporting.

CARRIED

6. PUBLIC QUESTION PERIOD

7. ADJOURNMENT

Motion #: COW10-14 Moved by: Councillor Purdon
Seconded by: Councillor Gutowski

THAT the meeting be hereby adjourned at 3:05 p.m.

CARRIED

MINUTES OF THE COMMITTEE OF THE WHOLE
BUDGET MEETING
January 29 and 30, February 5 and 7 2014

A Budget meeting of the Committee of the Whole was held in the Frontenac Room of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, January 29, 30, February 5 and February 7, 2014 commencing at 11:00 AM on January 29.

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/Director of Corporate Services/Treasurer; Paul Charbonneau, Director of Emergency & Transportation Services; Julie Shillington, Administrator-Fairmount Home; Jannette Amini, Manager of Legislative Services/Clerk;

Media: Jeff Green, The Frontenac News

1. CALL TO ORDER

Councillor McDougall, Chair, called the meeting to order at 11:07 a.m.

2. ADOPTION OF AGENDA

Motion #: COW11-14 Moved By: Councillor Inglis
Seconded By: Councillor Davison

THAT the agenda for the January 29, 30, February 5 and February 7, 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 – Nil

5. CLOSED MEETING

Motion #: COW12-14 Moved By: Councillor Davison
Seconded By: Councillor Inglis

RESOLVED THAT the Committee of the Whole enter into a closed meeting as authorized under Section 239 of the Municipal Act, to consider:

a) Labour Relations - as it relates to current service and staffing levels
b) Employee Negotiations - as it relates to Union Contract Negotiations

CARRIED

Motion #: COW13-14 Moved By: Councillor Inglis
Seconded By: Councillor Davison

THAT the Committee of the Whole Council rise from closed session without reporting.

CARRIED

6. REPORTS

Committee Chair Briefing:

Mr. Geoff Sandiford, Chair, Sustainability Advisory Committee briefed the Committee of the Whole with respect to the Sustainable Actions Priorities which were noted as Appendix A to Report 2014-012, Sustainability Advisory Committee Sustainable Actions Priorities.

The Committee questioned the $100,000 earmarked to the LIC/CHEERIO Pilot and is the County meeting the requirements for when the FGT needs to be spent. Staff noted that at present, the County is exceeding its requirements for the FGT. It is suspected that the criteria for CHEERIO projects falls within the parameters of the FGT; however if this is to be a loan, it may not and further investigation on this will be required by staff.

Regarding the Trails allocation, it was made clear that no trails on Howe Island are not to be advertised although they do receive funding from the County for its trails.

The Committee recessed for lunch at 12:52 p.m.

The Committee reconvened at 1:22 P.M.

2014-012
Corporate Services
Sustainability Advisory Committee Sustainable Actions Priorities

This report was for information only.

2014-008
Corporate Services
Cost Recovery for Planning Services

Motion #: COW14-14 Moved By: Councillor Inglis
Seconded By: Councillor Davison

RESOLVED THAT the Council of the County of Frontenac receive the Sustainability – Cost Recovery for Planning Services report for information;

AND FURTHER that Council 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.

CARRIED (5:4)
(See Recorded Vote)

A Recorded Vote was requested by Councillor Davison

YEAS: Warden Clayton, Deputy Warden Doyle, Councillor Gutowski, Councillor Inglis, Councillor Purdon (5)

NAYS: Councillor Davison (count 2), Councillor McDougall, Councillor Jones (4)

2014-009
Corporate Services
Frontenac K&P Trail Development Year-End Report

Motion #: COW15-14 Moved By: Councillor Davison
Seconded By: Councillor Inglis

RESOLVED THAT the Council of the County of Frontenac receive this Sustainability – Frontenac K&P Trail Development Year-End report for information.

AND FURTHER THAT the Council of the County of Frontenac authorize a transfer from the Federal Gas Tax reserve of a total of $191,460 to cover the additional capital cost in 2013.

CARRIED

The ever increasing cost of the Trail, including drainage issues, was noted by the Committee and other forms of revenue streams will need to be investigated in moving this trail forward.

Motion #: COW16-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Inglis

BE IT RESOLVED THAT the agenda be amended to consider item e) December 5, 2013 Trails Advisory Committee Recommendations to County Council during the budget discussion.

CARRIED

2014-010
Corporate Services
Cost of Living Adjustment Update Report

Ms. Hickey provided an overview of the report. The Committee discussed the pros and cons of a percentage increase as well as if this same process could be applied to union increases as well.

The following report was deferred from the December18, 2013 County Council meeting along with the motion to amend below.

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

Motion #: COW17-14 Moved By: Councillor Davison
Seconded By: Councillor Inglis

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

AND FURTHER THAT the Council of the County of Frontenac authorize a non-union salary increase at specific dollar amount increase based on the average non-union salary.

CARRIED AS AMENDED
(This motion was Lost as Amended on the first vote)
(See motion for Reconsideration below which was CARRIED)
(See motion to Defer below which was CARRIED)
(the second and final vote was CARRIED as Amended on Friday, February 7th)
(See motion to Amend below which was CARRIED at the December 18, 2013 County Council meeting)

Motion to Amend made December 18, 2013

Motion #: 356-13

Moved By: Councillor Inglis
Seconded By: Deputy Warden Clayton

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

CARRIED

Motion for Reconsideration:

Motion #: COW18-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Jones

BE IT RESOLVED THAT report 2013-237, Administrative Services, Non-Union Cost of Living Adjustment be reconsidered.

CARRIED

Motion #: COW19-14 Moved By: Deputy Warden Doyle
Seconded By: Warden Clayton

BE IT RESOLVED THAT report 2013-237, Administrative Services, Non-Union Cost of Living Adjustment be deferred until later in the meeting.

CARRIED

2014-013
Corporate Services
Non Union Benefits

Motion #: COW20-14 Moved By: Councillor Inglis
Seconded By: Councillor Davison

RESOLVED THAT the Council of the County of Frontenac receive the Corporate Services – Non-Union Benefits report for information;

AND FURTHER THAT the Council of the County of Frontenac authorize the increase of the current non-union benefits to reflect those offered to the OPSEU bargaining unit.

AND FURTHER THAT the Council of the County of Frontenac authorize staff to review the non-union benefits yearly to ensure they are consistent and fair and adjust the non-union benefits if needed to maintain this equity.

CARRIED

2014-011
Corporate Services
2014 Draft Budget

Motion #: COW21-14 Moved By: Councillor Davison
Seconded By: Councillor Inglis

RESOLVED THAT the Council of the County of Frontenac accept this Financial Services – 2014 DRAFT Budget report for discussion;

AND FINALLY THAT the Council of the County of Frontenac pass a by-law later in the meeting approving the 2014 Budget as amended to a 1.0% increase after growth

CARRIED
(Motions to amend were made throughout the meeting)
(The final vote on the budget was made on Friday, February 7th)

Capital Budget

Federal Gas Tax Reserve Transfers (As provided by the Sustainability Advisory Committee):

Regional Transportation Collaborative
This is a County wide project that reflects the collaborative work at the County level for transportation projects. The intention was to support the work of the Township Public Works Managers regarding arterial roads such as meeting expenses, projects, etc. Last year, $15,000 was placed in the budget and to date; an invoice from North Frontenac in the amount of about $4,000 has been received. The $10,565 is a carryover from that $15,000 allocated last year. There is a signed agreement between the Townships and the County.

↑Action Item
Staff to determine if the $10,565 has been spent.

Motion #: COW22-14 Moved By: Councillor Davison
Seconded By: Deputy Warden Doyle

RESOLVED THAT the $535,000 allocated to Trails in the 2014 Capital Budget be reduced by $191,460.

CARRIED

With respect to the Smaller Scale Sustainability Projects - Prior Year the actual number should be 36,672 and not $35,276 as noted.

Motion #: COW23-14 Moved By: Councillor Gutowski
Seconded By: Deputy Warden Doyle

RESOLVED THAT an increase of $20,000 in Federal Gas Tax dollars be allocated to the Regional Transportation Collaborative.

CARRIED

Motion #: COW24-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Inglis

RESOLVED THAT the LIC/CHEERIO Project Federal Gas Tax Funding be reduced to $2,000.

CARRIED

With respect to the County Wide Trail Implementation Plan, this funding has been allocated in an anticipation that the consultants will come up with something that the County might want to work on. It has taken some of the work done by the summer student last year; however there are a lot of unknown trails and this will look at ways that can further connect these trails. This presents opportunities for non motorized trails other than the K & P Trail.

The Committee recessed at 3:53 p.m. and will re-convene at 9:00 a.m. Thursday, January 30th, 2014.

The Committee re-convened on Thursday, January 30th, 2014 at 9:05 a.m.

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/Director of Corporate Services/Treasurer; Paul Charbonneau, Director of Emergency & Transportation Services; Julie Shillington, Administrator-Fairmount Home; Jannette Amini, Manager of Legislative Services/Clerk;

Operating Budget

General

To question regarding the $129,000 being transferred for County Capital, it was noted that this is a reserve allocation to the Frontenac Capital Replacement Reserve as in 2012 the consultant had provided an estimate of what would be required and it was identified that there were insufficient funds in the reserve. There will be dollars required to replace this; however the levy will need to support this going forward. This is to offset the levy; however by 2017 this will be fully funded by the levy.

↑Action Item

Staff to provide a list of County assets

Governance - Council

There was a discussion around mileage and Council remuneration; however it was felt that these issues should be a separate discussion prior to the end of the term of Council. The budget reflects a 2% increase in Council remuneration based on the remuneration by-law; however it was felt that Council had agreed to take the same increases as staff.

Governance - Warden

The increase in Expenses includes conference fees and expenses as last year there were requests made to attend conferences after the budget was passed.

Council Committees

The Committee discussed to advantages and disadvantages of having the Sustainability Advisory Committee and the Trails Advisory Committee continues on, including having the work of these Committees done at the Committee of the Whole as well as the involvement of the public and the opportunity to gain public insight. It was felt; however that if these Committees are to be disbanded, it should be done in more collegial and considerate way.

Motion #: COW25-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Jones

RESOLVED THAT the Trails Advisory Committee be disbanded and the work done at the Committee of the Whole.

LOST (2:7)
(See Recorded Vote)

A Recorded Vote was requested by Councillor Gutowski

YEAS: Deputy Warden Doyle, Councillor Jones (2)

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

Motion #: COW26-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Jones

RESOLVED THAT the Sustainability Advisory Committee be disbanded and the work done by the Committee of the Whole.

WITHDRAWN

Staff noted that the majority of the Committees budget is the FCM Conference which is over what had been projected.

Trails
No comments or amendments.

SDOR

No comments or amendments.

Housing Task Force

No comments or amendments.

JAAC

It was questioned if accessibility retrofits could be covered under the FGT as this has been done in one of the Townships. Staff noted that projects that may have been outside of the FGT in the past were not scrutinized by AMO and formerly, accessibility retrofits such as accessible washrooms were not listed as one of the opportunities for use of the FGT; however the rules around the FGT are changing and staff will keep on top of this and advise Council of any changes.

Library board

It was questioned why the salaries of the Library Board are higher than other Committees. Staff noted that because the Library Board is a Legislative Committee, the public members also receive a per diem as opposed to the Advisory Committees where only Members of Council receive a per diem. As well, the Library Board holds regular monthly meetings while the Advisory Committees meet on a bi-monthly basis or greater.

The Committee recessed at 10:20 a.m.

The Committee reconvened at 10:35 a.m.

There were questions around whether staff had fulfilled the resolution of Council by presenting a budget of +1% and a budget of -1%. Staff advised that the budget mitigation strategies brought forward in closed session would have permitted Council to realize a -1% budget or portions of those strategies would have allowed the budget to hold at +1%. The resolution of Council directed that staff look to the KPMG report to find these savings and the mitigation strategies presented were identified in the KPMG report. The Committee for the most part agreed that the resolution was fulfilled and that these were political decisions that Council chose not to make at this time. It was also noted that taking money from reserves to offset the levy is not sustainable and if that had not been done last year this budget would have been at +1%.

Some of these increases are based on previous Council decisions and these directions can be changed. Another impact is the weighted assessment for Social Services and Land Ambulance which is out of the County's control and these have at minimum a +1% impact.

Corporate Services

There was a discussion around if a portion of the CAO salary and its Assistant could be allocated to FPS and Fairmount Home given the amount of time these two positions spend on these departments. It was noted that the Ministry of Health and Long Term Care has stated that these salaries are not part of the formula regarding provincial funding and Council was reminded that the City of Kingston could follow suit with respect to the delivery of Social Services.

With respect to contracted services, staff confirmed that if the County is not successful in its application for a Municipal Intern, this would represent a $30,000 surplus which would have been the County's share of the cost. It was suggested that the Municipal Intern be addressed as a separate issue outside of the budget and if the application is successful, a budget amendment could be done.

Motion #: COW27-14 Moved By: Deputy Warden Doyle
Seconded By: Warden Clayton

RESOLVED THAT the Municipal Intern allocation be removed from the 2014 Corporate budget and be addressed upon the success of the application through a budget amendment.

CARRIED

The cost of the lean 6 sigmas processes was also questioned, including if Council should only consider one process this year in order to reduce the budget; however it was noted that these process reduce future costs.

Mr. Millard provided the Committee with an overview of what is Virtualization, noting that this is an upfront cost; however the savings will be seen in future years on not requiring replacing servers which cost on average $12,000 per server.

The Committee questioned if the revenue of the sale of the 2 vehicles resulting from the SDOR motion is included. Staff confirmed that this revenue is not included in the revenue line but cautioned that one vehicle belongs to FPS and would not be allocated to the Corporate budget

↑Action Item
Staff to add the dollar trade in value to revenue for sale of vehicle

Sustainability Planning

It was noted that the funding for the Source Water Protection Plan of between $40,000 and $60,000 over the next 4 years has not been added to the revenue line. This funding can be used on staff time (Planning and GIS) when working on source water

protection matters; however the majority will reflect a straight in/out in the budget as it is to be used for projects.

↑Action Item
Budget will be adjusted to reflect this revenue

↑Action Item
Add $14,500 to Revenues from the 3 townships for contracted planning services

Staff explained the request for the vehicle lease, noting that a 4 x 4 is necessary for the use of Planning for site visits and GPS work and the ability for the vehicle to safely travel the K&P Trail. This vehicle would be dedicated to and used only by Planning and not county staff. The Committee discussed the options of a full lease vs. a daily lease as well noted that insurance on the vehicle would also need to be included.

With respect to the Regional Transportation Management Cooperative it was noted that an invoice has already been submitted by Central and North Frontenac and close to $10,000 has been paid by South Frontenac which will be forwarded to the County.

With respect to GIS, information from Taranet is downloaded and then shared with the Townships. Prior to in-house GIS there was an inability to print maps and do analysis and there was no aerial mapping in Frontenac Islands or North Frontenac, with South and Central Frontenac paying their own costs for aerial imagery. This cost has been reduced and provided by the County GIS and requests for maps continue to increase. A Letter of Intent has been signed with the Ministry for aerial mapping which will be carried out during the spring prior to foliage. Once this is complete, this information is provided to those who participate in the projects. It was noted that the GIS Specialist is presently not part of the County's Emergency Planning Group; however is available for emergency mapping during an emergency. It is the County's responsibility to keep this up to date to provide good planning decisions as once the Official Plan is finalized the County will be the Planning authority.

With respect to the Population Modeling, an overview was provided on how this differs from the Canada Census and will break down things like cottage growth. The Long Form Census was not successful in rural Ontario and this will be crucial to the Official Plan to show that growth is not an important issue. With respect to questions of if this will affect the County's FGT funding, staff noted that the FGT funding relies on the long form census and AMO has identified this as an issue.

<u>Lean6sigma process</u>
It was questioned if the lean 6 sigma should be done given the cost; however it was noted that the discussions at the SDOR Committee saw this as a way to identify future savings. This funding will come from the Working Fund Reserve and not the levy.

<u>Economic Development</u>
The earlier resolution was noted that reduced the Capital – transfer by $191,460 which covers the over budget this year for the trails.

The Committee reflected on its Strategic Planning Session regarding the focus on Economic Development with the intent that staff present quarterly to Council on what has been accomplished regarding the ICSP projects that focus on Economic Development. It was noted the recent Economic Development session last year attended by the Manager of Economic Development which provided tools on how to tract output vs. outcome and staff will use this tool when bringing these reports forward.

It was also suggested that focus be placed on the economic spin off regarding EORN and that people can now live in the County and work from home with the new high speed internet.

The Committee recessed for lunch at 12:28 p.m.

The Committee re-convened at 1:07 p.m.

Emergency Management

Concerns were expressed that FPS has not been brought into the loop with respect to the Fire Radio project; however there was no concern expressed by staff as they are more concerned with the overall emergency communications.

Frontenac Paramedic Services

The increase in WSIB is due to more than average claims which is why management gets claimants back to work on modified duties quickly.

With respect to controlling absenteeism, it was noted that a program was in place but was challenged by OPSEU and the County had to work with the union to change the plan. The program was re-set on January 1 of this year it will require a full year of monitoring to see those savings. Staff continue to work on absenteeism and ways to mitigate its financial impact.

With respect to the replacement of vehicles, the Committee questioned if the Ford Expedition being decommissioned could be used by Planning and could a safety check be done on the vehicle to see if it is worth retaining. Staff did confirm that these vehicles are well maintained, noting the last vehicles had over 300,000 km and all are equipped with ecosystems that reduces gas consumption by 25%. Staff advised that a report would only indicate previous issues and cannot predict what will happen in the future.

↑Action Item
Staff to bring forward a report on cost of vehicle maintenance

It was noted by staff that accruals of leave are managed as any paid leave entitlement is paid out by the end of March of each year. This is a funded liability.

Ferry

It was noted that this budget only affects Frontenac Islands and not the County and the 2 Councillors from the Islands will meet to discuss this. Ms. VanBruinessen did caution

that any amendments to the Ferry budget would need to go through the Committee of the Whole for recommendations to full Council.

Fairmount Home
Staff noted that the Outside the Box funding is a onetime funding and the exercise funding is ongoing.

Regarding equipment supplies and repairs, staff noted that this covers incidentals in case something small breaks such as a laundry cart. Fairmount does have reserves; however these are low cost items below $5,000. It was also noted that staff do not have the authority to take money from reserves without Council authorization.

↑Action Item
Staff to bring back detailed report on what is included in this line item.

With respect to controlling absenteeism, it was noted that sick time hours are on the decline at Fairmount Home and all but 8 have documented medical illnesses with the others on the discipline program. A meeting with the Administrator is the final stage in the attendance management program and that number is declining. CUPE is behind management on this and the 3% is an internal goal. Staff continue to work on absenteeism and ways to mitigate its financial impact

Ontario Works
Internal transfer to reserve in the amount of $23,430 is the funding that has been allocated to the Kingston Frontenac Renovates Program. It was anticipated to be $87,000; however has come in lower.

Staff did caution that this does not account for any reconciliations regarding assessment which will happen in March.

Social Housing
No comments

Library
No comments

Health Unit
No comments

Transfers to Lower Tiers and Other Agencies
No comments

The Committee recessed for the day at 2:59 p.m. and will reconvene on Thursday, February 5th following the regular Committee of the Whole meeting.

The Committee reconvened on February 5th at 10:55 a.m.

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

REGRETS: Janet Gutowski

ALSO PRESENT: **County:** Marian VanBruinessen, Acting CAO/Director of Corporate Services/Treasurer; Paul Charbonneau, Director of Emergency & Transportation Services; Julie Shillington, Administrator-Fairmount Home; Jannette Amini, Manager of Legislative Services/Clerk;

Media: Jeff Green, The Frontenac News

The meeting began with another discussion of whether staff had followed the direction of the Council motion that requested + or – 1%. It was also clarified that the Sydenham Library was supported by the County through the County applying for a grant for the construction. Staff again reiterated comments that opportunities were presented to Council during the closed session that provided for a more than 1% decrease in the budget that came directly from the SDOR report which is what the resolution had directed staff to do. With respect to the Sydenham Library this represents the depreciation value which is non cash. The County owns the library and transferring ownership to South Frontenac needs to be considered. This budget reflects the $150,000 that was brought forward from reserves to offset the levy in 2013 and this transfer is very difficult to recuperate as it represents 1.86%. Had this not have happened, the current budget would be below 1%.

The Committee discussed Council's desire to bring forward from reserves that which was placed into reserves the previous year to apply to expenses that have already been levied. Because true actual are not known until March when external partners do reconciliation, staff indicated that if Council wanted to do this, surpluses should be brought forward from 2 years previous.

Report 2014-026
Corporate Services
2014 DRAFT Budget Reserve Discussion

The Committee discussed setting a target amount for the FRC Working Fund reserve and reviewed the County's 32 reserve funds noted in the report which incorporates some of the discussion of the SDOR report and includes a stabilization fund that would cover unforeseen circumstances such as changes in Ministry funding. The Committee felt that it would only focus on the FRC Working Fund Reserve, the FMT Working Fund Reserve, the FRC Stabilization/Contingency Reserve and the FRC Federal Gas Tax Reserve as the other reserves do not require attention at this time.

Motion #: COW28-14 Moved By: Councillor Inglis
Seconded By: Deputy Warden Doyle

THAT the Working Fund Reserve be capped at $1.2M for cash flow use and the remainder be re-allocated as follows:

- $2,745,104 be placed in the Temporary Reserve;
- $324,000 be provided to the stabilization reserve for Land Ambulance (County Share)
- $30,000 be allocated to the 150th Anniversary in 2014
- $30,000 be allocated to the 150th Anniversary in 2015
- $54,246 be allocated to the FRC capital replacement reserve in 2014
- $39,428 be allocated to the FRC capital replacement reserve in 2015
- $55,000 be allocated for one time 2014 projects
- $5,000 be allocated for prior year projects in 2014

THAT the $20,000 allocation to the FRC for Land Acquisition Reserve in 2014 be eliminated

THAT the FMT Working fund Reserve be re-allocated as follows:
- $71,169 be allocated to the FRC Capital Replacement Reserve
- $40,320 be allocated to prior year projects in 2014
- the remainder be re-named the FRC FMT Stabilization Reserve

THAT the FRC Stabilization/Contingency Reserve be re-allocated as follow:
- $200,000 for FRC Stabilization/Contingency Social Service and the County
- the remainder of $775,000 be placed in the Temporary Reserve

THAT a Temporary Reserve be created

CARRIED

It was noted that the allocations to the FRC capital replacement reserve in both 2014 and 2015 it to mitigate bringing this onto the levy and the onetime 2014 projects would include such items as the CAO recruitment and the two lean6sigma processes.

It was noted that the County currently does not have sufficient funds in the reserves to cover the Capital Asset Plan and every municipality is in the same situation. This is something being looked at by the EOWC.

The Committee also discussed the option of borrowing and incurring debt as opposed to reserves so that those using the asset are the ones paying for it.

<u>Federal Gas Tax Reserve</u>
The Committee discussed sending this money back to the Townships; however the FGT was designed to find alternatives to the use of fossil fuel and the County has a responsibility to spend a portion of that money on these projects. With respect to the Trails, the County will need to find partnerships and other funding opportunities as it will

need to maintain this trail; however the Committee was supportive of the trail being completed.

Motion #: COW29-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Inglis

THAT the Committee of the Whole accept the Federal Gas Tax Reserve as presented

CARRIED

Continuation of 2014 Draft Budget Deliberations

Closed Session

Motion #: COW30-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Jones

RESOLVED THAT the Committee of the Whole enter into a closed meeting as authorized under Section 239 of the Municipal Act, to consider:

a) Labour Relations – as it relates to current service and staffing levels.

CARRIED

Motion #: COW31-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Jones

THAT the Committee of the Whole Council rise from closed session without reporting.

CARRIED

It was noted that an additional savings of $25,000 or .37% was required in order to bring the budget in at a 1% increase. Staff did point out to the Committee that the change in weighted assessment had an impact of $30,000 on this year's levy of which the County has no control. The operating budget for the County has only grown by .93%. Staff cautioned the Committee to not reduce this percentage by taking money from reserves and if savings need to be found, to levy less to the Capital Projects reserve

Motion #: COW32-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Davison

THAT staff be directed to determine a levy savings of $25,000 to be brought forward to the next budget meeting, not to be taken from reserves.

CARRIED

The Committee recessed at 2:50 p.m. and will reconvene on Friday, February 7 at 9:00 a.m.

The Committee reconvened on Friday, February 7 at 9:04 a.m.

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/Director of Corporate Services/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

2013-028
2014 DRAFT Budget Further Reduction

Motion #: COW33-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Inglis

RESOLVED THAT the Council of the County of Frontenac accept the *Corporate Services – 2014 DRAFT Budget Further Reduction report*;

AND FURTHER Council acknowledge the potential implications related to the 2015 Budget,

AND FINALY THAT Council direct the Treasurer to make the changes to the 2014 as outlined in this report.

CARRIED
With Agreed to Amendments

With respect to the funding allocation for Cultural Change, it was questioned what would be achieved if successful and is there a cost benefit to this. It was noted by staff that a Cultural Change does not focus on absenteeism but on management and staff working together to enhance the ambulance service that serves the public. The County of Northumberland has already been through this process and has reduced its grievances from 97 to 2, noting that it costs thousands to address a grievance. Changes in absenteeism will come from the Attendance Management program that was implemented in January. This will bring savings in future years.

It was suggested that the complimentary wine at the tables be eliminated from the Wardens reception as a means of costs savings.

The Committee was taken through the implications that these cuts would have on the 2015 budget. There is the potential to transfer existing reserves to capital projects; however there is a requirement that a portion of capital costs go on the levy.

COLA UPDATE

Ms. Hickey provided an overview of the consequences of providing a dollar value increase across the board as opposed to a percentage increase and provided an example of what the compression would be in certain positions as well as salaries which in some cases, were higher for unionized staff with less responsibility than their supervisors. She would like to have the opportunity to review the County's compensation structure.

Another point made by staff was that in the current situation when an employee is promoted to management the County is forced to start that employee at step 3 of the salary grid and this reduces the time that senior staff have in determining if a sufficient job is being done. The grid system is there for a purpose so that as a new supervisor gains more experience and is more proficient at the job, they have the ability to move up the grid; the grid is now becoming redundant when you have to start new supervisors at a step 3.

Staff were asked to bring forward a report regarding compensation structure back to the Committee.

Motion COW17-14 for report 2013-237, Administrative Services Non-Union Cost of Living Adjustment was now considered.

See Page xx

The following motion was deferred on Wednesday, January 29th and then considered on Friday, February 7th.

December 5, 2013 Trails Advisory Committee Recommendations to County Council

Motion #: COW34-14	Moved By:	Councillor Inglis
	Seconded By:	Councillor Davison

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

CARRIED

Motion #: COW35-14	Moved By:	Councillor Davison
	Seconded By:	Warden Clayton

THAT the County of Frontenac retain a third vehicle (from the FPS fleet) on a year to year basis governed by needs.

CARRIED

Warden Clayton declared a conflict of interest with respect to the discussion on the request from Pine Meadows for funding and refrained from the discussion.

The Committee discussed the request from Pine Meadows for funding of $25,000 per year for the next 10 years.

Moved by Inglis
No seconder was received.

THAT the County of Frontenac provide $10,000 be provided to Pine Meadows in 2014.

The Committee did not agree to support Pine Meadows financially.

Frontenac Transportation Services

The Committee discussed the need by the Frontenac Transportation Services of the $10,000 that has been requested of the County. The Committee also discussed the need for transportation on Frontenac Islands which was part of the Strategic Planning discussion. It was pointed out that there are other gaps in parts of the County that require transportation services and it was felt that the funding requested by Frontenac Transportation Services is required. The Committee also discussed the need for Council to be aware of how the Frontenac Transportation Services works as well as an analysis of the types of rides provided as the County's interest, through its Strategic Planning session, is to ensure seniors were able to get to appointments. Staff noted that there are criteria around receiving rides and although Council is focused on seniors, Frontenac Transportation Services focuses on the needs of all County residents with some riders paying full price; however the cost of rides is outside the capacity of some residents. Frontenac Transportation currently service 3 of the 4 Townships and those Townships also provide a level of funding to Frontenac Transportation Services.

Staff were directed to request from Frontenac Transportation Services information on the types of rides being provided and the value being received by the County and how this service supports the County's strategic vision for seniors.

7. RISE AND REPORT

Motion #: COW36-14 Moved By: Councillor Inglis
Seconded By: Councillor Davison

THAT the Committee of the Whole Council rise;

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

CARRIED

8. COMMUNICATIONS – Nil

9. NOTICE OF MOTION – Nil

10. OTHER BUSINESS – Nil

11. PUBLIC QUESTION PERIOD – Nil

12. ADJOURNMENT

Motion #: COW37-14 Moved By: Councillor Inglis
Seconded By: Councillor Davison

THAT the meeting be hereby adjourned on Friday, February 7th at 10:33 a.m.

CARRIED

MINUTES OF THE MEETING OF THE COMMITTEE OF THE WHOLE
February 5, 2014

A meeting of the Committee of the Whole was held in the Frontenac Room of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, February 5, 2014 at 9:00 AM

PRESENT: Warden Bud Clayton, Deputy Warden Denis Doyle, Councillors Gary Davison, David Jones, John Purdon, John McDougall, and John Inglis (9:07 a.m.)

REGRETS: Councillor Janet Gutowski

ALSO PRESENT: **County:** Marian VanBruinessen, Acting CAO/Director of Corporate Services/Treasurer; Paul Charbonneau, Director of Emergency & Transportation Services; Julie Shillington, Administrator-Fairmount Home; Jannette Amini, Manager of Legislative Services/Clerk.

Media: Jeff Green, The Frontenac News and Craig Backay, Frontenac EMC

1. CALL TO ORDER

The Chair called the meeting to order at 9:02 a.m.

2. ADOPTION OF AGENDA

Motion #: COW38-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Davison

THAT the agenda for the February 5, 2014 Committee of the Whole Meeting be adopted.

CARRIED

3. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

Warden Clayton declared a Pecuniary Interest with respect to the Deputation by Pine Meadows as he sits on the Board of Directors of the Land O' Lakes Community Services and is the Chair of the Pine Meadows Management Committee.

Warden Clayton exited the room.

4. DEPUTATIONS AND/OR PRESENTATIONS

Ms. Betty Hunter and Ms. Bonnie George, Pine Meadows Nursing Home.

Ms. Hunter addressed the Committee of the Whole regarding the request by Pine Meadows for funding from the County of Frontenac. She did point out that the County's draft Official Plan identifies Pine Meadows as a privately owned home which is incorrect as it is a community owned home and the Planning Department has been advised of this. She provided an overview of the PowerPoint presentation which was attached to the agenda.

To questions from the floor, Ms Hunter confirmed that Lennox and Addington County have committed $25,000 per year for ten years to Pine Meadows and that this is a unionized facility with the Steel Workers Union. Absenteeism as of December 2013 was 7% which is low for this facility; however Ms. George felt that 5% would be an achievable goal.

The Chair indicated that the request from Pine Meadows should be addressed during budget deliberations and Strategic Planning discussions.

Warden Clayton re-entered the room.

5. CLOSED MEETING

Motion #: COW39-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Davison

RESOLVED THAT the Committee of the Whole enter into a closed meeting as authorized under Section 239 of the Municipal Act, to consider:

a) labour relations regarding advice that is subject to solicitor-client privilege, with County Solicitor Mark Mason, Hicks Morley, in attendance.

b) Employee negotiations regarding contract negotiations with CUPE 2290

CARRIED

Motion #: COW40-14 Moved By: Councillor Davison
Seconded By: Deputy Warden Doyle

THAT the Committee of the Whole Council rise from closed session without reporting.

CARRIED

6. REPORTS

Consideration of applications submitted for appointment to the Sustainability Advisory Committee
(2 Appointments)
[Applications were distributed separately from the agenda.]

Motion #: COW41-14 Moved By: Deputy Warden Doyle
Seconded By: Councillor Davison

BE IT RESOLVED THAT Barrie Gilbert and Tracy John be appointed to the Sustainability Advisory Committee;

AND FURTHER THAT By-law 2013-0020 be amended accordingly.

CARRIED

Deputy Warden Doyle noted at present, there is no representation on the Sustainability Advisory Committee from Frontenac Islands.

Warden Clayton identified the need for females in politics and felt that female representation on the Committee was also required.

Each member of Council was provided with 2 votes and following the voting the highest votes were received by Barrie Gilbert and Tracy John, both with 5 votes.

Integrated Accessibility Standards Regulation (IASR)
Council Training Session

Ms. Amini, Manager of Legislative Services/Clerk, facilitated this training session.

Please refer to the Committee of the Whole Budget Meeting Minutes.

Continuation of Budget Meeting Deliberations

Closed Session
As authorized under Section 239 of the Municipal Act to consider:

a) Labour Relations - as it relates to current service and staffing levels

The minutes of this portion of the meeting may be found in the Committee of the Whole Budget meeting minutes of January 29, 30, February 5 and 7, 2014.

7. RISE AND REPORT

8. COMMUNICATIONS

Minutes of the January 8, 2014 Committee of the Whole Meeting.

9. NOTICE OF MOTION

10. OTHER BUSINESS

11. PUBLIC QUESTION PERIOD

12. ADJOURNMENT

The regular portion of the Committee of the Whole meeting adjourned at 10:50 a.m. and re-convened at part of the Committee of the Whole Budget Deliberations.

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: February 7, 2014

Date of meeting: February 19, 2014

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

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

Recommendations

a) **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.

b) **2014-009**
Corporate Services
Frontenac K&P Trail Development Year-End Report

RESOLVED THAT the Council of the County of Frontenac authorize a transfer from the Federal Gas Tax reserve of a total of $191,460 to cover the additional capital cost in 2013.

c) **2013-237**
Administrative Services
Non-Union Cost of Living Adjustment

RESOLVED THAT the Council of the County of Frontenac authorize a non-union salary increase at a specific dollar amount increase based on the average non-union salary.

d) **2014-013**
Corporate Services
Non Union Benefits

RESOLVED THAT the Council of the County of Frontenac authorize the increase of the current non-union benefits to reflect those offered to the OPSEU bargaining unit;

AND FURTHER THAT the Council of the County of Frontenac authorize staff to review the non-union benefits yearly to ensure they are consistent and fair and adjust the non-union benefits if needed to maintain this equity.

e) **Appointments to the Sustainability Advisory Committee**

BE IT RESOLVED THAT Barrie Gilbert and Tracy John be appointed to the Sustainability Advisory Committee;

AND FURTHER THAT By-law 2013-0020 be amended accordingly.

f) **Report 2013-026**
Corporate Services – 2014 DRAFT Budget Reserve Discussion

THAT the Working Fund Reserve be capped at $1.2M for cash flow use and the remainder be re-allocated as follows:

- $2,745,104 be placed in the Temporary Reserve;
- $324,000 be provided to the stabilization reserve for Land Ambulance (County Share)
- $30,000 be allocated to the 150th Anniversary in 2014
- $30,000 be allocated to the 150th Anniversary in 2015
- $54,246 be allocated to the FRC capital replacement reserve in 2014
- $39,428 be allocated to the FRC capital replacement reserve in 2015
- $55,000 be allocated for one time 2014 projects
- $5,000 be allocated for prior year projects in 2014

THAT the $20,000 allocation to the FRC for Land Acquisition Reserve in 2014 be eliminated

THAT the FMT Working fund Reserve be re-allocated as follows:
- $71,169 be allocated to the FRC Capital Replacement Reserve
- $40,320 be allocated to prior year projects in 2014
- the remainder be re-named the FRC FMT Stabilization Reserve

THAT the FRC Stabilization/Contingency Reserve be re-allocated as follow:

- $200,000 for FRC Stabilization/Contingency Social Service and the County
- the remainder of $775,000 be placed in the Temporary Reserve

THAT a Temporary Reserve be created to be dealt with a future date.

g) **December 5, 2013 Trails Advisory Committee Recommendations to County Council**

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

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:	February 7, 2014
Date of meeting:	February 19, 2014

Re: **Committee of the Whole Report to County Council**
Adoption of the 2014 Budget

Recommendation

a) **2014-011**
Corporate Services
2014 Draft Budget

RESOLVED THAT the Council of the County of Frontenac pass a by-law later in the meeting approving the 2014 Budget as amended to a 1.0% increase after growth.

(Amendments to the original budget may be found in the Budget Minutes of the Committee of the Whole meeting dated January 29, 30, February 5 and 7, 2014.)

MINUTES
Regular Meeting #2013-10
Kingston Frontenac Public Library Board
December 11, 2013 - 4:00 PM
Delahaye Room, Central Library

Present: Barbara Aitken, Paige Cousineau (arrived at 4:10 PM), Patricia Enright (Chief Librarian/CEO), Ralph Gatfield, Wilma Kenny, Councillor Jim Neill, Floyd Patterson, Claudette Richardson (Chair), Somnath Sinha, Monica Stewart

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

Regrets: Councillor John Purdon, Erik Knutsen

Guests: Lori O'Connor (CUPE Local 2202)

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

Item 9.1 will be brought forward to the January 2014 meeting. The agenda was accepted with the one change.

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. ACCEPTANCE OF MINUTES

4.1 Kingston Frontenac Public Library Meeting #2013-09 held November 27, 2013

2013-61 SINHA - PATTERSON

That the minutes of Regular Meeting #2013-09 of the Kingston Frontenac Public Library Board held November 27, 2013 be approved as circulated.

CARRIED

CONSENT AGENDA

5. INFORMATION ITEMS

5.1 Correspondence / Information Received and Sent

There was no correspondence to report on.

6. MONITORING REPORTS

6.1 Communication and Counsel

6.1.1 Chief Librarian's Report (attached)

6.2 End of Year Review (Ends Report / Celebrate Year End Successes) (report attached)

7. Motion to Accept Consent Agenda

2013-62 GATIFELD – AITKEN

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

CARRIED

ACTION AGENDA

8. Business Arising from the Minutes

8.1 Update: Strategic Plan

Ms. Enright reported that the Strategic Plan document is being formatted and that we are moving ahead with the communication plan.

9. Action Items

9.1 Chief Librarian's Performance Review

This will be brought forward to the January 2014 board meeting.

OTHER BUSINESS

A laminated copy of OLBA'S Leadership by Design *Cut to the Chase* Ontario public library governance at-a-glance was distributed to each board member at the meeting. This is the most up-to-date version of the document which was revised in the fall of 2012. It is also available electronically on their website.

Ms. Enright reported that Central library will be closed on Friday, December 20 due to a planned power outage.

Ms. Enright was happy to report on the success of the Austentation Ball. She thanked Ms. Richardson for attending the Ball, and has received many complimentary and positive emails from people who attended, many asking if we would be offering something similar again.

10. 2014 Annual Work Plan

The updated work plan was distributed and will be posted to the board portal.

11. OLA Super Conference – January 29 - February 1, 2014

People attending the Super Conference were encouraged to attend the Public Library Awards Gala. KFPL has been short listed for two public library service awards and Lester Webb will be presented with the W. J. Robertson Medallion.

12. NEXT MEETING DATE AND ADJOURNMENT

The next regular Board Meeting will be held at 4:00 PM, Wednesday, January 22, 2014, in the Delahaye Room, Central Library.

There being no further business, the meeting was adjourned at 4:15 PM.

Claudette Richardson, Chair

Mary Glenn, Recording Secretary

MINUTES OF THE GENERAL MEETING OF THE BOARD OF HEALTH
November 27, 2013

Wednesday, November 27, 2013 **(1:00 p.m. Boardroom)**

Minutes of the meeting of the Kingston, Frontenac and Lennox & Addington Board of Health held at 221 Portsmouth Avenue, on Wednesday, November 27, 2013.

Present: Councillor B. Clayton, Councillor B. Cox, Mr. C. Simonds (Chair), Mrs. R. Spooner, Mr. I. Wilson

Dr. I. Gemmill, S. Bianchet, T. Button, E. Gardner, H. Gilchrist, K. Gimby, S. Hegarty, R. Goodmurphy, C. Koob (Recorder), P. Lavalley, D. Mayer, K. Millan, M. Mitchell, N. Mohamed, J. Monahan, Dr. K. Moore, K. O'Connor, S. Potvin, F. Seaton, K. Shaw, S. Stewart, S. Taggart

Regrets: Ms. F. Campbell, Councillor D. Hector, Councillor L. Schell, Councillor J. Scott

1. Call to Order

Chair C. Simonds called the meeting to order.

2. Roll Call

Roll call was taken by C. Koob

3. Approval of Agenda

It was MOVED by Councillor B. Cox and SECONDED by R. Spooner THAT the Board of Health approve the agenda for the meeting of November 27, 2013

CARRIED

4. Conflict of Interest

No conflict of interest was declared.

5. Confirmation of Minutes of the General Meeting held September 25, 2013.

It was MOVED by Mr. I. Wilson and SECONDED by Councillor B. Clayton THAT the Board of Health approve the minutes of the meeting of September 25, 2013.

CARRIED

Presentations

6. Fluoride Varnish Program & Healthy Babies Healthy Children Nurses

S. Potvin introduced M. Mitchell, Certified Dental Assistant, and N. Mohamed, Public Health Nurse. She thanked M. Mitchell for taking the role she played in co-ordinating and supporting this collaborative and integrated initiative between the Dental Health and Healthy Babies Healthy Children (HBHC) Programs. The goal of the Fluoride Varnish Program is to decrease dental decay rates in young children and to increase families' knowledge about oral health. Dental surveillance and screening in schools in the KFL&A area indicates that 26% of five-year-old children have dental decay. Examples of initial and advanced signs of tooth

decay were presented. Children with advanced tooth will likely experience sensitivity and pain, which may prevent children from getting enough sleep, may affect their ability to bite and chew and may lead to absenteeism from school. Dental decay is a preventable disease, yet it is the single most common chronic disease in children. Dental disease is made worse by barriers that prevent families from obtaining dental care. The most cost-effective way to prevent dental decay in an area without fluoridated water is to treat children with a topical 5% sodium fluoride varnish. This treatment helps to strengthen the enamel of teeth and to make them more resistant to decay. During home visits, the HBHC nurse conducts a risk assessment of young children in the family and determines whether fluoride varnish application would be beneficial. After receiving parent consent, the nurse applies the varnish. M. Mitchell and N. Mohamed provided a demonstration of the varnish application, responded to Board member questions and were thanked by Chair C. Simonds.

7. GIS Information System to Demonstrate Social Variance

Dr. K. Moore, Associate Medical Officer of Health, provided an overview and demonstration of the Social Determinants of Health (SDOH) Mapper. The SDOH mapper visualizes data related to marginalization and deprivation with the province of Ontario. Marginalization layers include residential instability, material deprivation, dependency, and ethnic concentration that are derived from 18 indicators reflecting inequality and marginalization in Canada from the 2001 and 2006 Censuses of Canada. The deprivation layers include social deprivation, material deprivation, and material and social deprivation combined. Material deprivation is associated with differences in education, income and employment, while social deprivation is prevalent among those who live alone, in single-parent families, and are separated, divorced or widowed. Dr. Moore provided examples of how these data can be used in planning where different services are needed. He has presented this information system at many local forums, and GIS staff are working with the City of Kingston on developing very specific designs to provide equitable services. Discussion followed on the opportunities to generate income from this service, with the intent of making it self-sustaining. Dr. Moore encouraged Board members to experiment with the SDOH Mapper and to provide feedback on how municipalities could benefit from the information. Chair C. Simonds thanked Dr. Moore for his presentation and the work that he and his team have done in developing this system.

Action Items

8. By-law, Policy and Procedure Manual

Revised:

a) By-law Number 6, *A by-law respecting the fee payable for services provided pursuant to the Building Code Act* (Dr. Gemmill, E. Gardner)

The Part 8 program refers to section (3) of the Building Code Act, which authorizes a municipality to enter into an agreement with a board of health or other agency for the enforcement of provisions of Part 8 of the Building Code. This program is authorised by By-Laws Number 6 and 7. The Part 8 program charges fees for the approval of sewage systems, severances and other activities of the program, and is designated as a cost-recovery program. The level of activity within the Part 8 Program has been assessed and it is being proposed that

an alteration to the current fee structure be made. A more accurate reflection of the levels of activity will allow less variance from the projected budget. This fee alteration is revenue neutral, as the revenue changes will not affect the global budget of $525,000.

It was MOVED by Councillor B. Cox and SECONDED by Mr. I. Wilson THAT the Board of Health approve the proposed fee change to By-law Number 6.

CARRIED

b) Part 8 Budget

With the amendment to By-Law No. 6, approving fee adjustments for inspection of private sewage systems, the Part 8 budget was submitted for the Board's consideration. E. Gardner, Manager, Environmental Health, responded to Board members questions regarding the differences in septic inspections requirements in the surrounding municipalities.

It was MOVED by Mrs. R. Spooner and SECONDED by Councillor B. Clayton THAT the Board of Health approve the Part 8 budget for 2014.

CARRIED

9. 2014 Cost-Shared Budget and Related Programs

Dr. Gemmill reviewed the process for developing the 2014 cost-shared budget, the considerations taken into account during its development and the pressure points faced by KFL&A Public Health for 2014.

Discussion followed on how this agency can quantify the benefit of public health services to the community, e.g., the dollars saved in health care services as a result of the number of people who stopped smoking, or the dollars saved on treating hip fractures as a result of participating in the *Stay on Your Feet Program*. Suggestions for promoting public health services included: billboards; fridge magnets; media campaigns; summary sheet for municipalities with several bullet points, listing savings to the community as a result of public health services; a 100-year comparison regarding diseases that have been eradicated as a result of vaccines. T. Button reported that he and his communications staff will be attending a meeting at the Eastern Ontario Health Unit to discuss ways of collaborating on a public health communications strategy.

It was MOVED by Councillor B. Clayton and SECONDED by Councillor B. Cox THAT the proposed 2014 Cost-Shared Budget and Related Programs be adopted.

CARRIED

Dr. Gemmill and C. Simonds thanked S. Hegarty and all the directors and managers for their assistance in developing the 2014 Cost-Shared Budget.

10. Endorsement of Government Legislation for Menu Labelling

At its September 25, 2013 meeting, the Board of Health passed a motion to endorse a private member's bill before the Ontario Provincial Parliament entitled, Healthy *Decisions for Healthy Eating Act, 2013* (Bill 59). On October 9, the Government of Ontario announced that

legislation would be introduced this winter that would require large chain restaurants to include calories and other potential nutritional information on their menus. At this time, the Government has committed to including only caloric content on the menu labels and has not provided any direction to the formatting of menu labelling. In May 2013, the Ontario Society of Nutrition Professionals in Public Health (OSNPPH) released a menu labelling position paper identifying best practices for menu labelling legislation based on the most current evidence. In light of these developments, and to ensure the optimal provisions in this government-sponsored legislation, the Healthy Eating, Active Living Team is proposing a revised approach for the Board of Health.

It was MOVED by Mr. I. Wilson and SECONDED by Councillor B. Clayton THAT the KFL&A Board of Health endorse the Ontario Society of Nutrition Professionals in Public Health's report, Serving up nutrition information for Ontario Restaurants, and send correspondence to the:

1) **Honourable Deb Matthews, Provincial Minister of Health and Long-term Care; and**

2) **Honourable Kathleen Wynne, Premier of Ontario; and**

FURTHER, THAT a copy of this resolution be forwarded to the Honourable Rona Ambrose, Federal Minister of Health, all local Members of Parliament, all Ontario Boards of Health, the Ontario Public Health Association, the Ontario Society of Nutrition Professionals in Public Health and the Association of Local Public Health Agencies.

CARRIED

11. Board of Health 2014 Meeting Schedule

The 2014 Board of Health meeting schedule was presented for members' consideration.

It was MOVED by Councillor B. Cox and SECONDED by Mr. I. Wilson THAT the Board of Health confirm the dates and time of its regular meetings for 2014 as outlined on the proposed schedule.

CARRIED

Discussion Items

12. Board of Health Educational Day

Board of Health members indicated in their evaluation of the March 27, 2013 educational day that they would be interested in a self-assessment session conducted by K. Brock, as well as a presentation by T. Button and S. Hegarty on financial issues, to provide the Board with a comprehensive overview of the agency's financial systems and processes. It is proposed that this education day be held on February 26, 2014. Discussion followed on whether the March 26 meeting date would be a better option, to accommodate the new Order-in-Council appointment. It is hoped that a new community member will have been appointed that time. A short business meeting will be required to approve the Audited Financial Statement. It was suggested that it may be beneficial to have the financial overview presentation on the same day as approve the audit.

Action: Dr. Gemmill will confirm K. Brock's availability for March 27, 2013, and a confirmation e-mail will be sent to Board members.

13. Report on the alPHa Fall Symposium, November 14 & 15, 2013

The report on the alPHa 2013 Fall Symposium was accepted.

Information Items

14. Report of the Medical Officer of Health and Presentation of 2013 Board Photo

Dr. Gemmill reviewed highlights from his report.

15. alPHa Focus Group on Strategic Planning

I. Wilson reported that the alPHa Focus Group on strategic planning was very good, with facilitated discussions.

16. Research Grants and Funding

Dr. Gemmill credited Dr. Moore for obtaining the numerous grants and funding that are outlined in the report.

17. 2013 Vital Signs

Received for information.

18. Healthy Directions

It was suggested the *Healthy Directions* newsletter be distributed more widely than just primary care physicians. There was a brief discussion regarding radon.

19. Finance

Received for information.

20. Correspondence and Announcements from alPHa

Received for information.

21. Correspondence and Announcements from Public Health Ontario

Received for information.

22. Correspondence and Announcements from the Ministry of Health and Long-term Care, Public Health Division

Received for information.

23. Media Report

Received for information.

24. Appreciation Correspondence

Received for information.

25. Personnel Items

Received for information.

26. Executive Committee Minutes – September 10 and October 7, 2013

Received for information.

It was MOVED by Mrs. R. Spooner and SECONDED by Councillor B. Clayton THAT information items 14 to 26 be received.

CARRIED

27. Other Business

28. Move In Camera: Board of Health Recruitment, 2013-2014 Physician Services Agreement, MNP Report

It was MOVED by Councillor B. Cox and SECONDED by Mr. I. Wilson THAT the Board of Health move in camera.

CARRIED

29. Report and Motion(s) from the In-Camera Session

The Board discussed recruitment options for an order-in-council vacancy that will be effective as of March 20, 2014.

It was MOVED by Councillor B. Cox and SECONDED by Councillor B. Clayton THAT Dr. Gemmill contact recommended applicants from the last round of recruitment to determine each candidate's interest in reapplying for an Order-in-Council appointment, and

THAT those individuals interested be recommended to the Minister in the same ranked order as previously done.

CARRIED

The Board was also apprised of issues relating to the 2013-2014 Physicians' Services Agreement and the MNP Report and implementation of its recommendations.

30. Adjournment

It was MOVED by Councillor B. Clayton THAT the Board of Health meeting of November 27, 2013, be adjourned.

Date of Next Meeting: January 22, 2014

Chair

Recorder

COUNTY of Frontenac

POSTED CHEQUE LISTING **PAYROLL**

FOR THE PERIOD OF: January 11, 2014 - February 10, 2014 (inclusive)

PAYROLL DATE

PP#2	December 30, 2013 - January 12,2014	Canadian Payroll	$ 324,017.88
SP	December 9, 2013 - December 22, 2013	Canadian Payroll	$ 788.33
PP#2	January 6, 2014 - January 19, 2014	Canadian Payroll	$ 170,011.95
PP#3	January 13, 2014 - January 26, 2014	Canadian Payroll	$ 263,956.54
PP#3	January 20, 2014 - February 2, 2014	Canadian Payroll	$ 172,561.91

PAYROLL TOTAL: $ 931,336.61

TOTAL: $ 931,336.61

COUNTY of Frontenac

POSTED CHEQUE LISTING **COUNTY OF FRONTENAC**
(Great Plains)
FOR THE PERIOD OF: January 11, 2014 - February 10, 2014 (inclusive)

CHEQUE TOTAL:	2,409,756.84
TOTAL:	$2,409,756.84

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
1152014	TDFU0001	TD FUTURE BUILDER	1/15/2014	1,240.00
1212014	TDFU0001	TD FUTURE BUILDER	1/21/2014	325.00
1292014	TDFU0001	TD FUTURE BUILDER	1/29/2014	1,240.00
618452	MINI0001	MINISTER OF FINANCE	1/15/2014	27,272.34
107	VANB0002	TAMBLYN, ANGELIQUE IN TRUST (R	1/13/2014	792.00
2353	PARA0001	PARAMEDIC ASSOCIATION	1/15/2014	140.00
2354	COUN0016	COUNTY OF FRONTENAC	1/15/2014	634.00
2365	COUN0016	COUNTY OF FRONTENAC	1/29/2014	527.00
38012	4IMP0001	4IMPRINT INC.	1/13/2014	3,568.93
38013	ACCL0001	ACCLAIM ABILITY MANAGEMENT	1/13/2014	1,695.00
38014	ARGU0001	ARGUE CONSTRUCTION LTD.	1/13/2014	176,766.55
38015	ASMO0001	ASSOCIATION OF MUNICIPALITIES	1/13/2014	4,815.28
38016	CAMP0002	JODY CAMPBELL'S SEPTIC SERVICE	1/13/2014	124.30
38017	CANA0005	PENDRAGON PUBLISHING LTD	1/13/2014	237.30
38018	CANP0001	CANPAR TRANSPORT L.P.	1/13/2014	171.34
38019	CARL0001	CARLETON UNIFORMS INC.	1/13/2014	2,968.97
38020	CDWC0001	CDW CANADA	1/13/2014	368.57
38021	CRIN0002	CRINTEC LTD.	1/13/2014	1,119.38
38022	DIGI0001	DELTA PRINTING	1/13/2014	243.23
38023	DOOR0001	DOOR DOCTOR	1/13/2014	1,984.73
38024	HOEK0001	HOEKSTRA CONSTRUCTION LTD.	1/13/2014	16,166.91
38025	HOLW0001	HOLWAY & HUTCHINSON	1/13/2014	209,247.44
38026	INSP0001	INSPEC-SOL INC.	1/13/2014	2,110.84
38027	JESS0001	JESSUP FOOD & HERITAGE LTD.	1/13/2014	1,646.43
38028	KING0016	KINGSTON HOME HEATING	1/13/2014	145.83
38029	LADY0001	LADY PAINTERS	1/13/2014	9,412.90
38030	LENS0001	LEN'S CONTROLS LTD	1/13/2014	406.80
38031	MISS0001	MISSISSIPPI VALLEY CONSERVATIO	1/13/2014	200.00
38032	PERR0003	PERRIN, GARY	1/13/2014	30.00
38033	RACK0001	RACKAIR INC.	1/13/2014	2,169.60
38034	RECO0002	RECOVERY ABATEMENT & INSULATIC	1/13/2014	7,345.00
38035	RUSS0001	RUSSELL, ANNA	1/13/2014	2,196.00
38036	SAIN0002	SAINT ELIZABETH HEALTHCARE	1/13/2014	550.00
38038	SIEM0001	SIEMENS BUILDING TECHNOLOGIES	1/13/2014	306.23
38039	SPEE0001	SPEEDY GLASS	1/13/2014	17,402.00
38040	THEP0002	THE PUBLIC SECTOR DIGEST INC.	1/13/2014	12,480.86
38041	THOM0007	THOMAS TOWING & RECOVERY	1/13/2014	282.50
38043	TROP0001	TROPHY HOUSE	1/13/2014	33.90
38044	VANB0001	TAMBLYN, ANGELIQUE IN TRUST	1/13/2014	585.79
38045	ACKL0002	ROBERT ACKLEY	1/13/2014	93.50
38046	BATE0001	LINDA BATES	1/13/2014	1,261.88
38047	CITY0002	THE CORPORATION OF THE CITY OF	1/13/2014	34,094.00
38048	CORN0001	CORNERSTONE MEDICAL	1/13/2014	11,068.74
38049	SECR0001	CUPE NATIONAL	1/13/2014	200.00
38050	DOOR0002	DOORNEKAMP CONTRACTORS	12/31/2013	156,823.38

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
38051	THEG0002	THE GREER GALLOWAY GROUP INC.	12/31/2013	2,235.21
38052	TOWN0001	TOWNSHIP OF CENTRAL FRONTENAC	12/31/2013	12,420.70
38053	OSSO0001	OSSO ELECTRIC SUPPLIES INC.	1/14/2014	932.25
38054	CRAI0001	CRAIN'S CONSTRUCTION LIMITED	12/31/2013	316,943.62
38055	CUNN0001	CUNNINGHAM SWAN CARTY LITTLE &	12/31/2013	794.12
38056	INFO0002	8020 INFO INC.	12/31/2013	3,909.80
38057	PUKA0001	1809457 ONTARIO INC.O/A SOLBRI	12/31/2013	2,966.25
38058	RECO0001	METROLAND MEDIA GROUP	12/31/2013	1,311.87
38059	TOWN0003	TOWNSHIP OF NORTH FRONTENAC	12/31/2013	3,435.09
38060	AIRT0002	AIRTRON CANADA	2/3/2014	1,148.08
38061	AMBE0002	AMBERGER, HERMAN	2/3/2014	75.00
38062	CANA0009	CANADIAN TIRE STORE 195	2/3/2014	10.16
38063	CANP0001	CANPAR TRANSPORT L.P.	2/3/2014	82.76
38064	CARL0001	CARLETON UNIFORMS INC.	2/3/2014	29,076.55
38065	CORE0001	REG COREY	2/3/2014	125.00
38066	COUS0001	PAIGE COUSINEAU	2/3/2014	3,257.40
38067	DOOR0001	DOOR DOCTOR	2/3/2014	1,203.22
38068	DRAP0002	DRAPER DOORS	2/3/2014	415.28
38069	ENVI0001	ENVIRO-GUARD	2/3/2014	126.56
38070	HARS0001	HARS AIDS REGIONAL SERVICES	2/3/2014	474.60
38071	LEON0001	LEONARD FUELS LTD.	2/3/2014	2,613.17
38072	LLOY0001	LLOYD, STEVEN	2/3/2014	80.00
38073	ONTA0006	ONTARIO MUNICIPAL HEALTH AND S	2/3/2014	125.00
38074	ORMS0001	ORMSBEE'S MERCANTILE	2/3/2014	310.19
38075	RECE0003	RECEIVER GENERAL	2/3/2014	350.20
38076	STER0001	STERICYCLE INC.	2/3/2014	107.53
38077	THOM0002	THOMPSON CONSTRUCTION MANAGE	2/3/2014	66,207.83
38078	TROP0001	TROPHY HOUSE	2/3/2014	33.90
38079	VANB0001	TAMBLYN, ANGELIQUE IN TRUST	2/3/2014	81.88
38080	WALM0001	WALMART CREDIT DEPT.	2/3/2014	86.05
38081	WATS0001	LINDA SILVER	2/3/2014	185.00
5569001	RECE0002	RECEIVER GENERAL	1/24/2014	145,131.28
5569514	RECE0002	RECEIVER GENERAL	1/24/2014	27,384.69
6626927	RECE0002	RECEIVER GENERAL	1/24/2014	237.97
8375	OMER0001	OMERS	1/28/2014	239,559.74
9558923	RECE0002	RECEIVER GENERAL	1/17/2014	54,713.62
9567663	RECE0002	RECEIVER GENERAL	1/17/2014	24,693.32
A9W3X5	BELL0001	BELL CANADA	1/20/2014	854.62
AR1206	PARA0001	PARAMEDIC ASSOCIATION	1/29/2014	130.00
AR73	ROCH0001	ROCHON, SUE	1/21/2014	794.20
EFT0003480	ACKL0001	ACKLANDS GRAINGER INC.	1/20/2014	509.64
EFT0003481	ACTI0003	ACTIVE HEALTH SERVICES LTD.	1/20/2014	9,036.80
EFT0003482	ALEX0001	ALEX MCCOY PLUMBING AND HEATIN	1/20/2014	1,353.75
EFT0003483	ALLA0003	ALLAN GRAPHICS	1/20/2014	971.80
EFT0003484	ALLI0002	ALLIED MEDICAL	1/20/2014	16,390.00

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
EFT0003485	ANDE0001	KYLE ANDREWS	1/20/2014	1,039.60
EFT0003486	BAYR0001	BAYRIDGE PRINTER PRO	1/20/2014	873.44
EFT0003487	BENS0001	BENSON TRUCK & TRAILER	1/20/2014	5,356.62
EFT0003488	BENS0002	BENSON COMMERCIAL TIRE	1/20/2014	9,804.36
EFT0003489	BLUE0001	BLUE CROSS	1/20/2014	70,520.10
EFT0003490	BOCC0001	LINDE CANADA	1/20/2014	2,513.10
EFT0003491	BROW0003	BROWN'S FINE FOOD	1/20/2014	665.63
EFT0003492	CADU0001	CADUCEON ENVIRONMENTAL LABOR	1/20/2014	121.33
EFT0003493	CALL0001	CALLIGARIS SATELLITE ELECTRONI	1/20/2014	2,006.85
EFT0003494	CANA0008	CANADIAN TIRE	1/20/2014	573.07
EFT0003495	CANA0037	WASTE MANAGEMENT	1/20/2014	3,378.58
EFT0003496	CARE0002	CARE STREAM MEDICAL LTD.	1/20/2014	1,276.33
EFT0003497	CARS0001	CARSWELL	1/20/2014	241.01
EFT0003498	CHOQ0001	CHOQUETTE CKS	1/20/2014	2,884.94
EFT0003499	COLL0001	COLLINS	1/20/2014	744.78
EFT0003500	CUPE0001	CUPE LOCAL 109	1/20/2014	672.87
EFT0003501	DIGI0002	DIGITAL OFFICE SYSTEMS	1/20/2014	402.15
EFT0003502	DIGI0003	DIGITAL OFFICE	1/20/2014	842.01
EFT0003503	FERN0001	FERNO	1/20/2014	2,446.35
EFT0003504	FUTU0001	CARDINAL HEALTH CANADA INC.	1/20/2014	2,717.72
EFT0003505	GASK0001	GASKIN, DR. ANNE	1/20/2014	1,190.40
EFT0003506	GRAN0003	OFFICE MAX GRAND & TOY LTD	1/20/2014	1,338.35
EFT0003507	HOLL0002	HOLLINGSWORTH SUPPLY SERVICES	1/20/2014	1,159.33
EFT0003508	HOTE0001	HOTEL DIEU HOSPITAL	1/20/2014	255.00
EFT0003509	ICIP0001	PPG ARCHITECTURAL COATINGS CAN	1/20/2014	38.65
EFT0003510	INTE0003	INTERDEV TECHNOLOGIES INC.	1/20/2014	8,226.00
EFT0003512	K3CC0001	K3C COMMUNITY COUNSELLING CEN	1/20/2014	620.00
EFT0003513	KAPS0001	KAPS KINGSTN AREA PATIENT SHUT	1/20/2014	52.50
EFT0003514	KENS0002	1557145 ONTARIO LTD.	1/20/2014	254.25
EFT0003515	KING0009	KINGSTON REGIONAL HOSPITAL LA	1/20/2014	1,797.66
EFT0003516	KING0019	KINGSTON ACCESS BUS	1/20/2014	40.00
EFT0003517	KNOT0001	KNOTT, WALTER	1/20/2014	225.79
EFT0003518	LEVA0005	LEVAC PROPANE - BASE 4	1/20/2014	32.57
EFT0003519	OPSE0001	OPSEU LOCAL 462	1/20/2014	8,019.27
EFT0003520	SECR0001	CUPE NATIONAL	1/20/2014	7,000.66
EFT0003521	MAGN0001	AQUALIBRIUM WATER TECHNOLOGIE	1/20/2014	437.52
EFT0003522	MALR0001	MALROZ	1/20/2014	7,452.35
EFT0003523	MARI0001	MARILYN'S CLEANING SERVICES	1/20/2014	150.00
EFT0003524	MART0001	MARTIN & LEVESQUE INC.	1/20/2014	283.63
EFT0003525	MCKE0003	MCKEOWN & WOOD FUELS	1/20/2014	1,047.41
EFT0003526	MEDI0001	MEDICAL MART	1/20/2014	1,128.47
EFT0003527	MEDI0006	MEDIGAS - DIV OF PRAXAIR CANAD	1/20/2014	1,040.00
EFT0003528	MEDI0008	MED-I-PANT INC.	1/20/2014	2,372.99
EFT0003529	MICR0001	MICROAGE KINGSTON	1/20/2014	38,032.98
EFT0003530	MOTI0001	MOTION SPECIALTIES	1/20/2014	2,205.31

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EFT0003531	PHYS0001	PHYSIO-CONTROL CANADA SALES L	1/20/2014	11,789.98
EFT0003532	QUIC0001	QUICK SEW	1/20/2014	935.10
EFT0003533	RNAW0001	WIRELESS RNA TECHNOLOGY INC.	1/20/2014	598.90
EFT0003534	RNIC0001	R. NICHOLLS DISTRIBUTORS INC.	1/20/2014	1,248.31
EFT0003535	SCOT0002	SCOTT'S SNOW REMOVAL AND LAWN	1/20/2014	858.80
EFT0003536	SERV0001	SERVE PRO - KINGSTON	1/20/2014	1,869.20
EFT0003537	SHAR0001	SHARBOT LAKE LAWN SERVICE	1/20/2014	395.50
EFT0003538	SILV0003	SILVERT'S STORE	1/20/2014	269.97
EFT0003539	SUNL0001	SUN LIFE ASSURANCE COMPANY OF	1/20/2014	51,409.52
EFT0003540	SWIS0001	SWISH MAINTENANCE LTD	1/20/2014	3,611.08
EFT0003541	TERR0001	TERRY'S PLOWING	1/20/2014	7,158.55
EFT0003542	THER0001	THERMOPATCH (CANADA) INC.	1/20/2014	673.25
EFT0003543	THOM0006	THOMPSON ELECTRIC	1/20/2014	166.68
EFT0003544	TOWN0004	TOWNSHIP OF SOUTH FRONTENAC	1/20/2014	225.51
EFT0003545	TRIM0001	TRIM-LINE OF SOUTH EASTERN ONT	1/20/2014	113.00
EFT0003546	VERS0001	VERSUS BUSINESS FORMS AND LABE	1/20/2014	734.50
EFT0003547	WATS0002	WATSON & ASSOCIATES ECONOMIST	1/20/2014	2,502.95
EFT0003549	WORD0001	REBECCA WORDEN	1/20/2014	360.00
EFT0003550	WRBR0001	W.R. BRIGHTMAN & SON LTD	1/20/2014	1,213.29
EFT0003551	XPLO0001	XPLORNET COMMUNICATIONS INC.	1/20/2014	84.73
EFT0003552	GEMM0001	GEMMILL,DAVE	2/1/2014	2,636.66
EFT0003554	HOTE0001	HOTEL DIEU HOSPITAL	2/1/2014	2,497.06
EFT0003555	QUIN0002	QUINTE CRANE RENTALS INCORPOR/	2/1/2014	4,972.00
EFT0003556	AIRL0001	AIR LIQUIDE CANADA INC.	1/27/2014	25.22
EFT0003557	ALEX0001	ALEX MCCOY PLUMBING AND HEATIN	1/27/2014	276.85
EFT0003558	ANYT0001	ANYTHING ELECTRIC	1/27/2014	446.26
EFT0003559	ARJO0001	ARJO HUNTLEIGH CANADA	1/27/2014	864.70
EFT0003560	BEEH0001	BEEHLER BROS. ELECTRICAL	1/27/2014	131.65
EFT0003561	BENS0001	BENSON TRUCK & TRAILER	1/27/2014	3,723.77
EFT0003562	BOCC0001	LINDE CANADA	1/27/2014	2,020.33
EFT0003563	CADU0001	CADUCEON ENVIRONMENTAL LABOR.	1/27/2014	209.90
EFT0003564	CANA0008	CANADIAN TIRE	1/27/2014	103.24
EFT0003565	CANA0016	CANADIAN BEARINGS LTD	1/27/2014	102.42
EFT0003566	CUNN0001	CUNNINGHAM SWAN CARTY LITTLE &	1/27/2014	1,158.25
EFT0003567	DIGI0002	DIGITAL OFFICE SYSTEMS	1/27/2014	1,200.24
EFT0003568	DIGI0003	DIGITAL OFFICE	1/27/2014	316.40
EFT0003569	ECOL0001	ECOLAB	1/27/2014	183.41
EFT0003570	ESFO0002	E.S.FOX LIMITED	1/27/2014	1,625.36
EFT0003571	FAMI0001	K3C COMMUNITY COUNSELLING CEN	1/27/2014	2,334.30
EFT0003572	GRAN0003	OFFICE MAX GRAND & TOY LTD	1/27/2014	364.50
EFT0003573	HAMI0001	HAMILTON SMITH LTD	1/27/2014	209.05
EFT0003575	KING0012	KINGSTON FRONTENAC PUBLIC LIBR	1/27/2014	82,418.90
EFT0003576	KING0047	KINGSTON INJURY MANAGEMENT CEI	1/27/2014	1,115.00
EFT0003577	KPMG0002	KPMG LLP	1/27/2014	67,421.45
EFT0003578	MALL0002	MALLORY'S FIRE SYSTEMS LTD	1/27/2014	620.37

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Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
EFT0003579	MCIM0001	MC IMAGING TECHNOLOGIES LIMITE	1/27/2014	13,199.03
EFT0003580	MOTI0001	MOTION SPECIALTIES	1/27/2014	4,906.98
EFT0003581	MUNI0005	MUNICIPAL INFORMATION SYSTEMS	1/27/2014	485.90
EFT0003582	NESB0001	NESBITT ENGINEERING	1/27/2014	3,819.40
EFT0003583	QUAL0002	QUALITY PATIENT TRANSFER SERVI	1/27/2014	186.45
EFT0003584	RIGN0001	RIGNEY BUILDING SUPPLIES LTD.	1/27/2014	438.94
EFT0003585	SCOT0001	SCOTT INDUSTRIAL SERVICES	1/27/2014	3,752.28
EFT0003586	SHOP0002	SHOPPERS DRUG MART	1/27/2014	3,716.84
EFT0003587	TERR0001	TERRY'S PLOWING	1/27/2014	14,769.10
EFT0003588	THEK0001	THE KINGSTON WHIG STANDARD	1/27/2014	73.68
EFT0003589	THOM0006	THOMPSON ELECTRIC	1/27/2014	327.02
EFT0003590	TRIM0001	TRIM-LINE OF SOUTH EASTERN ONT	1/27/2014	113.00
EFT0003591	TSSA0001	TSSA - TECHNICAL STANDARDS SAF	1/27/2014	120.00
EFT0003592	VERS0001	VERSUS BUSINESS FORMS AND LABE	1/27/2014	472.63
EFT0003593	WRBR0001	W.R. BRIGHTMAN & SON LTD	1/27/2014	1,024.06
EFT0003594	DACO0001	KINGSTOWN INVESTMENTS INC	2/1/2014	4,421.13
EFT0003595	4OFF0001	4 OFFICE AUTOMATION LIMITED	2/3/2014	1,123.14
EFT0003596	ACKL0001	ACKLANDS GRAINGER INC.	2/3/2014	1,038.26
EFT0003597	ACTI0003	ACTIVE HEALTH SERVICES LTD.	2/3/2014	8,057.94
EFT0003598	ALEX0001	ALEX MCCOY PLUMBING AND HEATIN	2/3/2014	294.37
EFT0003599	ALLI0002	ALLIED MEDICAL	2/3/2014	5,867.94
EFT0003600	ANDE0001	KYLE ANDREWS	2/3/2014	135.60
EFT0003601	BARD0002	BARDON SUPPLIES LTD	2/3/2014	5,149.41
EFT0003602	BEEH0001	BEEHLER BROS. ELECTRICAL	2/3/2014	2,331.09
EFT0003603	BENS0001	BENSON TRUCK & TRAILER	2/3/2014	1,721.62
EFT0003604	BGMM0001	BGM METALWORKS	2/3/2014	1,346.96
EFT0003605	BOCC0001	LINDE CANADA	2/3/2014	235.73
EFT0003606	CADU0001	CADUCEON ENVIRONMENTAL LABOR	2/3/2014	104.95
EFT0003607	CANA0041	CANADIAN LINEN AND UNIFORM SER	2/3/2014	874.80
EFT0003608	CHOQ0001	CHOQUETTE CKS	2/3/2014	163.29
EFT0003609	COLL0001	COLLINS	2/3/2014	2,236.36
EFT0003610	CRES0001	CRESTLINE COACH LTD.	2/3/2014	607.70
EFT0003611	DIGI0003	DIGITAL OFFICE	2/3/2014	318.41
EFT0003612	ECOL0001	ECOLAB	2/3/2014	366.82
EFT0003613	ESFO0002	E.S.FOX LIMITED	2/3/2014	3,785.92
EFT0003614	FUTU0001	CARDINAL HEALTH CANADA INC.	2/3/2014	96.05
EFT0003615	GRAN0003	OFFICE MAX GRAND & TOY LTD	2/3/2014	298.65
EFT0003616	HAMI0001	HAMILTON SMITH LTD	2/3/2014	248.60
EFT0003617	HICK0001	HICKS MORLEY HAMILTON STEWART	2/3/2014	459.91
EFT0003618	HOLL0002	HOLLINGSWORTH SUPPLY SERVICES	2/3/2014	1,382.46
EFT0003619	INTE0003	INTERDEV TECHNOLOGIES INC.	2/3/2014	1,778.34
EFT0003620	ISOL0001	ISOLARA SOLAR POWER	2/3/2014	37,300.89
EFT0003621	JJEX0001	JJ EXPRESS	2/3/2014	192.33
EFT0003622	K3CC0001	K3C COMMUNITY COUNSELLING CEN	2/3/2014	620.00
EFT0003623	KENS0002	1557145 ONTARIO LTD.	2/3/2014	254.25

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EFT0003624	KING0005	KINGSTON GENERAL HOSPITAL	2/3/2014	10,302.36
EFT0003625	KING0009	KINGSTON REGIONAL HOSPITAL LA	2/3/2014	1,404.65
EFT0003626	KING0014	KINGSTON AND AMHERST TAXI	2/3/2014	40.80
EFT0003627	KNOT0001	KNOTT, WALTER	2/3/2014	24.00
EFT0003628	LEVA0002	LEVAC PROPANE INC.	2/3/2014	699.09
EFT0003629	MAGN0002	MAGNACHARGE	2/3/2014	6.84
EFT0003630	MDSL0001	LIFELABS LP	2/3/2014	1,492.50
EFT0003631	MOTI0001	MOTION SPECIALTIES	2/3/2014	3,164.59
EFT0003632	PATR0001	PAT ROGERS TOWING SERVICE	2/3/2014	610.20
EFT0003633	RENT0001	RENTOKIL PEST CONTROL CANADA L	2/3/2014	318.66
EFT0003634	SAMC0001	SAM CHEMICAL SPECIALITIES	2/3/2014	3,361.41
EFT0003635	SECR0001	CUPE NATIONAL	2/3/2014	7,390.72
EFT0003636	SWIS0001	SWISH MAINTENANCE LTD	2/3/2014	447.49
EFT0003637	THOM0005	THOMAS LEMMON & SONS (1973) LT	2/3/2014	487.03
EFT0003638	THOM0006	THOMPSON ELECTRIC	2/3/2014	236.18
EFT0003639	THYE0001	THYESSEN KRUPP ELEVATOR	2/3/2014	19,653.82
EFT0003640	TSSA0001	TSSA - TECHNICAL STANDARDS SAF	2/3/2014	452.00
EFT0003641	WOLS0001	WOLSELEY MECHANICAL GROUP	2/3/2014	18.21
EFT0003642	CANA0008	CANADIAN TIRE	2/3/2014	60.88
EFT0003643	CUPE0001	CUPE LOCAL 109	2/3/2014	763.98
JH202	TDVI0002	TD VISA (6040) MARIAN VABRUINE	1/17/2014	740.00
JH211	TDVI00026	TD VISA - (1306) KATHRYN ALDRI	1/17/2014	58.64
JH313	TDVI0024	TD VISA (3154) DAVID MILLARD	1/17/2014	1,010.90
JH321	TDVI0021	TD VISA (3170) JOE GALLIVAN	1/17/2014	52.88
JH331	TDVI0023	TD VISA (3238) MARY LAKE	1/17/2014	4,387.16
JH334	TDVI0019	TD VISA (3196) ANNE MARIE YOUN	1/17/2014	662.42
JH340	TDVI0018	TD VISA (5641) JEFF BURGESS	1/17/2014	7.00
JH343	TDVI0005	TD VISA (6065) PAUL CHARBONNEA	1/17/2014	1,413.27
JH350	TDVI0003	TD VISA - ROB WRIGHT (6149)	1/17/2014	593.71
JH353	TDVI0007	TD VISA (6198) GALE CHEVALIER	1/17/2014	562.34
JH361	TDVI0006	TD VISA (6081) DAVE GEMMILL	1/17/2014	65.69
JH363	TDVI0004	TD VISA (6222) MARK PODGERS	1/17/2014	706.20
JO202	TDVI0025	TD VISA (4777) ANDY DAWSON	1/17/2014	50.00
K3J5Y2	MINI0024	MINISTRY OF THE ATTORNEY GENER	1/15/2014	202.50
K3J5Y3	MINI0024	MINISTRY OF THE ATTORNEY GENER	1/15/2014	505.50
K3J5Y4	MINI0024	MINISTRY OF THE ATTORNEY GENER	1/15/2014	374.50
L6Q5Y9	BELL0001	BELL CANADA	1/20/2014	417.11
L6Q5Z2	TELU0001	TELUS MOBILITY	1/20/2014	110.63
L6Q5Z3	CULL0002	CULLIGAN WATER CONDITIONING	1/22/2014	95.75
L6Q5Z4	CULL0002	CULLIGAN WATER CONDITIONING	1/22/2014	173.25
L6Q5Z5	CULL0002	CULLIGAN WATER CONDITIONING	1/22/2014	532.51
L6Q5Z6	CULL0002	CULLIGAN WATER CONDITIONING	1/22/2014	42.00
L6Q5Z7	CULL0002	CULLIGAN WATER CONDITIONING	1/22/2014	14.75
L6Q5Z8	CULL0002	CULLIGAN WATER CONDITIONING	1/22/2014	97.00
L6Q5Z9	CULL0002	CULLIGAN WATER CONDITIONING	1/22/2014	33.00

County of Frontenac
Transaction Register Report
January 11, 2014 - February 10, 2014

Cheque Number	Vendor ID	Vendor Cheque Name	Cheque Date	Amount
L6Q6A2	NORT0004	NORTH FRONTENAC TELEPHONE CO.	1/21/2014	316.37
L6Q6A3	KING0008	KINGSTON ONLINE SERVICES	1/20/2014	98.25
L6Q6A4	RONA0001	RONA HOME & GARDEN	1/27/2014	193.55
L6Q6A5	WTCC0001	WTC COMMUNICATIONS	1/21/2014	295.26
L6Q6A6	WTCC0001	WTC COMMUNICATIONS	1/21/2014	847.44
PAP01132014	UTIL0001	UTILITIES KINGSTON	1/13/2014	686.84
PAP01152014	HYDR0001	HYDRO ONE	1/15/2014	1,704.48
PAP01192014	HYDR0001	HYDRO ONE	1/19/2014	392.54
PAP01202014	UNIO0002	RELIANCE HOME COMFORT	1/20/2014	20.23
PAP01262014	HYDR0002	HYDRO ONE	1/26/2014	192.39
PAP01312014	UTIL0001	UTILITIES KINGSTON	1/31/2014	153.30
PAP01312014	UTIL0001	UTILITIES KINGSTON	1/31/2014	124.02
Q4H7H6	BELL0001	BELL CANADA	1/28/2014	381.79
Q4H7H7	BELL0001	BELL CANADA	1/28/2014	178.56
Q4H7H8	BELL0001	BELL CANADA	1/28/2014	196.74
Q4H7H9	BELL0001	BELL CANADA	1/23/2014	219.55
Q4H7J2	BELL0001	BELL CANADA	1/22/2014	11.60
Q4H7J3	STAR0001	SHAW DIRECT	1/22/2014	312.11
U2W4X8	BELL0001	BELL CANADA	1/28/2014	237.22
U2W4X9	BELL0001	BELL CANADA	1/28/2014	121.86
U2W4Y2	BELL0001	BELL CANADA	1/28/2014	175.89
U2W4Y3	BELL0001	BELL CANADA	1/28/2014	91.80
U2W4Y4	PETR0001	PETRO CANADA	1/31/2014	15,941.27
U2W5J5	WORK0002	WORKPLACE SAFETY AND INSURANC	1/28/2014	50,743.24
Total Transactions: 294			**Total**	**2,409,756.84**

Void Transactions: Cheque 38037, 38042, EFT0003511, EFT0003548, EFT0003553, EFT0003574



A special initiative for special adults

New Leaf Link (NeLL) Application for Ontario Trillium Foundation Grant: Submission deadline 1 March 2014

This communication is part of a request to write a letter of support to be submitted online with New Leaf Link's (NeLL's) Ontario Trillium Foundation (OTF) grant application. Either a hardcopy letter on your letterhead or an electronic file from your institution sent to NewLeafLink@xplornet.com would be most appreciated.

Ideally, NeLL's OTF grant application will be submitted in the last week of **February 2014**. An OTF grant could support the NeLL program for up to five years, i.e., this is a large grant. Although an organization could receive $75,000 per year for up to five years, last year the average grant in the Quinte, Kingston, Rideau region amounted to about $49,000 per year. If NeLL were to succeed in winning a grant, the start time for projects would be **1 January 2015**.

As background to help in writing a letter of support, NeLL is applying for a multi-year grant that will be submitted under the **"Human and Social Services"** sector (with overlapping aims in **"Arts & Culture"** and **"Sports & Recreation"**). Priorities in each of these sectors mention people with disabilities specifically with emphases on affording "access" to socio-cultural participation and enhancing community inclusion. These objectives offer **an excellent fit with NeLL's mission to promote the community inclusion of adults with developmental disabilities**.

Key phrases from the OTF sector priorities as listed on the web site www.otf.ca include support for proposals that:

- provide "**access** to social participation in community life";
- "support the capacity of an organization to **adapt**, **innovate**, **collaborate** to embrace sustainable ways of working together to achieve better outcomes";
- "foster **networks** and intermediary organizations …to better effect **change** on issues identified by the community";
- "develop more **resilient** communities";
- support "initiatives that **mobilize** a community to effect positive change"; and
- support "**higher quality active living programs**".

Over the past 5 years, NeLL has created an organization from the ground up and NeLL has provided diverse opportunities for community participation and access to a variety of teacher-mentors, volunteers, settings, and cultural institutions. Further, the NeLL program is offered in one rural area that had hitherto provided no services for adults with developmental disabilities. **Instructional development of NeLL projects has from inception emphasized high quality active living activities for disabled adults**

10 January 2014



A special initiative for special adults

in the areas of the arts, information technology, nutrition, and physical education, all areas of interest to OTF.

The OTF web site also itemizes the following **"strategic enablers,"** i.e., key dimensions that strengthen proposals: (a) **capacity building**; (b) **innovation**; (c) **civic engagement**; (d) **collaboration**; (e) **inclusion**; and (f) responding to **local contexts**. Our local branch of OTF favours projects that: (a) maintain or adapt **multi-use facilities**; (b) promote a **healthy lifestyle**; (c) involve **skill development**; (d) help **rural organizations** overcome challenges; (e) are for **people with disabilities**; (f) involve **collaboration** across sectors and generations; and (g) identify **new sources of revenue** and decrease long-term costs for organizations. NeLL's successes could be described using any or all of the keywords mentioned above.

OTF offers grants for operating, project, and/or capital costs. NeLL is applying for **operating** costs to pay **part-time independent workers** to develop **new and innovative projects** for NeLL students. An OTF grant will help NeLL **consolidate its contribution to the community**; **build capacity by widening its current social network of teachers, mentors, guests, students, and support workers; spur innovative new projects;** and **sustain** its current **high level of program quality that enriches the lives of students and their families**. Specifically, NeLL is applying for funds to pay:

1. A **Project Manager** to initiate and oversee multiple projects, seek complementary grants, and coordinate any grant by managing funds, evaluations, and reports: $40/hr x 10hrs per wk x 40 weeks per yr or **$16,000 per year**

2. An **Adapted Technology Teacher/Consultant** to offer an additional day of programming to dovetail technology supports with NeLL projects: $60/hr x 10hrs per wk x 40 wks or **$24,000 per year**

NB. Although students will be invited to attend one additional day of classes per week, i.e. 5 additional hours per week, the Teacher/Consultant will require time outside class to prepare lessons and problem-solve technical issues that arise when students transfer learning at NeLL to daily living.

3. Two (2) **Personal Support Workers** (PSWs) to guarantee educational supports: $20/hr x 5 hrs/da x 2 da/wk x 36 wks x 2 people or **$14,400 per year**

4. A **Teacher versed in Adapted Education** to train PSWs at NeLL (i.e., during the extra adapted technology day of programming) and any volunteers who are interested: $60/hr x 2hrs/da x 1 da/wk x36 wks or **$4320 per year**



A special initiative for special adults

NeLL's business model of offering honoraria to part-time independent teachers/mentors/artists is linked to the local rural context of sparse, intermittent, or primarily entrepreneurial employment environments. However, **NeLL's model is also innovative and flexible in accommodating evolving project needs**, thereby offering a mechanism to **broaden its social network of community supporters, volunteers, and friends (i.e., any given project might involve 2 teacher/mentors and 3 or 4 volunteers).** Thus far, we have attracted 3 artist-mentors, 3 professional musicians, 2 retired teachers, and 2 certified teachers who are self-employed. NeLL is proud to have attracted and retained 11 volunteer Board members, and 7 volunteers who assist regularly in educational projects.

NeLL also operates successfully within the challenging context of adults with developmental disabilities. C**aregivers** of such people **have limited opportunities for gainful employment,** and **disabled individuals** themselves often experience **physical, mental, geographic,** and **economic barriers to full-time participation** in any kind of activity. Many adults with disabilities are **unable to engage in the business world's standards of full-time engagement**, for a number of reasons, not least of which relate to lack of funding to support full time activities—even part-time activities, in some cases. However, NeLL's responsiveness to this context (thus far offering **10 hours per week** of meaningful activity**, charging low program fees,** and **not charging for days absent**) means that caregivers are permitted some respite, they have opportunities to seek out part-time employment, and payment for NeLL is feasible. Most of all, though, members of NeLL are respectful and understanding of differences and individual needs, so caregivers have confidence that their adult children are in good hands. **Together students, volunteers, teacher-mentors, and support workers at NeLL have established a viable and sustainable community, one that is deserving of OTF support**.

For the past 5 years, NeLL has provided leadership in one rural community by creating **innovative and resilient projects** for adults with disabilities—some of whom deal with **severe disabilities**. In that time, NeLL has cultivated strong relationships with the Parish of Loughborough, Frontenac County, the Iron Maidens, Service Clubs such as the Harrowsmith Women's Institute, the Harrowsmith Oddfellows & Rebekahs, Portland Community Caring, St. Patrick's Council, Sydenham Lions Club, and the broader community via www.newleaflink.ca, along with the many local businesses and individuals who donate to NeLL regularly.

Moving forward into the next five years of operation, NeLL aims to maintain and deepen existing relationships and nurture the natural relationship we might have with Sydenham High School (SHS). Our hope is to **collaborate and build reciprocities on projects** with SHS that promote socio-cultural, fitness, and other **educational exchanges** with school-to-community students, especially those who are about to transition. **OTF funding will ensure that NeLL continues to build momentum to broaden its**

10 January 2014



A special initiative for special adults

community and have the capacity to build strong natural partnerships over the long term.

Please feel free to telephone 613-374-3451 or email kg.steiner@xplornet.com to discuss NeLL's application.

Sincerely,
Karin G. Steiner
Executive Director
New Leaf Link (NeLL)
613-374-3451
kg.steiner@xplornet.com

10 January 2014

TOWNSHIP OF FRONTENAC ISLANDS

Resolution

January 13, 2014 **No.** 14(d).

Moved by Dejaun

Seconded by Kathleen Mosal

That Council appoint Wayne Grant to sit on the County of Frontenac's Seniors Housing Task Force to represent the Township of Frontenac Islands.

✓ **Carried** ____ **Lost**

TOWNSHIP OF SOUTH FRONTENAC

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

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

February 5, 2014

RECEIVED
FEB 10 2014
County of Frontenac

County of Frontenac
2069 Battersea Road
Glenburnie, Ontario
K0H 1S0

Attention: Jannette Amini, Acting Clerk

Re: Seniors Housing Task Force

Dear Jannette:

The Council of the Corporation of the Township of South Frontenac passed the following resolution at their meeting held February 4th, 2014:

> "THAT Council appoint Councillor Pat Barr to the Seniors Housing Task Force as established by the County of Frontenac.
>
> Carried."

The contact information for Ms. Pat Barr is noted below:

1793 Green Bay Rd
RR 2
Godfrey ON K0H 1T0
(613) 273-5356

patbarr1@aol.com

Yours sincerely,

Wayne Orr,
Chief-Administrative Officer/Clerk

WO:am

BY-LAW NO. 2014-0005

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

Being a by-law to amend By-law No. 2013-0017 (being a by-law to adopt the estimates for the sums required during the year 2013 for the purposes of the County of Frontenac and to establish rates to be levied for same against the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac)

WHEREAS on May 2, 2013, the Council of the County of Frontenac adopted By-law No. 2013-0017, being a by-law to adopt the estimates for the sums required during the year 2013 for the purposes of the County of Frontenac and to establish rates to be levied for same against the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac;

AND WHEREAS the Council of the Corporation of the County of Frontenac at its regular meeting held February 19, 2014 deems it expedient to amend By-law 2013-0017:

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the County of Frontenac deems it expedient to enact the following amendment to the 2013 County of Frontenac budget as follows:

1. **THAT** a transfer from reserves be included in the 2013 budget as follows:

   Expenditures:
   1. Increase in the operating budget for the K&P Trail $191,460

   Revenue:
   Transfer from the Federal Gas Tax reserve $191,460

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 19th day of February, 2014.

Read a Third Time and Finally Passed, Signed and Sealed this 19th day of February, 2014.

The Corporation of the County of Frontenac

Denis Doyle, Deputy Warden

Jannette Amini, Acting Clerk

BY-LAW NO. 2014-0006

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

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

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

AND WHEREAS it is necessary for the County of Frontenac to raise for the year 2014 certain sums;

AND WHEREAS all property assessment rolls on which the 2014 taxes are to be levied have been returned and revised pursuant to the provisions of the *Assessment Act, R.S.O. 1990, Chapter A.31 and amendments thereto*, subject to appeals at present before the Assessment Review Board, the Ontario Municipal Board and the District Court;

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

AND WHEREAS pursuant to Section 311(2) of the *Municipal Act*, for purposes of raising the general upper-tier levy, the sums required by taxation in the year 2014 are to be levied by separate rates by the Townships for the estimated current annual expenditures for County of Frontenac purposes after deduction of other revenue as directed by County of Frontenac by-law;

AND WHEREAS the tax ratios and tax rate reductions for prescribed property subclasses on the aforementioned property for the 2014 taxation year have been set out in County of Frontenac By-law Number 2014-0002 passed by Council on the 15th day of January, 2014;

AND WHEREAS the tax rates on the aforementioned "Residential/Farm Assessment", "Multi-Residential Assessment", "Commercial Assessment", "Industrial Assessment", "Pipe Line Assessment" (where applicable), "Farmlands Assessment" and "Managed

Forests Assessment" and the applicable subclasses have been calculated pursuant to the provisions of the *Municipal Act*, in the manner set out herein;

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

1. **THAT** the 2014 budget of the County of Frontenac, which is set out as Schedule A attached hereto and forming part of this by-law and which incorporates estimates for revenue and reserve transfers in the amount of $_____ and estimates for expenditures in the amount of $_____ be approved and adopted by the Council of the County of Frontenac.

2. **THAT** having duly adopted the gross estimates set out in Schedule A to this by-law and having deducted there from the estimated revenue from sources other than property taxes for the year 2014, the County of Frontenac hereby adopts the sum of $_____ as per the line titled *"From Taxation"* on Page 4 of Schedule A to this by-law as its estimate of the Property Tax Levy required during the year 2014 for the purposes of the County of Frontenac.

3. **THAT** for the year 2014 in the area coming under the jurisdiction of the County of Frontenac, the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac shall levy upon the Residential/Farm Assessment, Multi-Residential Assessment, Commercial Assessment, Industrial Assessment, Pipe Line Assessment (if applicable), Farmlands Assessment and Managed Forests Assessment and applicable subclasses, the tax rates for County of Frontenac purposes as determined in accordance with the calculations as detailed on Page 35 of Schedule A to this by-law.

4. **THAT** the County of Frontenac hereby directs that the Council of each Township levy the general rates as specified herein and more particularly detailed on Page 35 of Schedule A to this by-law.

5. **THAT** the County of Frontenac hereby directs that the property tax levy for general purposes as levied against each Township be paid to the Treasurer of the County of Frontenac in the installments set out in the agreement dated the 22nd day of April, 1998 attached hereto as Schedule B and forming part of this by-law.

6. **THAT** the County of Frontenac hereby directs that the County's portion of Right-of-Way Acreage payments and the County's portion of Payments in Lieu of Taxation be paid to the Treasurer of the County of Frontenac in the installments set out in the agreement dated the 22nd day of April, 1998 attached hereto as Schedule B to this by-law.

7. **THAT** this by-law shall come into force and take effect as of the date of final passing.

Read a First and Second Time this 19th day of February, 2014.

Read a Third Time and Finally Passed, Signed and Sealed this 19th day of February, 2014.

The Corporation of the County Of Frontenac

Denis Doyle, Deputy Warden

Jannette Amini, Acting Clerk

BY-LAW NO. 2014-0007

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) as it relates to appointments to Committees

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

AND WHEREAS The Corporation of County of Frontenac deems it expedient to amend By-law No. 2013-0020 as it relates to the appointments to the Seniors Housing Task Force and the Sustainability Advisory Committee:

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

1. **THAT** Schedule B to By-law 2013-0020 be amended as follows:

    i. Schedule B-6 Seniors Housing task Force be amended to add Wayne Grant as the Councillor representing Frontenac Islands and Pat Barr as the Councillor representing the Township of South Frontenac;

    ii. Schedule B-3 Sustainability Advisory Committee be amended to remove Ron Hipfner as a community representative and add Barrie Gilbert and Tracy John as community representatives.

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

Read a First and Second Time this 19th day of February, 2014.

Read a Third Time, Signed, Sealed and Finally Passed this 19th day of February, 2014.

The Corporation of the County of Frontenac

Denis Doyle, Deputy Warden

Jannette Amini, Acting Clerk

BY-LAW NO. 2014-0008

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to adopt a policy outlining the circumstances in which the County of Frontenac shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.

WHEREAS Section 270(1) of the *Municipal Act, 2001, S.O. 2001 as amended* (*the Act*) provides that a municipality shall adopt and maintain a policy with respect to the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given;

AND WHEREAS it is deemed advisable to establish minimum notice requirements for those actions for which notice requirements are not prescribed under the provisions of the Act or its regulations;

AND WHEREAS the Council of the County of Frontenac adopted By-law No. 2007-0040 on November 21, 2007, being a by-law to prescribe the form and manner and times for the provision of public notice;

AND WHEREAS the Council of the County of Frontenac deems it expedient to repeal By-law No. 2007-0040;

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

1. **THAT** Council hereby adopts the attached Public Notice Policy being Schedule "A" to this by-law.

2. **THAT** By-law No. 2007-0040 is hereby repealed.

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

Read a First and Second Time this 19th day of February, 2014.

Read a Third Time, Signed, Sealed and Finally Passed this 19th day of February, 2014.

The Corporation of the County of Frontenac

Denis Doyle, Deputy Warden

Jannette Amini, Acting Clerk

Schedule “A” to By-law No. 2014-0008

BY-LAW NO. 2014-0009

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to confirm all actions and proceedings of County Council
on February 19, 2014

WHEREAS Section 8 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other *Act*; and;

WHEREAS Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a lower-tier municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction described in the Table to Subsection 2 subject to certain provisions, and;

WHEREAS Section 5 of the *Municipal Act, S.O. 2001, c. 25* and amendments thereto provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 shall be exercised by its council and by by-law unless the municipality is specifically authorized to do otherwise; and;

WHEREAS the Council of the County of Frontenac deems it expedient to confirm its actions and proceedings;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE COUNTY OF FRONTENAC hereby enacts as follows:

1. THAT all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on February 19th 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 February 19th 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 February 19th 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 19th day of February 2014.

Read a Third Time and Finally Passed, Signed and Sealed this 19th day of February 2014.

The Corporation of the County of Frontenac

Denis Doyle, Deputy Warden

Jannette Amini, Acting Clerk