



County Council Meeting January 21, 2015 – 9:00 a.m.
The Kingston Frontenac Rotary Auditorium,
2069 Battersea Road, Glenburnie, ON
Council will resolve into Closed Meeting
and will reconvene as regular Council at 9:30 am.

AGENDA

Page

1. CALL TO ORDER

2. CLOSED MEETING

a) Enter into Closed Session

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

(a) Adoption of the November 19, 2014 County Council Closed Meeting Minutes.

(b) personal matters about an identifiable individual, including municipal or local board employees - as it relates to the recommendations from the Service Delivery and Organization Review with respect to staffing changes

(c) labour relations or employee negotiations - as it relates to ongoing arbitration and contract negotiations with OPSEU and CUPE

b) Rise from Closed Session

RESOLVED THAT Council rise from closed session with/without the Warden reporting.

3. ADOPTION OF AGENDA

4. DISCLOSURES OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

5. ADOPTION OF MINUTES

a) November 19, 2014 Regular County Council Meeting Minutes

THAT the minutes of the regular Council meeting held November 19, 2014 be adopted as circulated.

22-37

5. ADOPTION OF MINUTES

- b) December 17, 2014 Inaugural County Council Meeting Minutes

THAT the minutes of the Inaugural Council meeting held December 17, 2014 be adopted as circulated.

6. DEPUTATIONS AND/OR PRESENTATIONS

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

This presentation will be made at 12:00 Noon.

7. PROCLAMATIONS

- a) **County of Frontenac 150th Anniversary**

WHEREAS the dissolution of the union with Lennox & Addington Counties on January 1, 1865 makes 2015 the County of Frontenac's 150th Anniversary;

AND WHEREAS regardless of political boundaries, the County remains an enviable place to call home, from every foot of shoreline in Frontenacs Islands, across the beautiful farmland of South Frontenac, skirting every lake through Central Frontenac, and through acres of lush forest in North Frontenac, residents of Frontenac County ought to be proud to live in this diverse, natural environment:

BE IT RESOLVED THAT the Council of the County of Frontenac hereby proclaim 2015 as the year of the County of Frontenac's 150th Anniversary and encourage all citizens of Frontenac County to promote and participate in the celebrations that will be held throughout the County, especially the Frontenac 150th Showcase: August 28-30, 2015, which will be a great opportunity to join with friends and family to celebrate the County's heritage and bright future.

8. BRIEFINGS

9. UNFINISHED BUSINESS

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

49-94

- a) 2015-001
Corporate Services
Storage and Management Agreement with Queen’s University for the Archival Records of Frontenac County

Recommendation

BE IT RESOLVED THAT the Council of the County of Frontenac receive the Corporate Services – Storage and Management Agreement with Queen’s University for the Archival Records of Frontenac County report;

AND FURTHER THAT the Warden and Clerk be authorized to execute a three-year agreement between the Corporation of the County of Frontenac and Queen’s University at Kingston commencing January 1, 2015, for the management and storage of the collection of County of Frontenac archival records located at Queen’s University, attached as Exhibit A, to this Report.

[Addenda]

95-97

- b) 2015-002
Corporate Services
2015 Tax Ratios and Tax Rate Reductions

Recommendation

RESOLVED THAT Council of the County of Frontenac accept this Corporate Services – 2015 Tax Ratios and Tax Rate Reductions report;

AND FURTHER THAT Council consider a by-law, introduced later in the meeting, to re-confirm for 2015 the tax ratios and tax rate reductions currently in place.

98-100

- c) 2015-003
Corporate Services
Transfer Ownership of Sydenham Library to the Corporation of the Township of South Frontenac

Recommendation

RESOLVED THAT Council of the County of Frontenac accept this Corporate Services – Transfer of Ownership of Library to the Corporation of the Township

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

of South Frontenac report;

AND FURTHER THAT Council direct staff to forward the attached Notice of Transfer of Ownership to the Ministry of Agriculture and Rural Affairs (OMAFRA);

AND FURTHER THAT Council consider a by-law, introduced later in the meeting, to transfer ownership of the Sydenham Branch Library to the Corporation of the Township of South Frontenac effective November 2, 2015.

101-103

- d) 2015-004
Corporate Services
2014 Fairmount Home Accounts Receivable Write-Offs

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive this Corporate Services – 2014 Fairmount Home Accounts Receivable Write-Offs report;

AND FURTHER that Council authorize the Treasurer to write off accounts totalling \$18,699.94.

104-155

- e) 2015-005
Corporate Services
Amendments to County of Frontenac Procedural By-law

Recommendation

RESOLVED THAT By-law 2013-0020, being a by-law for governing the calling, place and proceedings of meetings for the County of Frontenac, as amended, be further amended as follows:

THAT Section 11.1 be deleted in its entirety and replaced with:

	11.1	<p>The business of Council shall be taken in the order in which it stands upon the agenda as follows:</p> <ul style="list-style-type: none"> • Call to Order • Closed Meeting
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10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

<i>Agenda Order</i>	<ul style="list-style-type: none"> • Adoption of the Agenda • Disclosure of Pecuniary Interest and General Nature Thereof • Adoption of Minutes • Deputations and/or Presentations • Proclamations • Move into Committee of the Whole • Briefings • Unfinished Business • Recommend Reports from the Chief Administrative Officer • Information Reports from the Chief Administrative Officer • Reports from Council Liaison appointees • Reports from External Boards and Committees • Reports from Advisory Committees of County Council • Return to Council • Adoption of the Report of the Committee of the Whole • Motions, Notice of Which has Been Given • Giving Notice of Motion • Communications • Other Business • Public Question Period • By-laws – General By-laws and Confirmatory By-law • Adjournment
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THAT a new Section 14. Duties of Deputy Warden be added:

1. Duties of the Deputy Warden	
<i>Responsibilities</i>	<p>14.1 In addition to the responsibilities of performing the duties of the Head of Council in the absence of the Warden:</p> <ul style="list-style-type: none"> a. Act as Chair of the Committee of the Whole. b. Be prepared to assume the duties of the Warden. c. Meet regularly with the Warden to be briefed on political matters such as the work of the

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

		<p>Eastern Ontario Wardens Caucus.</p> <p>d. Support and attend meetings of a political nature at the request of the Warden.</p> <p>e. Be generally familiar with executive requirements of the County.</p>
<i>Clarification</i>	14.2	<ul style="list-style-type: none"> The duties of the Deputy Warden do <u>not</u> include <i>ex officio</i> responsibilities on Committees. <p>Other than noted above, appointment to the position of Deputy Warden does <u>not</u> confer any additional powers or duties upon the incumbent in the general execution of duties defined as a County Councillor.</p>

THAT Section 6.5 – Election of Chair and Vice-Chair of the Committee of the Whole be deleted in its entirety

THAT the remainder of the By-law be renumbered accordingly;

THAT a new Schedule D – Council Liaison be added as follows:

Schedule D – Council Liaisons

Term:	Appointed by Council for a four (4) year term, at the pleasure of Council.
Eligibility:	Only second member County Councillors are eligible to be appointed to a Council Liaison position.
Description:	<p>A total of four (4) appointments will be made by Council to act as a Council Liaison with Directors and the Chief Administrative Officer.</p> <p>The four positions are as follows:</p> <ul style="list-style-type: none"> Council Liaison – Emergency and Transportation Services Council Liaison – Long-term Care (Fairmount Home) Council Liaison – Corporate Services Council Liaison – Planning & Economic Development

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

	<p>The purpose of the Council Liaison will be to act as a conduit between Council and senior leadership. The Council Liaison will be the primary spokesperson for issues related to the operation of the department and direction. In particular, working with the Director and Chief Administrative Officer with respect to regulatory compliance and alignment with Council strategic direction.</p>
<p>Expectations:</p>	<ul style="list-style-type: none"> • Meet with the Director and CAO at a minimum of once per month. <ul style="list-style-type: none"> ○ Meeting to be scheduled for the first Wednesday of each month. • Become familiar with the legislative framework, operations, projects, reports, budgets and risks of the Department. • Monthly, provide an overview of the Departmental activities to County Council. • Meet with Warden as required to provide background and insight. • Participate in meetings, workshops and events related to the Department.
	<ul style="list-style-type: none"> • Participate on ad hoc committees and related operations teams as follows: <ul style="list-style-type: none"> Emergency and Transportation Services <ul style="list-style-type: none"> ▪ Emergency Management Program Committee ○ Council Liaison – Long-term Care (Fairmount Home) <ul style="list-style-type: none"> ▪ Quality Assurance and Assessment Committee ○ Council Liaison – Corporate Services <ul style="list-style-type: none"> ▪ Joint Accessibility Advisory Committee ○ Council Liaison – Planning & Economic Development <ul style="list-style-type: none"> ▪ Trails Advisory Committee ▪ Sustainability Advisory Committee

THAT Schedule B-1, Joint Accessibility Advisory Committee, Composition of the Committee be amended to delete **Two (2) Members of County Council** and add **Council Liaison to Corporate Services and One (1) Member of County Council**;

THAT Schedule B-2, Trails Advisory Committee, Composition of the Committee be amended to delete **Three (3) Members of County**

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

Council and add Council Liaison to Planning and Economic Development and Two (2) Members of County Council;

THAT Schedule B-3, Sustainability Advisory Committee, Composition of the Committee be amended to delete **Two (2) Members of County Council** and add **Council Liaison to Planning and Economic Development and One (1) Member of County Council;**

156-157

[Addenda]

- f) 2015-007
Corporate Services
Investing in Ontario Redirection

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive this Corporate Services – Investing in Ontario redirection report;

AND FURTHER that Council pass a bylaw later in the meeting to redirect the remaining Investing in Ontario funds to the K&P Trail.

158-160

- g) 2015-008
Corporate Services
Submission of Application to the Age-Friendly Community Planning Grant Program

Recommendation

BE IT RESOLVED THAT the Council of the County of Frontenac receive the Corporate Services – Submission of Application to the Age-Friendly Community Planning Grant Program report;

AND FURTHER THAT Council authorize staff to take the necessary steps to complete and submit an application to the Age-Friendly Community Planning Grant Program by the January 30, 2015 deadline for the development of an Age-Friendly Action Plan for the County of Frontenac.

161-163

- h) 2014-009
Transportation Services
Wolfe Island Ambulance Response and Ferry Disruption Pilot Project Update

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

Recommendation

BE IT RESOLVED THAT the Council of the County of Frontenac accept this Emergency and Transportation Services –Wolfe Island Ambulance Response and Ferry Disruption Pilot Project Update report for information;

AND FURTHER BE IT RESOLVED THAT the Council of the County of Frontenac hereby recommends to the Ministry of Transportation (MTO) the approval, on a permanent basis, the Wolfe Islander III travel times during ambulance calls as follows:

- For all land ambulance response calls, on Wolfe Island, where the Wolfe Islander III is enroute to Kingston and has passed the Point Fredrick Buoy (KH2), the vessel will continue its voyage, disembark cars and passengers in Kingston; load cars and passengers and return to the Marysville dock.
- When a request for ambulance response is made, the FPS supervisor is to be notified by dispatch and the supervisor will initiate direct contact with the Captain of the Wolfe Islander III to ascertain and coordinate ferry movements.

164-170

- i) 2015-010
Planning & Economic Development
Shared Planning Services Models

Recommendation

THAT County Council receive Report 2015-010 and direct staff to draft a by-law for consideration at their February 18, 2015 meeting that reflects Option ___ of the shared planning services models outlined in the chart contained in Appendix 'A of the report'.

171-180

- j) 2015-011
Transportation Services
Community Paramedicine Research Project - Queens University

Recommendation

BE IT RESOLVED THAT the Council of the County of Frontenac accept this Emergency and Transportation Services –Community Paramedicine Research Project – Queens University report for information;

10. RECOMMEND REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

AND FURTHER BE IT RESOLVED THAT the Council of the County of Frontenac authorize the Warden and CAO to execute an agreement with Queen's University, Centre for Studies in Primary Care to conduct the research project as outlined in the attached proposal.

[Addenda]

181-184

11. INFORMATION REPORTS FROM THE CHIEF ADMINISTRATIVE OFFICER

- a) 2015-006
Corporate Services
Monthly Absenteeism Report Card - DECEMBER

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

13. REPORTS FROM EXTERNAL BOARDS AND COMMITTEES

- a) Kingston Frontenac Library Board Update - Councillor Vandewal

Kingston Frontenac Public Library Board Minutes of Meeting held October 22, 2014
[Distributed to Members of County Council December 5, 2014]

Kingston Frontenac Public Library Board Minutes of Meeting held November 26, 2014
[Distributed to Members of County Council January 9, 2015]

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

KFL&A Board of Health Minutes of Meeting held October 22 2014
[Distributed to Members of County Council December 5, 2014]

- c) RULAC, LSR and Other Updates

- d) Algonquin Land Claim Update - Councillor Inglis

13. REPORTS FROM EXTERNAL BOARDS AND COMMITTEES

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

- f) Housing and Homelessness Committee Update - Deputy Warden Smith

- g) Rideau Corridor Landscape Steering Committee Update - Councillor McDougall

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

14. REPORTS FROM ADVISORY COMMITTEES OF COUNTY COUNCIL

185-187

- a) December 8, 2014 Frontenac Accessibility Advisory Committee Meeting Minutes

188-192

- b) December 10, 2015 150th Anniversary Advisory Committee Meeting Minutes

193-194

- c) December 10, 2014 150th Anniversary Planning Advisory Committee Report to Council

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

Recommendations:

THAT the Report received from the 150th Anniversary Planning Advisory Committee be received and adopted.

Report of the 150th Anniversary Planning Advisory Committee

- a) Change in Location of County Council Meetings
THAT the Council of the County of Frontenac change the location of its regular

14. REPORTS FROM ADVISORY COMMITTEES OF COUNTY COUNCIL

meeting of April to North Frontenac Township, of May to Central Frontenac Township, of June to Frontenac Islands Township, and of July to South Frontenac Township to help promote the County of Frontenac's 150th Anniversary.

b) Amendments to the 150th Anniversary Planning Advisory Committee Mandate – Committee Composition

THAT the Council of the County of Frontenac amend the mandate of Schedule B-4 the 150th Anniversary Planning Advisory Committee to increase the number of community representatives from five to seven.

AND FURTHER THAT all previous members who have applied to serve on the 150th Anniversary Planning Advisory Committee be reappointed in order to maintain continuity of leadership for the imminent 150th Anniversary Celebrations.

195-198

d) December 1, 2014 Sustainability Advisory Committee Meeting Minutes

199-214

e) December 1, 2014 Sustainability Advisory Committee Report to Council

Recommendation:

THAT the Report received from the 150th Anniversary Planning Advisory Committee be received and adopted.

Report of the Sustainability Advisory Committee

WHEREAS a group of community members came together on September 18, 2014 with the goal of establishing short-term priorities for sustainability in the Frontenacs and were successful in identifying 23 opportunities for priority action,

AND WHEREAS, the Sustainability Advisory Committee (SAC) is responsible for providing input and recommendations regarding the implementation of *Directions for Our Future*, in particular to help meet the "Commitment Towards a Sustainable Future" and the "Community Input" elements,

AND WHEREAS, some of the County-led differences made through the ICSP

14. REPORTS FROM ADVISORY COMMITTEES OF COUNTY COUNCIL

process over the past five years include:

- Community Improvement Plans are underway in every Township.
- 31kms of the Frontenac K&P Trail have been developed. An additional 8kms are currently being developed. The ultimate goal is for the K&P to reach Sharbot Lake by 2017.
- County Council adopted its first ever Official Plan in October, 2014.
- A 2012 community paramedicine pilot project lead to ongoing Wellness Clinics in Marysville. In October 2014 Frontenac Paramedic Services received a grant of \$156,800 from the Ministry of Health and Long-Term Care to establish a framework for future community paramedicine programs in the County of Frontenac and the City of Kingston.
- A Natural Heritage Study
- The Seniors Housing Pilot Project completed in 2012 laid the groundwork for the establishment of Council’s Seniors Housing Task Force.
- \$240,010 to date distributed through Small Scale Community Sustainability Initiatives Funding to such projects as:
 - Frontenac Islands Tourist Information Centre Refurbish - \$15,000
 - North Frontenac Dry Hydrant - \$5,000
 - Cataraqui Trail Rutledge Rd Bridge Improvements - \$11,000
 - Central Frontenac Multi-Use Project Trail Improvements - \$10,000
 - New Leaf Link E-applications for Special Needs Persons - \$5,500
 - Friends of Arden Kissing Bridge - \$ 9,400

AND WHEREAS the SAC reviewed the community-identified 23 priorities at its October and December meetings and agreed that the following six should be priority goals:

	Priority Goal	Strategies	Leader
1	Develop low-	Focusing on user needs, develop	To be lead by

14. REPORTS FROM ADVISORY COMMITTEES OF COUNTY COUNCIL

	impact tourism to attract a new generation of tourists	associated services and support business growth along trails	the County with some community involvement
		Improve public restrooms and visitor information facilities	To be lead by the County with some community involvement
2	Restore farming in a way suitable to the varied environments in the County	Help the small market farmer overcome capacity limitations by supporting local food production, processing and distribution chain development	To be lead by the community with some County involvement
		Support Farmers' Markets	To be lead by the community with some County involvement
3	Implement County Council's Strategic Goals (developed in 2014)	<i>Goal 1: Seniors</i>	
		Develop a transportation system that meets the needs of County residents	To be lead by County Council
		Assist the elderly to age safely in their homes through the development of Community Paramedicine Projects, social services and senior's housing options	To be lead by County Council
		<i>Goal 2: Waste Management</i>	
		Develop long-term waste management plans	To be lead by the community with some County involvement
		<i>Goal 3: Costs & Revenues</i>	
		Develop a strategy to attract and support more small retail	To be lead by the community

14. REPORTS FROM ADVISORY COMMITTEES OF COUNTY COUNCIL

		stores/groceries	with some County involvement
		Create more youth employment opportunities; promote youth employment & entrepreneurship.	To be lead by the County with some community involvement
		Expand senior population by encouraging retirees to move to the County, while keeping sight of the importance of youth retention	To be lead by the County with some community involvement
4	Continue / Expand Support for Small Scale Community Sustainability Initiatives Funding	In the 2015 budget, support the allocation of \$50,000 from Federal Gas Tax to the SSSCSI Funding. Commit to long-term financial support for the program.	To be lead by County Council
5	Support Local Improvement Charges to permit citizen house retrofits for energy conservation	The Sustainability Advisory Committee should develop a “made in Frontenac” solution by pursuing options in assisting homeowners in energy retrofits with support and collaboration from the County of Frontenac	To be lead by the County with some community involvement
6	Support the protection, maintenance and improvement of lake quality and water table	Through partnership with the Frontenac Stewardship Foundation: <ul style="list-style-type: none"> • Develop a Frontenac Stewardship Plan • Support continued efforts to educate citizens • Support the development of Lake and Shoreline Management Plans 	To be lead by the community with some County involvement

NOW THEREFORE, BE IT RESOLVED THAT the Council of the County of Frontenac endorse these six priority goals for consideration during the budget process and implementation in 2015, and that this approved motion be

14. REPORTS FROM ADVISORY COMMITTEES OF COUNTY COUNCIL

forwarded to: (1) the member municipalities for their discussion and use during Township strategic planning sessions, (2) the March 4 & 5 Frontenac Economic Development Days, and (3) the Budget Process for resource allocation consideration.

215-218

- f) December 4, 2014 Trails Advisory Committee Meeting Minutes

219

- g) December 4, 2014 Trails Advisory Committee Report to Council

Recommendation:

THAT County Council approve the diversion of ATV traffic from the K&P Trail between where it conjuncts with Oclean Lane and the access north of Fish Creek Bridge, with diverted traffic using Oclean Lane and Fish Creek Road; subject to confirmation of ownership of Oclean Lane and a formal maintenance agreement with Central Frontenac for the right-of-way.

15. ACCOUNTS

220-227

- a) Posted Cheque Listing for the Period of: November 13, 2014 to December 8, 2014

228-237

- b) Posted Cheque Listing for the Period of: December 9, 2014 to January 13, 2015

16. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

- a) **Warden and Deputy Warden
2016-2018**

Moved by Warden Doyle
Seconded by Councillor Nossal

WHEREAS it is desirous and prudent to plan for succession, workload and geographical location of the Warden and Deputy Wardens in each year of the Council term;

AND WHEREAS the *Municipal Act*, 2001 S. 218 (4) permits the Council of an Upper

16. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

Tier municipality to establish a term for its head of Council;

AND WHEREAS Frontenac County By-law No. 2013-0020 (as amended), being a by-law to govern the proceedings of the Council and its Committee, the Conduct of Members and the Calling of Meetings (hereafter the *Procedural By-law*) stipulates that the term for the head of Council (Warden) be established as one year, with the election of Warden taking place in December of each year;

AND WHEREAS the By-law stipulates that the Warden be selected from the four (4) members of Council elected as mayor of their respective municipalities;

AND WHEREAS Council, in accordance with terms of the *Procedural By-law* has already passed a By-law appointing the Warden and Deputy Warden for 2015;

NOW THEREFORE BE IT RESOLVED THAT Council, by this resolution, hereby states its intention to consider the following appointments for the balance of their term:

	2016	2017	2018
Warden	Councillor Frances Smith	Councillor Ron Vandewal	Councillor Ron Higgins
Deputy Warden	Councillor Ron Vandewal	Councillor Ron Higgins	Councillor Denis Doyle

[Addenda]

17. GIVING NOTICE OF MOTION

18. COMMUNICATIONS

That Council consent to the following communications of interest to Council listed below be received and filed:

- a) From Quinte Conservation providing its Municipal Update Newsletter
[Distributed to Members of County Council December 5, 2014]

- b) From the Minister Responsible for Seniors Affairs advising of the Age Friendly Grant Program
[Distributed to Members of County Council December 5, 2014]

- c) From the Rural Ontario Municipal Association Requesting for Nominations to the 2015 - 2019 ROMA Board

18. COMMUNICATIONS

[Distributed to Members of County Council December 5, 2014]

- d) From the Township of Pelee advising of its Council resolution requesting that Canada Post continue with home to home delivery.

[Distributed to Members of County Council December 5, 2014]

- e) From the TransCanada PipeLines providing Pipeline Safety Information

[Distributed to Members of County Council December 5, 2014]

- f) Kingston Frontenac Housing Corporation Minutes of Minutes held October 20 2014

[Distributed to Members of County Council December 5, 2014]

- g) From the Eastern Ontario Rural Network providing its Final Report 2014

[Distributed to Members of County Council December 12, 2014]

- h) Invitation from Randy Hillier, MPP, to his annual Christmas Hootenanny and New Years Levee

[Distributed to Members of County Council December 12, 2014]

- i) From AMO providing the LAS Fall-Winter Newsletter

[Distributed to Members of County Council December 19, 2014]

- j) From the Ministry of Natural Resources regarding its mandate of ensuring the sustainability of the Provinces wildlife population

[Distributed to Members of County Council December 19, 2014]

18. COMMUNICATIONS

- k) From Martin Quinn, Chair, extending an invitation to the 2015 Communities in Bloom Ontario
[Distributed to Members of County Council January 9, 2015]

- l) From the Ministry of Energy providing overview of initiatives being taken to provide municipalities with more control around local energy planning
[Distributed to Members of County Council January 9, 2015]

- m) From the Ontario Good Roads Association (OGRA) Board of Directors advising of Slate of Candidates to the Board of Directors
[Distributed to Members of County Council January 9, 2015]

- n) From the University Hospitals Kingston Foundation thanking the County of Frontenac for its pledge
[Distributed to Members of County Council January 9, 2015]

19. OTHER BUSINESS

- a) **Consideration of applications submitted for appointments to the following committees:**
[Applications distributed separately from the agenda.]
 - 1. Sustainability Advisory Committee (SAC)
Two (2) members of County Council; and
Four (4) Community Representatives

 - 2. Trails Advisory Committee (TAC)
Three (3) members of County Council;
Two (2) adjacent land owners;
Two (2) representative from major user groups; and
One (1) CRCA representative

 - 3. 150th Anniversary Planning Advisory Committee (PAC)
Two (2) members of County Council; and
Five (5) Community Representatives

19. OTHER BUSINESS

4. Joint Frontenac Accessibility Advisory Committee (JAAC)
Two (2) members of County Council;
Four (4) members of the Community who are persons with disabilities (one from each Township); and
One (1) member of the Community at large

- b) **Appointments to External Boards/Committees;**
Rural Urban Liaison Advisory Committee;
One (1) Member of County Council

20. PUBLIC QUESTION PERIOD

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

- a) First and Second Reading

RESOLVED THAT leave be given the mover to introduce by-laws a) through e) that have been circulated to all Members of County Council and that by-laws a) through e) be read a first and second time.

- b) Third Reading

RESOLVED THAT by-laws a) through e) be read a third time, signed, sealed and finally passed.

By-Laws

238-239

- a) By-Law to Authorize the Transfer of the Sydenham Public Library to the Township of South Frontenac
[Proposed By-Law No. 2015-0001]

240

- b) By-Law to Authorize the Re-distribution of the Investing in Ontario Funds
[Proposed By-Law No. 2015-0002]

241

- c) By-Law to Amend By-law 2013-0020
[Proposed By-Law No. 2015-0003]

242

- d) By-law to Amend By-law 2013-0020 (150th Anniversary Planning Advisory Committee Mandate)

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By-Laws

[Proposed Number 2015-0004]

243-248

- e) By-law to Authorize an Archival Record Storage Agreement with Queen's University
[Proposed Number 2015-0005]

[Addenda]

- f) By-law to Appoint Members of Council and Members of the Community to Frontenac
County Advisory Committees
[Proposed No. 2015-0006]

249-250

[Addenda]

- g) By-law to Confirm the Proceedings of Council
[Proposed By-Law No. 2014-0007]

22. ADJOURNMENT



**MINUTES OF THE REGULAR MEETING OF COUNCIL
November 19, 2014**

A regular meeting of the Council of the County of Frontenac was held in the Frontenac Room of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, November 19, 2014 at 9:02 AM. Regular business commenced at 9:30 a.m.

There was a closed meeting of Council from 9:04 a.m. to 9:20 a.m. and reconvened back into closed session from 11:15 a.m. to 12:24 p.m.

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

ALSO PRESENT: **County:**
Kelly Pender, Chief Administrative Officer
Marian VanBruinessen, Director of Corporate Services/Treasurer
Paul Charbonneau, Director of Emergency & Transportation Services
Jannette Amini, Manager of Legislative Services/Clerk
Anne Marie Young, Manager of Economic Development
Joe Gallivan, Manager of Sustainability Planning
Peter Young, Community Planner
Kayla Blakely, Co-op Student with Planning and Economic Development

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

1. CALL TO ORDER

Warden Doyle called the meeting to order at 9:02 a.m.

2. CLOSED MEETING

a) Enter into Closed Session

Motion #: 230-14 Moved By: Councillor Jones
Seconded By: Councillor Purdon

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

AND FURTHER, Council direct the Treasurer to continue to pay 2015 accounts and payroll in accordance with amounts approved for the 2014 budget until such time as the 2015 budget has been adopted.

CARRIED

**c) 2014-161
Corporate Services
2015 Frontenac-Howe Islander Ferry Fees and Fares Schedule**

Motion #: 238-14 Moved By: Councillor Jones
Seconded By: Councillor Perry

RESOLVED THAT Council of the County of Frontenac accept the Corporate Services – 2015 Frontenac-Howe Islander Ferry Fees and Fares Schedule report;

AND FURTHER that a by-law be introduced later in the meeting to adopt the 2015 Frontenac-Howe Islander Ferry Fees and Fares Schedule.

CARRIED

Clause d) was deferred at the adoption of the agenda to the 2015 Budget

**d) 2014-162
Corporate Services
Sustainability Planning Vehicle**

**e) 2014-169
Corporate Services
Request to Enter into Partnership Agreement for Source Protection
Municipal Implementation Fund Grant Expenditure**

Motion #: 239-14 Moved By: Councillor Inglis
Seconded By: Councillor McDougall

THAT the Council of the County of Frontenac authorize staff to take the necessary steps to enter into a partnership agreement with one or more appropriate parties to allow for the expenditure of the grant received by the County of Frontenac through the Source Protection Municipal Implementation Fund;

AND FURTHER THAT the grant of up to \$61,426, of which \$15,000 is collaboration incentive funding, be utilized for the implementation of the Source Water Protection Plan as it relates to the County of Frontenac.

CARRIED

**f) 2014-171
Corporate Services
Applewood Draft Plan of Vacant Land Condominium – County File
#10T-2014/001**

Motion #: 240-14 Moved By: Deputy Warden Davison
Seconded By: Councillor Gutowski

13. REPORTS FROM EXTERNAL BOARDS AND COMMITTEES

a) Kingston Frontenac Library Board Update - Councillor Purdon

Councillor Purdon noted that the Board adopted its 2015 Budget at its October meeting which has been submitted to the City of Kingston and to the County of Frontenac indicating an increase of over 2 percent. A meeting is scheduled for next week where more work will take place on reviewing and updating policies as well as further deliberations on the Central Library renovations.

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

Councillor Gutowski advised that the Boards 2015 budget was not on the agenda for the last meeting. The Board did review its Multi Year Accessibility Plan and the KFL&A Public Health website has now been updated which includes copies of Board minutes.

c) RULAC, LSR and Other Updates

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**d) Algonquin Land Claim Update - Councillor Inglis**

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

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**f) Housing and Homelessness Committee Update - Councillor McDougall**

Councillor McDougall distributed a copy of the addendum from the September 11<sup>th</sup> City of Kingston Housing and Homelessness Committee meeting.

The addendum indicates that the City is closely looking at some of the processes to ensure shelters are not being closed prematurely as well as advises that there will be full time positions dedicated to rural homelessness

**g) Rideau Corridor Landscape Steering Committee Update - Councillor Jones**

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

Mr. Pender advised that the Eastern Ontario Regional Network (EORN) has made an announcement that it will now look at cell phone coverage for the area. Its final area wrap up took place last month in Picton.

14. REPORTS FROM ADVISORY COMMITTEES OF COUNTY COUNCIL

- a) **Sustainability Advisory Committee Minutes of Meeting held November 6, 2014.**

15. ACCOUNTS

- a) **Posted Cheque Listing:
For the Period of: October 10, 2014 - November 12, 2014**

16. MOTIONS, NOTICE OF WHICH HAS BEEN GIVEN

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**17. GIVING NOTICE OF MOTION**

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18. COMMUNICATIONS

Council consented to the following communications of interest to Council listed below being received and filed:

- a) **From AECOM advising of the County of Lennox and Addington Transportation Master Plan Notice of Completion.
[Distributed to Members of County Council October 17, 2014]**
- b) **Invitation to the Independent Living Centre Kingston Pie Social United Way fundraiser 2014
[Distributed to Members of County Council October 17, 2014]**
- c) **From the Eastern Ontario Warden's Caucus (EOWC) providing an updated Briefing Note for EOWC Eastern Ontario Municipalities 3500 Spectrum Oct 15 2014
[Distributed to Members of County Council October 17, 2014]**
- d) **From Ken Hall, Enbridge Pipelines Inc. regarding Enbridge Pipelines Inc. Line 9 Reversal - Update on NEB Condition 16 - Intelligent Valve Placement
[Distributed to Members of County Council October 24, 2014]**

- e) **From the Municipality of Wawa and it's letter to the Premier of Ontario regarding the Power Dam Special Payment Program
[Distributed to Members of County Council October 24, 2014]**
- f) **Letter to the National Energy Board from Enbridge Pipelines Inc providing an updated Submission from Enbridge - Condition 16
[Distributed to Members of County Council October 24, 2014]**
- g) **From Jannette Amini, Manager of Legislative Services-Clerk advising County Council that it is now subject to the restricted acts set ou in Section 275(2) of the Municipal Act regarding
[Distributed to Members of County Council October 31, 2014]**
- h) **From the Association of Municipalities of Ontario, administrator of the federal Gas Tax Fund, sharing its 2013 Annual Expenditure Report
[Distributed to Members of County Council October 31, 2014]**
- i) **From the Minister of State acknowledging County Council Resolution that supports FCM's Housing Campaign, Fixing Canada's Housing Crunch
[Distributed to Members of County Council October 31, 2014]**
- j) **From the Ministry of Citizenship and Immigration calling for nominations for the June Callwood Outstanding Achievement Award for Volunteerism in Ontario
[Distributed to Members of County Council October 31, 2014]**
- k) **From the Ministry of the Environment & Climate Change acknowledging receipt of Council's resolution regarding concerns over Enbridge Line 9B Reversal
[Distributed to Members of County Council October 31, 2014]**
- l) **From the Ontario Good Roads Association calling for nominations to its Board of Directors
[Distributed to Members of County Council October 31, 2014]**
- m) **From the Kingston Frontenac Housing Corporation providing its Board Meeting Agenda for October 20 2014
[Distributed to Members of County Council October 31, 2014]**
- n) **From the Kingston Frontenac Housing Corporation providing its Board Minutes of Meeting held September 23, 2014
[Distributed to Members of County Council October 31, 2014]**
- o) **From the Kingston Frontenac Housing Corporation providing its Board Minutes of Meeting held September 29, 2014
[Distributed to Members of County Council October 31, 2014]**

- p) From the Kingston Frontenac Housing Corporation providing its Proposed Capital Budget 2015
[Distributed to Members of County Council October 31, 2014]
- q) From Kingston Frontenac Housing Corporation providing its Summary Report - October 2014
[Distributed to Members of County Council October 31, 2014]
- r) From the Ministry of the Environment and Climate Change thanking the County for its letter expressing concerns over the Enbridge Line 9B Expansion Project
[Distributed to Members of County Council November 7, 2014]
- s) From Ernie Hardeman, M.P.P. Oxford advising of his letter to Premier Kathleen Wynne with respect to the Power Dams Special Payment Program
[Distributed to Members of County Council on November 14, 2014]
- t) From Matt Mertins, Mazinaw-Lanark Forest Inc. providing comments on the County of Frontenac Official Plan
[Distributed to Members of County Council on November 14, 2014]
- u) From the Kingston Coalition for Active Transportation providing comments on the County of Frontenac Official Plan
[Distributed to Members of County Council November 14, 2014]
- v) From the Kingston, Frontenac, and Lennox & Addington Health Unit providing The Cost of Eating Healthy 2014
[Distributed to Members of County Council November 14, 2014]
- w) From the Ontario Good Roads Association (OGRA) advising that the deadline for submitting nominations to the 2015-16 Board of Directors of the Ontario Good Roads Association has been extended
[Distributed to Members of County Council November 14, 2014]

19. OTHER BUSINESS

Councillor Jones read a prepared statement of apology to the rate payers of Frontenac County and the Township of Frontenac Islands regarding previous statements made by him during his term on County Council that may have been perceived in a negative way.

20. PUBLIC QUESTION PERIOD



Council recessed at 11:03 a.m.

Council reconvened at 11:15 a.m.

6. Warden's Inaugural Address

Thank You

- Thank you to everyone for being here today... Honour Guard, the Honourable Madam Justice Anne Trousdale, MPs, MPPs, Mayor of Kingston, etc...
- Regrets – MPP for Kingston & Islands, Sophie Kiwala; however Ms. Kiwala's partner Chris Van DerVyer is here on her behalf
- Thank you to mover and seconder
- Thank you to Council for their confidence

150th

- Being Warden, in this our 150th year as an order of government, is an honour and a privilege. I pledge to you that this Council will respect our past as we make decisions over the next year that will affect our citizens for generations to come.
- 150th Anniversary – time to look back and a time to look forward...
 - Looking back: 150th – Historical perspective
 - Proud heritage –
 - United Empire Loyalists,
 - proud agriculture heritage,
 - logging and
 - tourism
 - Aboriginal presence – important that we remember we inherited this land from the first inhabitants of Frontenac, including the Algonquin, Mohawk, Iroquois and Huron First Nations people, and the role that aboriginal people have played in our history and the ongoing partnerships we have built.
 - Over this term of council we will continue to be involved in the Treaty Negotiations of the historic Algonquin Territory that lies within the northern half of the County. In the interim, the County will seek opportunities for mutually beneficial engagement with the Algonquins on matters that affect aboriginal history and culture.
 - In 1865, there were originally 20 townships in the County of Frontenac, and although Kingston has always been a separated city, in 1865, Portsmouth Village actually was in the County, and as we all know until amalgamation in 1998, the former Kingston Township and former Pittsburgh Township were part of the County.
 - The historical connection between the County and the City go beyond geography, to our country's first prime minister.
 - Sir. John A. Macdonald was a major driver in the development of the City and indirectly, the Frontenacs. MacDonald was heavily involved in land development, buying and selling significant parcels of urban and rural land, and through much of his early political career, he worked hard to promote Kingston-area businesses like road and railway companies, insurance companies, financial institutions, and gas and water companies. Though his riding may

never have included the County, he certainly impacted the way of life in our region.

- Connection to Wolfe Island Canal
- He had an interest in the development of the K&P Railway and when he died in 1891, after his body lay in state at Ottawa, it was the K&P that transported his coffin through the County and to Kingston. According to the local publication, In Search of the K&P, “farmers working in their fields stood hat in hand with bowed heads as the train passed them” and crowds gathered at stations all along the railway.
- While Mayor Paterson is here – on behalf of Frontenac County and all the Eastern Ontario Warden’s Caucus, I am pleased to confirm a pledge of \$3,000 to assist the City of Kingston with the celebration of Sir John A.
 - Proud of Frontenac’s contribution to our first Prime Minister.
- Join us for a Homecoming to celebrate the 150th Anniversary – invite friends and family back to celebrate... August 28, 29, 30 at Centennial Park in Harrowsmith for a parade, historical re-enactment, family activities, fireworks, a heritage ball, the Frontenac County Plowing match and more, plus the Canadian Plowing Championships and the Wolfe Island Plowing Match are being held on Wolfe Island during the week leading up to the Anniversary Showcase. It will be a great weekend to come together and bring your friends and family to celebrate the County’s heritage and bright future.

High-level themes for next term / first year...

- Looking forward:
 - It has been said that “the measure of a society is how it treats its weakest citizens”
- Our role as Council is to set the tone for leadership, stewardship and respect
 - As colleagues who have been entrusted with making decisions on behalf of all of Frontenac County, we do not have to always agree.
 - Respectful discourse is a part of a responsible political process. But we should always take each vote as it comes, set aside petty issues and rise to the challenge of improving the lives of all County citizens and support the decisions made by the majority.
- **Leadership:**
 - Setting the example for responsible governance.
 - Providing thoughtful direction to staff.
 - Being leaders in our community.
 - Listening to citizen concerns.
 - Representing all County residents when we sit around this table.
- **Stewardship:**
 - Ensuring the highest quality of services, while being mindful of our taxpayers’ abilities to pay
 - Building a sustainable and resilient community to cope with whatever is thrown at us
 - Making tough decisions in a compassionate manner

- **Respect:**
 - Respect for taxpayers,
 - Respect for each other as elected representatives,
 - Respect for staff who will ultimately be entrusted with carrying out the wishes of Council; and
 - Respect for other Governments – we need to work with the Townships, City of Kingston L&A, the Province and the Feds...
 - Finally, respect for the political process by supporting the decisions of the majority of council.

Strategic Priorities (leading into Partnerships)

The course for the next four years includes three strategic priorities

- Meeting the Aging Tsunami Challenge for Frontenac Seniors.
- Meet the emerging “post landfill” Solid Waste Management challenge for Frontenac residents.
- Respect for the taxpayer and focused economic development to bring in more non-residential tax revenue.
 - Rationalize costs through shared services across the Townships and County – this is a theme that emerged during the last term of Council and it will remain a top priority for us. Partnerships will be increasingly important to the vitality of our region as we continue to face tough challenges in the years ahead. We need to make the sharing of services across the County a priority; promoting closer working relationships with the Townships and initiating County-wide programs where they can help us achieve economies of scale. We also need to continue strengthening partnerships with our neighbouring municipalities, especially the City of Kingston. Our delivery of services is interconnected and so too are our constituents – many County residents work in the City and many City residents spend their recreational time in the County. It’s for the benefit of the whole region that this mutually beneficial relationship should flourish.
- In addition to Townships and City of Kingston, acknowledgement and thanks to our partners:
 - Library Board
 - Health Unit
 - Community Futures Development Corporation, Land O’Lakes Tourist Association, Great Waterway Tourist Region, Frontenac Arch Biosphere.
 - Northern and Southern Frontenac Community Services
 - Eastern Ontario Wardens Caucus... an important group that allows us to effectively lobby upper levels of government
 - Volunteer and Citizen appointees to committees

Warden/Deputy Warden Appointments

- Keeping our strategic goals in mind, and thinking especially about providing good governance to and respect for the taxpayer, I will suggest at our January meeting that we pass a motion early in 2015 setting out the Warden and Deputy Warden

appointments for each year for the remainder of our term. I hope that my fellow Council members will consider this a smart and prudent approach to succession planning and support the motion in order to have well-prepared Heads of Council for the entire 2015-2018 term.

Council and staff

- Collegial, respectful and professional, looking out for the greater good ... by working together and fostering good relations at this table, and with staff, we will be better equipped to efficiently develop creative solutions.
- Part of striving for healthy working relationships, includes adopting a “trust but verify” approach. For example, as Fairmount Home’s Board of Directors, we are ultimately responsible for providing oversight of the home. We need to get informed and involved to ensure we remain accountable. I have asked staff to include in their January report on amendments to the procedural by-law the appointment of Council liaisons for each of the four main areas of County operation: Fairmount Home, Corporate Services, Emergency and Transportation Services and Planning & Economic Development. With Council’s support, this new direction will allow us to mindfully become more in-tune with our areas of responsibility.
- In addition to embracing accountability, we have a responsibility as a good employer to ensure mental health programs and other supports are in place for staff. We’ve looked internally and recognized through tracking of absenteeism rates that we have a problem. Some initial steps are being taken to address this issue, and we need to prioritize those programs in order to dutifully look after the health of our employees, remain an employer of choice and continue attracting talented staff.
 - More work is required and staff will be reporting to us in February.
- Our previous Council made some very good progress implementing recommendations through the Service Delivery & Organizational Review. We need to continue encouraging staff to streamline processes to ensure the efficient and effective delivery of services (for example through Lean Six Sigma Reviews).
 - These changes have set us up for success in our term and we will continue to stress continuous improvement and fiscal responsibility.

Conclusion

- Finally, the test of whether we achieve these objectives together will not be as much at the ballot box in four years, rather if we can look each other in the eyes, shake hands and say that all of Frontenac County is better for our efforts and teamwork. That we made ethical decision while providing strong leadership to our community, proper stewardship of our resources and respect for this 150 year old institution and the people we serve.
- Special thanks to Betty and family
- Thank you all for coming. Please stay after the meeting to partake in some refreshments, initiate some dialogue and start making connections.
- 2015 will be a wonderful year for Frontenac County.



Report 2015-001

RECOMMEND REPORT TO COUNCIL

To: Warden and Council of the County of Frontenac

From: Kelly J. Pender
Chief Administrative Officer

Prepared by: Jannette Amini
Manager of Legislative Services/Clerk

Date prepared: October 7, 2014

Date of meeting: October 15, 2014

Re: **Corporate Services – Storage and Management Agreement with Queen’s University for the Archival Records of Frontenac County**

Recommendation

BE IT RESOLVED THAT the Council of the County of Frontenac receive the *Corporate Services – Storage and Management Agreement with Queen’s University for the Archival Records of Frontenac County* report;

AND FURTHER THAT the Warden and Clerk be authorized to execute a three-year agreement between the Corporation of the County of Frontenac and Queen’s University at Kingston commencing January 1, 2015, for the management and storage of the collection of County of Frontenac archival records located at Queen’s University, attached as Appendix A, to this Report.

Background

The County’s archival records are housed at Queen’s University, in Kathleen Ryan Hall, home of Queen’s University Archives. These archival records, formerly located at the Frontenac County Court House, were sent to Queen’s University for archival purposes in 1998 following the amalgamation of the City of Kingston and the County of Frontenac and include County Council minutes and by-laws, correspondence dating from 1837 to 1970, administrative, legal and financial records, engineering reports, census records,

County planning records, taxation records, architectural drawings, maps, photographs and education records dated 1842 to 1975, including those of Sydenham High School.

Comment

The County is required under the *Municipal Act, 2001*, to preserve those records in its custody and under its control which are deemed to have legal, fiscal, evidential, and/or archival value, regardless of their physical form.

Individuals making use of the County's archival records housed at Queen's University include staff, citizens, both local and out of County, the legal community, academic scholars, students at Queen's, genealogists, and with the 150th Anniversary of the County of Frontenac this year, use and access of these records is anticipated to increase. The QUA estimates that on average the County's archival records are accessed two or three times a month that generally involve a discussion with an archivist and can vary from a simple query to an extremely complex research question that can stretch over lengthy periods of time.

The County's current holdings occupy 31.5 square feet of space of the QUA in Kathleen Ryan Hall. An index of current holdings at QUA is attached to this report as Appendix B. The said Agreement will allow County records to occupy up to a maximum of 50 square feet of space as it has been discovered that there are a number of historical documents/records currently housed in the basement of the County Administrative Building which will be transferred to QUA sometime in 2015. This is being done to protect and conserve these documents as the current location does not meet professional archival standards with respect to humidity and temperature control. To consult the County's records, researchers use the public reading room maintained by the QUA, and are assisted by the archival records staff who work in the adjacent offices. The records holding spaces in Kathleen Ryan Hall adhere to archival standards for environmental controls, security, shelving and disaster plans, and ongoing monitoring is provided.

Staff has held meetings with representatives of Queen's University, and both parties have acknowledged that while the records have been cared for by Queen's University Archives free of charge, the status quo is no longer feasible nor sustainable. Subsequently, it was agreed that it was both reasonable and necessary to forge a new agreement between the two parties to ensure ongoing care of the County's records.

As part of the agreement, Queen's University will undertake periodic conservation reviews of the collection. Such assessments will not include conservation treatment of the collection. If conservation treatment of items of the collection is undertaken, the conservation treatment will be with the permission and approval of, and at the expense of, the County and such conservation treatment will be undertaken only by recognized, accredited conservators employed or hired by the County.

Sustainability Implications

As noted in *Directions for our Future*, the County celebrates the arts and local history, and demonstrates the value it places on its artifacts and built heritage. This agreement with Queen’s University Kingston will ensure that the County’s archival records are maintained and managed for future generations.

Financial Implications

The proposed storage and management agreement for the Queen’s University Archives to store and manage at present 31.5 square feet of archival records up to a maximum of 50 square feet, entails a \$1,000 annual fee for three years (2015 to 2017 inclusive) – a total of \$3,000 plus applicable taxes over the three-year term of the agreement. This amount has been included in the annual operating budget for Corporate Services.

Archival records that will require conservation attention will be identified by the Queen’s University Archives. Funds to undertake any necessary conservation measures will be included in the annual operating budget Corporate Services during the annual budget process which will require Council approval.

Organizations, Departments and Individuals Consulted and/or Affected

Marian VanBruinessen, Director of Corporate Services/Treasurer
Paul Banfield, University Archivist, Queen’s University Archives

Attachments

Appendix A: Archival Storage Agreement with Queen’s University Archives
Appendix B: List of County of Frontenac holdings with Queen’s University Archives

This Agreement made on 1st Day of January, 2015

Between:

Queen's University at Kingston

(hereinafter "Queen's")

And

The Corporation of the County of Frontenac

(hereinafter "the County")

WHEREAS, and in accordance with the Province of Ontario's *Municipal Act, 2001* the County is the Owner of a collection of archival records, hereafter referred to as "the collection"; and

WHEREAS Queen's owns and operates Queen's University Archives ("the Archives") which is designated as the part of Queen's to provide the services under this Agreement, and:

NOW THEREFORE in consideration of the mutual covenants set out herein, the parties agree as follows:

1. Queen's hereby undertakes to manage and make accessible the collection at the Archives (hereinafter collectively known as "the Services"). Queen's shall provide the services independently and shall not be deemed to be an employee or agent of the County for any purposes except as set out herein.
2. The Services shall be conducted according to professional archival standards with respect to processing (arrangement and description), preservation and conservation, accessibility, and reprography; storage facilities; environmental controls; and security while in the possession of Queen's.
3. The administration of the collection shall include:
 - a. Responding to research inquiries; and
 - b. Dealing with correspondents concerning the collection.

4. Queen's shall also:
 - a. Provide annual reports to the County confirming the condition of the collection and any loans made from the collection as well as any other activities related to the collection including, but not limited to, photo requests and research requests;

And
 - b. Ensure public access to the collection;
5. Queen's shall undertake periodic conservation reviews of the collection. Such assessments shall not include conservation treatment of the collection.
6. If conservation treatment of items of the collection is undertaken, such conservation treatment shall be with the permission of, and at the expense of the County. Such conservation treatment shall be undertaken only by recognized, accredited conservators employed or hired by the County.
7. Queen's shall have the right to display any or all of the records in the collection within Kathleen Ryan Hall (Archives); or in other suitable venues on the University campus, as approved by Queen's at the expense of Queen's.
8. Should the County wish to remove records in the collection from the Archives for display or other purposes, it is understood that the County will be responsible for their well-being during the entire time they are outside the precincts of the Archives, and will in no way hold the Archives liable for any damage that may occur while in the external custody of the County.
9. When displayed, either by Queen's or a third-party, records shall be accompanied by a label bearing the ownership inscription: *"the Corporation of the County of Frontenac"*
10. The County shall pay to Queen's University Archives an annual fee of \$1,000.00 Dollars, plus applicable taxes for a period of three (3) years, for storage and administration of the collection at the Archives, commencing on the 1st day of January 2015 to and including 31 December 2017.
11. This amount is the maximum amount the County shall be obligated to pay to Queen's during the term of this Agreement unless otherwise agreed to in writing between the parties hereto.
12. The annual fee will be re-evaluated prior to each renewal of the Agreement.

13. An appropriate level of insurance coverage for the collection shall be purchased and maintained by the County. Such insurance shall not be cancelled or materially altered without giving thirty (30) days prior notice to Queen's in writing.
14. The County shall provide Queen's with a copy of any insurance contract entered into in relation to this Agreement.
15. The County shall pay all costs of assessments of the collection for the purpose of establishing the appropriate level of insurance coverage.
16. The term of this Agreement shall be three (3) years from 1 January 2015 to 31 December 2017 and may be renewed for a further three (3) year period on the consent of the parties hereto. Such consent shall be deemed given by the parties should no notice of refusal to renew be granted by one party to another in writing no later than ninety (90) days prior to the end of the term of this Agreement or a renewal of this Agreement. In the event of a termination notice being given by the County in accordance with this Agreement, Queen's shall be entitled to be paid, or reimbursed, on a pro-rated basis by the County.
17. Either party may terminate or amend this Agreement on consent. Either party may terminate this Agreement on giving the other party ninety (90) days' notice in writing. No amendment to the Agreement shall be binding unless it is incorporated into the Agreement by written amendment executed by the authorized representatives of the County and Queen's.
18. Prior to, or upon termination, the parties shall negotiate in good faith an agreed process for return of the collection to the County in accordance with current archival standards.
19. This Agreement constitutes the entire and sole Agreement between the parties with respect to the subject matter of the Agreement and supersedes all previous negotiations, communications, and other agreements, whether written, or oral, relating to it, unless they are incorporated by reference in the Agreement. There are no terms, covenants, representations, statements, or conditions binding the parties other than those contained in the Agreement.
20. This Agreement shall be construed and governed in accordance with the laws of the Province of Ontario and the Federal Government of Canada. This Agreement is subject to provisions of all applicable law, including the *Freedom of Information and Protection of Privacy Act, RSO 1990*, and the *Municipal Freedom of Information and Protection of Privacy Act, RSO 1990*, and other applicable privacy legislation.
21. This Agreement shall be binding upon and endure to the benefit of the parties and their respective successors and assigns.

“APPENDIX A”

To the County of Frontenac

Proposed Annual Fee as part of the Agreement between Queen’s University and the Corporation of the County of Frontenac

Effective 1 January 2015 through to and including 31 December 2017

As per Clause 10 of the Agreement, annual fee at the following fixed rate:

- Archival Storage fee: \$1,000.00 per annum for area of County holdings at Queen’s University Archives up to 50 ft.²

Annual Fee = \$1,000.00

FRONTENAC COUNTY FONDS
LOCATOR 5079

Box	File #	Title	Date
Correspondence series:			
General sub-series:			
1	1	Correspondence	1837
1	2	Correspondence	1843
1	3	Correspondence	1844
1	4	Correspondence	1846
1	5	Correspondence	1948
1	6	Correspondence	1849
1	7	Correspondence	1850
1	8	Correspondence	1851
1	9	Correspondence	1852
1	10	Correspondence	1853
1	11	Correspondence	1854
1	12	Correspondence	1855
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1	39	Correspondence	1890
1	40	Correspondence	1891
1	41	Correspondence	1892
1	42	Correspondence	1893
1	43	Correspondence	1894
1	44	Correspondence	1895
1	45	Correspondence	1896
1	46	Correspondence	1897
1	47	Correspondence	1898

FRONTENAC COUNTY FONDS
LOCATOR 5079

1	48	Correspondence	1899
1	49	Correspondence	1900
1	50	Correspondence	1901
1	51	Correspondence	1902
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1	53	Correspondence	1904
1	54	Correspondence	1905
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1	79	Correspondence	1930
2	1	Correspondence	1931
2	2	Correspondence	1932
2	3	Correspondence	1933
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2	17	Correspondence	1947
2	18	Correspondence	1948
2	19	Correspondence	1949
2	20	Correspondence	1950

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2	21	Correspondence	1951
2	22	Correspondence	1954
2	23	Correspondence	1955
2	24	Correspondence	1957
2	25	Correspondence	1958
2	26	Correspondence	1959
2	27	Correspondence	1960
2	28	Correspondence	1961
2	29	Correspondence	1962
2	30	Correspondence	1963
2	31	Correspondence	1964
2	32	Correspondence	1965
2	33	Correspondence	1970
2	34	Correspondence	undated

By title sub-series:

2	35	Correspondence, address	no date
2	36	Correspondence, Canadian National Institute for the Blind	1923 to 1947
2	37	Correspondence, Canadian Red Cross	1928, 1931
2	38	Correspondence, regarding map of county	1911 to 1965
2	39	Correspondence, Municipal World	1900 to 1957
2	40	Correspondence, Ontario Bridge Company	1909 to 1932
2	41	Correspondence, Ontario Municipal Association	1910 to 1962
		Correspondence, Navy League of Canada, The includes British	
2	42	Sailor's Relief Fund	1917 to 1955
2	43	Correspondence, prints Vandyke prints	1910 to 1910
2	44	Correspondence, Saint John Ambulance	1947 to 1965
2	45	Correspondence, Salvation Army, The	1947 to 1965
2	46	Correspondence, utilities regarding	1852, 1910
		Correspondence, winter works program includes applications for	
2	47	work on court house	1961 to 1964
2	48	Correspondence, Women's Institute Frontenac district and others	1918 to 1943

Financial Records series:

	49	Accounts includes receipts	1847 to 1879
3	1	Accounts	1880 to 1899
3	2	Accounts	1900 to 1919
3	3	Accounts	1920 to 1939
3	4	Accounts	1940 to 1959
3	5	Accounts	1960 to 1963
3	6	Accounts	Undated
		Assessment includes appointments to assessors, and evaluators,	
		bylaws to raise money for county purposes, declarations of	
3	7 & 8	assessors, reports of equalization committee and statistical returns	1853 to 1869
3	9 & 10	Assessment	1870 to 1879
3	11 & 12	Assessment (includes By-Laws)	1880 to 1889
3	13	Assessment (includes By-Laws)	1890 to 1899
3	14	Assessment (includes By-Laws)	1900 to 1909
3	15 & 16	Assessment (includes By-Laws)	1910 to 1919

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3	17	Assessment (includes By-Laws)	1920 to 1929
4	1	Assessment (includes By-Laws)	1930 to 1939
4	2	Assessment (includes By-Laws)	1940 to 1949
4	3	Assessment (includes By-Laws)	1950 to 1959
4	4	Assessment (includes By-Laws)	1960 to 1965
4	5	Assessment (includes By-Laws)	undated
4	6	Budget includes various statements of account sets, and expenditure	1851 to 1879
4	7	Budget	1880 to 1899
4	8	Budget	1900 to 1919
4	9	Budget	1920 to 1939
4	10	Budget	1940 to 1959
4	11	Budget	undated
4	12	Budget includes bylaws to borrow money and grants to borrow money and grants to charitable institutions	1853 to 1919
4	13	Budget/Bylaws	1920 to 1956
4	14	Correspondence regarding finance	1856 to 1879
4	15	Correspondence	1880 to 1899
4	16	Correspondence	1900 to 1919
4	17	Correspondence	1920 to 1939
4	18	Correspondence	1940 to 1959
4	19	Correspondence	1960 to 1965
4	20	Correspondence	undated
4	21	Reports, auditor's includes applications for position, appointments of auditors and to board of audit, declarations of auditors, and reports of board of audit	1863 to 1879
4	22	Reports, auditors	1880 to 1899
5	1	Reports, auditors	1900 to 1919
5	2	Reports, auditors	1920 to 1939
5	3	Reports, auditors	1940 to 1959
5	4	Reports, auditors	1960
5	5	Reports, auditors	undated
5	6	Reports, finance mostly finance Committee	1843 to 1879
5	7	Reports, finance	1880 to 1899
5	8	Reports, finance	1900 to 1919
5	9	Reports, finance	1920 to 1939
5	10	Reports, finance	1940 to 1959
5	11	Reports, finance	1960 to 1964
5	12	Reports, finance	undated
5	13	Salary includes bylaws to fix or adjust salaries pay requisitions, and travel expenses	1853 to 1879
5	14	Salary	1880 to 1899
5	15	Salary	1900 to 1919
5	16	Salary	1920 to 1939
5	17	Salary	1940 to 1959
5	18	Salary	1960 to 1965
5	19	Salary	undated
5	20 & 21	Tax includes dog tax, sale of lands for arrears in taxes, and tax deeds	1851 to 1879
5	22	Tax	1880 to 1899
5	23	Tax	1900 to 1919
5	24	Tax	1920 to 1939

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5	25	Tax	1940 to 1959
5	26	Tax	1960 to 1965
		Treasurer includes applications, appointment reports, and	
5	27	resignations of treasurers	1863 to 1879
5	28	Treasurer	1880 to 1899
5	29	Treasurer	1900 to 1919
5	30	Treasurer	1920 to 1939
5	31	Treasurer	1940 to 1959
6	1	Reports, auditor's - bound	1920
6	2	Reports, auditor's - bound	1921
6	3	Reports, auditor's - bound	1922
6	4	Reports, auditor's - bound	1923
6	5	Reports, auditor's - bound	1924
6	6	Reports, auditor's - bound	1925
6	7	Reports, auditor's - bound	1926
6	8	Reports, auditor's - bound	1927
6	9	Reports, auditor's - bound	1928
6	10	Reports, auditor's - bound	1929
6	11	Reports, auditor's - bound	1932
6	12	Reports, auditor's - bound	1933
6	13	Reports, auditor's - bound	1934
6	14	Reports, auditor's - bound	1935
6	15	Reports, auditor's - bound	1936
6	16	Reports, auditor's - bound	1937
6	17	Reports, auditor's - bound	1938
7	1	Reports, auditor's - bound	1941
7	2	Reports, auditor's - bound	1942
7	3	Reports, auditor's - bound	1943
7	4	Reports, auditor's - bound	1944
7	5	Reports, auditor's - bound	1945
7	6	Reports, auditor's - bound	1946
7	7	Reports, auditor's - bound	1961
7	8	Reports, auditor's - bound	1962
7	9	Reports, auditor's - bound	1964
7	10	Reports, auditor's - bound	1965

County Bylaws series:

8	1	Bylaws, general includes bylaws to separate and joint townships	1850 to 1859
8	2	Bylaws, general	1860 to 1869
8	3	Bylaws, general	1870 to 1879
8	4	Bylaws, general	1880 to 1880
8	5	Bylaws, general	1890 to 1899
8	6	Bylaws, general	1900 to 1909
8	7	Bylaws, general	1910 to 1919
8	8	Bylaws, general	1920 to 1929
8	9	Bylaws, general	1930 to 1939
8	10	Bylaws, general	1940 to 1949
8	11	Bylaws, general	1950 to 1959
8	12	Bylaws, general	1960 to 1966
8	13	Bylaws, general	undated
8	14	Bylaws, general, various counties	1860 to 1869

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8	15	Bylaws, general, various counties	1880 to 1889
8	16	Bylaws, general, various counties	1900 to 1909
8	17	Bylaws, general, various counties	1910 to 1919
8	18	Bylaws, general, various counties	1920 to 1929
8	19	Bylaws, general, various counties	1930 to 1939
8	20	Bylaws, general, various counties	1940 to 1949
8	21	Bylaws, general, various counties	1960's
8	22	Bylaws, general, various counties	undated

County Council Minutes series:

8	23	Minutes, printed November	1909
8	24	Minutes, printed November	1910
8	25	Minutes, printed November	1911
8	26	Minutes, printed January	1913
8	27	Minutes, printed January	1914
8	28	Minutes, printed January	1915
8	29	Minutes, printed November	1915
8	30	Minutes, printed January	1916
8	31	Minutes, printed	November, 1916
8	32	Minutes, printed	May, June 1917
8	33	Minutes, printed	November 1917
8	34	Minutes, printed	January 1918
8	35	Minutes, printed	June 1918
8	36	Minutes, printed includes special occasion	June 1919
8	37	Minutes, printed	November 1919
8	38	Minutes, printed	June 1920
8	39	Minutes, printed	January 1921
8	40	Minutes, printed	January 1928
8	41	Minutes, printed	March, June 1937
8	42	Minutes, printed	October 1942
8	43	Minutes, printed	January 1942
8	44	Minutes, printed	March, June 1942
8	45	Minutes, printed	January 1943
8	46	Minutes, printed	March, June 1943
8	47	Minutes, printed	October, 1944
8	48	Minutes, printed	March, June 1945
8	49	Minutes, printed	January, 1950
8	50	Minutes, printed	March, June 1951
8	51	Minutes, printed	October 1952
8	52	Minutes, printed	October 1953
8	53	Minutes, printed	March, June 1955
8	54	Minutes, printed	October 1955

Roads and Bridges series:

8	55	Appointments include applications, appointments and resignations of county engineers and superintendents	1886 to 1961
8	56	Bridge, Bath Road	1910
8	57	Bridge, Bedford Mill	1912, 1916, 1918
8	58	Bridge, Bell Rock	1904-1940
8	59	Bridge, Bolton Creek	1905, 1914

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8	60	Bridge, Boss Marsh	1917, 1918
9	1	Bridge, Buck Creek	1910 to 1964
9	2	Bridge, Cataraqui	1910
9	3	Bridge, Collin's Bay	1914 to 1922
9	4	Bridge, Cross Lake	1915, 1916
9	5	Bridge, Dog Lake	1903 to 1914
9	6	Bridge, Fermoy	1905, 1912
9	7	Bridge, Fish Creek	1913
9	8	Bridge, "Floating Bridge" Ernestown Township	1852
9	9	Bridge, Grass Creek	1907
9	10	Bridge, Indian Lake	1917 to 1924
9	11	Bridge, International Cape Vincent to Kingston	1963 to 1964
9	12	Bridge, International, Acres Engineering Firm	January 1963
9	13	Bridge, International book on promotion	undated
9	14	Bridge, International book on Delaware Memorial Bridge	1953
9	15	Bridge, International, brief on	January 22, 1968
9	16	Bridge, International, committee on	1962
9	17	Bridge, International, correspondence	1963 to 1968
9	18	Bridge, International, cost estimate	March 1963
9	19	Bridge, International, petition	c.1968
9	20	Bridge, International, "Proposed International Bridge" Report	Sept, 25, 1968
9	21	Bridge, International, proposals	1966
9	22	Bridge, International, report on	1963 to 1964
9	23	Bridge, International, report on	March 1968
9	24	Bridge, International, report on	April 1969
9	25	Bridge, International, report to the County Bridge committee	ca. 1968
9	26	Bridge, International, resolutions on	1963
9	27	Bridge, International, statistics	January 1968
9	28	Bridge, International, submission from City of Kingston	c.1968
9	29	Bridge, International, submission from townships	1968
9	30	Bridge, International, submission from townships	1968
9	31	Bridge, International, "The Kingston Ferry Access", report	ca.1962
9	32	Bridge, International - report from the Safe Island Crossing Committee	March 16, 1972
9	33	Bridge, Kaladar	1918
9	34	Bridge, Long Lake	1904 to 1943
9	35	Bridge, Loughborough Lake	1905 to 1908
9	36	Bridge, Manson (also spelled Mansen)	1960
9	37	Bridge, Marsh	1905
9	38	Bridge, McGinnis Swamp	1854
9	39	Bridge, Mill Creek	1853, 1854
9	40	Bridge, Mississippi lake	1890, 1913
9	41	Bridge, Mud Lake	1892, 1932
9	42	Bridge, Napanee	1856
9	43	Bridge, Opinicon Lake	1906
9	44	Bridge, Palmerston	1891
9	45	Bridge, Petworth	1899 to 1933
9	46	Bridge, Rush Bay	undated
9	47	Bridge, Sharbot Lake	1904 to 1920
9	48	Bridge, Snider Depot	1963 to 1965
9	49	Bridge, Stone's	1940 to 1965
9	50	Bridge, Stub Creek	1917

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9	51	Bridge, Tannery	1903
9	52	Bridge, T-Marsh	1962
9	53	Bridge, Tryon	1955
9	54	Bridge, Webb's	1921
9	55	Bridge, Wolf Swamp	1927, 1928
9	56	Bylaws and resolutions	1858 to 1879
10	1	Bylaws and resolutions	1880 to 1899
10	2	Bylaws and resolutions	1900 to 1909
10	3	Bylaws and resolutions	1910 to 1919
10	4	Bylaws and resolutions	1920 to 1929
10	5	Bylaws and resolutions	1930 to 1939
10	6	Bylaws and resolutions	1940 to 1949
10	7	Bylaws and resolutions	1950 to 1959
10	8	Bylaws and resolutions	1960 to 1969
10	9	Bylaws and resolutions	undated
10	10	Claims against county for roads in disrepair	1854
10	11	Claims against county	1880 to 1899
10	12	Claims against county	1900 to 1921
10	13	Closure of roads	1871 to 1958
10	14	Correspondence regarding roads and bridges	1850 to 1879
10	15	Correspondence	1880 to 1889
10	16	Correspondence	1890 to 1899
10	17	Correspondence	1900 to 1909
10	18	Correspondence	1910 to 1919
10	19	Correspondence	1920 to 1929
10	20	Correspondence	1930 to 1939
10	21	Correspondence	1940 to 1949
10	22	Correspondence	1950 to 1959
10	23	Correspondence	1960 to 1969
10	24	Correspondence	undated
10	25	Correspondence with government includes departments of public highways, public works, and deputy minister's office	1900 to 1909
10	26	Correspondence with government	1910 to 1919
10	27 & 28	Correspondence with government	1920 to 1929
11	1	Correspondence with government	1930 to 1939
11	2	Correspondence with government	1940 to 1949
11	3	Correspondence with government	1950 to 1959
11	4	Correspondence with government	1960 to 1969
11	5	Correspondence with government	undated
11	6	Drainage, culverts, ditches, etc.	1863 to 1964
11	7 & 8	Expenditure and development includes bylaws to raise money for highway purposes	1837 to 1879
11	9	Expenditure and development	1880 to 1899
11	10	Expenditure and development	1900 to 1909
11	11	Expenditure and development	1910 to 1914
11	12	Expenditure and development	1915 to 1919
11	13 & 14	Expenditure and development	1920 to 1924
11	15	Expenditure and development	1925 to 1929
11	16	Expenditure and development	1930 to 1934
11	17	Expenditure and development	1935 to 1939
11	18	Expenditure and development	1940 to 1949
11	19	Expenditure and development	1950 to 1954

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11	20	Expenditure and development	1955 to 1959
11	21	Expenditure and development	1960 to 1964
11	22	Expenditure and development	1965 to 1969
		Financial responsibility for roads includes laws to designate county	
12	1	and development roads	1851 to 1919
12	2	Financial responsibility for roads	1920 to 1965
12	3	Land, compensation for	1863 to 1965
12	4	List of good roads by-laws	1918
12	5	Machinery, purchasing of	1851 to 1921
12	6	Marine navigation includes ferries and waterways	1878 to 1965
12	7	Marine navigation, Wolfe Island Ferry	1850 to 1961
12	8	Miscellaneous	undated
		Reports, general includes reports from county engineer and	
12	9 & 10	superintendent as well as various road companies	1851 to 1899
12	11 & 12	Reports, general	1900 to 1963
12	13	Reports, Good Roads Committee	1900 to 1909
12	14	Reports, Good Roads Committee	1910 to 1919
12	15	Reports, Good Roads Committee	1920 to 1929
12	16	Reports, Good Roads Committee	1930 to 1939
12	17	Reports, Good Roads Committee	1940 to 1949
12	18	Reports, Good Roads Committee	undated
12	19	Reports, Roads and Bridges Committee	1853 to 1869
12	20	Reports, Roads and Bridges Committee	1870 to 1879
12	21	Reports, Roads and Bridges Committee	1880 to 1889
12	22	Reports, Roads and Bridges Committee	1890 to 1899
12	23	Reports, Roads and Bridges Committee	1900 to 1909
12	24	Reports, Roads and Bridges Committee	1910 to 1919
12	25	Reports, Roads and Bridges Committee	1920 to 1929
12	26	Reports, Roads and Bridges Committee	1930 to 1939
13	1	Reports, Roads and Bridges Committee	1940 to 1949
13	2	Reports, Roads and Bridges Committee	1950 to 1959
13	3	Reports, Roads and Bridges Committee	1960 to 1969
13	4	Reports, Roads and Bridges Committee	1972
13	5	Reports, Roads and Bridges Committee	undated
13	6	Reports, Suburban Roads and Highway Committee	1900 to 1965
13	7	Reports, rights of way	1920
13	8	Road tax	1846
13	9	Snow removal	1973
13	10 & 11	Toll roads includes leases and resolutions to abolish toll roads	1850 to 1869
13	12 & 13	Toll roads	1870 to 1899
13	14	Toll roads	1900 to 1907
13	15	Toll roads	undated
13	16	Traffic Laws	1912 to 1964

Education series:

13	17	Education	1842
13	18	Education	1843
13	19	Education	1844
13	20	Education	1845
13	21	Education	1846
13	22	Education	1847

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13	23	Education	1848
13	24	Education	1849
13	25	Education	1850
13	26	Education	1851
13	27	Education	1852
13	28	Education	1853
13	29	Education	1854
13	30	Education	1855
13	31	Education	1856
13	32	Education	1857
13	33	Education	1858
13	34	Education	1859
13	35	Education	1860
13	36	Education	1865
13	37	Education	1866
13	38	Education	1867
13	39	Education	1868
13	40	Education	1869
13	41	Education	1870
13	42	Education	1871
13	43	Education	1872
13	44	Education	1873
13	45	Education	1874
13	46	Education	1875
13	47	Education	1876
13	48	Education	1877
14	1	Education	1878
14	2	Education	1879
14	3	Education	1880
14	4	Education	1881
14	5	Education	1882
14	6	Education	1883
14	7	Education	1884
14	8	Education	1885
14	9	Education	1886
14	10	Education	1887
14	11	Education	1888
14	12	Education	1889
14	13	Education	1890
14	14	Education	1891
14	15	Education	1892
14	16	Education	1893
14	17	Education	1894
14	18	Education	1895
14	19	Education	1896
14	20	Education	1897
14	21	Education	1898
14	22	Education	1899
14	23	Education	1900
14	24	Education	1901
14	25	Education	1902
14	26	Education	1903

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14	27	Education	1904
14	28	Education	1905
14	29	Education	1907
14	30	Education	1908
14	31	Education	1909
14	32	Education	1910
14	33	Education	1911
14	34	Education	1912
14	35	Education	1913
14	36	Education	1914
14	37	Education	1915
14	38	Education	1916
14	39	Education	1917
14	40	Education	1918
14	41	Education	1919
15	1	Education	1920
15	2	Education	1921
15	3	Education	1922
15	4	Education	1923
15	5	Education	1924
15	6	Education	1925
15	7	Education	1926
15	8	Education	1927
15	9	Education	1928
15	10	Education	1929
15	11	Education	1930
15	12	Education	1931
15	13	Education	1932
15	14	Education	1933
15	15	Education	1935
15	16	Education	1936
15	17	Education	1937
15	18	Education	1938
15	19	Education	1939
15	20	Education	1940
15	21	Education	1941
15	22	Education	1942
15	23	Education	1943
15	24	Education	1944
15	25	Education	1945
15	26	Education	1946
15	27	Education	1947
15	28	Education	1948
15	29	Education	1949
15	30	Education	1950
15	31	Education	1951
15	32	Education	1952
15	33	Education	1953
15	34	Education	1954
15	35	Education	1955
15	36	Education	1956
15	37	Education	1957

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15	38	Education	1958
15	39	Education	1959
15	40	Education	1960
15	41	Education	1961
15	42	Education	1962
15	43	Education	1963
15	44	Education	1964
15	45	Education	1965
15	46	Education	1972
15	47	Education	1975
15	48	Education	undated
15	49	Education, Collins Bay High School	1963 to 1964
15	50	Education, Sharbot Lake High School	1919 to 1964
15	51	Education, Sydenham High School (1)	1872 to 1962
15	52	Education, Sydenham High School (2)	1872 to 1962
15	53	Education, Sydenham High School (3)	1872 to 1962
15	54	Education, Sydenham High School (4)	1872 to 1962
15	55	Education, Sydenham High School (5)	1872 to 1962
16	1	Education, Sydenham High School (6)	1872 to 1962
16	2	Education, Sydenham High School (7)	1872 to 1962
16	3	Education, Sydenham High School (8)	1872 to 1962
16	4	Education, Sydenham High School (9)	1872 to 1962
16	5	Education, Sydenham High School (10)	1872 to 1962
16	6	Education, Sydenham High School (11)	1872 to 1962
16	7 & 8	Education, Sydenham High School, financial records	1879 to 1895

Tenders series:

16	9	Advertising of tenders	1928 to 1930
16	10	Air compressor rock drill	March 1928
16	11	Bank account interest	October 1897
16	12	Cement	1908 to 1968
16	13	Contracts, incomplete	undated
16	14	Copper measures	July 1856
16	15	Debentures and bonds	1880 to 1936
16	16	Extension ladder	1942
16	17	Furniture	1857 to 1865
16	18	Heating fuel, coal and wood	1858 to 1899
16	19	Heating fuel, coal and wood	1900 to 1945
16	20	Notice of tender	Dec. 1857
16	21	Physical alterations, court house and jail	1855 to 1899
16	22	Physical alterations, court house and jail	1900 to 1965
16	23	Physical alterations, court house and jail	undated
16	24	Physical alterations, registry office	1875 to 1965
16	25	Physical alterations, Sydenham High School	1911
16	26	Physical alterations, toll gates	1855
16	27	Printing and office supplies	1850 to 1899
16	28	Printing and office supplies	1900 to 1942
16	29	Printing and office supplies	undated
17	1	Provisions for jail - includes bread, groceries and meat	1862 to 1899
17	2 & 3	Provisions for jail	1900 to 1954
17	4	Provisions for jail	undated

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17	5	Roads and bridges includes materials, work and machinery	1837 to 1899
17	6	Roads and bridges	1900 to 1969
17	7	Roads and bridges	undated
17	8	Reports mostly County Property Committee	1863 to 1885
17	9	Sale of county property	1853 to 1898
17	10	Straw	1858 to 1877
17	11	Tile supplies sand and gravel	1909 to 1945
17	12	Tussablock machine	1961

Elections series:

17	13	Elections	1850 to 1859
17	14	Elections	1860 to 1869
17	15	Elections	1870 to 1879
17	16	Elections (Poll Books from vote on Duncan Act)	1876
17	17 & 18	Elections	1880 to 1889
17	19	Elections	1890 to 1899 (1)
18	1	Elections	1890 to 1899 (2)
18	2	Elections	1900 to 1902
18	3	Elections	1901
18	4	Elections	1903
18	5	Elections	1904
18	6	Elections	1905
18	7	Elections	1906
18	8	Elections	1907
18	9	Elections	1909
18	10	Elections	1910
18	11	Elections	1911
18	12	Elections	1912
18	13	Elections	1913
18	14	Elections	1914
18	15	Elections	1915
18	16	Elections	1916
18	17	Elections	1917
18	18	Elections	1918
18	19	Elections	1919
18	20	Elections	1920
18	21	Elections	1921
18	22	Elections	1922
18	23	Elections	1923
18	24	Elections	1924
18	25	Elections	1925
18	26	Elections	1926
18	27	Elections	1927
18	28	Elections	1928
18	29	Elections	1929
18	30	Elections	1930
18	31	Elections	1931
18	32	Elections	1932
18	33	Elections	1933
18	34	Elections	1934
18	35	Elections	1935

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18	36	Elections	1936
18	37	Elections	1937
18	38	Elections	1938
18	39	Elections	1939
18	40	Elections	1940
18	41	Elections	1941
18	42	Elections	1942
18	43	Elections	1943
18	44	Elections	1944
18	45	Elections	1945
18	46	Elections	1946
18	47	Elections	1947
18	48	Elections	1948
18	49	Elections	1949
18	50	Elections	1950
18	51	Elections	1951
18	52	Elections	1952
18	53	Elections	1953
18	54	Elections	1954
18	55	Elections	1955
18	56	Elections	1956
18	57	Elections	1957
18	58	Elections	1958
18	59	Elections	1959
18	60	Elections	1960
18	61	Elections	1961
18	62	Elections	1962
18	63	Elections	1963
18	64	Elections	1964
18	65	Elections	1965
18	66	Elections	undated
18	67	Voter's list, Barrie, Township of	1974
18	68	Voter's list, Barrie, Township of	1978
18	69	Voter's list, Bedford, Township of	1974
18	70	Voter's list, Bedford, Township of	1976
18	71	Voter's list, Bedford, Township of	1978
18	72	Voter's list, Clarendon and Miller, Townships of	1974
18	73	Voter's list, Clarendon and Miller, Townships of	1976
18	74	Voter's list, Clarendon and Miller, Townships of	1978
18	75	Voter's list, Hichinbrooke, Township of	1974
18	76	Voter's list, Hichinbrooke, Township of	1976
18	77	Voter's list, Hichinbrooke, Township of	1978
18	78	Voter's list, Howe Island, Township of	1978
18	79	Voter's list, Kennebec, Township of	1974
18	80	Voter's list, Kennebec, Township of	1976
18	81	Voter's list, Kennebec, Township of	1978
19	1	Voter's list, Kingston, City of	1974
19	2	Voter's list, Kingston, City of	1976
19	3	Voter's list, Kingston, City of	1978
19	4	Voter's list, Kingston, Township of	1974
19	5	Voter's list, Kingston, Township of	1976
19	6	Voter's list, Kingston, Township of	1978

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20	1	Voter's list, Loughborough, Township of	1974
20	2	Voter's list, Loughborough, Township of	1976
20	3	Voter's list, Loughborough, Township of	1978
20	4	Voter's list, Olden, Township of	1974
20	5	Voter's list, Olden, Township of	1976
20	6	Voter's list, Olden, Township of	1978
20	7	Voter's list, Oso, Township of	1974
20	8	Voter's list, Oso, Township of	1976
20	9	Voter's list, Oso, Township of	1978
20	10	Voter's list, Palmerston & North and South Canonto, Townships of	1974
20	11	Voter's list, Palmerston & North and South Canonto, Townships of	1976
20	12	Voter's list, Palmerston & North and South Canonto, Townships of	1978
20	13	Voter's list, Pittsburgh, Township of	1974
20	14	Voter's list, Pittsburgh, Township of	1976
20	15	Voter's list, Pittsburgh, Township of	1978
20	16	Voter's list, Portland, Township of	1974
20	17	Voter's list, Portland, Township of	1976
20	18	Voter's list, Portland, Township of	1978
20	19	Voter's list, statement of changes various townships	1974
20	20	Voter's list, statement of changes	1976
20	21	Voter's list, Storrington, Township of	1974
21	1	Voter's list, Storrington, Township of	1976
21	2	Voter's list, Storrington, Township of	1978
21	3	Voter's list, Wolfe Island, Township of includes Garden Island	1974
21	4	Voter's list, Wolfe Island, Township of	1976
21	5	Voter's list, Wolfe Island, Township of	1978

Subject Files series:

21	6	Agriculture includes exhibitions	1843
21	7	Agriculture	1850 to 1859
21	8	Agriculture	1860 to 1869
21	9	Agriculture	1870 to 1879
21	10	Agriculture	1880 to 1889
21	11	Agriculture	1890 to 1899
21	12	Agriculture	1900 to 1909
21	13	Agriculture	1910 to 1920
21	14	Agriculture	1920 to 1929
21	15	Agriculture	1930 to 1939
21	16	Agriculture	1940 to 1949
21	17	Agriculture	1950 to 1959
21	18	Agriculture	1960 to 1969
21	19	Agriculture	undated
21	20	Agriculture, report, Committee on Agriculture	1938
21	21	Agriculture, Kingston Exhibition	1916 to 1935
21	22	Bounties, fox and wolf	1920 to 1965
21	23	Children's Aid Society administrative matters only	1870 to 1879
21	24	Children's Aid Society	1890 to 1899
21	25	Children's Aid Society	1900 to 1909
21	26	Children's Aid Society	1910 to 1919
21	27	Children's Aid Society	1920 to 1929
21	28	Children's Aid Society	1930 to 1939

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21	29	Children's Aid Society	1940 to 1949
21	30	Children's Aid Society	1950 to 1959
21	31	Children's Aid Society	1960 to 1969
21	32	Children's Aid Society	undated
21	33	Children's Aid Society, auditor's report	Dec. 31, 1965
21	34	County property mostly County property Committee reports	1850 to 1859
21	35	County property - Committee reports	1860 to 1869
21	36	County property - Committee reports	1870 to 1879
21	37	County property - Committee reports	1880 to 1889
21	38	County property - Committee reports	1890 to 1899
21	39	County property - Committee reports	1900 to 1909
21	40	County property - Committee reports	1910 to 1919
21	41	County property - Committee reports	1920 to 1929
21	42	County property - Committee reports	1930 to 1939
21	43	County property - Committee reports	1940 to 1949
21	44	County property	1960 to 1969
21	45	County property	undated
22	1	County property, correspondence regarding	1852 to 1869
22	2	County property, correspondence	1870 to 1879
22	3	County property, correspondence	1880 to 1889
22	4	County property, correspondence	1890 to 1899
22	5	County property, correspondence	1900 to 1909
22	6	County property, correspondence	1910 to 1919
22	7	County property, correspondence	1920 to 1929
22	8	County property, correspondence	1930 to 1939
22	9	County property, correspondence	1940 to 1949
22	10	County property, correspondence	1950 to 1959
22	11	County property, correspondence	1960 to 1965
22	12	County property, court house and jail includes physical aspects of jail and renovations and repairs to court house and jail	1850 to 1869
22	13	County property, court house and jail	1870 to 1879
22	14	County property, court house and jail	1880 to 1889
22	15	County property, court house and jail	1890 to 1899
22	16	County property, court house and jail	1900 to 1909
22	17 & 18	County property, court house and jail	1910 to 1919
22	19	County property, court house and jail	1920 to 1929
22	20	County property, court house and jail	1930 to 1939
22	21	County property, court house and jail	1940 to 1949
22	22	County property, court house and jail	1950 to 1959
22	23	County property, court house and jail	1960 to 1965
22	24	County property, court house and jail, new court house includes tenders for	1856
22	25 & 26	County property, court house and jail, rebuilding court house	1931
22	27	County property, registry office	1872 to 1963
22	28	Development and trade	1910 to 1919
22	29	Development and trade	1920 to 1929
22	30	Development and trade	1940 to 1949
22	31	Development and trade	1950 to 1959
22	32	Development and trade	1960 to 1965
22	33	Development and trade	undated
22	34	Emergency Measures Civil Defence Organization, budget	1962 to 1965

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22	35	Emergency Measures Civil Defence Organization, correspondence regarding	1958 to 1962
22	36	Emergency Measures Civil Defence Organization, correspondence	1963 to 1965
22	37	Emergency Measures Civil Defence Organization, establishment of bylaws	1956 to 1961
22	38	Emergency Measures of Civil Defence Organization, questionnaire for volunteer guard	c. 1960
22	39	Forestry includes correspondence regarding fires, logging and reforestation	1885 to 1963
22	40	Game and fisheries includes bird sanctuaries and fishing seasons	1921 to 1964
22	41	Health and Welfare - health	1846 to 1849
22	42	Health and Welfare - health	1852 to 1859
22	43	Health and Welfare - health	1860 to 1869
22	44	Health and Welfare - health	1870 to 1879
22	45	Health and Welfare - health	1890 to 1899
22	46	Health and Welfare - health	1900 to 1909
22	47	Health and Welfare - health	1910 to 1919
22	48	Health and Welfare - health	1920 to 1929
22	49	Health and Welfare - health	1930 to 1939
22	50	Health and Welfare - health	1940 to 1949
22	51	Health and Welfare - health	1950 to 1959
22	52	Health and Welfare - health	1960 to 1965
22	53	Health and Welfare - health	undated
23	1	Health and Welfare - welfare includes accounts for indigent patients	1855 to 1859
23	2	Health and Welfare - welfare	1870 to 1879
23	3	Health and Welfare - welfare	1890 to 1899
23	4	Health and Welfare - welfare	1900 to 1909
23	5	Health and Welfare - welfare	1910 to 1919
23	6	Health and Welfare - welfare	1920 to 1929
23	7	Health and Welfare - welfare	1930 to 1939
23	8	Health and Welfare - welfare	1940 to 1949
23	9	Health and Welfare - welfare	1950 to 1959
23	10	Health and Welfare - welfare	1960 to 1965
23	11	Health and Welfare - welfare	undated
23	12	Health and Welfare, death and cemeteries includes inspection of cemeteries	1920 to 1929
23	13	Health and Welfare, death and cemeteries	1930 to 1939
23	14	Health and Welfare, death and cemeteries	1940 to 1949
23	15	Health and welfare, institutions includes hospitals and sanatoriums	1850 to 1859
23	16	Health and welfare, institutions	1870 to 1879
23	17	Health and welfare, institutions	1880 to 1889
23	18	Health and welfare, institutions	1890 to 1899
23	19	Health and welfare, institutions	1900 to 1909
23	20	Health and welfare, institutions	1910 to 1919
23	21	Health and welfare, institutions	1920 to 1929
23	22	Health and welfare, institutions	1930 to 1939
23	23	Health and welfare, institutions	1940 to 1949
23	24	Health and welfare, institutions	1950 to 1959
23	25	Health and welfare, institutions	1960 to 1965
23	26	Health and welfare, public health includes public health unit	1900 to 1919

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23	27	Health and welfare, public health	1940 to 1949
23	28	Health and welfare, public health	1950 to 1959
23	29	Health and welfare, public health	1960 to 1965
		Homes for aged and indigent includes authorization form to admit persons to homes for the aged; houses of industry, providence refuge, and Rideaucrest	
23	30		1855 to 1859
23	31	Homes for aged and indigent	1880 to 1889
23	32	Homes for aged and indigent	1890 to 1899
23	33	Homes for aged and indigent	1900 to 1909
23	34	Homes for aged and indigent	1910 to 1919
23	35	Homes for aged and indigent	1920 to 1929
23	36	Homes for aged and indigent	1930 to 1939
23	37	Homes for aged and indigent	1940 to 1949
23	38	Homes for aged and indigent	1950 to 1959
23	39	Homes for aged and indigent	1960 to 1964
23	40	Homes for aged and indigent	undated
23	41	Insurance mostly property insurance	1843 to 1849
23	42	Insurance	1850 to 1859
23	43	Insurance	1870 to 1879
23	44	Insurance	1880 to 1889
23	45	Insurance	1890 to 1899
23	46	Insurance	1900 to 1909
23	47	Insurance	1910 to 1919
23	48	Insurance	1920 to 1929
23	49	Insurance	1930 to 1939
23	50	Insurance	1940 to 1949
23	51	Insurance	1959 to 1965
23	52	Insurance	undated
23	53	Insurance, bonds mostly bonds for county employees	1849
23	54	Insurance, bonds	1880 to 1889
23	55	Insurance, bonds	1890 to 1899
23	56	Insurance, bonds	1910 to 1919
23	57	Insurance, bonds	1920 to 1929
23	58	Insurance, bonds	1930 to 1939
23	59	Insurance, bonds	1960 to 1969
23	60	Insurance, unemployment insurance	1930 to 1939
23	61	Insurance, unemployment insurance	1940 to 1949
23	62	Insurance, unemployment insurance	1960 to 1969
23	63	Jail, centralized Quinte Detention Centre, Napanee	1962 to 1965
		Jail, employees includes applications and resignations for jailor, surgeon and matron	
23	64		1863 to 1899
23	65	Jail, employees	1900 to 1965
23	66	Jail, operations of (includes Grand Jury reports)	1843 to 1879
23	67	Jail, operations of (includes Grand Jury reports)	1880 to 1889
23	68	Jail, operation of	1900 to 1919
24	1	Jail, operation of	1920 to 1963
24	2	Jail, tile manufacturing includes accounts	1909 to 1919
24	3	Jail, tile manufacturing	1920 to 1929
24	4	Jail, tile manufacturing	1930 to 1939
24	5	Jail, tile manufacturing	1940 to 1964
			undated, 1957 to 1963
24	6	Labour and construction safety	1963

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24	7	Labour and construction safety, construction, safety inspector appointment of	1963
24	8	Land includes annexation of land, deeds, and mortgages	1849 to 1879
24	9	Land includes annexation of land, deeds, and mortgages	1880 to 1899
24	10	Land includes annexation of land, deeds, and mortgages	1900 to 1919
			1920 to 1965 and undated
24	11	Land includes annexation of land, deeds, and mortgages	undated
		Legal matters, administration of justice includes court (1) proceedings, expenditure, subpoenas, and verdict	1863 to 1879
24	12	proceedings, expenditure, subpoenas, and verdict	1863 to 1879
24	13	Legal matters, administration of justice (2)	1880 to 1899
24	14	Legal matters, administration of justice	1900 to 1919
24	15	Legal matters, administration of justice	1920 to 1939
24	16	Legal matters, administration of justice	1940 to 1965
24	17	Legal matters, administration of justice	undated
24	18	Legal matters, administration of justice	1855 to 1859
24	19	Legal matters, affidavits	1857 to 1869
24	20	Legal matters, correspondence regarding legal matters	1870 to 1899
24	21	Legal matters, correspondence	1900 to 1961
24	22	Legal matters, correspondence	
		Legal matters, law enforcement includes appointments and declarations of constables	1885 to 1929
24	23	declarations of constables	1948 to 1959
24	24	Legal matters, Ontario Municipal Board	1960 to 1965
24	25	Legal matters, Ontario Municipal Board	1939, 1965
24	26	Legal matters, police villages also see petition regarding	
		Legal matters, report on includes Committee on Lawsuits (against county)	1852 to 1918
24	27	county)	1887 to 1891
24	28	Licenses	1859 to 1929
25	1	Licenses, auctioneer's	1850 to 1923
25	2	Licenses, liquor includes applications for	1888 to 1937
25	3	Licenses, peddler's and hawker's	1856
25	4	Newspaper clippings	1900 to 1919
25	5	Newspaper clippings	1920 to 1928
25	6	Newspaper clippings	1960 to 1965
25	7	Newspaper clippings	undated
25	8	Newspaper clippings	
		Old age pension and mother's allowance includes applications for, material from old age pension commission and mother's allowance	1920 to 1929
25	9	commission, and pension plans for county employees	1930 to 1939
25	10	Old age pension and mother's allowance	1940 to 1949
25	11	Old age pension and mother's allowance	1960 to 1965
25	12	Old age pension and mother's allowance	1858
25	13	Petition, census petition for Portsmouth Village	1847
25	14	Petition, compensation	1852
25	15	Petition, compensation, broken toll gate	1931
25	16	Petition, disability	1852
25	17	Petition, correspondence	1936
25	18	Petition, correspondence regarding Sharbot Lake police village	1852
25	19	Petition, court house in Adolphustown regarding maintenance	1857 to 1859
25	20	Petition, court house, use of	1849 to 1927
25	21	Petition, education, common schools construction of	1911 to 1923
25	22	Petition, education, continuation school construction of	

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25	23	Petition, education, model school (teacher's college) construction of	1852
25	24	Petition, education, school section, boundaries of	1843
25	25	Petition, education, school section, changing of	1899, 1912
25	26	Petition, education, school section, separation from Garden Island	1893
25	27	Petition, education, school section, new Township of Oso	1901
25	28	Petition, education, superintendent, appointment of	1852 to 1859
25	29	Petition, exhibitions establishment of	1854 to 1889
25	30	Petition, game warden, appointment of	1886
25	31	Petition, immigration, regarding settlement in Frontenac County	undated
25	32	Petition, incorporation Portsmouth Village	1858
25	33	Petition, joint stock company establishment of	1851
25	34	Petition, licenses, liquor	1883 to 1884
25	35	Petition, licenses, pedlar's	1863, 1911
25	36	Petition, "lock up house" construction of	1853, 1859
25	37	Petition, market (new)	1855
25	38	Petition, police (constables) petition from for handcuffs	undated
25	39	Petition, policy village construction of in Sharbot Lake village	1936
25	40	Petition, report on	1846 to 1872
25	41	Petition, roads and bridges, boardwalks	1859, 1878
25	42	Petition, roads and bridges, bridge	1844 to 1893
25	43	Petition, roads and bridges, drainage	1846 to 1863
25	44	Petition, roads and bridges, ferry Wolfe Island	1852, undated
25	45	Petition, roads and bridges, roads requests for building and repair of	1842 to 1849
25	46	Petition, roads and bridges, roads	1850 to 1859
25	47	Petition, roads and bridges, roads	1863
25	48	Petition, roads and bridges, roads	1870 to 1879
25	49	Petition, roads and bridges, roads	1886
25	50	Petition, roads and bridges, roads	1910, 1918
25	51	Petition, roads and bridges, roads petition to not close a road	1924
25	52	Petition, roads and bridges, roads	1927
25	53	Petition, roads and bridges, roads	1936
25	54	Petition, roads and bridges, roads	1962, 1965
25	55	Petition, roads and bridges, roads	undated
25	56	Petition, roads and bridges, toll roads and booths includes petition for abolition of toll roads	1844 to 1910
25	57	Petition, separation and union of counties, municipalities, and townships	1854 to 1863
25	58	Petition, telephone in court house	1881
25	59	Petition, temperance	1859, 1879
25	60	Petition, town hall petition for construction of in Kingston Township	1856
25	61	Petition	June 1854
25	62	Pollution includes air pollution and sewage	1912, 1960 to 1965
25	63	Pipelines, Board of Transport Commissions for Canada includes orders and regulations	1949, 1952
25	64	Pipelines, Lakeland Natural Gas Limited regarding installation of gas lines	1958 to 1960
25	65	Pipelines, plans for main through Pittsburgh township includes map	1955 to 1958
25	66	Pipelines, report, Trans-Canada Pipelines regarding natural gas industry in Canada	1955

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25	67	Pipelines, report, Trans-Canada Pipelines regarding Alberta-Quebec pipelines	1955 to 1957
25	68	Pipelines, Trans-Northern Pipeline Company regarding installation of pipelines	1952
25	69	Railways includes plans for new tracks, railroad crossing, and removal of track	1833 to 1857
25	70	Railways	1870 to 1879
25	71	Railways	1880 to 1889
25	72	Railways	1890 to 1899
26	1	Railways	1900 to 1909
26	2	Railways	1910 to 1919
26	3	Railways	1920 to 1929
26	4	Railways	1930 to 1939
26	5	Railways	1940 to 1949
26	6	Railways	1950 to 1959
26	7	Railways	1960 to 1965
26	8	Railways	undated
26	9	Railways, Board of Railway Commissioners	1900 to 1909
26	10	Railways, Board of Railway Commissioners	1910 to 1919
26	11	Railways, Board of Railway Commissioners	1920 to 1929
26	12	Railways, Board of Railway Commissioners	1940 to 1949
26	13	Railways, Board of Railway Commissioners	1950 to 1959
26	14	Railways, Board of Railway Commissioners	1960 to 1965
26	15	Railways, Ontario Railway and Municipal Board	1909 to 1929
26	16	Statistics, agriculture regarding aerable land and crop production in Storrington Township	1931, 1932 and undated
26	17	Statistics, census, Portsmouth Village	1858, 1941
26	18	Statistics, council representation	1880
26	19	Statistics, hospitals	1872
26	20	Statistics, house of refuge	1912
26	21	Statistics, labour	1910
26	22	Statistics, population and acerage	1881 to 1914
26	23	Statistics, stone, sand and gravel	1965
26	24	Statistics	1910, 1961
26	25	Surveys mostly for roads	1850 to 1879
26	26	Surveys	1940 to 1959
26	27	Telephone includes accounts	1881 to 1925
26	28	Telephone	1932 to 1934
26	29	Tourism	1920 to 1929
26	30	Tourism	1940 to 1949
26	31	Tourism	1960 to 1965
26	32	Tourism	undated
26	33	Tourism, Frontenac: the county of a thousand lakes (pamphlet)	undated
26	34	Weed control	1925 to 1965
26	35	Weed control, inspector, appointment of	1946 to 1959
26	36	Workman's compensation	1870 to 1879
26	37	Workman's compensation	1920 to 1929
26	38	Workman's compensation	1930 to 1939
26	39	Workman's compensation	1963
26	40	Workman's compensation - S. Alport	1921
26	41	Workman's compensation - Roy Milligan	1916
26	42	Workman's compensation - Richard Smith	1921

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26	43	workman's Compensation	undated
26	44	World wars	1916 to 1918
26	45	World wars	1940 to 1945
26	46	World wars, Bible teaching in schools resolution from Grey county	1942
26	47	World wars, British Red Cross Appeal	1916
26	48	World wars, Canadian Aid to Russia	1943
26	49	World wars, Canadian Siberian Relief Fund	1917
26	50	World wars, Canadian United Allied Relief Fund	1945
26	51	World wars, Chinese War Service Fund	1941
26	52	World wars, Chinese War Relief Fund	1942 to 1947
26	53	World wars, council expenditure	1916 to 1943
26	54	World Wars, epidemic overseas	undated
26	55	World wars, gasoline rations	1942
26	56	World wars, grants	1916
26	57	World wars, greater production of food	1917
26	58	World wars, greater production of food, seed potato purchase	1917 to 1918
26	59	World wars, honour roll Frontenac county residents who gave their lives	1920 to 1921
26	60	World wars, meat ration resolution from Norfolk county	1945
26	61	World wars, Memorial Committee	1917 to 1923
26	62	World wars, memorial monument Napanee court house	c.1920
26	63	World wars, memorial window Frontenac county court house	1919 to 1921
26	64	World wars, prohibition	1919
26	65	World wars, returning soldiers includes employment for returning soldiers	1944 1915 to 1918, 1942 to 1943
26	66	World wars, revenue, collecting of includes loans and war tax	1940 to 1943
26	67	World wars, transportation for members of armed forces resolutions regarding	1940 to 1943
26	68	Reports	1844
26	69	Reports	1846
26	70	Reports	1849
26	71	Reports	1850
26	72	Reports	1851
26	73	Reports	1852
26	74	Reports	1854
26	75	Reports	1855
26	76	Reports	1856
26	77	Reports	1857
26	78	Reports	1858
26	79	Reports	1859
26	80	Reports	1860
26	81	Reports	1863
26	82	Reports	1873
26	83	Reports	1874
26	84	Reports	1875
26	85	Reports	1876
26	86	Reports	1877
26	87	Reports	1878
26	88	Reports	1879
26	89	Reports	1880

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26	90	Reports	1881
26	91	Reports	1882
26	92	Reports	1883
26	93	Reports	1884
26	94	Reports	1885
26	95	Reports	1886
26	96	Reports	1888
26	97	Reports	1889
26	98	Reports	1890
26	99	Reports	1891
26	100	Reports	1892
26	101	Reports	1893
26	102	Reports	1894
26	103	Reports	1895
26	104	Reports	1896
26	105	Reports	1897
26	106	Reports	1898
26	107	Reports	1902
26	108	Reports	1905
26	109	Reports	1906
26	110	Reports	1909
26	111	Reports	1910
26	112	Reports	1911
26	113	Reports	1912
26	114	Reports	1913
26	115	Reports	1914
26	116	Reports	1915
26	117	Reports	1916
26	118	Reports	1917
26	119	Reports	1918
26	120	Reports	1920
26	121	Reports	1921
27	1	Reports	1922
27	2	Reports	1923
27	3	Reports	1924
27	4	Reports	1925
27	5	Reports	1928
27	6	Reports	1930
27	7	Reports	1931
27	8	Reports	1932
27	9	Reports	1933
27	10	Reports	1934
27	11	Reports	1935
27	12	Reports	1936
27	13	Reports	1937
27	14	Reports	1938
27	15	Reports	1939
27	16	Reports	1946
27	17	Reports	1947
27	18	Reports	1948
27	19	Reports	1957
27	20	Reports	1958

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27	21	Reports	1959
27	22	Reports	undated
27	22.1	Miscellaneous blank forms	

Canadian Patriotic Fund series:

27	23	Account book, Bank of Montreal	1918 to 1920
27	24	Casualties	1914 to 1915
27	25	Claim forms	1920
27	26	Correspondence	1914
27	27	Correspondence	1914 to 1920
27	28	Correspondence (1)	1915
27	29	Correspondence (2)	1915
27	30	Correspondence (1)	1916
27	31	Correspondence (2)	1916
27	32	Correspondence (3)	1916
27	33	Correspondence (1)	1916 to 1917
27	34	Correspondence (2)	1916 to 1917
27	35	Correspondence (1)	1917
27	36	Correspondence (2)	1917
27	37	Correspondence	1917 to 1918
27	38	Correspondence (1)	1918
27	39	Correspondence (2)	1918
27	40	Correspondence (1)	1919
27	41	Correspondence (2)	1919
27	42	Correspondence	1920
28	1	Discharge sheets	1915
28	2	Discharge sheets	1916
28	3	Discharge sheets	1917
28	4	Discharge sheets	1918
28	5	Discharge sheets (1)	1919
28	6	Discharge sheets (2)	1919
28	7	Financial records	1914-1916
28	8	Financial records	1915-1916
28	9	Financial records	1916
28	10	Financial records	1916
28	11	Financial records	1916-1917
28	12	Financial records	1916-1919
		Frontenac county council minutes relating to Canadian Patriotic	
28	13	Fund	1914 to 1917
28	14	Leonard, Sergeant George T.	1916 to 1918
28	15	Miscellaneous	ca. 1919
28	16	Outstanding cheques	1917 to 1919
28	17	Pay lists	1915 to 1916
28	18	Pay lists	1916
28	19	Pay lists	1917
28	20	Pay lists (includes minutes of meetings)	1918
28	21	Pay lists (includes minutes of meetings)	1919
28	22	Pensions granted and refused	1915
28	23	Pensions granted and refused	1916
28	24	Pensions granted and refused	1917
28	25	Pensions granted and refused	1918

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28	26	Pensions granted and refused	1919
28	27	Printed material	c.1915 to 1919
28	28	Promotion and transfer	1916
28	29	Promotion and transfer	1917
28	30	Promotion and transfer	1918
28	31	Promotion and transfer	1919
29	1	Receipt books	c.1915 to 1919
29	2	Separation allowance	1916 to 1919
29	3	Visitor's record cards (1)	1915 to 1919
29	4	Visitor's record cards (2)	1915 to 1919
29	5	Visitor's record cards (3)	1915 to 1919
29	6	Visitor's record cards (4)	1915 to 1919

Oversize - Financial (bound assessment rolls) series:

30	F5 C11	Barrie, Township of - Assessment Rolls	1881
30	F5 C11	Barrie, Township of - Assessment Rolls	1898
30	F5 C11	Barrie, Township of - Assessment Rolls	1900
30	F5 C11	Barrie, Township of - Assessment Rolls	1904
30	F5 C11	Barrie, Township of - Assessment Rolls	1907
30	F5 C11	Barrie, Township of - Assessment Rolls	1913
30	F5 C11	Barrie, Township of - Assessment Rolls	1916
30	F5 C11	Barrie, Township of - Assessment Rolls	1919
30	F5 C11	Barrie, Township of - Assessment Rolls	1922
30	F5 C11	Barrie, Township of - Assessment Rolls	1927
30	F5 C11	Barrie, Township of - Assessment Rolls	1928
31	F5 C10	Bedford, Township of - Assessment Rolls	1880
31	F5 C10	Bedford, Township of - Assessment Rolls	1883
31	F5 C10	Bedford, Township of - Assessment Rolls	1884
31	F5 C10	Bedford, Township of - Assessment Rolls	1885
31	F5 C10	Bedford, Township of - Assessment Rolls	1886
31	F5 C10	Bedford, Township of - Assessment Rolls	1889
31	F5 C10	Bedford, Township of - Assessment Rolls	1904
31	F5 C10	Bedford, Township of - Assessment Rolls	1907
31	F5 C10	Bedford, Township of - Assessment Rolls	1913
31	F5 C10	Bedford, Township of - Assessment Rolls	1916
31	F5 C10	Bedford, Township of - Assessment Rolls	1919
31	F5 C10	Bedford, Township of - Assessment Rolls	1922
32	F5 C11	Clarendon and Miller, Townships of - Assessment Rolls	1902
32	F5 C11	Clarendon and Miller, Townships of - Assessment Rolls	1903
32	F5 C11	Clarendon and Miller, Townships of - Assessment Rolls	1904
32	F5 C11	Clarendon and Miller, Townships of - Assessment Rolls	1906
32	F5 C11	Clarendon and Miller, Townships of - Assessment Rolls	1907
32	F5 C11	Clarendon and Miller, Townships of - Assessment Rolls	1908
32	F5 C11	Clarendon and Miller, Townships of - Assessment Rolls	1910
32	F5 C11	Clarendon and Miller, Townships of - Assessment Rolls - 2 vols.	1913
32	F5 C11	Clarendon and Miller, Townships of - Assessment Rolls	1916
32	F5 C11	Clarendon and Miller, Townships of - Assessment Rolls	1919
32	F5 C11	Clarendon and Miller, Townships of - Assessment Rolls	1922
33	F5 C11	Hitchinbrooke, Township of - Assessment Rolls	1895
33	F5 C11	Hitchinbrooke, Township of - Assessment Rolls	1900
33	F5 C11	Hitchinbrooke, Township of - Assessment Rolls	1901

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33	F5 C11	Hitchinbrooke, Township of - Assessment Rolls	1902
33	F5 C11	Hitchinbrooke, Township of - Assessment Rolls	1907
33	F5 C11	Hitchinbrooke, Township of - Assessment Rolls	1910
33	F5 C11	Hitchinbrooke, Township of - Assessment Rolls	1913
33	F5 C11	Hitchinbrooke, Township of - Assessment Rolls	1916
33	F5 C11	Hitchinbrooke, Township of - Assessment Rolls	1919
33	F5 C11	Hitchinbrooke, Township of - Assessment Rolls	1922
34	A10.1	Howe Island, Township of - Assessment Rolls	1909
34	A10.1	Howe Island, Township of - Assessment Rolls	1916
34	A10.1	Howe Island, Township of - Assessment Rolls	1919
34	A10.1	Howe Island, Township of - Assessment Rolls	1922
34	A10.1	Kennebec, Township of - Assessment Rolls	1901
34	A10.1	Kennebec, Township of - Assessment Rolls	1902
34	A10.1	Kennebec, Township of - Assessment Rolls	1903
34	A10.1	Kennebec, Township of - Assessment Rolls	1907
34	A10.1	Kennebec, Township of - Assessment Rolls	1910
34	A10.1	Kennebec, Township of - Assessment Rolls	1913
34	A10.1	Kennebec, Township of - Assessment Rolls	1916
34	A10.1	Kennebec, Township of - Assessment Rolls	1919
34	A10.1	Kennebec, Township of - Assessment Rolls	1922
35	A10.1	Kingston, Township of - Assessment Rolls	1893
35	A10.1	Kingston, Township of - Assessment Rolls	1894
35	A10.1	Kingston, Township of - Assessment Rolls	1907
35	A10.1	Kingston, Township of - Assessment Rolls	1910
35	A10.1	Kingston, Township of - Assessment Rolls	1913
35	A10.1	Kingston, Township of - Assessment Rolls	1916
35	A10.1	Kingston, Township of	1919
36	F5 B9.1	Loughborough, Township of - Assessment Rolls	1902
36	F5 B9.1	Loughborough, Township of - Assessment Rolls	1903
36	F5 B9.1	Loughborough, Township of - Assessment Rolls	1907
36	F5 B9.1	Loughborough, Township of - Assessment Rolls	1910
36	F5 B9.1	Loughborough, Township of - Assessment Rolls	1912 (2)

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36	F5 B9.1	Loughborough, Township of - Assessment Rolls	1913
36	F5 B9.1	Loughborough, Township of - Assessment Rolls	1916
37	F5 B10	Olden, Township of - Assessment Rolls	1885
37	F5 B10	Olden, Township of - Assessment Rolls	1894
37	F5 B10	Olden, Township of - Assessment Rolls	1899
37	F5 B10	Olden, Township of - Assessment Rolls	1901
37	F5 B10	Olden, Township of - Assessment Rolls	1904
37	F5 B10	Olden, Township of - Assessment Rolls	1907
37	F5 B10	Olden, Township of - Assessment Rolls	1910
37	F5 B10	Olden, Township of - Assessment Rolls	1913
37	F5 B10	Olden, Township of - Assessment Rolls	1916
37	F5 B10	Olden, Township of - Assessment Rolls	1919
37	F5 B10	Olden, Township of - Assessment Rolls	1922
38	F5 B10	Oso, Township of - Assessment Rolls	1893
38	F5 B10	Oso, Township of - Assessment Rolls	1894
38	F5 B10	Oso, Township of - Assessment Rolls	1895
38	F5 B10	Oso, Township of - Assessment Rolls	1904
38	F5 B10	Oso, Township of - Assessment Rolls	1910
38	F5 B10	Oso, Township of - Assessment Rolls	1913
38	F5 B10	Oso, Township of - Assessment Rolls	1916
38	F5 B10	Oso, Township of - Assessment Rolls	1919
38	F5 B10	Oso, Township of - Assessment Rolls	1922
38	F5 B10	Oso, Township of - Assessment Rolls	1893
38	F5 B10	Palmerston and North & South Canonto, Townships of - Assessment Rolls	1894
38	F5 B10	Palmerston and North & South Canonto, Townships of - Assessment Rolls	1895
38	F5 B10	Palmerston and North & South Canonto, Townships of - Assessment Rolls	1904
38	F5 B10	Palmerston and North & South Canonto, Townships of - Assessment Rolls	1910
38	F5 B10	Palmerston and North & South Canonto, Townships of - Assessment Rolls	1913
38	F5 B10	Palmerston and North & South Canonto, Townships of - Assessment Rolls	1916
38	F5 B10	Palmerston and North & South Canonto, Townships of - Assessment Rolls	1919
38	F5 B10	Palmerston and North & South Canonto, Townships of - Assessment Rolls	1922
39	F5 C11	Portland, Township of - Assessment Rolls	1900
39	F5 C11	Portland, Township of - Assessment Rolls	1901
39	F5 C11	Portland, Township of - Assessment Rolls	1907
39	F5 C11	Portland, Township of - Assessment Rolls	1910
39	F5 C11	Portland, Township of - Assessment Rolls	1913
39	F5 C11	Portland, Township of - Assessment Rolls	1916
39	F5 C11	Portland, Township of - Assessment Rolls	1919
39	F5 C11	Portland, Township of - Assessment Rolls	1922
40	F5 D10	Portsmouth, Village of - Assessment Rolls	1901
40	F5 D10	Portsmouth, Village of - Assessment Rolls	1902
40	F5 D10	Portsmouth, Village of - Assessment Rolls	1903
40	F5 D10	Portsmouth, Village of - Assessment Rolls	1904
40	F5 D10	Portsmouth, Village of - Assessment Rolls	1907

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40	F5 D10	Portsmouth, Village of - Assessment Rolls	1910
40	F5 D10	Portsmouth, Village of - Assessment Rolls	1913
40	F5 D10	Portsmouth, Village of - Assessment Rolls	1916
40	F5 D10	Pittsburgh, Township of - Assessment Rolls	1887
40	F5 D10	Pittsburgh, Township of - Assessment Rolls	1904
40	F5 D10	Pittsburgh, Township of - Assessment Rolls	1907
40	F5 D10	Pittsburgh, Township of - Assessment Rolls	1910
40	F5 D10	Pittsburgh, Township of - Assessment Rolls	1913
40	F5 D10	Pittsburgh, Township of - Assessment Rolls	1916
40	F5 D10	Pittsburgh, Township of - Assessment Rolls	1919
40	F5 D10	Pittsburgh, Township of - Assessment Rolls	1922
41	F5 D10	Storrington, Township of	1897
41	F5 D10	Storrington, Township of	1898
41	F5 D10	Storrington, Township of	1899
41	F5 D10	Storrington, Township of	1907
41	F5 D10	Storrington, Township of	1910
41	F5 D10	Storrington, Township of	1913
41	F5 D10	Storrington, Township of	1916
41	F5 D10	Storrington, Township of	1919
41	F5 D10	Storrington, Township of	1922
42	F5 E7	Wolfe Island, Township of	1899
42	F5 E7	Wolfe Island, Township of	1900
42	F5 E7	Wolfe Island, Township of	1901
42	F5 E7	Wolfe Island, Township of	1902
42	F5 E7	Wolfe Island, Township of	1903
42	F5 E7	Wolfe Island, Township of	1907
42	F5 E7	Wolfe Island, Township of	1910
42	F5 E7	Wolfe Island, Township of	1913
42	F5 E7	Wolfe Island, Township of	1916
42	F5 E7	Wolfe Island, Township of	1919
42	F5 E7	Wolfe Island, Township of	1922
42	F5 E7	Wolfe Island, Township of (Garden Island)	1910
42	F5 E7	Wolfe Island, Township of (Garden Island)	1911
42	F5 E7	Wolfe Island, Township of (Garden Island)	1912
42	F5 E7	Wolfe Island, Township of (Garden Island)	1913
42	F5 E7	Wolfe Island, Township of (Garden Island)	1919

Miscellaneous bound volumes series:

43	1	Accounts	1847 to 1866
43	2	Accounts Journal	1898 to 1900
43	3	Agriculture Society, minutes	1852 to 1884
43	4	Assessment Log	1820 to 1863
43	5	Assessment - Equalizations - Judges Notes	1877 to 1879
43	6	Assessment - Tax Receipt Book	1910 to 1935
44	1	Assessment Log	1929 to 1937
44	2	Assessment Committee Minutes	1953
44	3	Assessment - Report of the County Assessor	1964
44	4	Assessment - Report of the County Assessor	1966
44	5	Assessment - Report of the County Assessor	1967
44	6	Assessment - Report of the County Assessor	1968
44	7	Assessment - Report of the County Assessor	1969

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45	1	Auditor's report	1887
45	2	Auditor's report	1897-1900
45	3	Auditor's report	1901-1904
45	4	Auditor's report	1905-1907
45	5	Auditor's report	1908-1910
45	6	Auditor's report	1912
45	7	Auditor's report	1913
45	8	Agriculture Society, report	1936-1950
46		Births, Record	1870-1873
47		Cash Book	1861-1875
		Bylaws and reports adopted at the Feb., May & August sessions of the District Council of the Midland District	1842
48	1	Bylaws of the Municipal Council of the Midland District	1842 to 1849
48	2	By-laws	1850 to 1864
48	3	Bylaws of the County Council	1865 to 1886
48	4	Bylaw Index	
48	5	C.A.S. records	1963 to 1970
			Sept. 25, 1884 to Jan. 14, 1919
48	7	Jail Inspectors report book	1909 to 1920
48	8	1) Inventory record for the County Court House 2) Financial ledger for the House of Industry etc. re: the care of the county poor	1914 to 1958
48	9	Gael Punishment Book	1866 to 1946
49		Gael Register	1873 to 1882(?)
50	1	Fee Book	1915 to 1922
50	2	Lands Patented	
51		Record of Deaths	1870 to 1872
52	1	Farmer's Creditors Account Book	1934 to 1939
52	2	Jurors Book	1886
53	1	County Clerk Memoranda (includes by-laws)	ca.1916-1958
53	2	a) Clerks Letters and memoranda	1847 to 1873
53		b) Proceedings of the Committee on District Property	1848 to 1861
53	3	Various Committee Minutes (Comm. On County Property etc.)	1875 to 1899
53	4	Finance Committee Minutes	1915 to 1935
53	5	Finance Committee Minutes	1935 to 1959
53	6	Letters of Midland District Council and memoranda of by-laws	1842 to 1846
53	7	Midland District Municipal Council. Minutes	1842, 1843
53	8	Midland District Municipal Council. Minutes	1844 to 1846
53	9	Midland District Municipal Council. Minutes	1847 to 1849
54	1	Waterloo and Sydenham Road Co. Minutes	1867 to 1902
54	2	County Property Committee. Minutes	1915 to 1935
54	3	Reports of Committees	1910 to Jan. 1915
54	4	Mothers Allowance Board. Minutes	1920 to 1940
54	5	Old Age Pension Board. Minutes	1931 to 1934
54	6	Old Age Pension and Mothers Allowance Board. Minutes	1940 to 1948
54	7	Mothers Allowance Book. Record of Payments	1933 to 1937
54	8	Postage Account Book	1914 to 1922
55		Minutes of the Municipal Council	1850 to 1864
56		Minutes of the Municipal Council	1865 to 1874
57		Minutes of the Municipal Council	1875 to 1886
58		Minutes of the Municipal Council	1887 to 1900
59		Minutes of the Municipal Council	1901 to 1913

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60		Minutes of the Municipal Council	1914 to March 1927 June 1927 to Dec. 1937
61		Minutes of the Municipal Council	Jan. 1938 to Oct. 1953
62		Minutes of the Municipal Council	1954 to 1967
63		Minutes of the Municipal Council	1857
64		Maps Appended to Report of Commissioner of Crown Lands	1915 to 1955
65	1	Frontenac County Roads and Bridges Committee. Minutes	Dec. 5, 1945 to Dec. 19, 1957
65	2	Frontenac County Highways Committee. Minutes	1915 to 1936
65	3	Good Roads Committee. Minutes	Jan. 21, 1937 to Nov. 19, 1945
65	4	Good Roads Committee. Minutes	Oct. 12, 1880 to Dec. 1923
65	5	Tile Account Book - Cash	Jan. 1877 to Dec. 1906
65	6	Warrant Book	1843 to 1849
66		Resolutions and Reports of the M.D. Council	1869 to 1873
67		Record of Marriages	1868 to 1879
68		Financial Ledger	1828 to 1839
69		District Rates and Road Tax	
		5th Fl Vault - North Wall Vol. 1	Cash Book June 1905 to June 1910
		5th Fl Vault - North Wall Vol. 2	Cash Book Jan. 1, 1888 to August 1893
		5th Fl Vault - North Wall Vol. 3	Journal 1922 to 1925
		5th Fl Vault - North Wall Vol. 4	Cash Book Jan. 1876 - Dec. 1879
		5th Fl Vault - North Wall Vol. 5	Day Book Sept. 1906 to 1907
		5th Fl Vault - North Wall Vol. 6	Bonds and Debenture Register 1848 to 1877
		5th Fl Vault - North Wall Vol. 7	School Monies Journal 1853 to 1858

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5th FI Vault - North Wall Vol. 8	Trial Balance	1895 to 1916
5th FI Vault - North Wall Vol. 9	Cash Book	1881 to 1886
5th FI Vault - North Wall Vol. 10	Cash Journal	1888 to 1904
5th FI Vault - North Wall Vol. 11	Treasurer's Day Book	1872 to 1879
5th FI Vault - North Wall Vol. 12	Cash Book	Jan. 1956 to Dec. 1956
5th FI Vault - North Wall Vol. 13	Account Directory	
5th FI Vault - North Wall Vol. 14	Account Directory	
5th FI Vault - North Wall Vol. 15	Canada Directory	1857 to 1858
5th FI Vault - North Wall Vol. 16	Warrant Book	1938 to 1944
5th FI Vault - North Wall Vol. 17	County Atlas	1878
5th FI Vault - North Wall Vol. 18	Journal	1868 to 1873
5th FI Vault - North Wall Vol. 19	Arrears of Taxes Journal	1877 to 1880
5th FI Vault - North Wall Vol. 20	Day Book	1838 to 1840

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5th Fl Vault - North Wall Vol. 21	Day Book	1881 to 1887
5th Fl Vault - North Wall Vol. 22	Cash Book	1901 to 1915
5th Fl Vault - North Wall Vol. 23	County Council Minutes Book	Nov. 1893
5th Fl Vault - North Wall Vol. 24	County Council Minutes Book	June 1895
5th Fl Vault - North Wall Vol. 25	County Council Minutes Book	Nov. 1901
5th Fl Vault - North Wall Vol. 26	County Council Minutes Book	June 1903
5th Fl Vault - North Wall Vol. 27	County Council Minutes Book	June 1900
5th Fl Vault - North Wall Vol. 28	County Council Minutes Book	June 1897
5th Fl Vault - North Wall Vol. 29	County Council Minutes Book	Nov. 1899
5th Fl Vault - North Wall Vol. 30	Frontenac County Auditor's Report	1899
5th Fl Vault - North Wall Vol. 31	Cash Book	Jan. 1916 to 1937
5th Fl Vault - North Wall Vol. 32	Cash Book	1848 to 1853
5th Fl Vault - North Wall Vol. 33	Cash Book # 2	1886 to 1888

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5th FI Vault - North Wall Vol. 34	Cash Book	June 1937 to Aug. 1944
5th FI Vault - North Wall Vol. 35	Cash Book	Sept. 1929 - June 1937
5th FI Vault - North Wall Vol. 36	Kingston Township Tax Arrears	1853 to 1888
5th FI Vault - North Wall Vol. 37	Cash Book	1884 to 1889
5th FI Vault - North Wall Vol. 38	Tax Ledgers	1842 to 1853
5th FI Vault - North Wall Vol. 39	Cash Book	1884 to 1889
5th FI Vault - North Wall Vol. 40	Kingston Police Acc. Payable	1822 to 1837
5th FI Vault - North Wall Vol. 41	Day Book	1880
5th FI Vault - North Wall Vol. 42	Accts. Rec. & Payable Ledger	1880 to 1887
5th FI Vault - North Wall Vol. 43	Audit Journal	1873 to 1879
5th FI Vault - North Wall Vol. 44	Midland District Day Book	Jan. 1840 to 1847
5th FI Vault - North Wall Vol. 45	Clarendon Township Tax Book	1890 to 1938
5th FI Vault - North Wall Vol. 46	Tax Sale Ledger	1898 to 1947

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5th Fl Vault - North Wall Vol. 47	Debenture Book	1855 to 1868
5th Fl Vault - North Wall Vol. 48	South Canonto Township Book	1890 to 1938
5th Fl Vault - North Wall Vol. 49	Hinchinbrooke Township Book	1879 to 1938
5th Fl Vault - North Wall Vol. 50	North Canonto Township Book	1890 to 1910
5th Fl Vault - North Wall Vol. 51	Cash Book	1893 to 1900
5th Fl Vault - North Wall Vol. 52	Cash Book	1917 to 1918
5th Fl Vault - North Wall Vol. 53	Midland District Tax Ledger	1841 to 1846
5th Fl Vault - North Wall Vol. 54	Tax Sale Ledger	1879 to 1936
5th Fl Vault - North Wall Vol. 55	Oso Township Tax Book	1865 to 1877
5th Fl Vault - North Wall Vol. 56	Hinchinbrooke Township Book	1865 to 1877
5th Fl Vault - North Wall Vol. 57	Barrie Township Tax Book	1871 to 1878
5th Fl Vault - North Wall Vol. 58	Palmerston Township Tax Book	1862 to 1878
5th Fl Vault - North Wall Vol. 59	Bank of Montreal Pass Book	1884 to 1885

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5th Fl Vault - North Wall Vol. 60	Account Directory	
5th Fl Vault - North Wall Vol. 61	General Ledger	1854 to 1860
5th Fl Vault - North Wall Vol. 62	Day Book	1860
5th Fl Vault - North Wall Vol. 63	Midland District Tax Book	1840
5th Fl Vault - North Wall Vol. 64	Miller Township Tax Book	1892 to 1932
5th Fl Vault - North Wall Vol. 65	Palmerston Township Tax Book	1880 to 1938
5th Fl Vault - North Wall Vol. 66	Wolfe Island Township Book	1880 to 1938
5th Fl Vault - North Wall Vol. 67	Accounts Payable Ledger	1887 to 1895
5th Fl Vault - North Wall Vol. 68	Warrant Book	1929 to 1937
5th Fl Vault - North Wall Vol. 69	Cash Book	1898 to 1903
5th Fl Vault - North Wall Vol. 70	Portsmouth Tax Book	1866 to 1938
5th Fl Vault - North Wall Vol. 71	Kennebec Township Book	1854 to 1867
5th Fl Vault - North Wall Vol. 72	Storrington Township Book	1853 to 1878

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5th Fl Vault - North Wall Vol. 73	Cash Book	1898 to 1903
5th Fl Vault - North Wall Vol. 74	Pittsburgh Township Tax Book	1879 to 1937
5th Fl Vault - North Wall Vol. 75	Pittsburgh Township Tax Book	1855 to 1879
5th Fl Vault - North Wall Vol. 76	Portland Township Tax Book	1879 to 1937
5th Fl Vault - North Wall Vol. 77	Olden Township Tax Book	1853 to 1878
5th Fl Vault - North Wall Vol. 78	Storrington Township Tax Book	1879 to 1937
5th Fl Vault - North Wall Vol. 79	Tax Sale Ledger	1883 to 1900
5th Fl Vault - North Wall Vol. 80	Accts Receivable and Disbursed	1916 to 1920
5th Fl Vault - North Wall Vol. 81	Loughborough Township Tax Book	1853 to 1878
5th Fl Vault - North Wall Vol. 82	Cash Book	1897 to 1905
5th Fl Vault - North Wall Vol. 83	Day Book	1922 to 1929
5th Fl Vault - North Wall Vol. 84	General Journal	Jan. 1908-1915
5th Fl Vault - North Wall Vol. 85	Olden Township Tax Book	1879 to 1917

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5th Fl Vault - North Wall Vol. 86	Cash Book Ledger	1855 to 1879
5th Fl Vault - North Wall Vol. 87	Cash Book	1910 to 1916
5th Fl Vault - North Wall Vol. 88	Warrant Book	Dec. 1921 to 1929
5th Fl Vault - North Wall Vol. 89	Cash Book	1900 to 1916
5th Fl Vault - North Wall Vol. 90	Loughborough Township Tax Book	1879 to 1922
5th Fl Vault - North Wall Vol. 91	Oso Township Tax Book	1879 to 1936
5th Fl Vault - North Wall Vol. 92	Bedford Township Tax Book	1859 to 1878
5th Fl Vault - North Wall Vol. 93	Portland Township Tax Book	1879 to 1936
5th Fl Vault - North Wall Vol. 94	Kennebec Township Tax Book	1879 to 1936
5th Fl Vault - North Wall Vol. 95	School Accounts	1863 to 1867
5th Fl Vault - North Wall Vol. 96	General Ledger	1868 to 1878
5th Fl Vault - North Wall Vol. 97	General Ledger	1880 to 1886
5th Fl Vault - North Wall Vol. 98	Debenture Register	1871 to 1925

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5th FI

Vault -

North Wall Vol. 99 Trial Balance

5th FI Vol. 100 Warrant Book

1917 to 1954

1915 to 1921



REPORT 2015-002

RECOMMEND REPORT TO COUNCIL

To: Warden and Council Members of the County of Frontenac

From: Kelly J. Pender
Chief Administrative Officer

Prepared by: Marian VanBruinessen, Director of Corporate Services/Treasurer
Paul Charbonneau, Director of Emergency and Transportation Services

Date Prepared: December 12, 2014

Date of Meeting: January 21, 2015

Re: **Corporate Services – 2015 Tax Ratios and Tax Rate Reductions**

Recommendation

RESOLVED THAT Council of the County of Frontenac accept this *Corporate Services – 2015 Tax Ratios and Tax Rate Reductions* report;

AND FURTHER THAT Council consider a by-law, introduced later in the meeting, to re-confirm for 2015 the tax ratios and tax rate reductions currently in place.

Background

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

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

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

Recommend Report
Corporate Services – 2015 Tax Ratios and Tax Rate Reductions
January 21, 2015

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

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

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

Comment

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

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

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

Sustainability Implications

Within *Directions for Our Future*, the vision statement associated with Capacity Building and Governance states that “Government decision-making processes are clear, forward thinking and focused on the longer term”. In 1998 County Council decided to tax all classes equally and maintain a competitive tax structure.

Organizations, Departments and Individuals Consulted and/or Affected

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



REPORT 2015-003

RECOMMEND REPORT TO COUNCIL

To: Warden and Council Members of the County of Frontenac

From: Kelly J. Pender
Chief Administrative Officer

Prepared by: Marian VanBruinessen, Director of Corporate Services/Treasurer
Paul Charbonneau, Director of Emergency and Transportation Services

Date Prepared: December 12, 2014

Date of Meeting: January 21, 2015

Re: **Corporate Services – Transfer Ownership of Sydenham Library to the Corporation of the Township of South Frontenac**

Recommendation

RESOLVED THAT Council of the County of Frontenac accept this *Corporate Services – Transfer of Ownership of Library to the Corporation of the Township of South Frontenac* report;

AND FURTHER THAT Council direct staff to forward the attached Notice of Transfer of Ownership to the Ministry of Agriculture and Rural Affairs (OMAFRA);

AND FURTHER THAT Council consider a by-law, introduced later in the meeting, to transfer ownership of the Sydenham Branch Library to the Corporation of the Township of South Frontenac effective November 2, 2015.

Background

The County of Frontenac was successful in its application to the Province for the Build Canada fund to support the construction of a new Sydenham Branch Library. The final cost of the building was \$2,136,000. Funding from the Provincial and Federal governments under the program totaled \$1,432,811. The Township of South Frontenac provided the remaining funding to complete the project.

Recommend Report
Corporate Services – Transfer Ownership of Library to the Corporation of the Township of South Frontenac
January 21, 2015 Page 1 of 2

The County was required to sign an agreement which specified ownership of the asset was to be maintained for 10 years after the project's completion.

Comment

The funding agreement indicates that unless agreed to by the Government of Canada and Ontario, the County must retain ownership for a minimum ten (10) years or repay a proportionate amount of the Financial Assistance; however the funding agreement also indicates that repayment of the Financial Assistance will be waived if transfer of ownership is to Canada, Ontario, a Local Government or a Crown Corporation of Ontario meeting certain criteria.

Given that the County did not contribute financially to the project and is currently not providing for its replacement in its asset management plan, it is appropriate to transfer ownership of the library to the Township of South Frontenac.

In the interest of determining the appropriate process, OMAFRA was contacted. The Ministry indicated that Notice of the intent to transfer the asset must be made at least 180 Business Days' before the transfer is made.

The attached Notice includes the information prescribed by the Ministry.

Financial Implications

The legal costs related to the transfer of ownership will be covered by the Township. The County currently has the library in its asset management system, but does **not** provide for its replacement as part of the capital management plan.

Organizations, Departments and Individuals Consulted and/or Affected

Township of South Frontenac

NOTICE OF TRANSFER OF OWNERSHIP
OF
THE SYDENHAM BRANCH LIBRARY
BCF-CC-File #27848

FROM THE COUNTY OF FRONTENAC

TO THE TOWNSHIP OF SOUTH FRONTENAC

The Sydenham Branch Library was built starting in October 2009 in the village of Sydenham.

The County of Frontenac entered into an Agreement with Ontario under the Build Canada Fund (BCF-CC-File #27848) on the 29th of October 2009.

The County of Frontenac is transferring the Sydenham Branch Library to the Corporation of the Township of South Frontenac, which, as a local government, falls within the requirements of the Agreement with respect to eligible transferees.

The Sydenham Branch Library will be transferred to the Corporation of the Township of South Frontenac on November 2, 2015, to meet the required 180 business day notification period required by the Ministry.

Date: January 21, 2015

Authorized by

Denis Doyle, Warden

Jannette Amini, Clerk



Report 2015-004

RECOMMEND REPORT

To: Warden and Council Members of the County of Frontenac

From: Kelly J. Pender
Chief Administrative Officer

Prepared by: Marian VanBruinessen
Director of Corporate Services/ Treasurer

Date prepared: November 10, 2014

Date of meeting: January 21, 2015

Re: **Corporate Services – 2014 Fairmount Home Accounts Receivable Write-Offs**

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive this *Corporate Services – 2014 Fairmount Home Accounts Receivable Write-Offs* report;

AND FURTHER that Council authorize the Treasurer to write off accounts totalling \$18,699.94.

Background

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

Comment

Legal action was pursued against the estate in relation to an overdue account of \$14,063.93, but was unsuccessful. The other recommended write-off is \$4,663.01, as the resident is deceased and there is no family or estate to pursue.

Financial Implications

At this time, the Treasurer is requesting Council approval to write off those revenues deemed to be uncollectible in the total amount of \$18,699.94.

Organizations, Departments and Individuals Consulted and/or Affected

Julie Shillington, Administrator, Fairmount Home



Report 2015-005

RECOMMEND REPORT TO COUNCIL

To: Warden and Council Members of the County of Frontenac

From: Kelly Pender
Chief Administrative Officer

Prepared by: Jannette Amini
Manager of Legislative Services/Clerk

Date prepared: December 3, 2014

Date of meeting: January 21, 2015

Re: **Corporate Services – Amendments to By-law 2013-0020 –
County of Frontenac Procedural By-law**

Recommendation

RESOLVED THAT By-law 2013-0020, being a by-law for governing the calling, place and proceedings of meetings for the County of Frontenac, as amended, be further amended as follows:

1. THAT Section 11.1 be deleted in its entirety and replaced with:

<i>Agenda Order</i>	11.1	The business of Council shall be taken in the order in which it stands upon the agenda as follows: <ul style="list-style-type: none"> - Call to Order - Closed Meeting - Adoption of the Agenda - Disclosure of Pecuniary Interest and General Nature Thereof - Adoption of Minutes - Deputations and/or Presentations - Proclamations - Move into Committee of the Whole - Briefings - Unfinished Business - Recommend Reports from the Chief Administrative Officer
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		<ul style="list-style-type: none"> - Information Reports from the Chief Administrative Officer - Reports from Council Liaison appointees - Reports from External Boards and Committees - Reports from Advisory Committees of County Council - Return to Council - Adoption of the Report of the Committee of the Whole - Motions, Notice of Which has Been Given - Giving Notice of Motion - Communications - Other Business - Public Question Period - By-laws – General By-laws and Confirmatory By-law - Adjournment
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2. **THAT** a new Section 14. Duties of Deputy Warden be added:

1. Duties of the Deputy Warden		
<i>Responsibilities</i>	14.1	<p>In addition to the responsibilities of performing the duties of the Head of Council in the absence of the Warden:</p> <ul style="list-style-type: none"> a) Act as Chair of the Committee of the Whole. b) Be prepared to assume the duties of the Warden. c) Meet regularly with the Warden to be briefed on political matters such as the work of the Eastern Ontario Wardens Caucus. d) Support and attend meetings of a political nature at the request of the Warden. e) Be generally familiar with executive requirements of the County.
<i>Clarification</i>	14.2	<ul style="list-style-type: none"> • The duties of the Deputy Warden do <u>not</u> include <i>ex officio</i> responsibilities on Committees. <p>Other than noted above, appointment to the position of Deputy Warden does <u>not</u> confer any additional powers or duties upon the incumbent in the general execution of duties defined as a County Councillor.</p>

3. **THAT** Section 6.5 – Election of Chair and Vice-Chair of the Committee of the Whole be deleted in its entirety

4. **THAT** the remainder of the By-law be renumbered accordingly;

5. THAT a new Schedule D – Council Liaison be added as follows:

Schedule D – Council Liaisons

Term:	Appointed by Council for a four (4) year term, at the pleasure of Council.
Eligibility:	Only second member County Councillors are eligible to be appointed to a Council Liaison position.
Description:	<p>A total of four (4) appointments will be made by Council to act as a Council Liaison with Directors and the Chief Administrative Officer.</p> <p>The four positions are as follows:</p> <ul style="list-style-type: none"> • Council Liaison – Emergency and Transportation Services • Council Liaison – Long-term Care (Fairmount Home) • Council Liaison – Corporate Services • Council Liaison – Planning & Economic Development <p>The purpose of the Council Liaison will be to act as a conduit between Council and senior leadership. The Council Liaison will be the primary spokesperson for issues related to the operation of the department and direction. In particular, working with the Director and Chief Administrative Officer with respect to regulatory compliance and alignment with Council strategic direction.</p>
Expectations:	<ul style="list-style-type: none"> • Meet with the Director and CAO at a minimum of once per month. <ul style="list-style-type: none"> ○ Meeting to be scheduled for the first Wednesday of each month. • Become familiar with the legislative framework, operations, projects, reports, budgets and risks of the Department. • Monthly, provide an overview of the Departmental activities to County Council. • Meet with Warden as required to provide background and insight. • Participate in meetings, workshops and events related to the Department.
	<ul style="list-style-type: none"> • Participate on ad hoc committees and related operations teams as follows: <ul style="list-style-type: none"> ○ Emergency and Transportation Services <ul style="list-style-type: none"> ▪ Emergency Management Program Committee ○ Council Liaison – Long-term Care (Fairmount Home) <ul style="list-style-type: none"> ▪ Quality Assurance and Assessment Committee ○ Council Liaison – Corporate Services <ul style="list-style-type: none"> ▪ Joint Accessibility Advisory Committee ○ Council Liaison – Planning & Economic Development <ul style="list-style-type: none"> ▪ Trails Advisory Committee ▪ Sustainability Advisory Committee

6. **THAT** Schedule B-1, Joint Accessibility Advisory Committee, Composition of the Committee be amended to delete **Two (2) Members of County Council** and add **Council Liaison to Corporate Services and One (1) Member of County Council**;
7. **THAT** Schedule B-2, Trails Advisory Committee, Composition of the Committee be amended to delete **Three (3) Members of County Council** and add **Council Liaison to Planning and Economic Development and Two (2) Members of County Council**;
8. **THAT** Schedule B-3, Sustainability Advisory Committee, Composition of the Committee be amended to delete **Two (2) Members of County Council** and add **Council Liaison to Planning and Economic Development and One (1) Member of County Council**;

Background

Section 238 (2) of the *Municipal Act, 2001* requires that every municipality must pass a procedure by-law for governing the calling, place and proceedings of meetings. The Council of the County of Frontenac, at its regular meeting held May 15, 2013 adopted By-law 2013-0020, being a by-law to govern the proceedings of the Council and its Committees, the Conduct of Members and the Calling of Meetings.

Comment

In December 2013, County Council received its final report from KPMG regarding the Service Delivery and Organization Review of the County of Frontenac. As part of the recommendations contained within the report, staff were tasked with continual ongoing review of procedures to find efficiencies by utilizing best practices and looking at alternative ways of doing business. In May of 2014, the County also hired its new Chief Administrative Officer who again was tasked by Council to find more efficient and effective ways for the County to do business.

After a comprehensive review by staff of the proceedings of Council and in an effort to streamline and provide for more efficiency within the process, for Council's consideration, the following is a summary of proposed amendments to the procedural by-law:

1. Section 11 – Order of Business
 - Amend Section 11.1 to add moving into Committee of the Whole following Proclamations and to Rise and Report following Reports from Advisory Committees.
In June, 2013, after amendments were made to the Procedural By-law, County Council began utilizing the Committee of the Whole system to permit more open and informal discussions around specific reports that Council felt warranted a more in-depth review. A review of these meetings indicate that very few reports are actually being deliberated at Committee of the Whole meetings. Given the amount of staff time required to meet deadlines and produce a separate agenda,

as well as the delay in Council authorization, which on a number of occasions required the calling of a Special Council meeting, staff are recommending that Council move into Committee of the Whole at each regular Council meeting for the majority of its business and then rise and revert back into Council. This will permit more relaxed discussions being sought by Council while at the same time expediting the process and the required Council authorization. Staff will continue to reserve the first Wednesday of each month should a separate Committee of the Whole meeting be required.

- Amend Section 11.1 to add the Report of Council Liaison appointees; (Please note bullet 4.)
- Amend Section 11.1 to delete Accounts
The Accounts is a listing of all cheques issued and payroll incurred for the month. The cheques are for expenditures made within the approved budget for which the Treasurer has delegated authority to pay. As noted by the County Auditor, this is an administrative function that is not typically found on a municipal Council Agenda. The listing comes out with the name of the payee on the cheque and for confidential reasons, individual names should not be made public on a public agenda. This has caused issues in the past where confidential information was inadvertently listed on the agenda and as such, the Corporation incurred a cost because of it. The Treasurer does provide to Council quarterly variance reports that identify the status of the budget and any issues or concerns would be identified in these reports.

2. Add a new Section 13 Duties of Deputy Warden

In order to ensure continuity in the absence of the Warden as well as provide training to the Deputy Warden, it is being recommended that a new section be added that identifies the Duties of the Deputy Warden, which includes regular briefing sessions with the Warden and attendance at meetings of a political nature at the request of the Warden. This will ensure that the Deputy Warden becomes familiar with the executive requirements of the County. It is also being recommended that the Deputy Warden be appointed as the Chair of the Committee of the Whole which would provide preliminary training prior to assuming the role of Warden.

3. Delete Section 6.5 – Election of Chair and Vice-Chair of the Committee of the Whole
This has now been added to the Duties of the Deputy Warden.

4. Add a new Schedule D – Council Liaisons

Through discussions with the Warden, and in an attempt to enhance Council/staff relations, it is being recommended that Council Liaison's be appointed for each of the County's four (4) departments, those being Emergency and Transportation Services; Fairmount Home; Corporate Services; and Planning and Economic Development. The purpose of the Council Liaison will be to act as a conduit between County Council and the Senior Leadership Team and will be the primary spokesperson at Council for issues related to the operation of the department.

5. Amend Schedule B1 – B3 Advisory Committees to County Council

Because the Council Liaisons will be greatly involved with their respective Departments, staff are further recommending that the Council Liaisons also be

appointed to the County Advisory Committees that fall under the jurisdiction of those Departments. As such, staff are recommending that the Composition of the Committee be amended to reduce the Member of Council appointees by one (1) and replace that reduced Member with the Council Liaison for the respective Department. Given that the 150th Anniversary Planning Advisory Committees Mandate has been fulfilled and that the celebrations and the planning thereof are well underway, it is not being recommended that this Committees Composition be amended.

A copy of County of Frontenac Procedural By-law 2013-0020, as amended, is attached to this report as Appendix A for Councils reference.

Sustainability Implications

Good governance is critical to the sustainability of a community. A Procedure By-law that provides the necessary framework to guide members of Council fairly and courteously through meetings of Council and Committees aids good decision-making.

Financial Implications

There are no financial implications directly associated with this report; however implementation of the proposed staff recommendations will streamline processes and result in a savings of staff time.

Organizations, Departments and Individuals Consulted and/or Affected

All County Departments

Attachments:

Appendix A – County of Frontenac Procedural By-law 2013-0020 (Consolidated Copy)

BY-LAW NO. 2013-0020

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to govern the proceedings of the Council and its Committees,
the Conduct of Members and the Calling of Meetings

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

AND WHEREAS Section 238 (2.1) of the *Act* provides that the procedure by-law shall provide for public notice of meetings;

AND WHEREAS By-law No. 2010-0028, being a bylaw to provide for governing the proceedings of the Council, the conduct of members and the calling of meetings was adopted by The Corporation of the County of Frontenac on November 17, 2010;

AND WHEREAS The Corporation of County of Frontenac deems it expedient to repeal By-law No. 2010-0028 and all amendments thereto;

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

1. That the proceedings of all Council and Committee meetings, the conduct of members and the calling of meetings shall be in accordance with the procedures and rules as set out in Schedule A attached hereto and forming part of this by-law;
2. That By-law No. 2010-0028 and any amendments thereto are hereby repealed;
3. That By-law No. 2012-0021 being a by-law to establish a Finance Committee and any amendments thereto are hereby repealed;
4. That By-law No. 2011-0007 being a by-law to establish a Sustainability Advisory Committee and any amendments thereto are hereby repealed;
5. That By-law No. 2011-0020 being a by-law to establish a Trails Advisory Committee and any amendments thereto are hereby repealed;
6. That By-law No. 2011-0008 being a by-law to establish a 150th Anniversary Planning Advisory Committee and any amendments thereto are hereby repealed;
7. That By-law No. 2011-0006 being a by-law to establish a Green Energy Task Force Advisory Committee and any amendments thereto are hereby repealed;

8. That By-law No. 2011-0022 being a by-law to establish a Joint Accessibility Advisory Committee and any amendments thereto are hereby repealed;

9. That this by-law shall come into force and take effect on the date of final passing.

Read a First and Second Time this 15th day of May, 2013.

Read a Third Time, Signed, Sealed and Finally Passed this 15th day of May, 2013.

The Corporation of the County of Frontenac

Janet Gutowski, Warden

K. Elizabeth Savill, Clerk

Consolidated Copy
Amendments

2013-0024, Appointment of Service Delivery and Organization Review Committee
By-law 2014-0003, Establishment of a Seniors Task Force
2014-0007, Township appointments to the Seniors Housing Task Force
2014-0012, Township appointments to the Seniors Housing Task Force
2014-0019, Updates and Housekeeping amendments
2014-0033, Term of Appointments to Committees

**CORPORATION OF THE COUNTY OF FRONTENAC
BY-LAW NO. 2013-0020 – SCHEDULE A
PROCEDURE BY-LAW
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1. Interpretation		
<i>Use of Pronouns</i>	1.1	Throughout this by-law, the words “he” and “his” shall, where appropriate, be deemed to read “she” and “her”
<i>Headings</i>	1.2	Headings are inserted in this by-law for ease of reference only and are not to be used as interpretation aids
<i>Definitions</i>	1.3	<p>In this by-law:</p> <ul style="list-style-type: none"> (a) “Agenda” means the Order of the Day (b) “Briefings” A verbal update to County Council or Committees of County Council by County Staff or consultants to the County or someone with expertise who has been invited by County Council or Committee; briefings are limited to 10 minutes (c) “CAO” means the Chief Administrative Officer of The Corporation (d) “Chair” means the person presiding at a meeting (e) “Clerk” means the Clerk of The Corporation, or the Deputy Clerk acting in the Clerk’s absence or, in the absence of both the Clerk and the Deputy Clerk, another Department Head appointed by Council resolution, except in the context of Committee activities where the Clerk may delegate responsibility to another member of County staff (f) “Closed Meeting” means a meeting or a part of a meeting of Council or a Committee, which is not open to the public in accordance with the <i>Municipal Act, 2001</i> and any amendments thereto (g) “Closed Meeting Investigator” means the body authorized by Council to investigate requests for a closed meeting investigation (h) “Committee” means any standing committee, sub-committee, advisory committee or task force established by County Council (i) “Committee Chair” means the person presiding at a Committee meeting (j) “Committee of the Whole” means a meeting of Council at which the rules in this by-law with respect to the number of times a member may ask a question or speak to an issue do not apply, with the exception to Delegations (k) “Committee Vice-Chair” means the Vice-Chair of a Committee, who shall act in the Chair’s absence (l) “Council” means the Council of the Corporation (m) “Corporation” means the Corporation of the County of Frontenac (n) “Deputant” means the presenter for the deputation in attendance at a Council or Committee meeting

	<ul style="list-style-type: none"> (o) "Deputation" means an address to Council or Committee made at the request of a person wishing to speak (p) "Deputy Warden" means the position appointed to fulfill the responsibilities of the Warden in his absence (q) "Ex Officio" means the Warden who by virtue of office shall be a member of all Committees and shall have the same rights and privileges as other members of the respective committee (r) "Holiday" means: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Christmas Day, Boxing Day (s) "In Writing" means handwritten, typewritten or electronically displayed (t) "Majority Vote" means an affirmative vote of more than one half of the Members present and voting. The Mayor of South Frontenac's vote counts as 2 votes. (u) "Meeting" means a majority of the Members of Council or Committee that comes together for the purpose of exercising the power or authority of the Council or Committee or for the purpose of doing the groundwork necessary to exercise that power or authority (v) "Member" means a Councillor of the Corporation and for Committees as defined in 1(f), shall mean a person appointed to the Committee (w) "Minutes" means a record, without note or comment, of all resolutions, decisions and other proceedings of Council and Committee Meetings (x) "Motion to Call the Question" means a motion to close debate and bring Council to a vote on a pending question (y) "Motion to Defer" means a motion to delay consideration of a matter until later in the same meeting or to a future meeting of Council or a Committee (z) "Motion to Receive" means a motion to acknowledge the particular item, report or recommendation under consideration and to have it placed in the records of Council with no additional action being taken (aa) "Motion to Refer" means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and, if deemed desirable, one or more reports from any designated committee, body or official (bb) "Motion to Table" means a motion to postpone without setting a definite date as to when the matter will be considered again (cc) "Pecuniary Interest" means a direct or indirect
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		<p>pecuniary interest of a Member of Council within the meaning of the <i>Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50</i>, as amended</p> <p>(dd) "Point of Order" means a question by a Member with a view to calling attention to any issue relating to the Procedure By-law or the conduct of Council's business or in order to assist the Member in understanding Council's procedures, making an appropriate motion, or understanding the effect of a motion</p> <p>(ee) "Point of Privilege" or "Personal Privilege" means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member or who considers that his integrity or that of a Member or County official has been impugned or questioned by the Member</p> <p>(ff) "Present" means physically in attendance at the meeting</p> <p>(gg) "Presentation" means an address to Council or Committee at the request of Council, a Committee or staff</p> <p>(hh) "Quorum" as it relates to Council and its Committees means a majority of the members</p> <p>(ii) "Recorded Vote" means a written record to be included in the minutes of the meeting of the name and vote of every Member voting on any matter or question</p> <p>(jj) "Resolution" means the decision of Council or its Committees on any motion</p> <p>(kk) "Time Sensitive Items" means those items on the agenda or addendum where action must be taken prior to the next regularly scheduled meeting of County Council;</p> <p>(ll) "Two-thirds majority vote" means an affirmative vote of at least two-thirds of the Members present. The Mayor of South Frontenac would count as 2 votes.</p> <p>(mm) "Warden" means the Head of Council of The Corporation</p>
2. Application		
<i>General</i>	2.1	<p>The rules of procedure set out in this by-law shall govern all proceedings of Council and its Committees. Any part or parts of this by-law may be suspended, by resolution clearly indicating the purpose and intent of the suspension, if agreed upon by two-thirds majority vote of the Members present, provided the motion is in order.</p>
<i>Statutory Requirements</i>	2.2	<p>Notwithstanding anything in this by-law, where Council or a Committee convenes for the purpose of holding a meeting as required by any statute, the provisions of the statute and the <i>Statutory Powers Procedure Act</i>, as</p>

		applicable, shall govern the proceedings.
<i>Rules of Order not Covered</i>	2.3	Any provision not made in this by-law shall be decided in accordance with Robert's Rules of Order and the Chair shall submit the ruling without debate.
3. Locations, Meeting Times and Notice of Regular Meetings of Council		
<i>Date of Inaugural Session</i>	3.1	The Council shall, in accordance with this by-law, hold its first Meeting on the third Wednesday in December at 9:00 a.m., unless otherwise directed by a resolution of Council.
<i>Clerk to Act as Chair</i>	3.2	The election of Warden and Deputy Warden shall be the first Agenda items of the inaugural Meeting of Council, and the Clerk shall act as Chair until the Warden and Deputy Warden are elected. (Amended by By-law 2014-0019 passed April 16, 2014)
<i>Council Meeting Dates & Locations</i>	3.3	Subsequent regular Council Meetings, not otherwise specially provided for, shall be held on the third Wednesday of each month at 9:00 a.m. unless a closed meeting is required at which point regular meetings shall commence at 9:30 a.m. at the County Administrative Offices, 2069 Battersea Road, Glenburnie unless otherwise directed by a resolution of Council. No regular Council meeting shall be held in August. (Amended by By-law 2014-0019 passed April 16, 2014)
<i>Notice to Members</i>	3.4	Notice of regular Meetings, including agendas, minutes, and supporting documents shall be provided via electronic mail by the Friday preceding the date of the Council Meeting. Alternative formats shall be made available upon request of the member. Notice may be provided by telephone or personal contact in case of an emergency.
<i>Notice to Media, Constituent Municipalities and Public</i>	3.5	Notice of regular Meetings shall be given by posting agendas and supporting documentation on the County's web site. In the event an agenda is amended, it shall be reposted as an amended agenda. To meet accessibility needs, alternative formats shall be made available upon request.
4. Membership on Council		
<i>Certificate of Election</i>	4.1	No person shall take a seat on Council until the Clerk has received the certificate of election from the Clerk of the lower tier municipality as established by Section 232 of the <i>Municipal Act, 2001 and amendments thereto</i> .
<i>Declaration of Office</i>	4.2	In accordance with the provisions of Section 232 of the <i>Municipal Act, 2001 and amendments thereto</i> , no person shall take a seat on Council until the person takes the Declaration of Office in the form established by the

		Minister for that purpose. The Clerk shall administer the Declarations of Office.
<i>Appointment of Alternate Member</i>	4.3	<p>Pursuant to Section 267 of the <i>Municipal Act, 2001 and amendments thereto</i>, if a Member of County Council is unable to act as a Member of County Council for a period exceeding one month, the local municipal council may appoint one of its Members as an Alternate Member of County Council to act in place of the Member until the Member is able to resume acting as a Member of County Council.</p> <p>The Alternate Member shall not take his seat on County Council until the Clerk of the County has received a certified copy of the appointment by-law passed by the lower tier municipality naming the Alternate.</p>
5. Election of Warden and Deputy Warden		
<i>Term of Office</i>	5.1	The term of office of the Warden and Deputy Warden shall be 1 year unless re-elected to remain in Office by Council.
<i>Eligibility to hold office of Warden and Deputy Warden</i>	5.2	Only the Mayors of the Townships are eligible to hold the office of Warden and Deputy Warden.
<i>Presiding Officer</i>	5.2	The election of the Warden shall be conducted by the Clerk.
<i>Nominations</i>	5.3	Nominations shall be received until Council by Motion closes the nominations.
<i>Candidates Stand for Election</i>	5.4	Once nominations have been closed, the Clerk shall determine the willingness of each candidate nominated to stand for election.
<i>Nominators to Speak</i>	5.5	Each mover and seconder of those candidates who stand for election shall be entitled to speak once in support of their candidate for a maximum of five minutes.
<i>Candidates to Speak</i>	5.6	Each candidate who stands for election may make a presentation to Council, not to exceed five minutes in duration.
<i>Secret Ballot</i>	5.7	The election of the Warden shall be by secret ballot under the authority and the direction of the Clerk.
<i>Number of Votes</i>	5.8	Pursuant to Section 233 of the <i>Municipal Act, 2001 and amendments thereto</i> , for the purposes of election of Warden, each Member of County Council shall have one vote.
<i>Tie for Lowest Member of Votes</i>	5.9	If no candidate for Warden receives a majority of the votes cast, the candidate receiving the fewest votes shall be eliminated from the next secret ballot. In the case of a tie for the fewest votes, there will be a second vote of the candidates that tied to determine which candidate will be eliminated from the ballot.

<i>Equality of Votes</i>	5.10	In the case of an equality of votes for Warden, the successful candidate shall be determined by the Clerk placing the names of the candidates on equal size pieces of paper in a receptacle and one name shall be drawn by a person named by the Clerk. The successful candidate shall be the one whose name was drawn.
<i>Acclamation of Warden</i>	5.11	Where only one person is nominated for Warden and nominations have been closed by resolution, the Chair shall declare that person elected to the office in question, by acclamation.
<i>Election of Deputy Warden</i>	5.12	The same process shall be followed for the election of the Deputy Warden as for the Warden.
<i>Destruction of Ballots</i>	5.13	All ballots shall be destroyed by shredding them following the election of Warden and Deputy Warden.
6. Meetings of Council		
<i>Protocols for Beginning Session</i>	6.1	At the hour appointed, when a Quorum is present, the Warden shall take the Chair and call Council to order. The Clerk shall record in the minutes attendance of Members of County Council, County Staff, Members of Township Councils, Township Staff and Media. If a Member of Council arrives late or leaves before final adjournment, the Clerk shall note the time of arrival or departure in the minutes.
<i>Clerk to be in Attendance at all Meetings of Council</i>	6.2	The Clerk shall be in attendance at all times for a Meeting of Council to be properly constituted. In addition, the Clerk shall be free of potential conflicts and independent of the proceedings.
<i>Recording of Council Meetings</i>	6.3	Members of the public, including accredited and other representatives of any news media, may use cameras, recording equipment, television cameras, and any other devices of a mechanical, electronic, or similar nature to transcribe or record Council Meetings. These devices may not be used in such a way as to obstruct the proceedings of the Meeting.
<i>Committee of the Whole</i>	6.4	Council may meet as Committee of the Whole to consider any matter it decides. Council may meet as Committee of the Whole during a regular Meeting of Council if included on the agenda. Council may meet as Committee of the Whole during a regular Meeting when it is not included on the agenda by way of motion and a 2/3 vote of the members who are present and voting. Council may also hold a separate Meeting to meet as Committee of the Whole should the need arise. If a separate meeting is required, Committee of the Whole meetings will be held on the first Wednesday of the month.
<i>Election of Chair and</i>	6.5	The Chair and Vice-Chair of the Committee of the Whole

<p><i>Vice-Chair of the Committee of the Whole</i></p>		<p>shall be elected on an annual basis by the Committee of the Whole.</p> <p>Only second member Councillors from each Township are eligible to be elected Chair and Vice-Chair (Added by By-law 2014-0019 passed April 16, 2014)</p>
<p><i>Closed Meetings</i></p>	<p>6.6</p>	<p>All regular and special Meetings of Council shall be open to the public, except that a Meeting or part of a Meeting <u>may</u> be closed to the public if the subject matter being considered relates to:</p> <ul style="list-style-type: none"> a) The security of the property of the municipality or local board; b) Personal matters about an identifiable individual, including municipal or local board employees; c) A proposed or pending acquisition or disposition of land by the municipality or local board; d) Labour relations or employee negotiations; e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; g) A matter in respect of which a council, board, committee or other body may hold a closed Meeting under another Act; h) The Meeting is held for the purposed of educating or training the members and at the Meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. <p>A Meeting <u>shall</u> be closed to the public if the subject matter relates to the consideration of a request under the <i>Municipal Freedom of Information and Protection of Privacy Act</i> if the Council is the head of the institution for the purposes of the <i>Act</i>.</p>
<p><i>Written Resolution for Closed Meetings</i></p>	<p>6.7</p>	<p>A written resolution outlining the general nature of the subject matter is required before going into a closed Meeting and in the case of a closed Meeting held under 6.5(h), the resolution shall state the general nature of the subject matter to be discussed.</p>
<p><i>Introducing New Business at a Closed Meeting</i></p>	<p>6.8</p>	<p>If a member of Council wishes to introduce new business at a closed Meeting, it must be introduced in open session at the confirmation of the agenda. When the Council resolves into a closed session, the Council member advise on the nature of the new business and the County Council, by majority vote, will determining if</p>

		the matter will be dealt with in the closed session. No debate on the issue will take place until the motion to deal with the new business has been decided in the majority.
<i>Closed Meeting Documentation to Remain Confidential</i>	6.9	All information, documentation and/or deliberations received, reviewed or taken in a closed Meeting, including agendas and minutes shall, remain confidential and shall not be released to the public.
<i>Closed Meeting Investigations</i>	6.10	Upon receipt of a request for a closed Meeting investigation, the Clerk shall refer the matter to the Closed Meeting Investigator.
7. Special Meetings of Council		
<i>Warden's Request</i>	7.1	The Warden may, at any time summon a Special Meeting of Council.
<i>Request by Members</i>	7.2	The Clerk shall, upon receipt of a written petition of the majority of the Members, call a Special Meeting for the purpose and time mentioned in the petition.
<i>Responsibility for Notice</i>	7.3	The Clerk shall provide all Members with at least forty-eight (48) hours notice of a Special Meeting.
<i>Minimum Notice</i>	7.4	Minimum Notice shall consist of a telephone message to all Members followed by an electronic Notice and Agenda.
<i>Items of Business</i>	7.5	The only business to be dealt with at a Special Meeting is that which is identified in the Notice of the Meeting.
<i>Validity of Meeting</i>	7.6	The lack of receipt of a Notice or of an Agenda for a Special Meeting by any Member shall not affect the validity of the Meeting or any action taken thereat.
<i>Notice to Media, Constituent Municipalities and Public</i>	7.7	Notice for Special Meetings of Council shall be posted as soon as practical after being established on the County's web site. Agendas and supporting documentation shall be posted as soon as practical prior to the Special Meeting and in the event an agenda is amended, it shall be re-posted as an amended agenda.
<i>Joint Council Meetings</i>	7.8	County Council may host a joint Meeting of the constituent lower tier Municipal Councils and County Council for a topic(s) that is common to all municipalities within the County. These Meetings shall be considered Special Meetings of County Council and procedural rules as outlined in this by-law shall apply.
8. Emergency Meetings of Council		
<i>Warden's Authority</i>	8.1	Notwithstanding any other provision of the By-Law, an Emergency Meeting to deal with an emergency or extraordinary situation may be called by the Warden without written notice, provided that an attempt has been made by the Clerk to notify the Members about the Meeting as soon as possible and in the most expedient

		manner available.
<i>Items of Business</i>	8.2	No business except business dealing directly with the emergency or extraordinary situation shall be considered at the Emergency Meeting.
<i>Validity of Meeting</i>	8.3	The lack of receipt of a Notice or of an Agenda for an Emergency Meeting by any Member shall not affect the validity of the Meeting or any action taken thereat.
<i>Notice to Media and Public</i>	8.4	Notice and supporting documentation shall be posted on the County's web site as soon as practical.
9. Quorum for Council		
<i>Quorum – Council</i>	9.1	Quorum as it relates to Council shall consist of a majority of the members. (Quorum for Frontenac County Council is 5 members)
<i>No Quorum at Beginning</i>	9.2	If a quorum is not present at a scheduled Meeting fifteen (15) minutes after the scheduled commencement time, the Meeting shall stand adjourned until the date of the next regular Meeting and the Clerk, shall record the names of the Members present.
<i>Loss of Quorum During Meeting</i>	9.3	If a quorum is lost during a Meeting then the Meeting shall stand adjourned and all unfinished business shall be carried forward to the next Meeting.
<i>No Quorum Possible</i>	9.4	Should it become known in advance of a regularly scheduled or special Meeting of Council that a quorum of members will not be present, or due to inclement weather, the Warden shall cancel the Meeting and reschedule it for the earliest possible time.
<i>Responsibility of Notice</i>	9.5	The Clerk shall provide all Members with at least forty-eight (48) hours notice of a rescheduled Meeting.
<i>Municipal Conflict of Interest Act</i>	9.6	Notwithstanding Section 9.3, where the number of Members, who by reason of the provisions of the <i>Municipal Conflict of Interest Act</i> , are prohibited from participating in a Meeting is such that, at that Meeting, the remaining Members are not of sufficient number to constitute a quorum, then the remaining number of Members shall be deemed to constitute a quorum.

	10. Agenda	
<i>General</i>	10.1	The Clerk, in consultation with the Warden, shall have prepared and delivered to the Members a minimum of five days prior to the Meeting of Council an electronic agenda, including staff reports, by-laws and background information, for their review and consideration in accordance with Section 3.4 of this By-Law.
<i>Agenda Items due to Clerk</i>	10.2	All items of business for the agenda of a regular Meeting of Council shall be received by the Clerk's Department by 4:00 p.m. 12 days prior to the date of the meeting.
	11. Order of Business	
<i>Agenda Order</i>	11.1	<p>The business of Council shall be taken in the order in which it stands upon the agenda as follows:</p> <ul style="list-style-type: none"> - Closed Meeting - Call to Order - Adoption of the Agenda - Disclosure of Pecuniary Interest and General Nature Thereof - Adoption of Minutes - Deputations and/or Presentations - Proclamations - Briefings - Unfinished Business - - Recommend Reports from the Chief Administrative Officer - Information Reports from the Chief Administrative Officer - Reports from External Boards and Committees - Reports from Advisory Committees of County Council - Accounts - Motions, Notice of Which has Been Given - Giving Notice of Motion - Communications - Other Business - Public Question Period - By-laws – General By-laws and Confirmatory By-law - Adjournment <p style="text-align: right;">(Amended by By-law 2014-0019 passed April 16, 2014)</p>
<i>Unfinished Business</i>	11.2	When any business matter from an agenda is left

		unresolved of at the time of adjournment, either for want of a quorum or otherwise, such business shall be taken up in succession at the next Meeting of the Council as unfinished business, or at a Special Meeting of Council as summoned by the Warden pursuant to Section 7.1.
<i>Briefings</i>	11.3	Briefings are allowed at the beginning of the Meeting or when the issue arises on the agenda. Briefings are limited to 10 minutes, unless an extension has been recommended by the Chief Administrative Officer due to the importance of the subject and approved by Council by a simple majority. (Amended by By-law 2014-0019 passed April 16, 2014)
12. Council Minutes		
<i>Minutes Content</i>	12.1	The minutes of Council as taken by the Clerk, shall consist of a record of all proceedings taken in the Council and pursuant to the <i>Municipal Act, 2001 and any amendments thereto</i> , shall be without note or comment.
<i>Adoption of Minutes</i>	12.2	Minutes of all open Meetings of Council shall be adopted at the next regular Meeting of Council and the Warden and Clerk shall then sign such minutes. Minutes of all closed Meetings of Council shall be adopted at the next closed Meeting of Council and the Warden and Clerk shall then sign such minutes. Members of County Council may ask questions of clarification of the minutes.
13. Duties of the Warden		
<i>Responsibilities</i>	13.1	In addition to the responsibilities of the head of council as set out in the <i>Municipal Act, 2001 and any amendments thereto</i> , it shall be the duty of the Warden: <ul style="list-style-type: none"> a) To preserve order and decorum and decide all questions of order, subject to an appeal to the Council b) To receive and submit, in the proper manner, all motions presented to the Members of the Council c) To put to vote all questions which are properly brought before Council or necessarily arise in the course of proceedings, and announce the results d) To rule on all procedural matters, without debate or comment e) To decline to put to a vote motions which do not comply with the rules of procedure, or which are not within the jurisdiction of Council f) To restrain the Members, within the rules of order, when engaged in debate g) To call by name any Member persisting in breach of the rules of order of the Council and may order the Member to vacate the Council Chamber

		<ul style="list-style-type: none"> h) To adjourn or suspend the Meeting if the Warden considers it necessary because of grave disorder i) To authenticate, by signature, all by-laws, resolutions and minutes of the Council; j) To represent and support the Council, declaring its will and implicitly obeying its decisions in all things.
<i>Expulsion</i>	13.2	The Warden may expel or exclude from any Meeting any person or Member whom the Warden feels has exhibited improper conduct during a Meeting of Council.
<i>Warden to Participate in Discussion</i>	13.3	<ul style="list-style-type: none"> a) The Warden (or Chair) may ask or answer questions and comment in a general way without ceding the chair. b) If the Warden (or Chair) wishes to speak on a motion or take a definite position and try to persuade Council to support that position, then the Warden (or Chair) must call on the Deputy Warden (or Vice-Chair of a Committee) to take over the chairing of the Meeting until the Warden has finished speaking. c) If the Warden (or Chair) wishes to make a motion, then the Warden (or Chair) must call on the Deputy Warden (or Vice-Chair) to chair the Meeting until the motion has been resolved.
<i>Absence of Warden</i>	13.4	If the Warden does not attend a Meeting of Council within fifteen (15) minutes after the time appointed, the Deputy Warden shall preside until the arrival of the Warden and the Deputy Warden shall have vested in him all the powers as given by this by-law to the Warden while presiding at the Meeting.
<i>Absence of Warden and Deputy Warden</i>	13.5	In the absence of the Warden and the Deputy Warden, the Clerk shall convene the Meeting until a Chair, chosen by the Council shall preside during such absence and shall while in the Chair have vested in him all the powers as given by this By-Law to the Warden.
<i>Voting</i>	13.6	The Warden may vote on any matter at his discretion with the exception of a recorded vote at which time voting is required.
14. Duties of Members		
<i>Legislative Responsibilities</i>	14.1	<p>It is the role of Members of County Council:</p> <ul style="list-style-type: none"> a) To represent the public and to consider the well-being and interests of the County; b) To develop and evaluate the policies and programs of the County; c) To determine, as applicable, which services the County provides; d) To ensure that administrative policies, practices

		<p>and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;</p> <p>e) To ensure the accountability and transparency of the operations of the County, including the activities of the senior management of the County;</p> <p>f) To maintain the financial integrity of the County; and</p> <p>g) To carry out the duties of Council under the <i>Municipal Act</i> or other <i>Act</i>.</p>
<p><i>Prohibitions</i></p>	<p>14.2</p>	<p>No Member shall:</p> <p>a) Speak disrespectfully of any Member of Federal or Provincial parliaments, the Council, any constituent municipality, any member or any official or employee of the County;</p> <p>b) Use offensive words or unparliamentary language;</p> <p>c) Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability;</p> <p>d) Engage in private conversation while in the Council Meeting or use electronic devices (including but not limited to BlackBerrys, cellular phones or pagers) in a manner which interrupts the proceeding of the Council;</p> <p>e) Leave his seat or make any noise or disturbance while a vote is being taken and until the result of the vote is announced;</p> <p>f) Speak on any subject other than the subject under debate;</p> <p>g) Where a matter has been discussed in a closed Meeting, and where the matter remains confidential, disclose the content of the matter or the substance of deliberations of the closed Meeting;</p> <p>h) Criticize any decision of the Council except for the purpose of moving that the question be reconsidered; or</p> <p>i) Disobey the rules of the Council or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council. In case a Member persists in any such disobedience, after having been called to order by the Warden, the Warden shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at the Meeting or any subsequent Meeting.</p>

15. Disclosures of Pecuniary Interest		
<i>Method of Disclosure</i>	15.1	Where a Member, either on his own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Meeting at which the matter is the subject of consideration, the Member shall, in accordance with the <i>Municipal Conflict of Interest Act</i> : a) Prior to any consideration of the matter at the Meeting, disclose the Member's interest and the general nature thereof; and b) Not take part in the discussion of, or vote on any question in respect of the matter, and c) Not attempt in any way whether before, during or after the Meeting to influence the voting on the matter.
<i>Closed Meetings</i>	15.2	Where a Meeting is not open to the public, in addition to complying with the requirements of the <i>Municipal Conflict of Interest Act</i> , the Member shall forthwith leave the Meeting or the part of the Meeting during which the matter is under consideration.
<i>Absence – Disclosure at Next Meeting</i>	15.3	Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular Meeting, the Member shall disclose the Member's interest and otherwise comply at the first Meeting of the Council or Committee, as the case may be, attended by the Member after the particular Meeting.
<i>Record of Disclosure</i>	15.4	The Clerk shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a Member, and this record shall appear in the Minutes of that Meeting.
16. Deputations and/or Presentations		
<i>Request for Deputation</i>	16.1	Any person desiring to present information orally on matters of fact or to make a request of Council shall give notice and disclose the subject matter to the Clerk not less than ten days preceding the Council Meeting at which such person desires to be heard.
<i>Deputation Material</i>	16.2	In order to be scheduled as a deputation before Council, a person shall submit to the Clerk written and/or electronic documentation concerning the presentation not less than seven days preceding the Council Meeting.
<i>Authority to Approve or Deny</i>	16.3	The Clerk, in consultation with the Warden, shall have the authority to deem a deputation inappropriate or outside the scope of Council authority and deny the item a place on the agenda.
<i>New Information Only</i>	16.4	Except as required by law, any person appearing before Council or a Committee who has previously appeared

		before Council or the same Committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances.
<i>Exceptions to Ten Days' Notice Requirement</i>	16.5	Under extenuating circumstances, exceptions to the ten days' notice required in 16.1 may be approved by the Clerk.
<i>Time Limits</i>	16.6	Each deputation shall be limited to not more than a total of ten (10) minutes. Extensions to these limits will be at the discretion of the Warden.
<i>Number of Deputations</i>	16.7	A maximum of two (2) deputations may address Council per Meeting.
<i>Number of Speakers</i>	16.8	The number of speakers for one deputation shall be limited to two, unless authorized by Council resolution.
<i>Addressing the Warden</i>	16.9	All deputants shall address the Warden, shall state their name and whom they represent.
<i>Behaviour</i>	16.10	No deputant shall: a) Speak disrespectfully of any person; b) Use offensive language; c) Speak on any subject other than the subject for which he has received approval to address Council; d) Disobey the rules of procedure or a decision of the Warden or Council.
<i>Curtailment of Time</i>	16.11	The Warden may curtail any deputation, any questions of a deputant or debate during a deputation for disorder or any other breach of this by-law, and, if the Warden rules that the deputation is concluded, the person or persons appearing shall withdraw.
<i>Conduct</i>	16.12	Members of the public who constitute the audience at a Meeting, shall not: a) Address Council or Committee without permission; b) Bring signage, placards or banners into such Meetings and refrain from any activity or behaviour that would affect the Council deliberations.
17. Rules of Debate		
<i>Recognition of Member</i>	17.1	To address Council, a Member shall request to speak, be recognized by the Warden and direct all comments through the Warden.
<i>Order of Speakers</i>	17.2	When two or more Members indicate their desire to speak at the same time, the Warden shall designate the order of speakers.
<i>Interruptions</i>	17.3	When a Member is speaking, no other Member shall interrupt the Member speaking, except to raise a point of order, privilege or personal privilege.
<i>Read Motion</i>	17.4	Any Member may require a motion or question under discussion to be read at any time during the debate, but

		not so as to interrupt the Member speaking.
<i>Five Minutes</i>	17.5	No Member shall speak for longer than five minutes on a question without Council's permission.
<i>Speak Once</i>	17.6	No Member shall speak more than once to the same question without Council's permission, except that a reply shall be permitted only from a Member who has presented the main motion.
<i>Questions</i>	17.7	A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion and the question shall be stated succinctly and asked only of the Warden, the previous speaker or County staff.
<i>Points of Order and Privilege</i>	17.8	When a Member rises on a point of order, point of privilege or point of personal privilege, the Member shall ask leave of the Warden to raise the point. After leave is granted, the Member shall state the point to the Warden and then remain silent until the Warden has ruled upon the point.
<i>Warden to Rule on Point</i>	17.9	Subject to being overruled by Council on a vote which shall be taken immediately and without debate, the Warden shall rule on the point.
<i>Challenge</i>	17.10	Any Member may challenge the ruling of the Warden immediately following the ruling.
<i>Decision Final</i>	17.11	The Warden's ruling is final unless it is challenged.
<i>Idem</i>	17.12	Council's decision is final if the Warden is challenged.
18. Motions		
<i>Jurisdiction</i>	18.1	A motion or notice of motion in respect of a matter which is not within the jurisdiction of Council shall not be in order and shall not be considered by Council.
<i>Putting a motion on the agenda</i>	18.2	<ul style="list-style-type: none"> a) Motions introducing new matters must be in the hands of the Clerk by Noon on the Friday prior to the regular County Council or Committee Meeting for inclusion on the agenda. b) Every motion must be in writing and have a mover and seconder before being submitted to the Clerk for inclusion on the agenda. c) All motions will be placed in the order in which they are received.
<i>Motions for which Notice has not been given</i>	18.3	Motions for which notice has not been previously given shall only be considered if agreed upon by a two-thirds majority vote of the Members present.
<i>Withdrawal of Motions</i>	18.4	After a motion has been proposed and seconded, and placed in the hands of the Warden, it shall be considered to be in the possession of Council but may be withdrawn with the consent of the mover and the support of a majority of Council.
<i>Motions Introduced</i>	18.5	The following may be introduced orally without written

<i>Orally</i>		notice and without leave of Council: a) A point of order, privilege or personal privilege b) Presentation of petitions c) A motion to waive or suspend the rules of procedure d) A motion to recess e) A motion to adjourn f) A motion to call the question g) A motion to separate the question h) A motion that Council resolve itself into a closed Meeting i) A motion to receive an item j) A motion to table an item k) A motion to lift from the table l) A motion to refer m) A motion to defer n) A motion to amend, and o) A motion to adopt a recommendation.
<i>Motions to be in Writing</i>	18.6	Except as provided in Section 18.5, all motions and notices of motion shall be in writing.
<i>Motions to be Seconded</i>	18.7	A motion shall be moved and seconded before being open for discussion and consideration. Motions under Sections 18.5 (a) and (b) do not require a seconder.
<i>Motion to Refer Takes Precedence over Amendments</i>	18.8	A motion to refer, until it is decided, shall precede all amendments of the main question.
<i>Mover May Vote in Opposition</i>	18.9	A member may move a motion in order to initiate discussion and debate and that Member may vote in opposition to the motion. A seconder of a motion may also vote in opposition to the motion.
<i>Motion to continue past 1 p.m.</i>	18.10	a) A motion carried by a two-third vote of the members present and voting will extend the meeting. The Mayor of South Frontenac shall have two votes. b) At 12:45 p.m. the Warden will ask if Council wishes to proceed beyond 1:00 p.m. A motion put forward must stipulate the purpose of the extension (i.e. to complete the agenda in its entirety, or a certain portion of the agenda, or that the extension is for a specific period of time). c) If a two-thirds vote is not achieved to extend the meeting, Council will consider the time sensitive items, and at 12:55 p.m. Council will move directly to by-laws.
19. Specific Motions		
<i>Recess</i>	19.1	a) A motion to recess is debatable; however debate is restricted to the length of time of the recess only. b) A motion to recess is amendable; however any

		amendment shall refer to the length of time of the recess only.
<i>Adjourn</i>	19.2	<ol style="list-style-type: none"> 1) A motion to adjourn the Council Meeting is not debatable and shall always be in order except: <ol style="list-style-type: none"> a) when another Member is in possession of the floor; b) when a vote has been called; c) when the Members are voting, or d) when a Member has indicated to the Warden his desire to speak on the matter before Council. 2) A motion to adjourn shall take precedence over any other motion.
<i>Call the Question</i>	19.3	<ol style="list-style-type: none"> a) A motion to call the question is not debatable and shall be put immediately. b) A member who moved a motion to call the question shall not be allowed to speak to the question again if the motion is decided in the negative.
<i>Motion to Table (postpone indefinitely)</i>	19.4	<p>A motion to table:</p> <ol style="list-style-type: none"> a) is not amendable; b) shall apply to the motion and any amendments under debate when the motion to table is made; c) is debatable; however debate may go into only the reasons why the motion should or should not be dealt with at this time; d) if the motion to table carries, in the absence of any direction from Council, the matter may not be discussed until a Member through a Notice of Motion, brings it forward to a subsequent Meeting.
<i>Refer</i>	19.5	<p>A motion to refer:</p> <ol style="list-style-type: none"> a) is amendable; b) is debatable; c) shall include the name of the Committee or official to whom the motion or amendment is to be referred; and d) shall include the terms upon which it is to be referred and time or period, if any, on or within which the matter is to be returned.
<i>Defer (postpone to a certain time)</i>	19.6	<p>A motion to defer:</p> <ol style="list-style-type: none"> a) is debatable; b) is amendable; c) shall include the time to or period within which, consideration of the matter is to be deferred; and d) shall include an explanation to demonstrate the purpose of the motion to defer.
<i>Amendment</i>	19.7	<p>A motion to amend:</p> <ol style="list-style-type: none"> a) is debatable b) only one motion to amend a motion shall be on the floor at any one time

		<ul style="list-style-type: none"> c) shall receive disposition of Council before a previous amendment to the question d) shall not be amended more than once before voting e) shall be relevant to the question to be received f) shall not be received proposing a direct negative to the question g) may propose a separate and distinct disposition of a question h) shall be put in the reverse order to that in which it is moved.
<i>Receive</i>	19.8	A motion to receive, moved after the main motion, is debatable and shall be treated as an amendment to the main motion.
<i>Reconsideration</i>	19.9	A motion to reconsider a matter within one year following the decision of the Council shall be in order to permit correction of hasty, ill-advised or erroneous action or to take into account added information or a changed situation that has developed since the taking of the vote. A motion to reconsider is not in order if the provisions of the original motion have been partly carried out or involve a contract were the party to the contract has been notified on the outcome.
<i>Reconsideration - General</i>	19.10	<ul style="list-style-type: none"> a) A motion to reconsider is debatable; b) No discussion of the main question shall be allowed until the motion for reconsideration is carried by a two-thirds majority vote of the members present; c) Once the question is reopened, it is reopened in its entirety unless the reopening motion specifies otherwise; d) If the question is reopened, all previous decisions of the Council remain in force unless the Council decides otherwise; e) No motion to reconsider may, itself, be the subject of a motion to reconsider.
20. Notices of Motion		
<i>Timing of Notice</i>	20.1	A notice of motion shall be given in accordance with the Agenda of Council and shall be in writing and shall include the name of the mover and seconder. The Clerk will read any notices of motion at the designated point on the Agenda; however they will form part of the Agenda for the subsequent Meeting of Council.
<i>Notice of Motion - Disclosure of Subject Matter</i>	20.2	Any Member giving a Notice of Motion shall disclose the subject matter of the motion.
<i>Committees</i>	20.3	Any notice of motion, the subject matter of which falls within the mandate of a Committee, shall be referred directly to that Committee by the Council unless the

		Council determines that it should not be first considered by the Committee, for reasons of emergency, health, safety or legal deadline.
21. Voting		
<i>Order of Votes</i>	21.1	Motions relating to an item under consideration shall be voted on in the following order: a) A motion to waive or suspend the rules of procedure b) A motion to adjourn c) A motion to recess d) A motion to receive an item e) A motion to call the question f) A motion to defer g) A motion to refer h) A motion to amend, in reverse order of its being placed i) A motion to table an item j) The main motion.
<i>Members Shall Vote</i>	21.2	Every Member present at a Meeting of Council where a question is put shall vote on the question, unless prohibited by statute, in which case the Clerk shall so record.
<i>Number of Votes</i>	21.3	Subject to the exception under Section 5,8 above, every Member present at a Meeting of Council where a question is put shall have 1 vote except for the Mayor of South Frontenac who shall have 2 votes. If the Mayor of South Frontenac is absent at a Meeting, the other Councillor representing South Frontenac shall only have 1 vote.
<i>Warden to State the Question</i>	21.4	Immediately preceding the taking of a vote, the Warden shall state, if requested, the question in the precise form in which it will be recorded in the minutes.
<i>Method of Voting</i>	21.5	A Member shall vote by raising a hand or otherwise indicating the Member's vote, except where a recorded vote is requested.
<i>Actions During Vote</i>	21.6	When the Warden calls for the vote on a question, a) Each Member shall occupy his seat and shall remain in place until the result of the vote has been declared by the Warden, and b) During this time no Member shall walk across the room or make any other motion or speak to the question or any other Member or make any noise or disturbance.
<i>Split Votes</i>	21.7	Upon the request of any Member, and when the Warden is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.

<i>No Vote Deemed Negative</i>	21.8	If any Member present does not vote at a Meeting of the Council where a question is put and a recorded vote taken, he shall be deemed to vote in the negative except where the Member is prohibited from voting by statute.
<i>Warden</i>	21.9	The Warden may vote on any question and shall vote in the case of recorded votes.
<i>Majority Vote</i>	21.10	All decisions of Council shall require a majority vote except as otherwise set out in this By-Law.
<i>Equality of Votes</i>	21.11	Any motion that receives a tie vote shall be deemed to have been decided in the negative.
<i>Two-Thirds</i>	21.12	The following decisions of Council require a two-thirds majority vote: a) A motion to consider a report or by-law that does not relate to a matter listed on the Agenda; b) A motion to consider a matter previously postponed indefinitely or to a time or eventuality that has not been reached or occurred under Section 19.4 of this By-Law; c) A motion to reconsider a question decided within the previous year under Section 19.10 of this By-Law; d) A motion to suspend the provisions of the By-Law under Section 2.1 of this By-Law; e) A motion to call the question under Section 19.3 of this By-law.
<i>Recorded Vote</i>	21.13	A request for a recorded vote by a Member present at the Meeting shall be made prior to the commencement of the vote being taken or immediately thereafter. When a recorded vote is requested by a Member, the Clerk shall record the name and vote of every Member on the question using alphabetical order by last name for order of voting with the Warden voting last.
<i>Clerk to Announce Results of Vote</i>	21.14	The Clerk shall announce the result of the vote.
<i>Request for Further Vote</i>	21.15	If a Member doubts the results of a vote as announced by the Clerk, the Member may call for the vote to be taken again and the Warden shall request that the Members shall vote again.
22. Public Question Period		
<i>Questions/Comments from the Public</i>	22.1	Council will entertain questions and/or comments from the public at each Meeting at the designated point on the agenda as time permits. Questions and/or comments must pertain to an item on the agenda for that meeting unless Council directs otherwise by resolution.

23. Other Business		
<i>Items to be Considered for Other Business with Prior Notice</i>	23.1	Miscellaneous Business/Motions that do not warrant a staff report may be placed on the agenda under Other Business provided that the business is posted on the agenda with supporting documentation. (Added by By-law 2014-0019 passed April 16, 2014)
<i>Items to be Considered for Other Business without Prior Notice</i>	23.2	<u>Statement by Members</u> – When a Councillor(s) wishes to inform Council of a matter that does not require action or consideration by Council, such information may be announced under Other Business. <u>Matters of Urgency</u> – When a Councillor(s) wishes to inform Council of a matter that must be considered immediately, due to extreme time constraints, Council shall determine if the matter is admissible and requires immediate action by Council, by a two-thirds majority vote. Only matters of urgency, ruled admissible by Council, shall be considered by Council without prior notice.
24. By-Laws		
<i>Introduction</i>	24.1	All by-laws shall be introduced by motion specifying the title thereof.
<i>Three Readings</i>	24.2	Every by-law shall have three readings prior to being passed.
<i>By-Laws Taken as Read</i>	24.3	By-laws shall be taken as read for the first, second and third readings unless otherwise decided by a majority vote of Council.
<i>Separate Vote</i>	24.4	By request of any Member, any by-law(s) may be discussed or voted on individually.
<i>Pass at One Meeting</i>	24.5	A by-law may be passed through all its stages and be finally passed at one Meeting.
<i>Confirmatory By-law</i>	24.6	The proceedings of every Meeting of Council shall be confirmed by by-law at each Meeting in order that every decision of Council in that year and every resolution thereof shall be of the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.
<i>Amendments</i>	24.7	All amendments to any by-laws approved by Council shall be deemed to be incorporated into the by-law and if the by-law is enacted by Council, the amendments shall be recorded by the Clerk.
<i>Authorization</i>	24.8	Every by-law once passed shall be numbered with a progressive number in the following form: four digits for the year, dash, four digits for the by-law number, (e.g. By-law No. 2010-0001 shall be the first by-law number in the year 2010), dated, duly signed by the Warden and Clerk and the Clerk shall affix the seal of the

		Corporation thereto.
25. Committees		
<i>Council's Role</i>	25.1	Council shall determine the appropriate number of Committees, their membership, mandates and reporting practices.
<i>Advisory Committees of County Council – Schedule B</i>	25.2	The composition and terms of reference for Advisory Committees are in accordance with Schedule B, attached hereto and forming a part of this By-Law as follows: Schedule B-1 Joint Frontenac Accessibility Advisory Committee Schedule B-2 Trails Advisory Committee Schedule B-3 Sustainability Advisory Committee Schedule B-4 150 th Anniversary Planning Advisory Committee Schedule B-5 Seniors Housing Task Force (Amended by By-law 2014-0019)
<i>External Boards and Committees – Schedule C</i>	25.3	The Committees to which County Council makes appointments, but are not Committees of County Council, is included in Schedule C. These Committees are bound by the rules established by their governing body and do not abide by the County's Procedural By-law.
<i>Appointment/Nominees to Other Boards</i>	25.4	Appointments and nominees to other boards, such as the KFL&A Public Health Board and the Kingston Frontenac Public Library Board, shall be appointed directly by Council.
<i>Eligible Appointees</i>	25.5	Every member of a Committee must be either a member of Council or a person eligible to be elected as a member of the Council, in accordance with the <i>Municipal Elections Act</i> , unless approved by a majority resolution of Council.
<i>Term of Appointment</i>	25.6	The Term of Appointment for Members of Committees shall be in accordance with the Terms of Reference of the Committees set out in Schedule B to this By-law. Committee members will continue to serve on a committee past the expiration of their term until they are replaced. All Council membership on all Committees end on November 30 of a municipal election year. (By-law 2014-0033)
<i>Election of Chairs and Vice-Chairs</i>	25.7	Chair and Vice-Chair of each Committee shall be elected on an annual basis by the Committee from its Members: a) Each candidate for Chair and Vice-Chair who stands for election may make a presentation to the Committee;

		<p>b) The Committee shall elect a Vice-Chair to chair the proceeding in the absence of the Committee Chair;</p> <p>c) The Warden shall not be eligible to be the Chair or Vice-Chair of a committee;</p> <p>d) The Chair and Vice-Chair of committees may hold their respective positions for a maximum of four consecutive years if re-elected to do so.;</p> <p>e) Each Chair and/or Vice-Chair shall preside at every Meeting of their Committee, may vote on every question submitted for consideration and may require that resolutions be in writing.</p>
<i>Removal of Chair or Vice-Chair</i>	25.8	The Chair or Vice-Chair can only be removed by a vote of the majority of Members of the Committee or by resolution of Council.
<i>Warden's Membership on Committees</i>	25.9	The Warden shall be an Ex-officio Member of all Committees and Task Forces.
<i>Clerk shall be Secretary</i>	25.10	The Clerk or designate shall be the Secretary of all Committees of Council and shall be present at all Meetings. The Clerk shall record the proceedings of all Committees of Council in the form of minutes. All Committee minutes shall be directed to Council for adoption and shall be signed by the Chair and Secretary at the next Committee Meeting.
<i>Delegation of Clerk's Duties</i>	25.11	Despite Section 25.9, the Clerk may delegate to any employee in the Administrative Services Department duties related to the preparation of the Agendas, giving of notice of the Meetings, recording of the minutes and general administrative support to the Committees.
<i>Committee Meeting Dates & Locations</i>	25.12	Committees shall establish regular Meetings dates, times and location at the beginning of each year. Meetings will be held in the County of Frontenac Administration Building. Alternative locations shall only be considered where staff capacity and resources are deemed sufficient.
<i>Notice to Members</i>	25.13	Notice of Meetings including agendas, minutes and supporting documentation to the Members shall be via electronic mail, regular mail, courier or facsimile. Notice may also be provided by telephone or personal contact in case of an emergency.
<i>Notice to Media and Public</i>	25.14	Notice of Meetings shall be given by posting agendas and supporting documentation on the County's website. Notice of Meetings shall be posted as soon as practical after being established by Committees. Agendas and supporting documentation shall be posted three days prior to the Meeting and in the event an agenda is amended it shall be reposted as an amended agenda.
<i>General Role of</i>	25.15	The role of Committees shall generally be to:

<i>Committees</i>		<ul style="list-style-type: none"> a) make recommendations to Council on matters which are in their jurisdiction; b) guide and request staff to provide reports on the direction and nature of policy development, fact finding, analysis and generation of public policy matters; c) receive public deputations and establish mechanisms to receive further public input on vital public policy matters.
<i>Responsibility to Act on Recommendations</i>	25.16	<p>No action shall be taken on Committee recommendations until approved by Council unless:</p> <ul style="list-style-type: none"> a) the responsibility has been delegated to the Committee by Council.
<i>Committee Procedures</i>	25.17	<p>The rules governing the procedure of the Council and the conduct of Members at Council shall be observed as far as they are applicable, and, subject to the specific rules for Committees set out in this section including:</p> <ul style="list-style-type: none"> a) the number of times of speaking on any question shall not be limited; b) a majority vote shall be required to decide any matter before the Committee; c) recorded votes shall not be weighted and members shall be called to vote by last name in alphabetic order;
<i>Members' Rights</i>	25.18	<p>Members who are not Members of a specific Committee may attend Meetings of that Committee and may, with consent of the Chair of that Committee, take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote at these Meetings.</p>
<i>Absence of Chair and Vice Chair</i>	25.19	<p>In the event of the Chair of a Committee not attending the Committee at which he is to preside within fifteen (15) minutes after the time appointed for the commencement of the Meeting, the Committee Vice Chair shall call the Meeting to order and preside until the arrival of the Committee Chair. Should the Committee Vice-Chair not be in attendance at the Meeting, then, those Members in attendance shall appoint one of the Members to act in place of the Committee Chair for that Meeting. Such Member shall then call the Members to order and shall preside until the arrival of the Committee Chair or the Committee Vice-Chair.</p>
<i>Meeting Limitation</i>	25.20	<p>No Committee Meeting shall be held while Council is in session.</p>
<i>Agendas</i>	25.21	<p>The Clerk shall prepare for distribution Committee agendas.</p>

<i>Additional Agenda Items</i>	25.22	Any matter, which is within the Committee's mandate and which is not on the Committee agenda or does not relate to a matter on the agenda, may be considered by the Committee if it agrees to add the matter to the agenda through a majority vote.
<i>Deputations</i>	25.23	Any person desiring to present information to a Committee may do so subject to the following: a) The request shall be in writing and the information to be presented shall be on matters of fact or to make a request of the Committee; b) Requests shall be made not less than ten days preceding the Committee Meeting at which such person desires to be heard; c) Exceptions to the ten days' notice requirement required in (b) above may be approved by the Committee Chair; d) Any person who is scheduled to appear as a deputation before a Committee is requested to submit written documentation for the Committee's consideration to the Clerk's Department not less than five (5) days preceding the Committee Meeting; e) The rules relating to time limits, behaviour, curtailment of time and conduct shall be as set out in Section 16.
<i>Closed Meetings</i>	25.24	No Meeting of a Committee shall be held as a closed Meeting except in accordance with Sections 6.4, 6.5 and 6.6.
<i>Declarations of Pecuniary Interest</i>	25.26	Members of Committees shall adhere to Section 15 with respect to declarations of pecuniary interest in Committees.
<i>Quorum</i>	25.27	A quorum as it relates to Committees of Council shall consist of a majority of the members..
<i>Right to Expel</i>	25.28	The Chair has the right to expel or exclude any person from any Meeting for improper conduct.
<i>Reconsideration</i>	25.29	No Committee shall reconsider any question decided by the Council within a year after the Council decision, nor consider any other matter which could involve a decision inconsistent with a Council decision.
26. Amendment to the By-Law		
<i>Majority Vote</i>	26.1	This By-law shall not be amended or repealed except by a majority vote of Council.
27. Conflict		
<i>Conflict with Statute</i>	27.1	If there is any conflict between this By-law or any portion thereof and any statute, the provisions of the statute shall prevail.

This is Schedule A to By-law No. 2013-0020 passed by the Council of the County of Frontenac this 15th day of May, 2013

[Original Signed] _____
Janet Gutowski, Warden

[Original Signed] _____
K. Elizabeth Savill, Clerk

SCHEDULE B-1 ADVISORY COMMITTEE TO COUNTY COUNCIL

COMMITTEE NAME: Joint Accessibility Advisory Committee

ESTABLISHMENT OF THE COMMITTEE

- (i) That a Committee to be known as the County of Frontenac Joint Accessibility Advisory Committee be hereby established.
- (ii) That the Committee shall be comprised of not more than 7 members as follows:
 - 2 Members of County Council
 - 4 Members of the Community who are persons with disabilities (one representative from each Township)
 - 1 Member from the Community at largewho shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council.
- (iii) That Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 25 – Committees* to govern all proceedings of the Accessibility Advisory Committee Meetings.
- (iv) The Committee shall hold a minimum of four (4) and a maximum of six (6) Meetings per year.

MANDATE OF THE COMMITTEE

To assist the County and Township Councils in the County of Frontenac in enabling persons with disabilities to have equal access to all opportunities within the County.

DUTIES OF THE COMMITTEE

The committee shall:

- (a) advise the councils about the legislative requirements and implementation of the accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice;
- (b) review in a timely manner the site plans and drawings described in section 41 of the *Planning Act* that the committee selects in terms of how they address the accessibility needs of persons with disabilities;
- (c) perform all other functions as specified by legislation.
- (d) in consultation with Council and Municipal Staff, review new and existing municipal by-laws and policies as applicable;
- (e) work with Council and the community at large to identify and address the needs of persons with disabilities within the community;
- (f) provide recommendations to Councils on the promotion of public awareness and understanding of the needs of persons with disabilities.

SCHEDULE B-1 ADVISORY COMMITTEES continued

RESPONSIBILITIES OF COUNCIL

Council shall:

- (a) establish the Accessibility Advisory Committee and appoint its members;
- (b) seek advice from the Committee regarding accessibility plans and reports required to be submitted to the province;
- (c) seek advice from the Committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,
 - (i) that the council purchases, constructs or significantly renovates;
 - (ii) for which the council enters into a new lease; or
 - (iii) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with the *Municipal Act, 2001*; and
- (d) when the committee selects site plans and drawings described in section 41 of the *Planning Act* to review, supply them to the Committee in a timely manner for the purpose of the review; and
- (e) have regard to the accessibility for persons with disabilities in deciding to purchase goods and services through the procurement process for the use of it by itself, by the Townships, its' employees or the public.

GENERAL

- (a) That Administrative Support shall be provided by the Clerk or Designate.
- (b) That the records of the Accessibility Advisory Committee shall be retained and preserved in accordance with the provisions of the County Records Retention by-law.

COMPOSITION OF THE COMMITTEE

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Joint Accessibility Advisory Committee:

Two (2) Members of County Council:

- John McDougall
- Gary Davison

Four (4) Representatives from the Community who are Persons with Disabilities - One (1) from each of the Four (4) Townships:

- Township of North Frontenac – vacant
- Township of Central Frontenac – Danka Brewer
- Township of South Frontenac – Neil Allen
- Township of Frontenac Islands - vacant

One (1) Representative from Community at Large:

- Francine Arsenault

SCHEDULE B-2 - ADVISORY COMMITTEE TO COUNTY COUNCIL

COMMITTEE NAME: Trails Advisory Committee

ESTABLISHMENT OF THE COMMITTEE

- (i) The County of Frontenac TAC shall be comprised of seven (7) members appointed by County Council as follows:
 - Three (3) members of County Council;
 - Two (2) Adjacent Landowners;
 - Two (2) Representatives from Major User Groups; and
 - One (1) CRCA Representative.
- (ii) The members of the County of Frontenac TAC shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council.
- (iii) That the Committee shall hold bi-monthly Meetings or less frequently if Meetings are not required to fulfill the mandate of the TAC.
- (iv) The County of Frontenac TAC shall adhere to the County's Procedural By-law No. 2010-0028 and any amendments thereto, specifically *Section 25 – Committees* for the conduct of all Meetings.

TERMS OF REFERENCE

- (i) Goal/Vision

The vision of the County of Frontenac stated in *Directions for Our Future* is *Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places*. Within this context, the Vision shared in the *Frontenac Trails Master Plan* can be read:

Trails in the County of Frontenac promote sustainable and healthy communities by encouraging residents and visitors to get active while appreciating the natural beauty and rich heritage of Frontenac County.

- (ii) Mandate

- To provide input and suggestions regarding the execution of *Implementation Plan for the Frontenac K&P Trail*,
- To provide input and suggestions regarding other trails initiatives throughout the County including the Townships of North, Central, South Frontenac and Frontenac Islands, and
- To report periodically to County Council on progress on the committee's work.

SCHEDULE B-2 - ADVISORY COMMITTEE TO COUNTY COUNCIL

COMPOSITION OF THE COMMITTEE

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Trails Advisory Committee:

Three (3) Members of County Council:

- John Inglis
- Denis Doyle
- Gary Davison

Two (2) Adjacent Landowners:

- Marc Moyes, South Frontenac Resident
- Joan Hollywood, Central Frontenac Resident

Two (2) Representatives from Major User Groups:

- Dieter Eberhardt, President, L & A Ridge Runners Snowmobile Club
- Derrick Spafford, Spafford Health & Adventure and Director of the Sydenham Fall Trail Run

1 CRCA Representative:

- Allan McPhail

SCHEDULE B-3 - ADVISORY COMMITTEE TO COUNTY COUNCIL

COMMITTEE NAME: Sustainability Advisory Committee

ESTABLISHMENT OF THE COMMITTEE

- (i) The County of Frontenac SAC shall be comprised of up to six (6) members appointed by County Council as follows:
 - two (2) members of County Council; and
 - four (4) community representatives.
- (ii) The members of the County of Frontenac SAC shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council and who shall be named in Schedule “A” to this By-law;
- (iii) That the Committee shall hold one meeting each year of their term in order to establish an annual work plan and thereafter hold e-Meetings as required.
- (iv) The County of Frontenac SAC shall adhere to the County’s Procedural By-law No. 2010-0028 and any amendments thereto, specifically *Section 25 – Committees* for the conduct of all Meetings.

TERMS OF REFERENCE

- (i) Goal/Vision

The vision of the County of Frontenac stated in *Directions for Our Future* is *Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places*. Within the context of the Values and Principles detailed, SAC will endeavour to assist the Frontenacs reach sustainability overall and ensure strong community engagement.

- (ii) Mandate

- To provide input and suggestions regarding the implementation of *Directions for Our Future*, in particular to help meet the “*Commitment Towards a Sustainable Future*” and the “*Community Input*” elements.
- To report periodically to County Council and to produce an annual work plan for adoption by Council.

COMPOSITION OF THE COMMITTEE

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Sustainability Advisory Committee:

Two (2) Members of County Council:

- John McDougall]
- Denis Doyle

Four (4) Community Representatives:

- Geoff Sandiford
- Don Ross
- Barrie Gilbert
- Tracy John

SCHEDULE B-4 - ADVISORY COMMITTEE TO COUNTY COUNCIL

COMMITTEE NAME: 150th Anniversary Planning Advisory Committee

ESTABLISHMENT OF THE COMMITTEE

- (i) The County of Frontenac 150th Anniversary PAC shall be comprised of up to five (5) members appointed by County Council as follows:
 - two (2) members of County Council; and
 - three (3) community representatives.
- (ii) The members of the County of Frontenac 150th Anniversary PAC shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council and who shall be named in Schedule “A” to this By-law;
- (iii) That the Committee shall hold 2 Meetings each year of their term in order to establish an annual work plan and confirm activities and thereafter hold e-Meetings as required.
- (iv) The County of Frontenac 150th Anniversary PAC shall adhere to the County’s Procedural By-law No. 2010-0028 and any amendments thereto, specifically *Section 25 – Committees* for the conduct of all Meetings.

TERMS OF REFERENCE

- (i) Goal/Vision

The vision of the County of Frontenac stated in *Directions for Our Future* is *Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places*. Within the context of the Values and Principles detailed, the 150th Anniversary PAC will be guided by the Culture and Heritage Vision Statement:

The County celebrates the arts and local history, and demonstrates the value it places on its artifacts and built heritage. Residents are part of a vibrant community that enjoys a wide range of formal and informal festivals, programs, and opportunities to create and enjoy the arts. It fosters opportunities to showcase local cultures and the values of sustainability (reflecting an integration of social, cultural, economic and environmental values) throughout the Frontenacs.

- (ii) Mandate

- To assist County Council with the provision of suitable community-wide celebrations of the County’s 150th Anniversary.
- To report periodically to County Council and to produce an annual work plan for adoption by Council.

SCHEDULE B-4 ADVISORY COMMITTEES continued

COMPOSITION OF THE COMMITTEE

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac 150th Anniversary Planning Advisory Committee:

Two (2) Member of County Council:

- Gary Davison
- Janet Gutowski

Five (5) Community Representatives:

- Philip Leonard
- Pat Barr
- Jim Vanden Hoek
- Barbara Sproule
- Dave Woodman

SCHEDULE B-5 - ADVISORY COMMITTEES

COMMITTEE NAME: Service Delivery and Organization Review Committee
(Repealed by By-law 2014-0019 passed April 16, 2014)

SCHEDULE B-5 - ADVISORY COMMITTEES

COMMITTEE NAME: Seniors Housing Task Force

ESTABLISHMENT OF THE COMMITTEE

- (i) The County of Frontenac Seniors Housing Task Force shall be comprised of four (4) members as follows:
- (a) Three 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
- (ii) The members of the County of Frontenac Seniors Housing Task Force shall hold office from the date of their appointment, at the pleasure of the Council of the County of Frontenac, not to extend past the term of Council.
- (iii) The Committee shall hold meetings as required.

TERMS OF REFERENCE:

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

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

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

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

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

Mandate:

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

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

COMPOSITION OF THE COMMITTEE

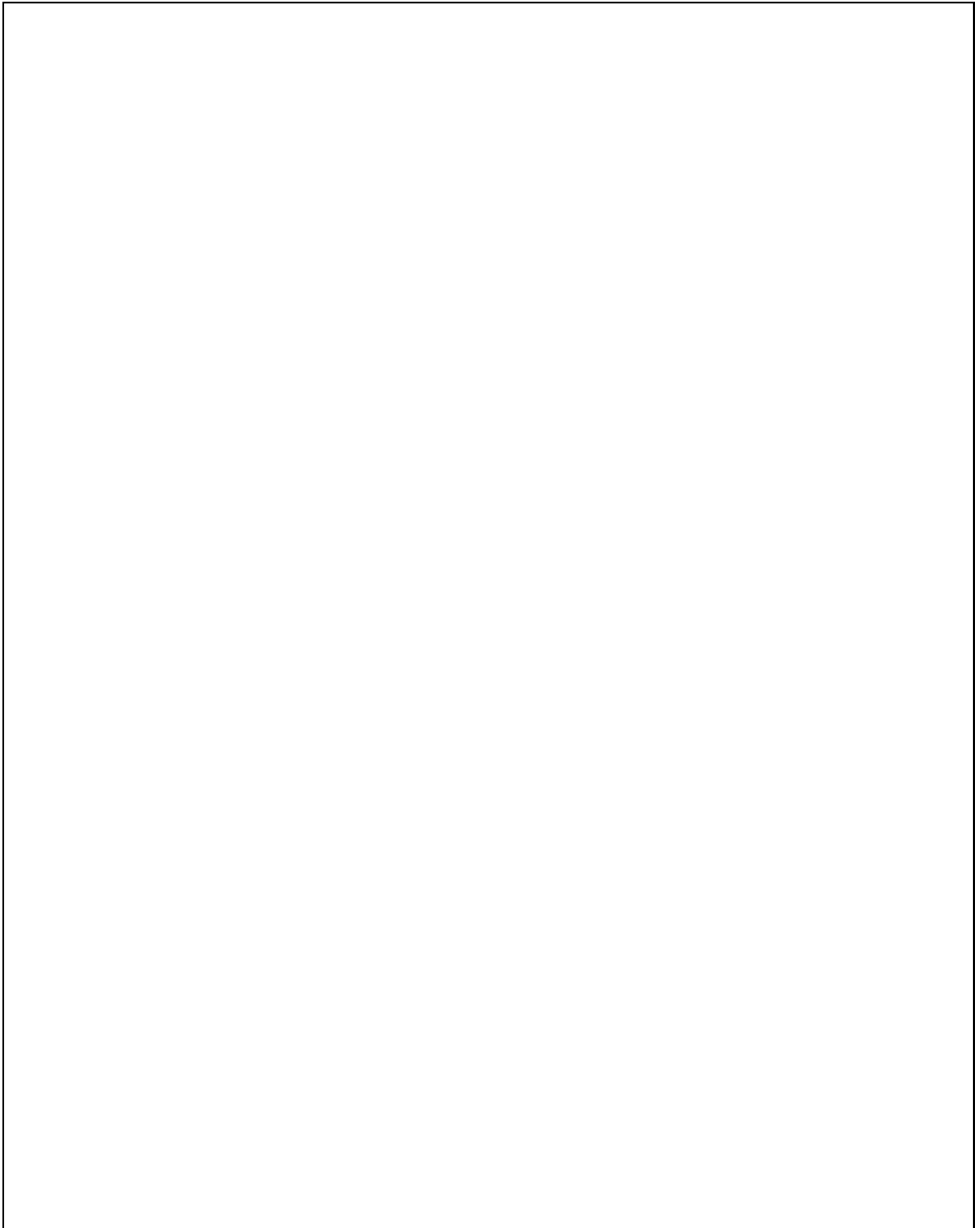
The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Seniors Housing Task Force:

Three (3) members of County Council

<ul style="list-style-type: none"> • member of County Council which sits on the City of Kingston Housing and Homelessness Advisory Committee 	Councillor John McDougall
<ul style="list-style-type: none"> • One (1) additional member of County Council 	Councillor John Purdon
<ul style="list-style-type: none"> • The Mayor of the Township in which the housing matter is being considered 	Deputy Warden Denis Doyle (A) Councillor Gary Davison (A) Councillor Janet Gutowski (A) Warden Bud Clayton (A)
<ul style="list-style-type: none"> • One Township Council representative in which the housing matter is being considered 	Councillor Wayne Grant (A) FI Councillor Pat Barr (A) SF Councillor Betty Hunter (A) NF Councillor Frances Smith (A) CF

(A) – Means alternate and will attend only if meeting is concerning their respective Township.

(By-law 2014-0003 passed January 15, 2014)
(By-law 2014-0007 passed February 19, 2014)
(By-law 2014-0012 passed March 19, 2014)



SCHEDULE C - EXTERNAL BOARDS AND COMMITTEES WITH COUNTY COUNCIL APPOINTEES

1. The **Kingston Frontenac Public Library Board** - one member of Council and two members of the community, appointed for the term of County Council. Provides for the information, education and leisure needs of the citizens of the City of Kingston and the Townships of Frontenac through its 5 urban and 12 rural branches; establishes policies and appoints the Chief Librarian/CEO, who administers the library under the guidance of established board policies.

2. The **Kingston, Frontenac, Lennox & Addington Public Health, Board of Health** - one member of County Council, appointed for the term of County Council. This body provides advice and makes recommendations to KFLA Public Health on the programs and services to be offered, sets the annual budget and oversees expenditures.

3. The **Rural/Urban Liaison Advisory Committee (RULAC)** – The Warden, Deputy Warden and the County Councillor appointed to the City of Kingston Housing and Homelessness Advisory Committee for the term of Council, three members of Kingston City Council, the Mayor and two members of Council. The Rural/Urban Liaison Advisory Committee was established by the order of the Minister of Municipal Affairs under Section 25.2(4) of the Municipal Act. The Committee shall meet at least quarterly with the Chief Administrative Officer of the City and the Frontenac Management Board for the purposes of discussing issues arising from joint agreements and recommending solutions to matters of common concern (effective December 1, 2014).

(Amended by By-law 2014-0019 passed April 16, 2014)

4. The **Algonquin Land Claim Municipal Advisory Committee** - one members of County Council, appointed for the term of Council. This Committee represents local, County and district governments across and adjacent to the land claim area. The Committee consists of heads of Council, or their designates, for each of the member municipalities. It provides advice to the Ontario negotiation team regarding the municipal implications of the potential transfer of crown lands to Algonquin ownership and the nature of future relationships facing the Algonquins and local municipal governments.

5. The **Frontenac County Youth Justice Advisory Committee** – one member of County Council appointed for the term of Council. The purpose of the Youth Justice Advisory Committee is to support the objectives of ensuring there is effective communication and collaboration among key partners working within Youth Justice Services, both informally and at regular meetings held quarterly; sharing youth justice information regarding programs and services, trends and issues with intent to provide creative solutions to address service system gaps; developing Youth Justice protocols, practices and guidelines to ensure optimal navigation through the system, and to promote the provision of effective services for young persons in conflict with

the law; and increasing capacity through educational opportunities, training events and professional development through localized community events.

(As amended by By-law 2014-0037)

6. The **Rideau Corridor Landscape Strategy Steering Committee** - one member of County Council appointed for the term of Council. This Committee works to identify key features and values of the Rideau Corridor in order to support more effective planning and management of the Rideau Corridor's landscape into the future.

SCHEDULE C EXTERNAL BOARDS AND COMMITTEES continued

7. The **Housing and Homelessness Advisory Committee (formerly the Affordable Housing Development Committee)** - one member of County Council, appointed for the term of Council. This is an Advisory Committee of the City of Kingston who acts as the Local Service Realignment body for the County of Frontenac. This Committee works to ensure that there is a comprehensive understanding of housing, affordable housing and homelessness issues, initiatives and developments, with a mandate to provide advice to Kingston City Council Council on housing, publicly assisted affordable housing and homelessness policies, provide advice regarding the implementation of the Municipal Housing Strategy, Homelessness Plan and other municipal housing strategies, policies and directives, provide information and input on housing matters as related to poverty reduction through the appointment of one member of the Housing and Homelessness Advisory Committee to the Poverty Reduction Group, for a term of two years and two members of Housing and Homelessness Advisory Committee to the Poverty Reduction Housing Sub Working Group for a term of two years and to maintain close linkages with other City of Kingston Committees and working groups to ensure co-ordination of housing, affordable housing and homelessness initiatives.

That Council make the following appointments to external boards and committees for the term of Council:

BOARD/COMMITTEE	NUMBER OF APPOINTEES
Kingston Frontenac Public Library Board	1 Member of County Council: <ul style="list-style-type: none"> ▪ John Purdon 2 Members from the Community: <ul style="list-style-type: none"> ▪ Wilma Kenny and Paige Cousineau
KFL&A Public Health Board	1 Member from County Council: <ul style="list-style-type: none"> ▪ Bud Clayton
RULAC (Rural Urban Liaison Advisory Committee) with City of Kingston	3 Members from County Council: <ul style="list-style-type: none"> ▪ Gary Davison ▪ Bud Clayton ▪ Denis Doyle

Algonquin Land Claim Municipal Advisory Committee	1 Member from County Council: ▪ John Inglis
Frontenac County Youth Justice Advisory Committee	1 Member from County Council: ▪ Gary Davison
Affordable Housing Development Committee	1 Member from County Council: ▪ John McDougall
Rideau Corridor Landscape Strategy Steering Committee	1 Member from County Council: ▪ David Jones



REPORT 2015-007

RECOMMEND REPORT TO COUNCIL

To: Warden and Council Members of the County of Frontenac

From: Kelly J. Pender
Chief Administrative Officer

Prepared by: Marian VanBruinessen
Director of Corporate Services/Treasurer

Date prepared: December 30, 2014

Date of meeting: January 21, 2015

Re: Corporate Services – Investing in Ontario Redirection

Recommendation

RESOLVED THAT the Council of the County of Frontenac receive this *Corporate Services – Investing in Ontario Redirection* report;

AND FURTHER that Council pass a bylaw later in the meeting to redirect the remaining Investing in Ontario funds to the K&P Trail.

Background

In May 2008, the government passed the *Investing in Ontario Act*. The *Act* allows the government to use a portion of any unanticipated year-end surplus to address priority public needs as well as reduce the province's accumulated deficit. Prior to the passage of the *Act*, all year-end surpluses went towards the reduction of the province's accumulated deficit.

Through regulation, the government designated municipalities as the eligible recipients of payments resulting from the 2007-08 surplus. Ontario municipalities received \$1.1 billion in additional funding to support infrastructure investments while the province's accumulated deficit was reduced by \$600 million

The municipal allocation was shared among all municipalities, primarily on a per capita basis, based on their 2006 census population. Where two levels of municipal government (e.g. upper tier municipalities such as regions and counties and lower

tier cities, towns and townships) exists, the per capita allocation was shared between the upper-tier and lower tier municipalities.

The County was notified that it would receive \$1,281,033 in Investing in Ontario funding and before the end of 2008 was required to pass a resolution and the following allocations were made:

Broadband funding	\$500,000
Green initiatives	\$250,000
K&P Trail	\$250,000
Fairmount Capital projects	\$200,000
Land Ambulance	\$ 80,000

In 2010 Council adopted a revised bylaw for distribution of the Investing in Ontario funds as follows.

Land Ambulance	0
Fairmount Capital projects	\$200,000
K&P Trail	\$300,000
Green initiatives	\$416,000
Broadband funding	\$365,000

Comment

To date all amounts allocated have been spent other than \$248,477 of the amount allocated to Green initiatives. The County has undertaken three microfit solar projects, Palace Road Ambulance Station – roof mounted, Fairmount Home – roof mounted and Sydenham Ambulance Base – ground mounted all of which were funded from the Investing in Ontario reserve.

The process to apply and receive approval for projects and subsequently release projects for competitive tender is long and there is no guarantee that projects will be approved.

Given that the Investing in Ontario can be used for any capital projects, and given that the K&P trail is an ongoing County project, it would be beneficial to apply the remaining \$248,477 to the trail project to utilize the Investing in Ontario fund in a more timely manner.

Financial Implications

Utilizing the Investing in Ontario reserve for the Trail will leave capacity within the Federal Gas Tax fund for future trail requirements.

Organizations, Departments and Individuals Consulted and/or Affected

County of Frontenac Planning and Economic Development



Report 2015-008

RECOMMEND REPORT TO COUNCIL

To: Warden and Council of the County of Frontenac

From: Kelly J. Pender
Chief Administrative Officer

Prepared by: Jannette Amini
Manager of Legislative Services/Clerk

Peter Young
Community Planner

Date prepared: January 6, 2015

Date of meeting: January 21, 2015

Re: **Corporate Services – Submission of Application to the Age-Friendly Community Planning Grant Program**

Recommendation

BE IT RESOLVED THAT the Council of the County of Frontenac receive the *Corporate Services – Submission of Application to the Age-Friendly Community Planning Grant Program* report;

AND FURTHER THAT Council authorize staff to take the necessary steps to complete and submit an application to the Age-Friendly Community Planning Grant Program by the January 30, 2015 deadline for the development of an Age-Friendly Action Plan for the County of Frontenac.

Background

Ontario is accepting applications to help communities address the needs of an aging population through the new [Age-Friendly Community Planning Grant Program](#). Part of [Ontario's Action Plan for Seniors](#), the program provides municipalities with funding to plan services and programs that help seniors live in a secure environment, enjoy good health and participate more fully in their communities.

Recommend Report to Council
Corporate Services – Submission of Application to the Age-Friendly Community Planning Grant Program
January 21, 2015

Page 1 of 3

Comment

An age-friendly community is a one where policies, services and structures related to the physical and social environments are designed to support and enable older people to live in a secure environment, enjoy good health and continue to participate fully in their communities. Age-friendly planning helps communities assess their needs and can eventually lead to local improvements such as installing automatic doors, adding benches in parks and roadways, increasing accessibility of businesses.

Municipalities across the province have been developing these plans in recent years, including the County of Haliburton and the City of Kingston, and other communities worldwide are also looking at this issue through a World Health Organization initiative. The County's population projections anticipate that from 2011 to 2036, the percentage of the County population aged 55+ will increase from 30% to 36% of the total population. This will be driven by a 44.7% population increase for the 75+ age group.

The new Age-Friendly Community Planning Grant will offer a total of up to \$1.5 million over two years for short and longer-term projects that take place between June 15, 2015 and March 31, 2017. Funding will support local governments and community organizations to undertake strategic planning with a focus on seniors as outlined in the Age-Friendly Community Planning Guide and lead to the development of local aging plans that will eventually be implemented, evaluated and improved upon.

Projects that result in planning, implementation and evaluation of activities that contribute to the creation and ongoing development of age-friendly communities. It should be noted that capital projects are not eligible for grant funding.

Grants will be available for amounts up to:

- \$25,000 for small communities (populations under 20,000 residents)
- \$35,000 for medium-sized communities (between 20,000 to 99,999 residents)
- \$50,000 for larger communities (more than 100,000 residents).

Priority will be given to projects that target small municipalities and communities with diverse populations, and those in rural and remote areas of Ontario. Priority will also be given to communities that have not yet begun age-friendly community planning work or do not have a local age-friendly action plan.

One way of building age-friendly communities is to develop an action plan that considers the physical and social environments of seniors. Action plans that take the needs of seniors into consideration translate into the development of policies, programs and services that benefit everyone in a community. An age-friendly plan would also support Council's strategic direction of addressing transportation and affordable housing for seniors. Future grant programs could also be based on implementing age-friendly plans, similar to other initiatives such as the Integrated Community Sustainability Plan (ICSP) and asset management plans.

Staff are recommending that a grant application be completed prior to the January 30, 2015 deadline in order to determine if provincial funding would be available to complete this plan. Should the grant application be successful, a consultant would be retained to

complete the plan. The consultant would potentially consult with social service agencies, municipal staff, seniors' groups, and other service providers to develop the plan.

As part of the eligibility requirements for this grant program, it was indicated that municipalities should consider working together with their accessibility advisory committee (AAC) if one has been established as these committees make a real difference for people with disabilities in their communities. A report was taken to the Joint Accessibility Advisory Committee at its meeting held December 8, 2014 outlining this grant program. As a result, the following resolution was passed by the Committee:

Moved By: Ms. Arsenault
Seconded By: Mr. Allen

THAT Committee support the submission of an application to the Age-Friendly Community Planning Grant Program for the development of an Age-Friendly Community Plan for the County of Frontenac.

CARRIED

Sustainability Implications

Directions for our Future supports the provision services for all ages, and the needs of seniors are particularly emphasized. Seniors' needs were identified as a priority in the most recent version of Sustainable Actions under the Social Pillar, including the need to increase seniors housing and to reach out to seniors' community groups.

Financial Implications

The maximum grant available is \$35,000. Should the grant application be successful, it is proposed that a consultant would be hired to complete the project using funding from this grant.

Organizations, Departments and Individuals Consulted and/or Affected

Marian VanBruinessen, Director of Corporate Services/Treasurer
Frontenac Joint Accessibility Advisory Committee
Townships



Report 2015-009

RECOMMEND REPORT

To: Warden and Council Members of the County of Frontenac

From: Kelly Pender
Chief Administrative Officer

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

Date prepared: December 30, 2014

Date of meeting: January 21, 2015

Re: **Emergency and Transportation Services – Wolfe Island
Ambulance Response and Ferry Disruption Pilot Project
Update**

Recommendation

BE IT RESOLVED THAT the Council of the County of Frontenac accept this *Emergency and Transportation Services –Wolfe Island Ambulance Response and Ferry Disruption Pilot Project Update* report for information;

AND FURTHER BE IT RESOLVED THAT the Council of the County of Frontenac hereby recommends to the Ministry of Transportation (MTO) the approval, on a permanent basis, the Wolfe Islander III travel times during ambulance calls as follows:

- For all land ambulance response calls, on Wolfe Island, where the Wolfe Islander III is enroute to Kingston and has passed the Point Fredrick Buoy (KH2), the vessel will continue its voyage, disembark cars and passengers in Kingston; load cars and passengers and return to the Marysville dock.
- When a request for ambulance response is made, the FPS supervisor is to be notified by dispatch and the supervisor will initiate direct contact with the Captain of the Wolfe Islander III to ascertain and coordinate ferry movements.

Recommend Report
Emergency and Transportation Services – Wolfe Island Ambulance Response and Ferry Disruption Pilot Project
Update
January 21, 2015

Page 1 of 3

Sustainability Implications

Directions for Our Future, under Capacity Building and Governance on page 36, states: “Strong links ensure seamless relationships between community and municipalities”. This work also contributes to the sustainability indicator – number of collaborative projects developed and implemented with two or more municipalities.

Financial Implications

None

Organizations, Departments and Individuals Consulted and/or Affected

The Township of Frontenac Islands
Canada Coast Guard, Prescott Marine Communications and Traffic Service (MCTS)
Stuart Jones, MTO
Mark Halladay, Kingston CACC



Report 2015-010

RECOMMEND REPORT TO COUNCIL

To: Warden and Council Members of the County of Frontenac

From: Kelly J. Pender
Chief Administrative Officer

Prepared by: Joe Gallivan
Director, Planning & Economic Development

Date prepared: January 16, 2015

Date of meeting: January 21, 2015

Re: Planning & Economic Development – Shared Planning Services Models

Recommendation

That County Council receive Report 2015-010 and direct staff to draft a by-law for consideration at their February 18, 2015 meeting that reflects Option ___ of the shared planning services models outlined in the chart contained in Appendix 'A of the report'.

Background

In November, 2014, County Council passed the following resolution:

Motion # 243-14

Corporate Services

Sustainability Planning Services Work Allocation 2014

RESOLVED THAT the Council of the County of Frontenac confirm that a policy with respect to Planning Services be brought forward prior to the 2015 Budget being finalized, outlining options for service delivery and costing.

CARRIED

The purpose of this report is to provide County Council with a variety of options to consider for implementing a planning services cost model prior to the start of the 2015 budget deliberations.

Recommend Report to Council
Planning and Economic Development – Shared Planning Services Models 2015
January 21, 2015

Page 1 of 4

Previous Council Direction

The County Planning and Economic Development Department is currently providing land use planning services to three Townships:

- Frontenac Islands since October, 2011;
- Central Frontenac since January, 2014; and
- North Frontenac since May, 2014.

The idea of the County providing land use planning services to the Townships was first raised by Frontenac County Council during the 2011 budget discussions. Subsequently, staff provided two reports to Council that reviewed planning services provided by other Counties in Eastern Ontario and a proposal to use a cost recovery approach to review all privately initiated applications. Frontenac Islands subsequently was the first Township to enter into a contract with the County at the end of 2011.

Four staff reports were presented to County Council during the last term that dealt with the County providing land use planning services to the Townships. All four reports can be read at this web link: <http://goo.gl/UbSqWS> .

Current Planning Services Model 2011-2014

The County has been using a 'community benefit model' in providing planning services to the Townships. This model is used by other County planning departments in Eastern Ontario and based on the premise that a regional government has the ability to overcome disparities based on geography and/or tax base and tax assessment in order to provide equitable services. This is particularly relevant to Frontenac County which has a large physical area with limited fiscal and human resources in local government.

Using this model, planning services and billing has been as follows:

- Day to Day Planning Work - no charge to the Townships, citizens, and developers on day-to-day planning issues, including Township meeting attendance, consultation, and telephone inquiries.
- Planning Applications - All privately-initiated applications (e.g., minor variance, severance, rezoning) are charged for the time involved in the preparation of planning reports and any additional peer review work that may to be completed.
- Land Use Policy - no charge for policy planning work for the Township such as Official Plan and Zoning By-law updates and major planning studies (e.g., growth management, agricultural assessment, municipal capital facilities by-law). These projects are considered to be in the public interest and benefit the community as a whole. As an example, planning staff are working with Frontenac Islands to completely revise the existing Zoning By-law – a project which began last year and will continue through 2015.

Shared Planning Services – Delivery Options

Staff has prepared a chart that provides a list of options for providing planning services to the Townships.

Seven different scenarios have been provided:

- 1) No Shared Services - all municipalities do their own land use planning, with no County planning assistance. This is essentially the type of planning service that was in place before County Council approved planning staff to work for three Townships.
- 2) Incremental Cost Model - existing level of service where only private planning applications are billed for service.
- 3) Flat Fee Model - same as (2) however the Townships receiving County planning services would pay an annual 'retainer' to the County to cover general costs such as responding to planning inquiries, travel, meeting attendance, etc.
- 4) Shared Staff Model - one planner would be assigned to each municipality and costs associated – all or in part -- would be paid by that municipality.
- 5) Partial Cost Recovery Model - planning staff would be employed by the County but would be assigned to work certain days in each municipality based on workload.
- 6) Planning Board - A regional planning board would be established to govern land use planning with members from each municipality. Under this scenario the cost of all planning services would be aggregated and shared.
- 7) Full Contract - all planning services would be contracted out to a consulting firm for the entire County.

These scenarios are explained in more detail on the planning services chart, with examples of their use in other jurisdictions in Ontario. There are both qualitative and quantitative differences for each service model.

Planning Service Contract Renewal Dates

Each contract with the three Townships is renewed on an annual basis. The renewal dates are as follows:

- Central Frontenac – January 1st
- North Frontenac – May 1st
- Frontenac Islands – October 1st

There is a termination clause in each agreement that either party may at any time, on not less than six months written notice to the other party, terminate the contract without cause.

Sustainability Implications

The proposal for the Frontenac County planners to provide professional planning services to the three of the Townships can result in cost savings and efficiencies for the municipal planning application process. It also supports the economic and environmental pillars of *Directions for Our Future*, and will more closely align economic development with land use planning across the region. It will also promote collaboration between the Townships and the County.

Financial Implications

Planning services revenue in 2014 was \$4,294.05.

Organizations, Departments and Individuals Consulted and/or Affected

Marian VanBruinessen, Director of Corporate Services/ Treasurer
All Townships

County of Frontenac

Appendix 'A' -- Shared Planning Services – Delivery Options -- 21 JANUARY 15

Planning services for the County and member municipalities is a mandatory service under the *Planning Act*. The purpose of this matrix is to develop an assessment tool for delivery and costing options.

	A	B	C	D	E	F	G
	No Shared Service	Incremental Cost Model	Flat Fee Model	Shared Staff Model	Partial Cost Recovery Model	Planning Board	Full Contract
Discussion	<ul style="list-style-type: none"> All municipalities complete planning on their own. May hire staff or an outside consultant 	<ul style="list-style-type: none"> Costs associated with the preparation of all planning reports associated with a private application (hourly billing). No costs for pre-consultation, inquiries by citizens or Township staff. No cost for municipal initiated planning work, including Official Plan and Zoning By-law updates. GIS services at no charge No overhead costs attributed. 	<ul style="list-style-type: none"> Identical to 'B' (Incremental Cost Model) except a flat fee or retainer is charged for those municipalities that are using County planning services. Recognizes time spent on general planning issues (inquiries, meetings, preconsultation) 	<ul style="list-style-type: none"> One planner is assigned to deal with local applications and costs associated with the planner, including costs such as I.T. and professional development. Director responsible for signing off on County interest. 	<ul style="list-style-type: none"> Planning staff are employed by the County but work specified days in individual municipalities based upon workload. Recognized District and local benefit. Director responsible for signing off on County interest. 	<ul style="list-style-type: none"> The cost of all planning is aggregated and shared. Planning is governed by a separate board appointed by the member municipalities. May require approval from Ministry of Municipal Affairs and Housing to establish board. 	<ul style="list-style-type: none"> All planning services are contracted out to a third party provider for the entire County.
Ease of Implementation	<ul style="list-style-type: none"> Current participating municipalities¹ will need time to transition. 	<ul style="list-style-type: none"> Current program 	<ul style="list-style-type: none"> Agreement required. 	<ul style="list-style-type: none"> Agreement required. 	<ul style="list-style-type: none"> Works best if all municipalities are participating. 	<ul style="list-style-type: none"> Likely time consuming to establish and receive approval at the outset. 	<ul style="list-style-type: none"> Agreement required by all four Townships and County. Transition time required.

¹ Currently Frontenac Islands, Central Frontenac and North Frontenac. Member municipalities still employ front line staff to complete intake, processing, scheduling etc.

<p>Costs</p>	<ul style="list-style-type: none"> Increased costs for participating municipalities. County staff will need to be re-structured. 	<ul style="list-style-type: none"> Status quo 	<ul style="list-style-type: none"> Status quo of Incremental Cost Model plus "X" amount charged to each participating municipality on an annual basis. Flat fee to be determined by County Council. 	<ul style="list-style-type: none"> Either status quo or flat fee options could apply (i.e., options B or C). 	<ul style="list-style-type: none"> Increased costs for participating municipalities. X% of costs attributed to local planning matters, balance paid by County. 	<ul style="list-style-type: none"> A cost model would need to be developed by County Council and endorsed by all Townships. Potential reduction in overall administration costs. 	<ul style="list-style-type: none"> Highest cost option
<p>Local Control & Input</p>	<ul style="list-style-type: none"> Hiring of own staff provides most control. Hiring of a consultant may provide less control, but service can be terminated by providing notice. 	<ul style="list-style-type: none"> Each municipality approves a 2 year planning workplan to ensure priorities are addressed. 	<ul style="list-style-type: none"> No change from status quo. Planning priorities and workplan to be approved by municipality. 	<ul style="list-style-type: none"> One planner would be specifically assigned to deal with all Township Planning applications and available for meetings. 	<ul style="list-style-type: none"> Work plans could be approved by all Townships to ensure local control. 	<ul style="list-style-type: none"> Local representation on the planning board but overall less local control (i.e., each municipality on its own will have a minority of votes). 	<ul style="list-style-type: none"> Contracted planners would have limited availability for on-site meetings, pre-consultation, etc. compared to current model.
<p>Risks</p>	<ul style="list-style-type: none"> Potential loss of 'solutions-oriented' planning approach and ties with County economic development programs. 	<ul style="list-style-type: none"> South Frontenac Township not part of the integrated County-wide planning program. 	<ul style="list-style-type: none"> Flat fee is inelastic and hours of general planning work in each municipality will differ. 	<ul style="list-style-type: none"> If one or municipality pulls out, costs to others will increase or staff termination costs may be incurred. Service delivery to other municipalities may be jeopardized. Workload will likely vary by Township or by quarter and will reduce flexibility to respond across the County. 	<ul style="list-style-type: none"> Workload will likely vary annually and this model may not have the flexibility to adjust to variations. 	<ul style="list-style-type: none"> Planning decisions will be made by a majority of the planning board that does not represent the local Township. 	<ul style="list-style-type: none"> Cost control may be difficult depending on the planning workload. Planners may not be familiar with the rural issues affecting the Frontenacs.

<p>Examples</p>	<ul style="list-style-type: none"> • Frontenac County prior to entering into a shared services model. • Lanark County 	<ul style="list-style-type: none"> • Very similar to planning service models used in Renfrew, Peterborough, Haliburton, and Stormont Dundas & Glengarry Counties 	<ul style="list-style-type: none"> • None known 	<ul style="list-style-type: none"> • Somewhat similar to Renfrew County which assigns planners to individual Townships. 	<ul style="list-style-type: none"> • District of Muskoka² 	<ul style="list-style-type: none"> • Similar to Land Division Committees in other Counties (deal only with consents and variances) • Pine Ridge Municipal Planning Authority (Northumberland – defunct as of 2014) 	<ul style="list-style-type: none"> • None known.
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² District assumes 75% of costs, member municipality pays 25%, plus costs of office and I.T. and transportation. Planner is employed by the District.



Report 2015-011

RECOMMEND REPORT

To: Warden and Council Members of the County of Frontenac

From: Kelly Pender
Chief Administrative Officer

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

Date prepared: January 16, 2015

Date of meeting: January 21, 2015

Re: **Emergency and Transportation Services – Community
Paramedicine Research Project – Queen’s University**

Recommendation

BE IT RESOLVED THAT the Council of the County of Frontenac accept this *Emergency and Transportation Services –Community Paramedicine Research Project – Queens University* report for information;

AND FURTHER BE IT RESOLVED THAT the Council of the County of Frontenac authorize the Warden and CAO to execute an agreement with Queen’s University, Centre for Studies in Primary Care to conduct the research project as outlined in the attached proposal.

Background

At its meeting of May 21, 2014 Council received a report regarding submission of an application for community paramedicine initiatives funding under the Community Paramedicine in Ontario Application Process. The Council adopted the following resolution:

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

Financial Implications

The proposed budget of \$81,055 is within the funding envelope provided by the Province of Ontario for this initiative.

Organizations, Departments and Individuals Consulted and/or Affected

Rural Kingston Health Link
Kingston Health Link
South East Community Care Access Centre (SECCAC)
Southern Frontenac Community Services Corporation (SFCSC)
North Frontenac Community Services (NFCS)
South East Local Health Integrated Network (SELHIN)
Kingston General Hospital (KGH)
Kingston Frontenac Lennox & Addington (KFL&A) Health Unit

Principal Investigator: Jyoti Kotecha, MPA, CChem

January
6th, 2015

Centre for Studies in Primary Care

Proposal

Queen's University Research Team:

Principal Investigator	Jyoti Kotecha, Assistant Professor, Adjunct, Department of Family Medicine
Email	Jyoti.kotecah@dfm.queensu.ca
Co-Investigator	Dr Richard Birtwhistle, Professor Department of Family Medicine & Public Health Science. Mary Martin, Research Associate, Department of Family Medicine Han Han, Research Associate, Department of Family Medicine
Email	richard.birtwhistle@dfm.queensu.ca
Organization	Centre for Studies in Primary Care
Address	220 Bagot St, Ontario, K7L 5E9
Phone	613-533-6000 extn 73970

Knowledge User Contacts:

Knowledge User Organization	County of Frontenac Paramedic Services
Primary Contact Name	Gale Chevalier
Title and Department	Deputy Chief of Performance Standards
Address	2069 Battersea Road, Glenburnie, ON, KOH 1S0
Phone	613-548-9400, extension 420
Email	gchevalier@frntenacounty.ca
Deadline	End of September 2015

Principal Investigator: Jyoti Kotecha, MPA, CChem

January
6th, 2015

SUMMARY OF REQUEST/RESEARCH QUESTION

The goal of the Community Paramedicine Project of the County of Frontenac is to establish a solid framework for future core Community Paramedicine Programs within the geographical areas of the County of Frontenac and the City of Kingston, aimed at healthy aging in the home. Of critical importance is the development of a comprehensive communication and collaboration plan within the framework, between Paramedics and other healthcare providers in the region. This will ensure that all healthcare workers involved in the care of patients within the community are informed so that patients receive the right care, in the right place, at the right time, in a fiscally responsible manner with no duplication of services.

There are four primary components of this project:

- Paramedic referrals. A process, and policies and procedures must be developed to initiate a Paramedic Referral (e.g. CREMS/PERIL) Program.
- Development of communication links between Paramedics and other healthcare providers involved with the patient.
- Home visits by Paramedics. Processes, policies and procedures will be developed to identify appropriate patients and to set guidelines for Community Paramedic Home Visits.
- Wellness Clinics. The opportunities to provide Wellness Clinics in appropriate locations will be investigated.

The Community Paramedicine project will be set up in a way that meets the requirements of the local partners and ensures effective communication. To this end the Centre for Studies in Primary Care collaborating with County of Frontenac Paramedic Services to:

- 1) Undertake an environmental scan to document current community paramedicine programs across Canada and in particular Ontario, USA, Australia, and the UK to learn about enablers and barriers to implementing a program in the County of Frontenac and the City of Kingston.
- 2) Support County of Frontenac Paramedic Services to investigate the needs and opportunities for the initiation of a Wellness Clinics in the County of Frontenac and the City of Kingston.
- 3) Support the County of Frontenac Paramedic Services to identify community healthcare providers that can collaborate in the implementation of a paramedicine community wellness program in the County of Frontenac and the City of Kingston.

Principal Investigator: Jyoti Kotecha, MPA, CChem

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- 4) Support the development of a communication plan with healthcare partners, and recommend a primary care referral pathway.
- 5) Develop a logic model to support the roll out and evaluation of a demonstration home visit/wellness program aimed at healthy aging in the home across the geographical area of the County of Frontenac and the City of Kingston.

QUEEN'S UNIVERSITY PROPOSAL

Objectives

The objectives our proposal will address include:

1. To examine research evidence to inform the development of a demonstration home visit/wellness program aimed at healthy aging in the home across the geographical area of the County of Frontenac and the City of Kingston.
2. Support County of Frontenac Paramedic Services to identify the needs and opportunities for the initiation of wellness clinics in the County of Frontenac and the City of Kingston.
3. To identify healthcare partners and facilitate the development of a framework for engaging community healthcare providers to collaborate in the development of a demonstration paramedicine wellness program in the County of Frontenac and the City of Kingston.
4. Develop a logic model to support the roll out and evaluation of a demonstration home visit/wellness program aimed at healthy aging in the home across the geographical area of the County of Frontenac and the City of Kingston.

Method

Objective 1 & 2:

A systemic review of research literature and grey literature published within the last 10 years (2004-2014) will be conducted using the following search engines; PubMed, Medline; and EMBASE. Search terms may include; healthcare, paramedicine, case management, community care coordination, homecare, wellness clinics. Additionally, we will be searching the World Wide Web, to review grey literature that is publicly available. These may include policy and service documents available on national and international government and private organization websites. We will also use Government of Ontario documents and policy papers as starting point for building the literature review.

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All of the literature retrieved from the above search engines will be first examined by a research associate and a bibliography will be compiled using Ref Manager. Screening inclusion and exclusion criteria will be developed in consultation with a representative of the County of Frontenac Paramedic Services to ensure inclusion of relevant material.

The full bibliography will then be screened by the investigators based on the title and abstract using the inclusion and exclusion criteria developed. The screening process will result in the formation of a short list of most relevant articles for more rigorous review. This short list of literature will then be critically appraised by the research associate and investigators to produce a summary report that will include discussion and recommendations for developing a suitable demonstration home visit/wellness program aimed at addressing the needs of the community and to support healthy aging in the home across the geographical area of the County of Frontenac and the City of Kingston.

Objective 3:

During our environmental scan and working with the CSPC network of healthcare providers and care provider agencies in the SE LHIN region, we will identify and provide a list of potential key healthcare partners. In consultation with a representative of the County of Frontenac Paramedic Services we will finalize this list and we will participate in discussion with these partners to support the development of communication and referral pathway framework for a demonstration home visit/wellness program aimed at addressing the needs of the community, and to support healthy aging in the home across the geographical area of the County of Frontenac and the City of Kingston.

Objective 4:

Our team will work in consultation with the County of Frontenac Paramedic Services to establish a demonstration program steering committee. We will engage in discussions with this committee and the programs healthcare partners to develop a program logic model. The logic model will document; the overall goal and expected outcomes, the resources required to implement the program, activities that need to be undertaken and the outputs for each activity documented. This logic model will also support the future evaluation of the demonstration program implemented in the region.

Research Impact

The findings of our systematic review will allow County of Frontenac Paramedic Services to develop an informed demonstration home visit/wellness program aimed at addressing the needs of the community, and

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to support healthy aging in the home across the geographical area of the County of Frontenac and the City of Kingston. Further it will ensure that the program developed links with existing resources in our region by ensuring that key partners in the region are identified and consulted.

Deliverables

Objective 1 & 2:

1. A bibliography of literature review
2. Final report of environmental scan with recommendations that will inform the development of a demonstration program.

Objective 3:

1. List of healthcare partners
2. Referral pathway process document

Objective 4:

1. A demonstration program logic model to guide implantation and evaluation of a demonstration home visit/wellness program aimed at addressing the needs of the community, and to support healthy aging in the home across the geographical area of the County of Frontenac and the City of Kingston.

Knowledge translation activities planned

A number of KT activities are planned and include:

1. The investigators and research associates will attend face to face meetings with the County of Frontenac Paramedic Services and stakeholders to present the findings provided in our environmental scan report – i.e., in a consultative role.
2. The finding of the environmental scan will be published in peer review journals.
3. The findings will be presented at an appropriate scientific health research conference, such as the Canadian Health Service Research Conference.

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Timelines

2015	Jan-end of Feb	Mar-end of April	May- end of June	July-end of August	Sep- end of Oct.
ACTIVITY					
Scope of work and Agreement	x				
REB applications	x				
REB approval	x	x			
Initial literature scan and bibliography		x			
Develop inclusion and exclusion criteria for evidence		x			
Critical appraisal of literature		x	x		
Environmental scan report with recommendations				x	
List of healthcare partners in SELHIN		x		x	
Initiate contact and support consulations to develop partnerships, and referral process maps		x	x	x	x
Initiate development of demonstration program logic model				x	
Produce final logic model					x
Knowledge Translation actives			x	x	x

Above times lines are subject to change based on availability of partners that will need to be consulted for the development of the referral pathways, and demonstration program logic model.

Principal Investigator: Jyoti Kotecha, MPA, CChem

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Budget Request & Justification

ITEM	\$Total	JUSTIFICATION
Research Associate -Queen's salary grade 8 step 6 including benefits.	\$67,595	The research associate (RA) will be required for 9 months to work with the investigators. The RA and will be responsible for seeking REB approval, conducting the literature scan, and supporting the investigators with developing the final report, and development of the healthcare provider list and contact details, developing the logic model and final l supporting the KT activites. The KT actives will continue post delivery outlined deliverables.
Supplies	\$300	Office supply costs include, ink cartridges, paper and printing costs.
Communication & travel cost for meeting attendance,	\$500	This cost is to offset the costs associated with conducting a serious of teleconferences, web conferences with healthcare partners, and the need for our team to need to travel locally to participate in consultations.
KT activity	\$3000	The research team will submit the systematic review for publication in open access journal. The cost is based on current published costs for peer review journals. As well we will also submit the findings to one health care research conference. The cost is estimated on 1 attendees and includes, travel, hotel room one-night, and food costs for attendees
Queen's University Administration costs	\$9660	This is to off-set overheads at the institutional level. It includes cost incurred by administrators within the CSPC, Department of family medicine, financial services department, Ethics office and office of research services at Queen's University.
Total budget request:		<u>\$81,055</u>

In Kind Funds provided

Investigator: Jyoti Kotecha and Dr Birtwhistle time: Valued at approximately over \$30,000 over the course of the project.



Report 2015-006

INFORMATION REPORT TO COUNCIL

To: Warden and Council Members of County of Frontenac

From: Kelly J. Pender
Chief Administrative Officer

Prepared By: Colleen Hickey
Manager of Human Resources

Date prepared: January 2, 2015

Date of meeting: January 21, 2015

Re: **Corporate Services –
Monthly Absenteeism Report Card - DECEMBER**

Recommendation

This report is for information only.

Background

For the purpose of this report Absenteeism is defined as sick time. All job protected leaves covered under the Employment Standards Act such as emergency, maternity, parental and compassionate leave are not recorded in this report.

Council directed that management provide a monthly report indicating the following information:

1. The efforts management staff is taking to ensure employee absenteeism due to illness is managed.
2. Hours of absenteeism due to illness for Emergency and Transportation Services, Fairmount Home and Corporate Services.
3. Cost of paid absenteeism for Emergency and Transportation Services, Fairmount Home and Corporate Services.

Comment

The report reflects the financial cost when an employee is to be replaced albeit through collective agreement language or operational needs of the Corporation.

Management continues to monitor employee absenteeism on a daily basis and works within legislation, County policies, procedures and collective agreements.

**1. Total Hours of Absenteeism for 2012, 2013 & 2014.
(100%, 75% and Unpaid Sick Time)**

A. Total Hours of Absenteeism for Fairmount Home

Month	2012	2013	2014
January	1620.50	1273.50	998.58
February	1599.83	772.02	832.00
March	1648.59	531.75	716.22
April	1396.47	358.25	859.20
May	1141.00	398.19	1035.34
June	1016.25	808.25	1956.25
July	847.50	1402.84	1925.50
August	677.25	1618.33	1543.00
September	1243.50	1266.75	1817.50
October	1488.42	1031.08	1657.42
November	1052.50	1079.90	1489.00
December	1068.33	978.40	1210.00
Annual Total	14800.14	11519.26	16040.01

B. Total Hours of Absenteeism for Emergency & Transportation Services

Month	2012	2013	2014
January	1253.50	1484.42	2150.50
February	1562.12	1168.11	1574.25
March	1378.83	1309.87	1207.41
April	923.00	1980.88	1432.59
May	1512.83	1754.05	1245.22
June	1848.67	1789.37	1433.25
July	1685.13	1607.87	1137.00
August	1489.00	1839.00	1467.43
September	1689.22	2019.85	1824.14
October	2167.25	2250.75	1653.50
Nov	2276.70	2485.85	1968.33
Dec	1866.28	2223.17	1829.75
Annual Total	19652.53	21913.19	18923.37

C. Total Hours of Absenteeism for Corporate Services

Month	2012	2013	2014
Jan	67.00	63.25	16.87
Feb	37.00	22.50	94.00
March	22.50	82.00	7.50
April	21.50	44.50	22.50
May	90.75	195.50	37.50
June	29.50	160.50	93.25
July	30.00	183.75	11.00
Aug	37.50	136.50	3.50
Sept	25.00	22.58	34.92
Oct	59.50	21.50	26.00
Nov	31.50	15.00	37.50
Dec	29.50	29.50	15
Annual Total	481.25	977.08	399.54

2. Operational cost of paid sick leave for Emergency & Transportation Services, Fairmount Home and Corporate Services
A.

	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 Total	10,343.08	584,263.90	291,941.00
January	503.70	66,818.75	13,919.04
February	2,782.45	42,704.38	12,410.92
March	228.23	26,556.51	12,645.12
April	490.89	44,460.64	16,575.55
May	793.15	40,097.99	24,250.93
June	2,064.59	48,701.82	40,281.72
July	447.56	38,037.14	36,825.26
August	68.64	51,383.36	27,899.63
September	735.38	59,249.02	33,099.90
October	599.41	53,862.75	26,979.73
November	1296.83	62,260.46	26,678.05
December	332.25	50,131.08	20,375.15

Replacement cost (for positions that require replacement) for Emergency & Transportation Services, Fairmount Home and Corporate Services

B.

2014	Corporate Services	Emergency & Transportation Services	Fairmount
	\$	\$	\$
May	0	40,879.56	16,556.05
June	0	47,959.99	25,357.35
July	0	37,446.74	23,012.41
August	0	34,798.60	16,005.80
September	0	56,038.01	22,892.93
October	0	48,656.36	20,059.50
November	0	56,513.22	16,615.76
December	0	41,130.75	15,606.23

Sustainability Implications

Working together to identify and reduce absenteeism and maintain key policies and best practices consistently 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

Sherry Corneil, Human Resources Generalist
 Susan Brant, Deputy Treasurer



**Joint Accessibility Advisory Committee Meeting Minutes
December 8, 2014**

A meeting of the Frontenac Joint Accessibility Advisory Committee (FAAC) was held at the Township of South Frontenac's Council Chamber, 4432 George Street, Sydenham on Monday, December 8, 2014 at 10:00 AM

- Present:** Neil Allen, Township of South Frontenac Representative - Chair
Francine Arsenault, Community at Large Representative - Vice-Chair
- Also Present:** John McDougall, County Council Incumbent
- Regrets:** Danka Brewer, Township of Central Frontenac Representative
- Staff:** Jannette Amini, Manager of Legislative Services/Clerk, County of Frontenac
Peter Young, Community Planner, County of Frontenac
Donna Longmire, Executive Assistant – Township of Central Frontenac
Steve Riddell, Fire Chief – Township of North Frontenac

1. Call to order

The Chair called the meeting to order at 10:01 a.m.

2. Adoption of the agenda

Moved By: Ms. Arsenault
Seconded By: Mr. Allen

RESOLVED THAT the agenda for the December 8, 2014 Frontenac Accessibility Advisory Committee be adopted.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

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

Based on population, the County is eligible to apply for grant up to a maximum of \$35,000 which would cover the cost of a consultant. It could also look at other counties such as Stratford and Haliburton who have already done this.

The Grant Program identifies implementation and evaluation and the creation of action plans which could identify awareness programs and programs that are lacking in the community. Unfortunately the Program does not include the actions but more the Plan and setting things up for the long term.

It was noted that an Action Plan would prove beneficial in the future when grants become available as projects would already be identified. Mr. Young added that future grants may now be tied to municipalities who have Age Friendly plans.

Moved By: Ms. Arsenault
Seconded By: Mr. Allen

THAT Committee support the submission of an application to the Age-Friendly Community Planning Grant Program for the development of an Age-Friendly Community Plan for the County of Frontenac.

CARRIED

The committee stressed that emphasis be put on a person's ability and not the disability.

7. Communications

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**8. Other business**

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9. Next meeting date

The next meeting will be at the call of the Chair.

10. Adjournment

Moved By: Ms. Arsenault
Seconded By: Mr. Allen

RESOLVED THAT the meeting hereby adjourn at 10:47 a.m.

CARRIED



**Minutes of the 150th Anniversary Planning Advisory Committee Meeting
December 10, 2014**

A meeting of the 150th Anniversary Planning Advisory Committee was held in the Bud Clayton Memorial Room of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, December 10, 2014 at 10:00 AM

In attendance:

- Warden Denis Doyle
- Jim Vanden Hoek
- Barbara Sproule
- Phil Leonard
- Pat Barr
- David Woodman
- Gary Davison

Regrets:

- Janet Gutowski (joined by teleconference)

Staff:

- Alison Vandervelde, Communications Officer
- Anne Marie Young, Manager of Economic Development

1. Call to order

As the Chair is no longer a member of the committee, the Vice Chair called the meeting to order at 10:02

2. Adoption of the agenda

Moved By: Ms. Sproule

Seconded By: Ms. Barr

THAT the agenda for the December 10, 2014 150th Anniversary Planning Advisory Committee meeting be adopted.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

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

4. Adoption of minutes

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

THAT the minutes of the 150th Anniversary Planning Advisory Committee meeting held October 8, 2014 be amended to include a roll call and be adopted as amended.

CARRIED

5. Deputations and/or presentations

Ken Keyes representing the Canadian Plowing Association will provide the Committee with an overview of the Canadian Champion Match on Wolfe Island which is being held during the week of the 150th Anniversary showcase.

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

2014-177
150th Anniversary Planning Advisory Committee 2014 Work Plan Update

Moved By: Mr. Leonard
Seconded By: Mr. Woodman

THAT the Council of the County of Frontenac change the location of its regular meeting of April to North Frontenac Township, of May to Central Frontenac Township, of June to Frontenac Islands Township, and of July to South Frontenac Township to help promote the County of Frontenac's 150th Anniversary.

CARRIED

Committee discussed the compilation of the committee and the desire to maintain the current membership.

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

THAT the Council of the County of Frontenac amend the mandate of Schedule B4 the 150th Anniversary Planning Advisory Committee to increase the number of community representatives from five to seven.

AND FURTHER THAT all previous members who have applied to serve on the 150th Anniversary Planning Advisory Committee be reappointed in order to maintain continuity of leadership for the imminent 150th Anniversary Celebrations.

CARRIED

Pam Morey & Dan Bell provided updates on the showcase event including:

- An overview of rentals
- Health & Safety Requirements: St. John's Ambulance or FPS
- The Heritage Ball will be run by the Rebeccas and Odd Fellows at the Golden Links Hall in Harrowsmith.
- Rebeccas and Odd fellows will also look after the bingo.
- Verona Lions Club will look after parking and the vendors.
- S&A Club will run the beer tent and canteen.
- St. Paul's Church in Harrowsmith is interested in running the Sunday Brunch.

The preliminary Entertainment schedule includes:

- Rob Carnegie as Friday night headliner
- Vintage Canons for a five gun salute before Opening Ceremonies, a group which will also participate in the parade and perform a re-enactment on Sunday, for an approximate cost of \$4,000
- Dan will engage fire department for the fireworks on Friday night.
- Working to secure Emily Fennel for Saturday night, and then backfill around the headliners.
- Saturday also have the Ontario Championship Strongman/Strongwoman competition, which includes a bus pull
- Making connections to negotiate a rate lower than \$25,000 to secure Sarah Harmer on Sunday.
- Looking to hire a different band for the Saturday Heritage Ball. The committee recommended Don Cochrane in Kingston who hires a bunch of studio guys... could be a low cost option.

Mr. Davison provided an update on South Frontenac Township's work at Centennial Park. Mr. Davison suggests that \$3,000 - \$4,000 will need to be allocated in the budget for further improvements and ground maintenance at the park.

Nick Gilmour at Gilmours Meats has agreed to supply free of charge the 150 feet of sausage for the South Frontenac Family Day, which usually draws about 1,500 people and will act as the Launch Event for the 150th Anniversary. This will be a great promotion to get people talking about the 150th. County staff will look at promoting this event and invite the Warden and rest of County Council to participate. Warden Doyle mentioned some celebrity presence might help beef up the event and suggested Mr. Davison could talk to Dan Akroyd about attending.

The Committee asked Morey & Bell to provide a detailed event plan at the next meeting.

Ken Keyes – Canadian Ploughing Championships

Canadian Plowing Organization is the overseeing body of all other plowing associations in Canada. CPO is responsible to hold championships with the top plowmen from across the province, and the 2015 match will be held on Wolfe Island during the last week in August. Plowers will come in on Sunday, August 23 with plowing taking place Thursday – Saturday (Aug 27 - 29). The Wolfe Island Plowmen’s Association (WIPA) will hold its match on Wednesday, August 26). The CPO and the WIPA believe this will complement the 150th Anniversary celebrations.

Mr. Vanden Hoek suggested that this is a great opportunity for partnership – the partners of the plowmen might like to attend the 150th Showcase on the Saturday... and perhaps people from the mainland Townships would like to attend the Wolfe Island match on the Wednesday. He suggested that we could provide transportation to the ferry dock on Wednesday and from the ferry dock to Harrowsmith on Saturday. Ms. Anne Marie Young will follow-up on this.

If there is a 150th promotional publication produced, the CPO would like the CPC highlighted. Staff should connect with Mr. Keyes on this. Mr. Keyes would also like to present to County Council in January to ask for sponsorship.

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

THAT the 150th Anniversary Planning Advisory Committee supports the Canadian Plowing Competition through inclusion in any 150th advertising material.

CARRIED

Ms. Gutowski mentioned that the Central Frontenac Heritage Festival will be over Family Day weekend and the Warden and Council should be invited out to the Opening Ceremonies on Friday evening. There’s also an opportunity for cross promotion of the SF Family Day event in the Heritage Fest promotional material. Morey & Bell should connect with Ms. Gutowski on this idea.

Moved By: Mr. Leonard
Seconded By: Mr. Woodman

THAT the 150th Anniversary Planning Advisory Committee accepts the judges’ recommendation of the design of Ms. Debbie Emery being chosen as the winning quilt design for the County of Frontenac 150th Anniversary Design contest.

CARRIED

Mr. Keyes mentioned that a plow belonging to Don Greenlees’ was donated to WIPA. It was completely chromed and the plow is still in Ken’s possession. It will be used at the WI match and could be used in the Frontenac Match as well. The original idea was that

it could be mounted here at the County office as a tribute to the Greenlees family (it should be moved here permanently at some point).

The committee discussed the Scholarship and directed staff to expand the essay to 1,000 words instead of 250.

The committee discussed the postcards and agreed that staff should order another 5,000 to get started, and reminded staff to connect with the Townships about getting a blurb into their tax bills.

The committee supported the purchase of the signs for Centennial Park at an approximate cost of \$700.00

The committee discussed promoting the 150th at community events throughout the year and agreed the Wolfe Island Family Ball Tournament (August long eekend) and horse show (mid-July), plus the Canada Day run in Sharbot Lake and the South Frontenac Family Day event should all be added to the list.

7. Communications



8. Other business



9. Next meeting date

The next meeting of the 150th Anniversary Planning Advisory Committee is scheduled for February 11th, 2015 at 10 a.m. at the County Administrative Building.

10. Adjournment

Moved By: Mr. Leonard
Seconded By: Mr. Woodman

THAT the meeting hereby adjourn at 12:00

CARRIED



COMMITTEE REPORT TO COUNCIL

To: Warden and Council Members of the County of Frontenac

From: Jannette Amini
Manager of Legislative Services/Clerk

Date prepared: January 14, 2015

Date of meeting: January 21, 2015

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

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

Recommendations:

a) **Change in Location of County Council Meetings**

THAT the Council of the County of Frontenac change the location of its regular meeting of April to North Frontenac Township, of May to Central Frontenac Township, of June to Frontenac Islands Township, and of July to South Frontenac Township to help promote the County of Frontenac's 150th Anniversary.

b) **Amendments to the 150th Anniversary Planning Advisory Committee Mandate – Committee Composition**

THAT the Council of the County of Frontenac amend the mandate of Schedule B-4 the 150th Anniversary Planning Advisory Committee to increase the number of community representatives from five to seven.

AND FURTHER THAT all previous members who have applied to serve on the 150th Anniversary Planning Advisory Committee be reappointed in order to maintain continuity of leadership for the imminent 150th Anniversary Celebrations.



**Minutes of the Sustainability Advisory Committee Meeting
December 1, 2014**

A meeting of the Sustainability Advisory Committee (SAC) was held in the Bud Clayton Memorial Room of the County Administrative Office, 2069 Battersea Road, Glenburnie on Monday, December 1, 2014 at 10:00 a.m.

Roll Call:

Tracy John, Chair
Don Ross
Barrie Gilbert
Warden Doyle, Ex-Officio

Staff:

Anne Marie Young, Manager of Economic Development
Alison Vandervelde, Communications Officer (Recording Secretary)
Kelly Pender, CAO
Peter Young, Community Planner

Regrets:

Geoff Sandiford, Vice Chair

Call to order

The Chair called the meeting to order at 10:05

Adoption of the agenda

Moved By: Warden Doyle
Seconded By: Mr. Gilbert

THAT the agenda for the December 1, 2014 Sustainability Advisory Committee meeting be adopted.

CARRIED

Disclosure of pecuniary interest and general nature thereof

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

Adoption of minutes

Moved By: Mr. Gilbert
Seconded By: Mr. Ross

THAT the minutes of the Sustainability Advisory Committee meeting held November 6, 2014 be amended to include a roll call and be adopted as amended.

CARRIED

Deputations and/or presentations



Reports/Topics for Discussion

**2014-175
Sustainability Advisory Committee – 2014 Work Plan Update**

Mr. Young provided a verbal update on the staff research into Local Improvement Charges.

- Mr. Young has met with Utilities Kingston who has met with Ontario Hydro regarding on-bill financing. They have a pilot project set for early 2015 with potential roll out in 2016. The City of Kingston is planning to report progress in the fourth quarter.
- Toronto has over 100 in the process, but several are being held up because of bank sign-off issues.
- In Durham the program was originally moved forward by one committee, but the finance department raised many concerns and it has not yet been launched. The
- City of Halifax focused on solar hot water only, in order to make it administratively easy.

Many municipalities are waiting to evaluate Toronto’s program. The committee discussed possible ideas for Frontenac, suggesting that we should start simple and add to the program as residents start taking advantage of it. Mr. Young also reported that North Frontenac Township is looking at accomplishing similar goals through the use of a Community Improvement Plan.

Moved By: Mr. Ross
Seconded By: Warden Doyle

THAT the incoming 2015-2018 Sustainability Advisory Committee pursues options in assisting homeowners in energy retrofits with support and collaboration from the County of Frontenac.

CARRIED

Mr. Pender led a high-level discussion regarding the nature of *Directions for Our Future* and *Sustainable Actions*. He reported that Council has directed that *Sustainable Actions* needs to be more Community / Committee / Council driven than it has been in the past, it needs to be a bottom-up, not top-down process, and it needs to be more focused.

Though the content of *Sustainable Actions* is community-driven, the SAC has a duty to recommend priorities to Council that reflect the Committee's priorities. The Committee needs to look at viable next steps, to ensure it is recommending priorities for which the County has capacity to influence, and remember that accountability is a big piece of this committee's role.

The committee discussed the need to start transitioning over the next few years away from using the word sustainability, toward resiliency. The notion of restoration was also mentioned. A holistic and forward-thinking approach could fit into how the Frontenacs are branded as well... environmentally conscious planning will speak for itself. The committee discussed the need to brand Frontenac County and Ms. Young provided a verbal outline of the March 4 & 5 Frontenac Economic Development Days.

Ms. John suggested that establishing small working groups comprised of two or three members each could achieve progress on particular priorities. The committee supported this idea and suggested that the groups could potentially be based on the pillars, and incorporate some of the very passionate community members who have been long involved in the ICSP process. Committee members agreed that the members of those working groups could not be expected to take on administrative responsibilities, and the SAC meetings would become the formal reporting mechanism.

The committee reviewed *Sustainable Actions 2014/15* and indicated opportunities to be recommended as priority to County Council. The committee directed staff to further group opportunities into an implementation plan for Council's consideration, with the longer version becoming an appendix.

Moved By: Mr. Gilbert
Seconded By: Mr. Ross

THAT staff consolidate the draft Sustainable Actions 2014/2015 report in a manner that reflects committee input. Staff will circulate the revised report to the committee by email and unless the committee feels the need to discuss the revised report as a group, it will go directly to County Council for its consideration.

CARRIED

Moved By: Warden Doyle
Seconded By: Mr. Gilbert

THAT the SAC adopt the 2015 Workplan to include the amendments as per the committee conversation today.

CARRIED

Communications

~~~~~

**Other business**

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Next meeting date

Adjournment

Moved By: Warden Doyle
Seconded By: Mr. Ross

THAT the meeting hereby adjourn at 12:11

CARRIED



COMMITTEE REPORT

To: Deputy Warden and Council Members of the County of Frontenac

From: Jannette Amini
Manager of Legislative Services/Clerk

Date prepared: January 16, 2015

Date of meeting: January 21, 2015

Re: Sustainability Advisory Committee – Report to Council

The Sustainability Advisory Committee at its meeting held December 1, 2014 passed the following motion:

THAT staff consolidate the draft Sustainable Actions 2014/2015 report in a manner that reflects committee input.

As part of the discussion, staff were asked to circulate the revised report to the committee by email and unless the committee felt the need to discuss the revised report as a group, it would go directly to County Council. As a result, the following recommendation is being presented for Council's consideration:

Recommendation:

WHEREAS a group of community members came together on September 18, 2014 with the goal of establishing short-term priorities for sustainability in the Frontenacs and were successful in identifying 23 opportunities for priority action,

AND WHEREAS, the Sustainability Advisory Committee (SAC) is responsible for providing input and recommendations regarding the implementation of *Directions for Our Future*, in particular to help meet the "Commitment Towards a Sustainable Future" and the "Community Input" elements,

AND WHEREAS, some of the County-led differences made through the ICSP process over the past five years include:

- ✓ Community Improvement Plans are underway in every Township.
- ✓ 31kms of the Frontenac K&P Trail have been developed. An additional 8kms are currently being developed. The ultimate goal is for the K&P to reach Sharbot Lake by 2017.

- ✓ County Council adopted its first ever Official Plan in October, 2014.
- ✓ A 2012 community paramedicine pilot project lead to ongoing Wellness Clinics in Marysville. In October 2014 Frontenac Paramedic Services received a grant of \$156,800 from the Ministry of Health and Long-Term Care to establish a framework for future community paramedicine programs in the County of Frontenac and the City of Kingston.
- ✓ A Natural Heritage Study
- ✓ The Seniors Housing Pilot Project completed in 2012 laid the groundwork for the establishment of Council’s Seniors Housing Task Force.
- ✓ \$240,010 to date distributed through Small Scale Community Sustainability Initiatives Funding to such projects as:
 - Frontenac Islands Tourist Information Centre Refurbish - \$15,000
 - North Frontenac Dry Hydrant - \$5,000
 - Cataraqui Trail Rutledge Rd Bridge Improvements - \$11,000
 - Central Frontenac Multi-Use Project Trail Improvements - \$10,000
 - New Leaf Link E-applications for Special Needs Persons - \$5,500
 - Friends of Arden Kissing Bridge - \$ 9,400

AND WHEREAS the SAC reviewed the community-identified 23 priorities at its October and December meetings and agreed that the following six should be priority goals:

	Priority Goal	Strategies	Leader
1	Develop low-impact tourism to attract a new generation of tourists	Focusing on user needs, develop associated services and support business growth along trails	To be lead by the County with some community involvement
		Improve public restrooms and visitor information facilities	To be lead by the County with some community involvement
2	Restore farming in a way suitable to the varied environments in the County	Help the small market farmer overcome capacity limitations by supporting local food production, processing and distribution chain development	To be lead by the community with some County involvement
		Support Farmers’ Markets	To be lead by the community with some County involvement
3	Implement County Council’s Strategic Goals (developed	<i>Goal 1: Seniors</i>	
		Develop a transportation system	To be lead by County

	in 2014)	that meets the needs of County residents	Council
		Assist the elderly to age safely in their homes through the development of Community Paramedicine Projects, social services and senior's housing options	To be lead by County Council
		<i>Goal 2: Waste Management</i>	
		Develop long-term waste management plans	To be lead by the community with some County involvement
		<i>Goal 3: Costs & Revenues</i>	
		Develop a strategy to attract and support more small retail stores/groceries	To be lead by the community with some County involvement
		Create more youth employment opportunities; promote youth employment & entrepreneurship.	To be lead by the County with some community involvement
		Expand senior population by encouraging retirees to move to the County, while keeping sight of the importance of youth retention	To be lead by the County with some community involvement
4	Continue / Expand Support for Small Scale Community Sustainability Initiatives Funding	In the 2015 budget, support the allocation of \$50,000 from Federal Gas Tax to the SSSCSI Funding. Commit to long-term financial support for the program.	To be lead by County Council
5	Support Local Improvement Charges to permit citizen house retrofits for energy conservation	The Sustainability Advisory Committee should develop a "made in Frontenac" solution by pursuing options in assisting homeowners in energy retrofits with support and collaboration from the County of Frontenac	To be lead by the County with some community involvement
6	Support the protection, maintenance and	Through partnership with the Frontenac Stewardship	To be lead by the community with some

	improvement of lake quality and water table	<p>Foundation:</p> <ul style="list-style-type: none"> • Develop a Frontenac Stewardship Plan • Support continued efforts to educate citizens • Support the development of Lake and Shoreline Management Plans 	County involvement
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NOW THEREFORE, BE IT RESOLVED THAT the Council of the County of Frontenac endorse these six priority goals for consideration during the budget process and implementation in 2015, and that this approved motion be forwarded to: (1) the member municipalities for their discussion and use during Township strategic planning sessions, (2) the March 4 & 5 Frontenac Economic Development Days, and (3) the Budget Process for resource allocation consideration.

For Council's reference, a draft copy of Sustainable Actions 2014/2015 which was considered at the December 1, 2014 Sustainability Advisory Committee is attached and identifies all priorities that were established by the community at the ICSP Workshop in September 2014



Sustainable Actions

Frontenac County Guide to Sustainability 2014-2015



DRAFT

DRAFT SUSTAINABLE ACTIONS 2014/2015

www.frontenacounty.ca



What is this guide?

You now hold in your hands the condensed version of *Sustainable Actions 2014/2015*, which includes two parts:

- (1) the list of community-generated opportunities for sustainability in the Frontenacs, identified as priority and non-priority, and
- (2) the Community Partnership Agreement, representing the community involvement that is crucial to the realization of a sustainable Frontenacs, 50 years into the future.

Where did it start?

In 2009, after two years of extensive community consultation, the Council of the County of Frontenac adopted the Integrated Community Sustainability Plan (ICSP), *Directions for Our Future*, as its 50 year vision for a sustainable future in the Frontenacs. Every year since then, Council's Sustainability Advisory Committee has developed an implementation plan, *Sustainable Actions*, based on community input to guide short-term actions toward long-term sustainability.

Who is responsible?

We all are.

Over the past five years, significant, tangible differences have been made through the ICSP process. Continued positive momentum relies on:

- **County Council's** ongoing support for the process
- The County's **Sustainability Advisory Committee's** community liaison and engagement efforts and facilitation and encouragement of community priorities
- **Citizens'** innovative leadership of priority opportunities and involvement in the process to ensure sustainability efforts continue to reflect current community interests

What's next?

After careful consideration of the 23 community-identified priorities, the Sustainability Advisory Committee recommended County Council endorsement for the following six priority goals for consideration during the 2015 budget process and implementation in 2015:

1. Develop low-impact tourism to attract a new generation of tourists
2. Restore farming in a way suitable to the varied environments in the County
3. Implement County Council's Strategic Goals (developed in 2014)
4. Continue / Expand Support for Small Scale Community Sustainability Initiatives Funding
5. Support Local Improvement Charges to permit citizen house retrofits for energy conservation
6. Support the protection, maintenance and improvement of lake quality and water table

Some of the County-led differences made through the ICSP process over the past five years:

- ✓ Community Improvement Plans are underway in every Township.
- ✓ 31kms of the Frontenac K&P Trail have been developed. An additional 8kms are currently being developed. The ultimate goal is for the K&P to reach Sharbot Lake by 2017.
- ✓ County Council adopted its first ever Official Plan in October, 2014.
- ✓ A 2012 community paramedicine pilot project lead to ongoing Wellness Clinics in Marysville. In October 2014 Frontenac Paramedic Services received a grant of \$156,800 from the Ministry of Health and Long-Term Care to establish a framework for future community paramedicine programs in the County of Frontenac and the City of Kingston.
- ✓ A Natural Heritage Study
- ✓ The Seniors Housing Pilot Project completed in 2012 laid the groundwork for the establishment of Council's Seniors Housing Task Force.
- ✓ \$240,010 distributed through Small Scale Community Sustainability Initiatives Funding to such projects as:
 - Frontenac Islands Tourist Information Centre Refurbish - \$15,000
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 - New Leaf Link E-applications for Special Needs Persons - \$5,500
 - Friends of Arden Kissing Bridge - \$ 9,400

The community continues to affect great positive change. A list of 109 ongoing, community-led sustainable actions was reported at the September 18th ICSP Workshop. Please visit www.frontenacounty.ca to see that full list.

Priority Opportunities for 2014/2015

The group of community members who gathered at the 2014 Sustainability Workshop identified 23 opportunities as priority for 2014/2015.

Grouped into seven topics – (1) Tourism & Marketing, (2) Community Development, (3) Business Growth, (4) Housing & Transportation, (5) Waste, (6) Water, and (7) Population Building – those priorities are listed in the next three pages with accompanying information: a leader(s), next steps, sustainability pillar, resources required, timeframe, and votes received and colour assigned at the 2014 ICSP Workshop.



7 Red Priorities to be lead by the community with some County involvement
11 Yellow Priorities to be lead by the County with some community involvement
3 Blue Priorities to be completely driven by County Council

1) Tourism & Marketing

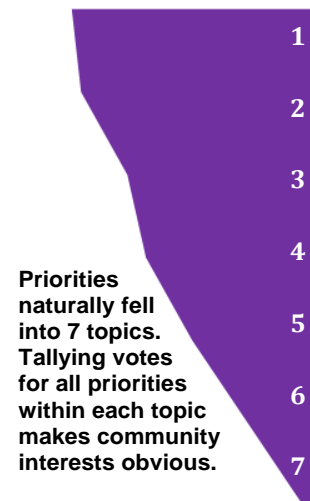
PRIORITY	PILLAR	RESOURCES	TIME FRAME	VOTES REC'D & COLOUR ASSIGNED AT ICSP WORKSHOP
Public Restroom	Economic	\$\$	Short Term	12
Low Impact Tourism	Economic	\$	Medium Term	5
Associated Services	Economic	\$\$	Short Term	5
Active Transportation	Economic	\$\$	Medium Term	3
New Gen Tourists	Economic	\$	Short Term	1
Signature Identity	Economic	\$\$	Medium Term	0

PRIORITY	Improve public restrooms and information facilities for visitors
PRIMARY LEAD	Township, County, Province
NEXT STEP	Rent & service port-a-potties or build/improve permanent restrooms

PRIORITY	Develop low impact tourism experiences
PRIMARY LEAD	County / Municipalities
NEXT STEP	Identify inventory and gaps

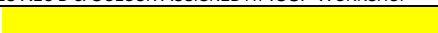



PRIORITY	Focusing on user needs, develop associated services and support business growth along trails
PRIMARY LEAD	County; 2 nd : CRCA, EOTA, Tourism Associations, MTO, FA, Rec Clubs, etc
NEXT STEP	Priority projects include parking, trailheads, washrooms, and signage. Use County data to support business cases as required.

PRIORITY	Develop active transportation destinations
PRIMARY LEAD	County, Public Works Managers Group; 2 nd : KFL&A Health Unit, Community
NEXT STEP	Develop an Active Transportation Plan



PRIORITY	Encourage a new generation of tourists
PRIMARY LEAD	LOLTA, Farmers Markets, Artists, Artisans; 2 nd : County and Townships (for funding)
NEXT STEP	(1) Move, improve & staff Sharbot Lake Tourist Booth, (2) Continue to develop social media advertising
PRIORITY	Build a signature identity for the County – a “necklace” of connected communities & activities
PRIMARY LEAD	County Council; 2 nd : LOLTA, FAB, CFDC
NEXT STEP	A meeting to establish a cohesive, “made in Frontenac” approach

2| **Community Development**

PRIORITY	PILLAR	RESOURCES	TIME FRAME	VOTES REC'D & COLOUR ASSIGNED AT ICSP WORKSHOP
Restore Farming	Economic	\$	Long Term	14 
Support SSCSI	Social	\$	Short Term	5 
Support LICs	Economic	\$\$	Medium Term	4 
Re-purpose Schools	Social	\$\$\$	Long Term	2 

PRIORITY	Restore farming in a way suitable to the varied environments in the County
PRIMARY LEAD	Local farmers (existing and potential), FCFDC, Ag Groups, Townships
NEXT STEP	Encourage fairs and farmers markets. Create more favourable regulations for micro-farming. Review Township planning regulations

PRIORITY	Continue / Expand Support for Small Scale Community Sustainability Initiatives Funding
PRIMARY LEAD	County Council
NEXT STEP	Improve promotion of this project to the community. Review evaluation tool to align with sustainability priorities. County Council to discuss long-term funding.

PRIORITY	Support Local Improvement Charges to permit citizen house retrofits for energy conservation
PRIMARY LEAD	Townships, County, Province
NEXT STEP	Business plan and pilot project. Considerable discussion already done.

PRIORITY	Re-purpose Hinchinbrooke & Sharbot Lake Public Schools as a hub for social services, green business, social activities and sports
PRIMARY LEAD	Community group for Hinchinbrooke PS, CF TWP, Recreation Committees, County
NEXT STEP	Construct a timeline for action re: tendering. Review the possibility of improving the buildings through the Community Improvement Program.

3| Business Growth

PRIORITY	PILLAR	RESOURCES	TIME FRAME	VOTES REC'D & COLOUR ASSIGNED AT ICSP WORKSHOP
Support Local Food	Eco	\$	Medium Term	8
More Retail Stores	Eco	\$	Medium Term	4
TWP Ec Dev Ctte's	Eco	\$\$	Medium Term	4
Youth Employment	Eco	\$\$\$	Long Term	4
Extend Services	Eco			0

PRIORITY | Support local food processing, production and distribution chain development
PRIMARY LEAD | Frontenac Arch Biosphere, Food Council, KEDCO; 2nd: Farmers, local food retailers
NEXT STEP | October 8th CFDC Co-op Workshop

PRIORITY | Develop a strategy to attract and support more small retail stores/groceries
PRIMARY LEAD | CFDC, County, Citizens
NEXT STEP | Assemble group to perform current state analysis

PRIORITY | Establish Economic Development Committees at each Township and at the County
PRIMARY LEAD | Township Councils, County Council
NEXT STEP | Investigate the steps / implications involved

PRIORITY | Create more youth employment opportunities; promote youth employment & entrepreneurship, addressing physical infrastructure gaps as req'd
PRIMARY LEAD | FCFDC, St. Lawrence College, Townships, Residents, County
NEXT STEP | Develop a strategy

PRIORITY | Extend services from Kingston (i.e., water, transit, sewer)
PRIMARY LEAD | City, Townships, County, Utilities Kingston, Kingston Transit
NEXT STEP | Explore opportunities for long term planning with Kingston



4| Housing & Transportation

PRIORITY	PILLAR	RESOURCES	TIME FRAME	VOTES REC'D & COLOUR ASSIGNED AT ICSP WORKSHOP
Transportation System	Social	\$\$\$	Long Term	11
Community Paramedicine	Social	\$\$	Medium Term	6
Secondary Suites	Social	\$\$\$	Long Term	1

PRIORITY | Develop a transportation system that meets the needs of County residents
PRIMARY LEAD | County Council; 2nd: Southern and Northern Frontenac Community Services, Townships
NEXT STEP | Conduct a Needs Assessment by category, including seniors, to understand the focus and scope of needs and determine an appropriate service model

PRIORITY	Assist the frail/elderly to age (remain) safely in their homes through the development of Community Paramedicine Projects
PRIMARY LEAD	County (FPS); 2 nd : Local Townships, Rural Kingston Health Links
NEXT STEP	Complete framework for future community paramedicine programs in the County of Frontenac and the City of Kingston and report-back in 2015.

PRIORITY	Promote / Allow secondary suites in homes to increase housing stock
PRIMARY LEAD	CAOs Group (Townships and County), Planning Staff
NEXT STEP	Investigate the steps / implications involved

5| **Waste**

PRIORITY	PILLAR	RESOURCES	TIME FRAME	VOTES REC'D & COLOUR ASSIGNED AT ICSP WORKSHOP
Waste Mgmt Plans	Environmental	\$\$\$	Long Term	6
Study Energy from Waste	Environmental	\$\$	Long Term	4
Waste Mgmt/Energy	Environmental	\$\$\$	Long Term	3

PRIORITY	Develop long-term waste management plans
PRIMARY LEAD	Townships; 2 nd : County, City of Kingston
NEXT STEP	Review actual volumes, waste practices and life spans of all site

PRIORITY	Study the feasibility of producing energy from waste
PRIMARY LEAD	County, EOWC, City of Kingston
NEXT STEP	Secure a commitment from neighbouring communities

PRIORITY	Develop program of efficient, ecologically sensitive waste mgmt that produces energy
PRIMARY LEAD	County, Township Public Works, CAO Group; 2 nd : EOWC and City of Kingston
NEXT STEP	Complete OP, Complete Stewardship Plan



6| **Water**

PRIORITY	PILLAR	RESOURCES	TIME FRAME	VOTES REC'D & COLOUR ASSIGNED AT ICSP WORKSHOP
Lakes & Water Table	Environmental	\$\$	Long Term	7

PRIORITY	Support the protection, maintenance and improvement of lake quality and water table
PRIMARY LEAD	CRCA, Stewardship Foundation; 2 nd : Residents, Townships, County
NEXT STEP	Education / Lake Management Plans

7| **Population Building**

PRIORITY	PILLAR	RESOURCES	TIME FRAME	VOTES REC'D & COLOUR ASSIGNED AT ICSP WORKSHOP
Senior Population	Economic	\$\$	Long Term	1

PRIORITY	Expand senior population by encouraging retirees to move to the County
PRIMARY LEAD	LOLTA, Townships, County Economic Dev., Real Estate Agents
NEXT STEP	Start plans for retirement complex; Develop marketing plan

Other Opportunities

Results from the September 18th workshop indicate the following 33 opportunities will also contribute to the sustainability of Frontenac County, but are considered lower priority than those above.

1| Community Development

PRIORITY	Support local historical associations in their effort to protect and display our collective history
PRIMARY LEAD	Townships, County, Historical Associations, First Nations
NEXT STEP	Connection with associations and Ontario heritage Ministries
PRIORITY	Support existing arts / music festivals and/or develop new cultural events
PRIMARY LEAD	County, interested individuals, the new Frontenac Arts Council
NEXT STEP	Find a champion. Research where artists are & facilities for a festival
PRIORITY	Establish a Frontenac Arts Council
PRIMARY LEAD	Township & County Councils, Arts Organizations & individuals
NEXT STEP	Work with FAB & Kingston Arts Council for information
PRIORITY	Farm Sitting
PRIMARY LEAD	Residents / Municipalities
NEXT STEP	Build a co-op / market it
PRIORITY	Expand the definition of the social and cultural pillars, to increase activity in these areas
PRIMARY LEAD	County of Frontenac & municipalities / interested individuals
NEXT STEP	Focused discussion / brainstorming
PRIORITY	Community collaboration / networking
PRIMARY LEAD	Resident / Municipalities
NEXT STEP	BLANK
PRIORITY	Conduct a Seminar Series – public evenings with speakers
PRIMARY LEAD	Frontenac Stewardship Foundation & SAC
NEXT STEP	Obtain funding (\$8 - \$10,000 for 4 – 5 seminars)
PRIORITY	Local energy policy
PRIMARY LEAD	Municipalities
NEXT STEP	Renewable energy, conservation
PRIORITY	Build Car Charging Stations
PRIMARY LEAD	Municipalities / County
NEXT STEP	Identify locations, marketing

Other
Opportunities

PRIORITY	Educate citizens regarding the importance of light abatement
PRIMARY LEAD	Townships, County
NEXT STEP	Develop and deliver a program

2| **Business Growth**

PRIORITY	Increase and diversify tourism opportunities
PRIMARY LEAD	CFDC and potential entrepreneurs
NEXT STEP	Advertise business opportunities

PRIORITY	Commercial Rentals, Facilities
PRIMARY LEAD	CFDC / Small Business / Monieson Centre
NEXT STEP	Feasibility Study

PRIORITY	Recognize that local small businesses are essential to the health of our communities through the development and/or support of shop-local initiatives
PRIMARY LEAD	Townships / County Economic Development / FCFDC / Local Businesses
NEXT STEP	Support existing “shop local” programs and add to the promotion efforts

PRIORITY	Support local food initiatives
PRIMARY LEAD	BLANK
NEXT STEP	Define “local”. Research and develop a marketing plan. Develop a food tour. Look into OMFA Small Market Development (i.e. Tamworth)

PRIORITY	Obtain provincial funding for water and sewer services in the hamlets
PRIMARY LEAD	Province, County, Townships
NEXT STEP	Meet with provincial politicians / staff

PRIORITY	Assist small businesses to remain compliant with MOL requirements
PRIMARY LEAD	County, St. Lawrence College Employment Services
NEXT STEP	Develop an information package for small businesses, deliver mobile workshops

PRIORITY	Hire an experienced person to advise/support associations and organizations
PRIMARY LEAD	County Council
NEXT STEP	Pilot Project (deliver workshops: volunteer / organizational management, grant applications, etc.)

3| **Planning**

PRIORITY	Map & define Frontenac County Watersheds
PRIMARY LEAD	County Planners, OMNR, Frontenac Stewardship Foundation
NEXT STEP	Locate current databases (MNR) and gaining access to this data

Other Opportunities

PRIORITY	Monitor, measure and map crop pesticides that are decimating pollinators (eg neonicotinoids) through organic farms (tax breaks)
PRIMARY LEAD	BLANK
NEXT STEP	BLANK

PRIORITY	Develop a Stewardship Plan for Frontenac County (flowing from OP)
PRIMARY LEAD	Frontenac County / Frontenac Stewardship
NEXT STEP	Complete OP, Complete Stewardship Plan

PRIORITY	Develop a landscape connectivity plan to respond to global warming, movement barriers and to connect parks, wildlife refuges
PRIMARY LEAD	County Planning with Province
NEXT STEP	Meet with appropriate provincial ministry staff

PRIORITY	Monitor and map invasive species with emphasis on citizen involvement, GIS locations and rapid response communication, web-based
PRIMARY LEAD	County; 2 nd : Ontario Ministries, Frontenac Stewardship Foundation, Ducks Unlimited Canada
NEXT STEP	BLANK

PRIORITY	Map endangered species and species of concern
PRIMARY LEAD	County; 2 nd : Province and NGOs
NEXT STEP	BLANK

4| Housing & Transportation

PRIORITY	Increase the diversity in size and affordability of housing stock
PRIMARY LEAD	Townships (and County)
NEXT STEP	Review zoning by-laws / Official Plans

PRIORITY	Support the development of affordable seniors housing and assisted living
PRIMARY LEAD	County / municipalities / community services / City of Kingston
NEXT STEP	Finding sites

PRIORITY	Develop a Nursing / Long Term Care Home north of Verona
PRIMARY LEAD	County & Province
NEXT STEP	BLANK

PRIORITY	Establish a program of sustainable funding for Frontenac Transportation Services
PRIMARY LEAD	County Council
NEXT STEP	4-5 year funding plan in budget

Other Opportunities

5| **Tourism & Marketing**

PRIORITY	Develop a strategy to collaboratively market clusters in the County
PRIMARY LEAD	Residents, business owners, County
NEXT STEP	Establish a committee of volunteers to lead

PRIORITY	Expand hiking trails and integrate associated marketing
PRIMARY LEAD	BLANK
NEXT STEP	County App for Trails

6| **Water**

PRIORITY	Water table resilience
PRIMARY LEAD	Resident / Municipalities / Province
NEXT STEP	Strategy

PRIORITY	Source water protection of private settlements
PRIMARY LEAD	CCA, Gov't
NEXT STEP	Review zoning by-laws / Official Plans

7| **Population Building**

PRIORITY	Repurpose existing buildings to create affordable rentals for young people
PRIMARY LEAD	Real Estate, Entrepreneurs, NFP
NEXT STEP	Conduct a needs assessment and Identify best practices (i.e. Haliburton Highlands)

PRIORITY	Leverage high speed internet to attract new businesses and young people through the development of business parks and/or support for home based businesses
PRIMARY LEAD	CFDC / County / Townships / Private Sector
NEXT STEP	Determine infrastructure gaps. Research solutions to attract young population + promote area

Other Opportunities



**TRAILS ADVISORY COMMITTEE
MINUTES
December 4, 2014**

A meeting of the Trails Advisory Committee (TAC) was held in the Bud Clayton Memorial Room of the County Administrative Office, 2069 Battersea Road, Glenburnie on Thursday, December 4, 2014 at 10:00 AM.

Roll Call:

- Allan McPhail, Chair
- Warden Denis Doyle, Vice-Chair
- Dieter Eberhardt
- Derrick Spafford
- Joan Hollywood
- Marc Moeys

Staff:

- Anne Marie Young, Manager of Economic Development
- Kayla Blakely, Recording Secretary

1. Call to order

The Chair called the meeting to order at 9:59 a.m.

2. Adoption of the agenda

Moved By: Mr. Moeys
Seconded By: Mr. Eberhardt

THAT the agenda for the December 4, 2014 Trails Advisory Committee be approved.

CARRIED

3. Disclosure of pecuniary interest and general nature thereof

No members of the Committee declared any disclosures of pecuniary interest.

4. Adoption of minutes

Moved By: Warden Doyle
Seconded By: Mr. Spafford

THAT the minutes of the Trails Advisory Committee meeting held October 2, 2014 be adopted as circulated.

CARRIED

5. Deputations and/or presentations

There were none.

6. Reports/Topics for Discussion

2014-176

Trails Advisory Committee – 2014 Work Plan Update

Ms. Young explained that since the last Committee meeting, significant work has been completed related to producing the Partnership Agreement with the Eastern Ontario Trails Alliance (EOTA) and releasing the Bridge RFP. Work on the trail has begun and has been moving along quickly. Ms. Young stated that Fish Creek Bridge should have been completed prior to Elbow Creek Bridge in order to gain access to this detached part of the trail, therefore a solution to the access issue was included as an addendum to the RFP. The funding received for the development of the Trail applies to the section of the trail from the White Lake Road access to the southernmost point of Oclean Lane, and therefore does not cover the north section that would surpass the Fish Creek Bridge. It will be determined at a later date how this section of the trail will be developed. The trucking and materials are under the EOTA's role in trail construction, and the bridge(s) is/are the County's responsibility. Currently the contractor has completed the trail to Elbow Creek. The Geotechnical Investigation report determined that there is 12 feet of gravel at the base of the Creek, and the 6 existing wooden pylons are in fair to good condition and extend 13.5 meters downward to the bedrock. The beaver damn at the site has been removed to prepare for the awarded contractor to construct the Elbow Creek Bridge.

Mr. Eberhardt informed the Committee that the L&A Ridge Runners Snowmobile Club has opened all of the gates along the Trail from Harrowsmith to the south access at Craig Road as per the protocol that went to Council. The gates have been unlocked and relocked open so they cannot be closed by the public. Committee members mentioned that trees and debris have been falling onto the trail, however it seems the user have been removing the brush as they come upon it.

Regarding a County Trails meeting she had attended, Ms. Young suggested that potential partnerships with Lanark County and Renfrew County could be established once the trail is completed to connect to their existing trail networks. Central Frontenac staff will be a good resource for future development of the K&P Trail for their local representation, for approaching adjacent landowners and for suggesting alternative routes where needed.

Mr. Eberhardt suggested that a barrier be put in place once the construction of the bridge commences to prevent snowmobiles and ATVs from using this unopened section of the trail and disturbing the construction process during the winter.

Ms. Young addressed an adjacent landowner's concern about ATV's using the section of the trail along Duncan Lake south of Fish Creek Road which is an environmental sensitive area. An alternative route was suggested to detour ATV's onto Township roads Oclean Lane and Fish Creek Road then westward back onto the Trail. Mr. McPhail began discussion on who would maintain Oclean Lane if the County were to divert ATV's to these Township roads. He suggested that a formal agreement with the Township of Central Frontenac be established to delegate maintenance responsibilities and costs, and liabilities. The County should set precedence for the off-trail rerouting that will be encountered in the future development.

Warden Doyle expressed the benefits of Kingston completing its portion of the K&P south to connect to the Waterfront Trail, in order to have a corridor from Lake Ontario to Sharbot Lake and beyond in the future.

Moved By: Mr. Eberhardt
Seconded By: Mrs. Hollywood

THAT the Trails Advisory Committee receive this 2014 Work Plan Update report for information.

AND FURTHER THAT County Council approve the diversion of ATV traffic from the K&P Trail between where it conjuncts with Oclean Lane and the access north of Fish Creek Bridge, with diverted traffic using Oclean Lane and Fish Creek Road; subject to confirmation of ownership of Oclean Lane and a formal maintenance agreement with Central Frontenac for the right-of-way.

CARRIED

7. Communications

i. Correspondence from Bill Murnighan regarding specific usages of the K&P Trail

Ms. Young explained that she would respond to Mr. Murnighan once she had informed the Committee and gathered their input. Mr. Eberhardt stated that the snowmobile club

has Snowmobile Trail Officer Patrol (STOP) Officers and Trail Patrollers that will enforce proper trail use, along with Ontario Provincial Police officers.

8. Other business

Ms. Young acknowledged the need for regulations and standards for placing signage on the trail. Committee members recognized the importance of local businesses promoting their amenities and location; however sign pollution should be avoided. Mr. Eberhardt also mentioned that the snowmobile club places information and kilometer signs along the trail indicating upcoming destination points.

Mr. Eberhardt approached the committee regarding the Snowmobile Club's interest in constructing a "comfort station" on the north end of the trail (approximately one kilometer south of White Lake Road) to provide a rest stop for trail users. The groomer operators will maintain the small building during winter months; however it will continue to be available for use year-round. It could be explored that EOTA assume responsibility during the summer, or eventually a "Friends of the K&P" group. The Committee agreed the project is beneficial to the trail users and Mr. Eberhardt informed that the club will install it within the coming weeks.

9. Next meeting date

The next meeting date will be determined when County Council reappoints the Committee.

10. Adjournment

Moved By: Warden Doyle

Seconded By: Mr. Moeys

THAT the meeting hereby adjourn at 10:57 a.m.

CARRIED



COMMITTEE REPORT

To: Warden and Council Members of the County of Frontenac

From: Jannette Amini
Manager of Legislative Services/Clerk

Date prepared: January 16, 2015

Date of meeting: January 21, 2015

Re: Trails Advisory Committee – Recommendations to Council

Use of ATV's in Environmental Sensitive Areas

Recommendation:

THAT County Council approve the diversion of ATV traffic from the K&P Trail between where it conjuncts with Oclean Lane and the access north of Fish Creek Bridge, with diverted traffic using Oclean Lane and Fish Creek Road; subject to confirmation of ownership of Oclean Lane and a formal maintenance agreement with Central Frontenac for the right-of-way.



POSTED CHEQUE LISTING

PAYROLL

FOR THE PERIOD OF: November 13, 2014 - December 8, 2014 (inclusive)

PAYROLL DATE

PP#23	October 27, 2014 to November 9, 2014	Canadian Payroll	\$	160,681.74
PP#24	November 3, 2014 to November 16, 2014	Canadian Payroll	\$	309,971.19
PP#24	November 10, 2014 to November 23, 2014	Canadian Payroll	\$	174,910.96
PP#24	November 17, 2014 to November 30, 2014	Canadian Payroll	\$	290,703.29
SP	Special Pay December 8, 2014	Canadian Payroll	\$	5,937.91

PAYROLL TOTAL: \$ 942,205.09

TOTAL: \$ 942,205.09



POSTED CHEQUE LISTING
(Great Plains)

COUNTY OF FRONTENAC

FOR THE PERIOD OF: November 13, 2014 - December 8, 2014 (inclusive)

CHEQUE TOTAL: 1,771,837.04

TOTAL: \$1,771,837.04

**County of Frontenac
Transaction Register Report
November 13, 2014 to December 8, 2014**

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
680498	RECEIVER GENERAL	11/19/2014	8.79
11192014	COUNTY OF FRONTENAC	11/19/2014	628.00
11192014	PARAMEDIC ASSOCIATION	11/19/2014	145.00
11192014	TD FUTURE BUILDER	11/20/2014	1,050.00
11252014	TD FUTURE BUILDER	11/25/2014	275.00
117	TAMBLYN, ANGELIQUE IN TRUST (R	11/14/2014	265.50
12032014	COUNTY OF FRONTENAC	12/4/2014	623.00
12042014	TD FUTURE BUILDER	12/3/2014	1,050.00
1760334	RECEIVER GENERAL	11/26/2014	76,274.00
1761042	RECEIVER GENERAL	11/26/2014	22,382.35
2573	COUNTY OF FRONTENAC	11/13/2014	633.00
2586	SODEXO SERVICES CANADA	11/24/2014	59,203.60
2593	REVEREND LEWIS BRYANT	12/2/2014	1,082.40
2595	PARAMEDIC ASSOCIATION	12/4/2014	145.00
38511	NEIL ALLEN	11/14/2014	79.50
38512	CDW CANADA	11/14/2014	5,595.53
38513	CRINTEC LTD.	11/14/2014	1,605.62
38514	CROWN COLLISION SERVICE LTD.	11/14/2014	326.95
38515	FRANK'S WORLDWIDE MOVING	11/14/2014	520.00
38516	GLENBURNIE GROCERY	11/14/2014	40.00
38517	MINISTER OF FINANCE	11/14/2014	579.66
38518	ONTARIO MEDICAL SUPPLY	11/14/2014	184.53
38519	PREMERGENCY INC.	11/14/2014	904.00
38520	RECEIVER GENERAL	11/14/2014	94.20
38521	REINHART, RACHELLE	11/14/2014	440.00
38522	ST LAWRENCE POOLS	11/14/2014	341.83
38523	STRATHROY SENIOR'S HYMN BOOK	11/14/2014	145.00
38524	STRYKER CA LP	11/14/2014	18.72
38525	TAMBLYN, ANGELIQUE IN TRUST	11/14/2014	563.51
38526	TAMBLYN, ANGELIQUE IN TRUST (R	11/14/2014	175.00
38527	YOUNG, DR. REBEKKA	11/14/2014	141.00
38528	AMCTO ZONE 6	12/2/2014	195.00
38529	JODY CAMPBELL'S SEPTIC SERVICE	12/2/2014	124.30
38530	CANADIAN TIRE STORE 195	12/2/2014	15.35
38531	CDW CANADA	12/2/2014	932.59
38532	CITY TAXI	12/2/2014	37.55
38533	DELTA PRINTING	12/2/2014	394.14
38534	DUCHENE, JOHN	12/2/2014	1,400.00
38535	ESKEROD SIGNS	12/2/2014	700.60
38536	407 ETR	12/2/2014	15.17
38537	GLENBURNIE GROCERY	12/2/2014	78.03
38538	GREEN ACRES INN	12/2/2014	228.12
38539	HR SYSTEMS STRATEGIES INC.	12/2/2014	5,682.77
38540	KINGSTON HOME HEATING	12/2/2014	145.82
38541	LOYALIST COLLEGE	12/2/2014	7,497.00

**County of Frontenac
Transaction Register Report
November 13, 2014 to December 8, 2014**

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
38542	MICHAEL RIDDELL & ASSOCIATES	12/2/2014	2,208.38
38543	MINISTER OF FINANCE	12/2/2014	264.32
38544	MOBILITY CARE CO.	12/2/2014	129.25
38545	PAM VANCOUGHNETT	12/2/2014	100.00
38546	RACKAIR INC.	12/2/2014	135.60
38547	STERICYCLE INC.	12/2/2014	107.53
38548	THE PUBLIC SECTOR DIGEST INC.	12/2/2014	3,029.13
38549	TROPHY HOUSE	12/2/2014	45.20
38550	UNIVERSITY HOSPITALS KINGSTON	12/2/2014	54,000.00
38551	WORKPLACE SAFETY & PREVENTIO	12/2/2014	1,356.00
38552	LLOYD, STEVEN	12/2/2014	120.00
38553	ACCREDITATION CANADA	12/2/2014	5,955.03
38554	DOUG BARNES	12/2/2014	125.00
38555	SIEMENS BUILDING TECHNOLOGIES	12/2/2014	11,306.78
38556	WALMART CREDIT DEPT.	12/2/2014	27.05
38557	MCNEIL, BILLIE	12/2/2014	262.50
38558	MINISTER OF FINANCE-MTO	12/4/2014	4,890.00
4038491	MINISTER OF FINANCE	11/14/2014	30,891.94
4651	OMERS	11/28/2014	260,640.67
4846132	RECEIVER GENERAL	11/19/2014	42,002.29
4846627	RECEIVER GENERAL	11/19/2014	14,907.28
8933206	RECEIVER GENERAL	11/13/2014	79,296.35
8933794	RECEIVER GENERAL	11/13/2014	17,654.65
A2H6Y4	MINISTRY OF THE ATTORNEY GENE	11/19/2014	505.50
A2H6Y5	MINISTRY OF THE ATTORNEY GENE	11/19/2014	374.50
A5A8L4	RONA HOME & GARDEN	11/25/2014	682.38
EFT0004962	ACKLANDS GRAINGER INC.	11/24/2014	24,278.09
EFT0004963	AIG INSURANCE COMPANY OF CAN/	11/24/2014	837.03
EFT0004964	AIR-RESP MEDICAL INC.	11/24/2014	1,291.49
EFT0004965	ALEX MCCOY PLUMBING AND HEATI	11/24/2014	418.67
EFT0004966	ALLIED MEDICAL	11/24/2014	5,697.86
EFT0004967	KYLE ANDREWS	11/24/2014	723.20
EFT0004968	A PARTY CENTRE	11/24/2014	1,595.56
EFT0004969	FRANCINE ARSENAULT	11/24/2014	89.40
EFT0004970	BAYRIDGE PRINTER PRO	11/24/2014	782.75
EFT0004971	BEEHLER BROS. ELECTRICAL	11/24/2014	1,632.34
EFT0004972	BENSON TRUCK & TRAILER	11/24/2014	9,776.96
EFT0004973	BENSON COMMERCIAL TIRE	11/24/2014	3,368.72
EFT0004974	LINDE CANADA	11/24/2014	4,367.17
EFT0004976	CANADIAN TIRE	11/24/2014	833.49
EFT0004977	WASTE MANAGEMENT	11/24/2014	3,080.97
EFT0004978	CANADIAN LINEN AND UNIFORM SEI	11/24/2014	498.88
EFT0004979	CARLETON UNIFORMS INC.	11/24/2014	1,096.83
EFT0004980	CHOQUETTE CKS	11/24/2014	233.68
EFT0004981	COLLINS	11/24/2014	473.05

**County of Frontenac
Transaction Register Report
November 13, 2014 to December 8, 2014**

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0004982	CRESTLINE COACH LTD.	11/24/2014	621.11
EFT0004983	DIGITAL OFFICE	11/24/2014	266.49
EFT0004984	E.S.FOX LIMITED	11/24/2014	864.45
EFT0004985	FERNO	11/24/2014	1,947.92
EFT0004986	CARDINAL HEALTH CANADA INC.	11/24/2014	2,655.40
EFT0004987	GASKIN, DR. ANNE	11/24/2014	1,250.00
EFT0004988	OFFICE MAX GRAND & TOY LTD	11/24/2014	483.23
EFT0004989	HEALTH SUPPORTS & FITTING SER\	11/24/2014	48.00
EFT0004990	HICKS MORLEY HAMILTON STEWAR	11/24/2014	593.02
EFT0004991	HOLLINGSWORTH SUPPLY SERVICE	11/24/2014	3,773.91
EFT0004992	INTERDEV TECHNOLOGIES INC.	11/24/2014	6,192.00
EFT0004993	J. WATKINS AND ASSOCIATES (INC	11/24/2014	2,017.05
EFT0004994	NEDCO KINGSTON	11/28/2014	135.37
EFT0004995	NEIL'S FLOWERS	11/28/2014	251.43
EFT0004996	ORMSBEE'S MERCANTILE	11/28/2014	153.39
EFT0004997	PAT ROGERS TOWING SERVICE	11/28/2014	228.83
EFT0004998	PUROLATOR COURIER LTD.	11/28/2014	78.00
EFT0004999	RIVETT ARCHITECTURAL HARDWAR	11/28/2014	640.71
EFT0005000	WIRELESS RNA TECHNOLOGY INC.	11/28/2014	13,976.19
EFT0005001	ROWLAND EMERGENCY VEHICLE PI	11/28/2014	643.40
EFT0005002	SAINT ELIZABETH HEALTHCARE	11/28/2014	2,035.00
EFT0005003	SERVE PRO - KINGSTON	11/28/2014	1,869.20
EFT0005004	SHOPPERS DRUG MART	11/28/2014	4,113.67
EFT0005005	SWISH MAINTENANCE LTD	11/28/2014	2,377.69
EFT0005006	TAYLOR CHEVROLET CADILLAC	11/28/2014	633.11
EFT0005007	THE FRONTENAC NEWS	11/28/2014	106.79
EFT0005008	THE KINGSTON WHIG STANDARD	11/28/2014	135.76
EFT0005009	THOMPSON ELECTRIC	11/28/2014	1,094.97
EFT0005010	TOWNSHIP OF SOUTH FRONTENAC	11/28/2014	2,925.00
EFT0005011	TRIM-LINE OF SOUTH EASTERN ONT	11/28/2014	350.30
EFT0005012	TROUSDALE HOME HARDWARE	11/28/2014	281.37
EFT0005013	TSSA - TECHNICAL STANDARDS SAF	11/28/2014	105.00
EFT0005014	VERSUS BUSINESS FORMS AND LAE	11/28/2014	97.53
EFT0005015	WATSON & ASSOCIATES ECONOMIC	11/28/2014	1,806.02
EFT0005016	WESTBURNE/RUDDY ELECTRIC	11/28/2014	205.82
EFT0005017	SUN MEDIA CORPORATION	11/28/2014	1,470.13
EFT0005018	MUNICIPAL PROPERTY ASSESSMEN	11/28/2014	187,128.31
EFT0005019	CANADIAN CLEANING SERVICES & S	12/1/2014	621.50
EFT0005020	CANADIAN LINEN AND UNIFORM SEI	12/1/2014	169.76
EFT0005021	KINGSTOWN INVESTMENTS INC	12/1/2014	4,421.13
EFT0005022	DESERT LAKE GARDENS	12/1/2014	5,501.38
EFT0005023	GEMMILL, DAVE	12/1/2014	2,636.66
EFT0005024	HOTEL DIEU HOSPITAL	12/1/2014	2,519.54
EFT0005025	MARILYN'S CLEANING SERVICES	12/1/2014	600.00
EFT0005026	QUINTE CRANE RENTALS INCORPOI	12/1/2014	5,103.83

**County of Frontenac
Transaction Register Report
November 13, 2014 to December 8, 2014**

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0005027	EMMONS & MITCHELL CONSTRUCTI	12/1/2014	287,836.67
EFT0005028	GASKIN, DR. ANNE	12/1/2014	1,152.00
EFT0005029	KINGSTON FRONTENAC PUBLIC LIBI	12/1/2014	61,233.00
EFT0005030	4 OFFICE AUTOMATION LIMITED	12/4/2014	642.99
EFT0005031	ACKLANDS GRAINGER INC.	12/4/2014	3,896.07
EFT0005032	AGC FLAT GLASS NORTH AMERICA	12/4/2014	73.45
EFT0005033	AIR LIQUIDE CANADA INC.	12/4/2014	23.12
EFT0005034	ALLIED MEDICAL	12/4/2014	12,425.38
EFT0005035	KYLE ANDREWS	12/4/2014	452.00
EFT0005036	ATTENTION GETTERS	12/4/2014	1,548.10
EFT0005037	LINDE CANADA	12/4/2014	726.47
EFT0005038	BOYD ELECTRIC	12/4/2014	819.25
EFT0005039	CADUCEON ENVIRONMENTAL LABO	12/4/2014	444.21
EFT0005040	CANADIAN TIRE	12/4/2014	529.30
EFT0005041	CARLETON UNIFORMS INC.	12/4/2014	5,651.82
EFT0005042	CHRISTIE WALTHER	12/4/2014	70.50
EFT0005043	COLLINS	12/4/2014	821.46
EFT0005044	CULLIGAN WATER CONDITIONING	12/4/2014	407.00
EFT0005045	CUPE LOCAL 109	12/4/2014	653.37
EFT0005046	DIGITAL OFFICE SYSTEMS	12/4/2014	167.46
EFT0005047	DIGITAL OFFICE	12/4/2014	141.43
EFT0005048	K3C COMMUNITY COUNSELLING CE	12/4/2014	2,114.00
EFT0005049	FERNO	12/4/2014	1,356.00
EFT0005050	CARDINAL HEALTH CANADA INC.	12/4/2014	365.24
EFT0005051	PRINTFUSION INC.	12/4/2014	178.54
EFT0005052	HAMILTON SMITH LTD	12/4/2014	524.33
EFT0005053	HOLLINGSWORTH SUPPLY SERVICE	12/4/2014	4,756.76
EFT0005054	HOLSAG CANADA	12/4/2014	4,922.11
EFT0005055	HOTEL DIEU HOSPITAL	12/4/2014	85.00
EFT0005056	HOME CARDIOGRAPIC INC	12/4/2014	60.00
EFT0005057	INTERDEV TECHNOLOGIES INC.	12/4/2014	2,891.67
EFT0005058	JJ EXPRESS	12/4/2014	152.10
EFT0005059	1557145 ONTARIO LTD.	12/4/2014	265.55
EFT0005060	KFL&A HEALTH UNIT	12/4/2014	58,626.41
EFT0005061	KINGSTON GENERAL HOSPITAL	12/4/2014	47,512.53
EFT0005062	KINGSTON REGIONAL HOSPITAL LA	12/4/2014	1,984.38
EFT0005063	KINGSTON ACCESS BUS	12/4/2014	27.00
EFT0005064	KINGSTON INJURY MANAGEMENT C	12/4/2014	1,243.00
EFT0005065	KRECKLO MUNICIPAL CONSULTANT	12/4/2014	2,843.57
EFT0005066	ACTIVE HEALTH SERVICES LTD.	12/4/2014	9,401.35
EFT0005067	ALEX MCCOY PLUMBING AND HEATI	12/4/2014	3,876.87
EFT0005068	ARJO HUNTLEIGH CANADA	12/4/2014	2,635.56
EFT0005069	BEEHLER BROS. ELECTRICAL	12/4/2014	176.28
EFT0005070	CANADIAN LINEN AND UNIFORM SEI	12/4/2014	177.68
EFT0005071	HARTINGTON EQUIPMENT	12/4/2014	781.21

**County of Frontenac
Transaction Register Report
November 13, 2014 to December 8, 2014**

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0005072	HICKS MORLEY HAMILTON STEWAR	12/4/2014	2,247.57
EFT0005073	BENSON COMMERCIAL TIRE	12/4/2014	1,136.46
EFT0005074	BENSON TRUCK & TRAILER	12/4/2014	4,176.71
EFT0005075	LEN'S CONTROLS LTD	12/8/2014	135.60
EFT0005076	LEONARD FUELS LTD.	12/8/2014	376.82
EFT0005077	LEVAC PROPANE INC.	12/8/2014	100.56
EFT0005078	MAGNACHARGE	12/8/2014	59.73
EFT0005079	MALLORY'S FIRE SYSTEMS LTD	12/8/2014	620.37
EFT0005080	M.C. HEALTHCARE PRODUCTS	12/8/2014	522.00
EFT0005081	MEDICAL MART	12/8/2014	1,475.36
EFT0005082	MED-I-PANT INC.	12/8/2014	684.54
EFT0005083	MICROAGE KINGSTON	12/8/2014	449.46
EFT0005084	MODERN TAXI CAB LTD	12/8/2014	10.00
EFT0005085	MOTION SPECIALTIES	12/8/2014	5,577.45
EFT0005086	OPSEU LOCAL 462	12/8/2014	7,693.67
EFT0005087	ORMSBEE'S MERCANTILE	12/8/2014	241.80
EFT0005088	PAT ROGERS TOWING SERVICE	12/8/2014	991.58
EFT0005089	PUROLATOR COURIER LTD.	12/8/2014	22.75
EFT0005090	RENTOKIL PEST CONTROL CANADA	12/8/2014	318.66
EFT0005091	SANDS CANADA INC/ANGUS	12/8/2014	67.80
EFT0005092	CUPE NATIONAL	12/8/2014	6,872.59
EFT0005093	SHARBOT LAKE LAWN SERVICE	12/8/2014	1,073.50
EFT0005094	SUN LIFE ASSURANCE COMPANY OI	12/8/2014	50,262.72
EFT0005095	SWISH MAINTENANCE LTD	12/8/2014	1,515.92
EFT0005096	THOMPSON ELECTRIC	12/8/2014	171.03
EFT0005097	TOWNSHIP OF SOUTH FRONTENAC	12/8/2014	1,977.50
EFT0005098	W.R. BRIGHTMAN & SON LTD	12/8/2014	226.00
EIPP12052014	IMPERIAL OIL	12/5/2014	6,118.51
H8U3K9	PETRO CANADA	12/1/2014	10,904.28
J9H5J3	WORKPLACE SAFETY AND INSURAN	11/28/2014	70,357.76
K6Y5W5	INFOSAT TELECOMMUNICATIONS	12/1/2014	142.12
K6Y5W6	BELL CANADA	12/1/2014	21.51
K6Y5W7	SHAW DIRECT	12/1/2014	97.17
K6Y5W8	BELL MOBILITY	12/1/2014	2,910.18
L4U2L2	MINISTRY OF THE ATTORNEY GENE	12/3/2014	505.50
L4U2L3	MINISTRY OF THE ATTORNEY GENE	12/3/2014	374.50
PAP11162014	HYDRO ONE	11/16/2014	366.90
PAP11172014	HYDRO ONE	11/17/2014	544.78
PAP11172014	BELL CANADA	11/17/2014	255.90
PAP11172014	BELL CANADA	11/17/2014	99.15
PAP11182014	HYDRO ONE	11/18/2014	429.95
PAP11242014	HYDRO ONE	11/24/2014	72.13
PAP11242014	BELL CANADA	11/24/2014	290.42
PAP11252014	KINGSTON ONLINE SERVICES	11/24/2014	84.69
PAP11262014	TD VISA (3196) ANNE MARIE YOUN	11/26/2014	118.44

**County of Frontenac
Transaction Register Report
November 13, 2014 to December 8, 2014**

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
PAP11262014	TD VISA (6180) MICHAEL VAN HAR	11/26/2014	196.63
PAP11262014	VISA (1891) CHRIS MCBAIN	11/26/2014	206.58
PAP11262014	TD VISA (3154) DAVID MILLARD	11/26/2014	900.64
PAP11272014	UNION GAS	11/27/2014	157.83
PAP11272014	UTILITIES KINGSTON	11/27/2014	274.24
PAP12012014	TD VISA (0707) JENNIFER DAWSON	12/1/2014	1,270.39
PAP12012014	UTILITIES KINGSTON	12/1/2014	136.41
PAP12012014	UTILITIES KINGSTON	12/1/2014	119.52
PAP12022014	HYDRO ONE	12/2/2014	142.49
PAP12042014	UNION GAS	12/4/2014	5,981.30
PAP12062014	HYDRO ONE	12/6/2014	244.40
PAP12062014	HYDRO ONE	12/6/2014	6.10
PAP12082014	UNION GAS	12/8/2014	26.81
Y6L6K8	BELL CANADA	11/19/2014	861.75
Y6L6K9	RELIANCE HOME COMFORT	11/14/2014	20.23
Y6L6L2	SHAW DIRECT	11/18/2014	310.56
Y6L6L3	NORTH FRONTENAC TELEPHONE CO	11/18/2014	274.26
Y6L6L4	WTC COMMUNICATIONS	11/18/2014	363.00
Y6L6L5	WTC COMMUNICATIONS	11/18/2014	779.70
Total Transactions: 244			1,771,837.04
Void Transactions: EFT0004975			



POSTED CHEQUE LISTING
(Great Plains)

COUNTY OF FRONTENAC

FOR THE PERIOD OF: December 9, 2014 - January 13, 2015 (inclusive)

CHEQUE TOTAL: 2,781,615.34

TOTAL: \$2,781,615.34

**County of Frontenac
Transaction Register Report
December 9, 2014 to January 13, 2015**

Cheque Number	Vendor Cheque Name	Cheque Date	Amount
788590	MINISTER OF FINANCE	12/15/2014	26,190.93
119	TAMBLYN, ANGELIQUE IN TRUST	12/12/2014	279.00
12092014	TD FUTURE BUILDER	12/9/2014	275.00
12312014	COUNTY OF FRONTENAC	12/31/2014	648.00
154512	CANADIAN DEPOSITORY FOR SEC	12/11/2014	382,837.49
2600	ROCHON, SUE	12/11/2014	671.65
2605	PARAMEDIC ASSOCIATION	12/18/2014	145.00
2606	COUNTY OF FRONTENAC	12/18/2014	628.00
2608	SODEXO SERVICES CANADA	12/23/2014	64,718.51
2609	ROCHON, SUE	12/22/2014	684.00
3842499	RECEIVER GENERAL	12/10/2014	77,429.15
3842885	RECEIVER GENERAL	12/10/2014	16,505.55
38559	NEIL ALLEN	12/12/2014	79.80
38560	BRAFASCO	12/12/2014	31.46
38561	JODY CAMPBELL'S SEPTIC SERVI	12/12/2014	124.30
38562	CDW CANADA	12/12/2014	165.09
38563	CORNERSTONE MEDICAL	12/12/2014	500.00
38564	DOOR DOCTOR	12/12/2014	236.11
38565	ESKEROD SIGNS	12/12/2014	418.10
38566	FRAMEWORKS	12/12/2014	90.68
38567	GLENBURNIE GROCERY	12/12/2014	39.90
38568	INFITRAK INC.	12/12/2014	519.80
38569	JACOBS BUSINESS SOFTWARE IN	12/12/2014	2,034.00
38570	JOHN, TRACY	12/12/2014	24.00
38571	JUBILATE SINGERS	12/12/2014	125.00
38572	LLOYD, STEVEN	12/12/2014	120.00
38573	MINISTER OF FINANCE	12/12/2014	9,872.65
38574	P & D SEALING AND LINES	12/12/2014	4,810.98
38575	RACKAIR INC.	12/12/2014	411.97
38576	RECEIVER GENERAL	12/12/2014	162.94
38577	REVELL FORD LINCOLN	12/12/2014	16.95
38578	ROSS, DON	12/12/2014	50.88
38579	STERICYCLE INC.	12/12/2014	132.92
38580	ST LAWRENCE POOLS	12/12/2014	222.14
38581	TELEFLEX MEDICAL CANADA INC.	12/12/2014	1,909.70
38582	TRI TONES C/O JUDY DOUGLAS	12/12/2014	50.00
38583	TROPHY HOUSE	12/12/2014	67.80
38584	TAMBLYN, ANGELIQUE IN TRUST	12/12/2014	411.40
38585	VANDERVOORT HOLDINGS LTD.	12/12/2014	980.25
38586	MINISTER OF FINANCE	12/12/2014	283.02
38587	ONTARIO HERITAGE TRUST	12/18/2014	1,695.00
38588	STARK BATTAM	12/29/2014	1,175.20
38589	CORNERSTONE MEDICAL	12/29/2014	512.81
38590	DELTA PRINTING	12/29/2014	197.07
38591	DIETER EBERHARDT	12/29/2014	32.16

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Cheque Number	Vendor Cheque Name	Cheque Date	Amount
38592	ENVIRO-GUARD	12/29/2014	63.28
38593	ESKEROD SIGNS	12/29/2014	62.15
38594	407 ETR	12/29/2014	38.35
38595	GRANITE TRANSFORMATIONS	12/29/2014	16,995.20
38596	HR SYSTEMS STRATEGIES INC.	12/29/2014	562.21
38597	JESSUP FOOD & HERITAGE LTD.	12/29/2014	1,125.84
38598	JIFFY AUTO SERVICE	12/29/2014	33.90
38599	LAND O' LAKES TOURIST ASSOCI	12/29/2014	1,534.54
38600	MANNING, JOHN	12/29/2014	130.00
38601	MEDICAL ARTS PHARMACY	12/29/2014	90.50
38602	MINISTER OF FINANCE	12/29/2014	267.91
38603	NEW LEAF LINK	12/29/2014	5,310.74
38604	PREMIER TECH AQUA	12/29/2014	144.64
38605	RECEIVER GENERAL	12/29/2014	305.50
38606	REINHART, RACHELLE	12/29/2014	330.00
38607	ROBINSON EXCAVATING & TRUCK	12/29/2014	1,276.90
38608	STERICYCLE INC.	12/29/2014	215.06
38609	ST LAWRENCE POOLS	12/29/2014	4,474.82
38610	ST LAWRENCE COLLEGE	12/29/2014	5,085.00
38611	TELEFLEX MEDICAL CANADA INC.	12/29/2014	6,960.80
38612	TOWNSHIP OF NORTH FRONTENAC	12/29/2014	122,244.00
38614	TAMBLYN, ANGELIQUE IN TRUST	12/29/2014	204.54
38615	JIM VANDENHOEK	12/29/2014	24.00
38616	LINDA SILVER	12/29/2014	120.00
38617	WOODMAN, DAVID	12/29/2014	24.00
38618	TOWNSHIP OF CENTRAL FRONTENAC	12/29/2014	127,757.67
38619	TOWNSHIP OF SOUTH FRONTENAC	12/29/2014	440,719.00
38620	JODY CAMPBELL'S SEPTIC SERVICE	1/12/2015	124.30
38621	CANADIAN TIRE STORE 195	1/12/2015	51.96
38622	CDW CANADA	1/12/2015	572.44
38623	PAIGE COUSINEAU	1/12/2015	2,492.76
38624	CROWN COLLISION SERVICE LTD	1/12/2015	576.30
38625	DAVID STONE & ASSOCIATES	1/12/2015	2,881.50
38626	GUARDIAN BRIDGE RAPID CONSTRUCTION	1/12/2015	56,184.58
38627	GUINDON HVAC	1/12/2015	945.58
38628	HILLARY'S DRY CLEANERS	1/12/2015	84.75
38629	HOLWAY & HUTCHINSON	1/12/2015	214,130.92
38630	MINISTER OF FINANCE	1/12/2015	401.43
38631	RECEIVER GENERAL	1/12/2015	368.95
38632	STAPLES ADVANTAGE	1/12/2015	442.23
38633	JAGUAR MEDIA	1/12/2015	1,497.25
38634	TAMBLYN, ANGELIQUE IN TRUST	1/12/2015	395.15
38639	THE CORPORATION OF THE CITY	12/31/2014	3,000.00
38640	PAYROLL - GARNISHMENT	12/31/2014	258.71
38641	TOWNSHIP OF FRONTENAC ISLAND	12/31/2014	74,725.00

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Cheque Number	Vendor Cheque Name	Cheque Date	Amount
38642	TOWNSHIP OF NORTH FRONTENAC	12/31/2014	2,000.00
4818778	RECEIVER GENERAL	12/17/2014	1,668.58
4818778	RECEIVER GENERAL	12/17/2014	1,668.58
5230608	RECEIVER GENERAL	12/24/2014	79,028.77
5231184	RECEIVER GENERAL	12/24/2014	20,024.29
69997	TD FUTURE BUILDER	12/16/2014	1,050.00
70751	TD FUTURE BUILDER	12/31/2014	1,075.00
9116919	RECEIVER GENERAL	12/17/2014	42,799.11
9117279	RECEIVER GENERAL	12/17/2014	13,229.08
EFT0005099	4 OFFICE AUTOMATION LIMITED	12/11/2014	273.17
EFT0005100	ACKLANDS GRAINGER INC.	12/11/2014	34,045.59
EFT0005101	AIG INSURANCE COMPANY OF CANADA	12/11/2014	839.60
EFT0005102	ALEX MCCOY PLUMBING AND HEATING	12/11/2014	669.97
EFT0005103	ALLIED MEDICAL	12/11/2014	11,235.90
EFT0005104	KYLE ANDREWS	12/11/2014	723.20
EFT0005105	BENSON TRUCK & TRAILER	12/11/2014	12,233.04
EFT0005106	BENSON COMMERCIAL TIRE	12/11/2014	5,154.78
EFT0005107	LINDE CANADA	12/11/2014	3,983.87
EFT0005108	CANADIAN TIRE	12/11/2014	333.45
EFT0005109	WASTE MANAGEMENT	12/11/2014	636.85
EFT0005110	CANADIAN LINEN AND UNIFORMS	12/11/2014	549.38
EFT0005111	CARE STREAM MEDICAL LTD.	12/11/2014	2,131.18
EFT0005112	CENTENNIAL ENGRAVERS AND TINTERS	12/11/2014	305.10
EFT0005113	THE CORPORATION OF THE CITY OF FRONTENAC	12/11/2014	152,384.71
EFT0005114	CRESTLINE COACH LTD.	12/11/2014	1,452.68
EFT0005115	E.S.FOX LIMITED	12/11/2014	4,543.17
EFT0005116	GEORGE COUREY INC	12/11/2014	1,962.86
EFT0005117	OFFICE MAX GRAND & TOY	12/11/2014	156.66
EFT0005118	OFFICE MAX GRAND & TOY LTD	12/11/2014	391.60
EFT0005119	G.T. AIR SYSTEMS INC.	12/11/2014	259.89
EFT0005120	HOLLINGSWORTH SUPPLY SERVICES	12/11/2014	1,819.27
EFT0005121	1517823 ONTARIO INC. O/A INDEPENDENT	12/11/2014	220.35
EFT0005122	INTERDEV TECHNOLOGIES INC.	12/11/2014	6,192.00
EFT0005123	JIM THOMPSON CHRYSLER	12/11/2014	1,518.47
EFT0005124	K3C COMMUNITY COUNSELLING (COUNSELLORS)	12/11/2014	310.00
EFT0005125	KINGSTON REGIONAL HOSPITAL	12/11/2014	1,499.79
EFT0005126	LEVAC SUPPLY LTD	12/11/2014	896.90
EFT0005127	LEVAC PROPANE - COUNTY	12/11/2014	282.50
EFT0005128	MARILYN'S CLEANING SERVICES	12/11/2014	600.00
EFT0005129	MCKEOWN & WOOD FUELS	12/11/2014	180.19
EFT0005130	LIFELABS LP	12/11/2014	925.00
EFT0005131	MEDICAL MART	12/11/2014	1,196.62
EFT0005132	MOTION SPECIALTIES	12/11/2014	7,165.04
EFT0005133	NEIL'S FLOWERS	12/11/2014	79.10
EFT0005134	PREMERGENCY INC.	12/11/2014	904.00

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Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0005135	PUROLATOR COURIER LTD.	12/11/2014	31.32
EFT0005136	WIRELESS RNA TECHNOLOGY IN	12/11/2014	322.05
EFT0005137	ROWLAND EMERGENCY VEHICLE	12/11/2014	187.32
EFT0005138	SCOTT INDUSTRIAL SERVICES	12/11/2014	6,680.16
EFT0005139	SWISH MAINTENANCE LTD	12/11/2014	759.48
EFT0005140	SWYRICH CORPORATION INTERN	12/11/2014	1,851.43
EFT0005141	TERRY'S PLOWING	12/11/2014	1,186.50
EFT0005142	THOMPSON ELECTRIC	12/11/2014	436.80
EFT0005143	TRIM-LINE OF SOUTH EASTERN C	12/11/2014	28.25
EFT0005144	VERSUS BUSINESS FORMS AND L	12/11/2014	602.78
EFT0005145	WESTBURNE/RUDDY ELECTRIC	12/11/2014	137.52
EFT0005146	W.I. VILLAGER LTD.	12/11/2014	553.93
EFT0005147	W.R. BRIGHTMAN & SON LTD	12/11/2014	501.44
EFT0005148	BARDON SUPPLIES LTD	12/11/2014	2,976.42
EFT0005149	ALEX MCCOY PLUMBING AND HE/	12/18/2014	700.61
EFT0005150	ARJO HUNTLEIGH CANADA	12/18/2014	1,943.44
EFT0005151	FRANCINE ARSENAULT	12/18/2014	89.40
EFT0005152	BEEHLER BROS. ELECTRICAL	12/18/2014	176.28
EFT0005153	BELL CONFERENCING INC.	12/18/2014	58.89
EFT0005154	BLUE CROSS	12/18/2014	74,572.50
EFT0005155	CADUCEON ENVIRONMENTAL LAI	12/18/2014	235.10
EFT0005156	CANADIAN TIRE	12/18/2014	133.92
EFT0005157	WASTE MANAGEMENT	12/18/2014	2,207.89
EFT0005158	WORLDLYNX WIRELESS	12/18/2014	282.44
EFT0005159	CHOQUETTE CKS	12/18/2014	1,095.96
EFT0005160	CRAIN'S CONSTRUCTION LIMITED	12/18/2014	39,076.18
EFT0005161	CULLIGAN WATER CONDITIONING	12/18/2014	1,526.42
EFT0005162	DIGITAL OFFICE SYSTEMS	12/18/2014	44.97
EFT0005163	DRAPEAU AUTOMATIC SPRINKLEI	12/18/2014	142.95
EFT0005164	K3C COMMUNITY COUNSELLING (12/18/2014	1,738.90
EFT0005165	FRONTENAC NEWS	12/18/2014	148.55
EFT0005166	CARDINAL HEALTH CANADA INC.	12/18/2014	9,497.68
EFT0005167	GASKIN, DR. ANNE	12/18/2014	2,440.40
EFT0005168	GILBERT, BARRIE	12/18/2014	18.24
EFT0005169	OFFICE MAX GRAND & TOY LTD	12/18/2014	647.99
EFT0005170	HOME CARDIOGRAPIC INC	12/18/2014	45.00
EFT0005171	KINGSTON ACCESS BUS	12/18/2014	520.25
EFT0005172	KINGSTON OXYGEN	12/18/2014	63.73
EFT0005173	LEVAC PROPANE	12/18/2014	19.00
EFT0005174	MED E-CARE HEALTH CARE SOLL	12/18/2014	11,290.06
EFT0005175	MEDICAL MART	12/18/2014	146.90
EFT0005176	MICROAGE KINGSTON	12/18/2014	6,607.68
EFT0005177	MOTION SPECIALTIES	12/18/2014	1,336.04
EFT0005178	NEDCO-DIVISION OF REXEL CANA/	12/18/2014	9.65
EFT0005179	ONTARIO MEDICAL SUPPLY INC	12/18/2014	130.68

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Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0005180	PUROLATOR COURIER LTD.	12/18/2014	13.23
EFT0005181	RESOURCE ALLOCATION CONCEI	12/18/2014	12,326.05
EFT0005182	SAINT ELIZABETH HEALTHCARE	12/18/2014	3,245.00
EFT0005183	SAM CHEMICAL SPECIALITIES	12/18/2014	1,345.95
EFT0005184	SANDS CANADA INC/ANGUS	12/18/2014	1,720.05
EFT0005185	SHELDON'S PROPERTY MAINTEN.	12/18/2014	599.35
EFT0005186	SILVERT'S STORE	12/18/2014	318.48
EFT0005187	SOUTH FRONTENAC COMMUNITY	12/18/2014	73.00
EFT0005188	TERRY'S PLOWING	12/18/2014	3,446.50
EFT0005189	THE KINGSTON WHIG STANDARD	12/18/2014	556.01
EFT0005190	TROUSDALE HOME HARDWARE	12/18/2014	1,365.04
EFT0005191	KINGSTOWN INVESTMENTS INC	1/2/2015	4,421.13
EFT0005192	GEMMILL,DAVE	1/2/2015	2,636.66
EFT0005193	HOTEL DIEU HOSPITAL	1/2/2015	2,519.54
EFT0005194	QUINTE CRANE RENTALS INCORP	1/2/2015	5,103.83
EFT0005195	DON NORMAN	1/2/2015	75.00
EFT0005196	ACCARA INC.	1/5/2015	1,644.15
EFT0005197	ACKLANDS GRAINGER INC.	1/5/2015	13,832.13
EFT0005198	AIR LIQUIDE CANADA INC.	1/5/2015	22.37
EFT0005199	ALEX MCCOY PLUMBING AND HE/	1/5/2015	493.25
EFT0005200	ALLIED MEDICAL	1/5/2015	4,525.86
EFT0005201	KYLE ANDREWS	1/5/2015	587.60
EFT0005202	BARDON SUPPLIES LTD	1/5/2015	301.71
EFT0005203	BARR, PATRICIA	1/5/2015	48.00
EFT0005204	BEEHLER BROS. ELECTRICAL	1/5/2015	681.84
EFT0005205	BENSON TRUCK & TRAILER	1/5/2015	9,709.04
EFT0005206	BENSON COMMERCIAL TIRE	1/5/2015	1,218.28
EFT0005207	LINDE CANADA	1/5/2015	1,476.90
EFT0005208	BROWN'S FINE FOOD	1/5/2015	1,236.51
EFT0005209	CADUCEON ENVIRONMENTAL LAI	1/5/2015	107.80
EFT0005210	CANADIAN TIRE	1/5/2015	460.88
EFT0005211	CANADIAN CLEANING SERVICES ;	1/5/2015	1,243.00
EFT0005212	CANADIAN LINEN AND UNIFORM S	1/5/2015	886.05
EFT0005213	CARLETON UNIFORMS INC.	1/5/2015	7,218.45
EFT0005214	CHOQUETTE CKS	1/5/2015	135.23
EFT0005215	CHRISTIE WALTHER	1/5/2015	90.72
EFT0005216	COLLINS	1/5/2015	1,491.84
EFT0005217	CRESTLINE COACH LTD.	1/5/2015	1,718.31
EFT0005218	CULLIGAN WATER CONDITIONING	1/5/2015	3,769.40
EFT0005219	CUNNINGHAM SWAN CARTY LITTI	1/5/2015	644.90
EFT0005220	DESERT LAKE GARDENS	1/5/2015	717.55
EFT0005221	E.S.FOX LIMITED	1/5/2015	2,024.20
EFT0005222	FERNO	1/5/2015	1,356.00
EFT0005223	FRONTENAC CFDC	1/5/2015	700.00
EFT0005224	OFFICE MAX GRAND & TOY LTD	1/5/2015	417.66

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Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0005225	HOLLYWOOD, JOAN	1/5/2015	64.32
EFT0005226	1517823 ONTARIO INC. O/A INDEP	1/5/2015	107.35
EFT0005227	JJ EXPRESS	1/5/2015	163.74
EFT0005228	K3C COMMUNITY COUNSELLING (1/5/2015	620.00
EFT0005229	1557145 ONTARIO LTD.	1/5/2015	288.15
EFT0005230	KINGSTON REGIONAL HOSPITAL	1/5/2015	1,032.45
EFT0005231	KINGSTON OXYGEN	1/5/2015	327.73
EFT0005232	KINGSTON INJURY MANAGEMENT	1/5/2015	659.00
EFT0005233	KRECKLO MUNICIPAL CONSULTAI	1/5/2015	3,310.34
EFT0005234	L.A. BOB'S SMOKEHOUSE RESTAI	1/5/2015	160.46
EFT0005235	4 OFFICE AUTOMATION LIMITED	1/5/2015	1,290.52
EFT0005236	HICKS MORLEY HAMILTON STEW.	1/5/2015	21,550.23
EFT0005237	KFL&A HEALTH UNIT	1/5/2015	58,626.41
EFT0005238	KINGSTON GENERAL HOSPITAL	1/5/2015	26,510.91
EFT0005239	KINGSTON FRONTENAC PUBLIC L	1/5/2015	61,233.00
EFT0005240	LEN'S CONTROLS LTD	1/5/2015	135.60
EFT0005241	LEONARD FUELS LTD.	1/5/2015	716.73
EFT0005242	LEONARD, PHIL	1/5/2015	31.20
EFT0005243	LEVAC PROPANE INC.	1/5/2015	441.82
EFT0005244	LEVAC PROPANE INC.	1/5/2015	148.20
EFT0005245	AQUALIBRIUM WATER TECHNOLC	1/5/2015	449.46
EFT0005246	MAGNACHARGE	1/5/2015	457.45
EFT0005247	MALLORY'S FIRE SYSTEMS LTD	1/5/2015	676.87
EFT0005248	LIFELABS LP	1/5/2015	810.00
EFT0005249	MEDICAL MART	1/5/2015	229.84
EFT0005250	MICROAGE KINGSTON	1/5/2015	3,126.99
EFT0005251	MOTION SPECIALTIES	1/5/2015	1,738.46
EFT0005252	NEIL'S FLOWERS	1/5/2015	124.30
EFT0005253	NEOPOST CANADA	1/5/2015	274.53
EFT0005254	ONTARIO LAUNDRY SYSTEMS INC	1/5/2015	26,197.92
EFT0005255	ONTARIO MEDICAL SUPPLY INC	1/5/2015	130.68
EFT0005256	ORMSBEE'S MERCANTILE	1/5/2015	634.07
EFT0005257	PAT ROGERS TOWING SERVICE	1/5/2015	197.75
EFT0005258	PUROLATOR COURIER LTD.	1/5/2015	66.40
EFT0005259	METROLAND MEDIA GROUP	1/5/2015	387.03
EFT0005260	RENTOKIL PEST CONTROL CANAI	1/5/2015	318.66
EFT0005261	RIGNEY BUILDING SUPPLIES LTD.	1/5/2015	467.65
EFT0005262	WIRELESS RNA TECHNOLOGY INI	1/5/2015	343.80
EFT0005263	SAINT ELIZABETH HEALTHCARE	1/5/2015	1,741.50
EFT0005264	SANDS CANADA INC/ANGUS	1/5/2015	302.84
EFT0005265	SERVE PRO - KINGSTON	1/5/2015	1,869.20
EFT0005266	SHARBOT LAKE LAWN SERVICE	1/5/2015	282.50
EFT0005267	SHOPPERS DRUG MART	1/5/2015	3,669.77
EFT0005268	SPROULE, BARBARA	1/5/2015	115.20
EFT0005269	SUN LIFE ASSURANCE COMPANY	1/5/2015	50,029.32

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Cheque Number	Vendor Cheque Name	Cheque Date	Amount
EFT0005270	SUN MEDIA CORPORATION	1/5/2015	1,519.85
EFT0005271	GREER GALLOWAY CONSULTING	1/5/2015	6,412.73
EFT0005272	THE SCOTT WENTWORTH LANDS	1/5/2015	618.11
EFT0005273	THOMPSON ELECTRIC	1/5/2015	114.36
EFT0005274	THYESSEN KRUPP ELEVATOR	1/5/2015	1,026.73
EFT0005275	TRIM-LINE OF SOUTH EASTERN C	1/5/2015	118.65
EFT0005276	SPECIALTY TROPHIES	1/5/2015	172.32
EFT0005277	TSSA - TECHNICAL STANDARDS S	1/5/2015	105.00
EFT0005278	VERSUS BUSINESS FORMS AND L	1/5/2015	176.28
PAP12092014	HYDRO ONE	12/9/2014	134.35
PAP12092014	HYDRO ONE	12/9/2014	114.75
PAP12102014	BELL CANADA	12/10/2014	255.90
PAP12112014	BELL CANADA	12/11/2014	191.28
PAP12112014	BELL CANADA	12/11/2014	428.91
PAP12152014	UTILITIES KINGSTON	12/15/2014	673.51
PAP12152014	BELL CANADA	12/15/2014	288.84
PAP12152014	BELL CANADA	12/15/2014	99.15
PAP12162014	HYDRO ONE	12/16/2014	939.63
PAP12172014	HYDRO ONE	12/17/2014	372.82
PAP12222014	HYDRO ONE	12/22/2014	373.32
PAP12232014	HYDRO ONE	12/23/2014	119.46
PAP12252014	NORTH FRONTENAC TELEPHONE	12/25/2014	320.48
PAP12252014	KINGSTON ONLINE SERVICES	12/25/2014	84.69
PAP12292014	TD VISA (6065) PAUL CHARBONNE	12/29/2014	863.74
PAP12292014	TD VISA (6198) GALE CHEVALIER	12/29/2014	565.09
PAP12292014	TD VISA (6180) MICHAEL VAN HAR	12/29/2014	165.78
PAP12292014	UNION GAS	12/29/2014	427.85
PAP12292014	UTILITIES KINGSTON	12/29/2014	435.07
PAP12292014	TD VISA (3154) DAVID MILLARD	12/29/2014	658.33
PAP12292014	TD VISA (6040) MARIAN VABRUINE	12/29/2014	293.24
PAP12292014	TD VISA (3220) ANGELIQUE TAMB	12/29/2014	2,802.25
PAP12312014	HYDRO ONE	12/31/2014	221.35
PAP12312014	UTILITIES KINGSTON	12/31/2014	121.37
PAP12312014	UTILITIES KINGSTON	12/31/2014	134.33
PPA12292014	TD VISA (3238) MARY LAKE	12/29/2014	2,641.49
RL232	TD VISA (0707) JENNIFER DAWSO	12/15/2014	178.47
U9Q3Z3	INFOSAT TELECOMMUNICATIONS	12/19/2014	142.12
U9Q3Z4	HYDRO ONE	12/15/2014	18,999.16
U9Q3Z5	BELL CANADA	12/19/2014	850.63
U9Q3Z6	SHAW DIRECT	12/15/2014	310.56
U9Q3Z7	NORTH FRONTENAC TELEPHONE	12/15/2014	275.25
U9Q3Z8	WTC COMMUNICATIONS	12/19/2014	363.00
U9Q3Z9	WTC COMMUNICATIONS	12/19/2014	766.90
W4K7H7	MINISTRY OF THE ATTORNEY GEI	12/16/2014	505.50
W4K7H8	MINISTRY OF THE ATTORNEY GEI	12/16/2014	374.50

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Cheque Number	Vendor Cheque Name	Cheque Date	Amount
WW390	TD VISA (6081) DAVE GEMMILL	12/16/2014	5,460.16
X4Y7J5	WORKPLACE SAFETY AND INSUR	12/19/2014	58,141.64
X4Y7L8	PETRO CANADA	12/19/2014	13,102.71
Z9L6J3	BELL CANADA	12/30/2014	15.82
Total Transactions: 219		TOTAL	2,781,615.34
Void Transactions: 118, 38613, 38635, 38636, 38637, 38638			



POSTED CHEQUE LISTING

PAYROLL

FOR THE PERIOD OF: December 9, 2014 - January 13, 2015 (inclusive)

PAYROLL DATE

PP#25	November 24, 2014 - December 7, 2014	Canadian Payroll	\$	169,035.33
PP#26	December 1, 2014 - December 14, 2014	Canadian Payroll	\$	313,701.14
PP#26	December 8, 2014 - December 21, 2014	Canadian Payroll	\$	172,249.53
	Special Pay December 24, 2014	Canadian Payroll	\$	535.06
	Special Pay December 30, 2014	Canadian Payroll	\$	288.31
	Special Pay December 30, 2014	Canadian Payroll	\$	1,319.63
PP#27	December 15, 2014 - December 28, 2014	Canadian Payroll	\$	324,948.05
	Special Pay January 7, 2015	Canadian Payroll	\$	3,251.40
PP#1	December 22, 2014 - January 4, 2015	Canadian Payroll	\$	181,565.91
	Special Pay January 9, 2015	Canadian Payroll	\$	216.74

PAYROLL TOTAL: \$ 1,167,111.10

TOTAL: \$ 1,167,111.10

BY-LAW NO. 2015-0001

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to authorize the transfer of the Sydenham Public Library to the Township of South Frontenac

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

AND WHEREAS The County of Frontenac entered into an Agreement with the Province of Ontario under the Build Canada Fund (BCF-CC-File #27848) on the 29th of October 2009 for the construction of the Sydenham Branch Library which began construction in October 2009 in the village of Sydenham;

AND WHEREAS the funding agreement indicates that unless agreed to by the Government of Canada and Ontario, the County must retain ownership for a minimum ten (10) years or repay a proportionate amount of the Financial Assistance;

AND WHEREAS the funding agreement also indicates that repayment of the Financial Assistance will be waived if transfer of ownership is to Canada, Ontario, a Local Government or a Crown Corporation of Ontario;

AND WHEREAS the Notice of the intent to transfer the asset must be made to the Ministry of Agriculture and Rural Affairs (OMAFRA) at least 180 Business Days' prior to the transfer being made;

AND WHEREAS the County of Frontenac did not contribute financially to the project and is currently not providing for its replacement in its asset management plan:

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Frontenac deems it expedient to enact as follows:

1. **THAT** the County of Frontenac forward a Notice of Transfer of Ownership to the Ministry of Agriculture and Rural Affairs (OMAFRA) to transfer ownership of the Sydenham Public Library from the County of Frontenac to the Township of South Frontenac; and,

2. **THAT** upon agreement by the Government of Canada and Ontario, the County of Frontenac transfer ownership of the Sydenham Public Library from the County of Frontenac to the Township of South Frontenac, effective November 2, 2015; and,
3. **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 21st day of January, 2015.

Read a third time, signed, sealed and finally passed this 21st day of January, 2015.

The Corporation of the County of Frontenac

Denis Doyle, Warden

Jannette Amini, Clerk

By-law No. 2015-0001 – To Authorize the transfer of the Sydenham Public Library to the Township of South Frontenac
January 21, 2015

Page 2 of 2

BY-LAW NO. 2015-0002

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to Authorize the Re-Distribution of Investing In Ontario Funds

WHEREAS in May 2008, the Government of Ontario passed the *Investing in Ontario Act* which allows the government to use a portion of any unanticipated year-end surplus' to address priority public needs;

AND WHEREAS the Province designated municipalities as the eligible recipients of payments resulting from the 2007-08 surplus with \$1.1 billion in additional funding being provided to municipalities to support infrastructure investments;

AND WHEREAS the County of Frontenac received \$1,281,033 in Investing in Ontario funding;

AND WHEREAS to date all amounts allocated have been spent with the exception of \$248,477 allocated to Green Initiatives:

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

1. **THAT** the remaining Investing in Ontario funds in the amount of \$248,477 be redirected the to the K&P Trail;
2. **THAT** this by-law shall come into force and take effect on the date of final passing.

Read a first and second time this 21st day of January, 2015.

Read a third time and finally passed this 21st day of January, 2015.

The Corporation of the County of Frontenac

Denis Doyle, Warden

Jannette Amini, Clerk

BY-LAW NO. 2015-0004

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

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

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

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

AND WHEREAS The Corporation of County of Frontenac deems it expedient to amend By-law No. 2013-0020;

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

1. **THAT** the mandate of Schedule B-4, 150th Anniversary Planning Advisory Committee to increase the number of community representatives from five to seven.
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 21st day of January, 2015.

Read a Third Time, Signed, Sealed and Finally Passed this 21st day of January, 2015.

The Corporation of the County of Frontenac

Denis Doyle, Warden

Jannette Amini, Clerk

BY-LAW NO. 2015-0004

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

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

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

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

AND WHEREAS The Corporation of County of Frontenac deems it expedient to amend By-law No. 2013-0020;

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

1. **THAT** the mandate of Schedule B-4, 150th Anniversary Planning Advisory Committee to increase the number of community representatives from five to seven.
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 21st day of January, 2015.

Read a Third Time, Signed, Sealed and Finally Passed this 21st day of January, 2015.

The Corporation of the County of Frontenac

Denis Doyle, Warden

Jannette Amini, Clerk

BY-LAW NO. 2015-0005

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to Authorize an Archival Record Storage Agreement with Queen's University

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

AND WHEREAS AND WHEREAS Queen's University has agreed to provide Archival Storage for certain County of Frontenac Archival Records;

NOW THEREFORE the Council of the Corporation of the County of Frontenac deems it expedient to authorize the following:

1. **THAT** the Warden and Clerk be hereby authorized to execute an Archival Storage Agreement with Queen's University, attached as Schedule "A" to this by-law, which states the terms and conditions that have been agreed to by the Queen's University and the County of Frontenac; and
2. **THAT** Schedule "A" shall form part of this by-law; and
3. **THAT** this By-law shall come into force and take effect upon the date of final passing.

Read a first and second time this 21st day of January, 2015.

Read a third time, signed, sealed and finally passed this 21st day of January, 2015.

The Corporation of the County of Frontenac

Denis Doyle, Warden

Jannette Amini, Clerk

By-law No. 2015-0005 – To Authorize an Archival Storage Agreement with Queen's University
January 21, 2015

Page 1 of 1

This Agreement made on 1st Day of January, 2015

Between:

Queen's University at Kingston

(hereinafter "Queen's")

And

The Corporation of the County of Frontenac

(hereinafter "the County")

WHEREAS, and in accordance with the Province of Ontario's *Municipal Act, 2001* the County is the Owner of a collection of archival records, hereafter referred to as "the collection"; and

WHEREAS Queen's owns and operates Queen's University Archives ("the Archives") which is designated as the part of Queen's to provide the services under this Agreement, and:

NOW THEREFORE in consideration of the mutual covenants set out herein, the parties agree as follows:

1. Queen's hereby undertakes to manage and make accessible the collection at the Archives (hereinafter collectively known as "the Services"). Queen's shall provide the services independently and shall not be deemed to be an employee or agent of the County for any purposes except as set out herein.
2. The Services shall be conducted according to professional archival standards with respect to processing (arrangement and description), preservation and conservation, accessibility, and reprography; storage facilities; environmental controls; and security while in the possession of Queen's.
3. The administration of the collection shall include:
 - a. Responding to research inquiries; and
 - b. Dealing with correspondents concerning the collection.

4. Queen's shall also:
 - a. Provide annual reports to the County confirming the condition of the collection and any loans made from the collection as well as any other activities related to the collection including, but not limited to, photo requests and research requests;

And
 - b. Ensure public access to the collection;
5. Queen's shall undertake periodic conservation reviews of the collection. Such assessments shall not include conservation treatment of the collection.
6. If conservation treatment of items of the collection is undertaken, such conservation treatment shall be with the permission of, and at the expense of the County. Such conservation treatment shall be undertaken only by recognized, accredited conservators employed or hired by the County.
7. Queen's shall have the right to display any or all of the records in the collection within Kathleen Ryan Hall (Archives); or in other suitable venues on the University campus, as approved by Queen's at the expense of Queen's.
8. Should the County wish to remove records in the collection from the Archives for display or other purposes, it is understood that the County will be responsible for their well-being during the entire time they are outside the precincts of the Archives, and will in no way hold the Archives liable for any damage that may occur while in the external custody of the County.
9. When displayed, either by Queen's or a third-party, records shall be accompanied by a label bearing the ownership inscription: *"the Corporation of the County of Frontenac"*
10. The County shall pay to Queen's University Archives an annual fee of \$1,000.00 Dollars, plus applicable taxes for a period of three (3) years, for storage and administration of the collection at the Archives, commencing on the 1st day of January 2015 to and including 31 December 2017.
11. This amount is the maximum amount the County shall be obligated to pay to Queen's during the term of this Agreement unless otherwise agreed to in writing between the parties hereto.
12. The annual fee will be re-evaluated prior to each renewal of the Agreement.

13. An appropriate level of insurance coverage for the collection shall be purchased and maintained by the County. Such insurance shall not be cancelled or materially altered without giving thirty (30) days prior notice to Queen's in writing.
14. The County shall provide Queen's with a copy of any insurance contract entered into in relation to this Agreement.
15. The County shall pay all costs of assessments of the collection for the purpose of establishing the appropriate level of insurance coverage.
16. The term of this Agreement shall be three (3) years from 1 January 2015 to 31 December 2017 and may be renewed for a further three (3) year period on the consent of the parties hereto. Such consent shall be deemed given by the parties should no notice of refusal to renew be granted by one party to another in writing no later than ninety (90) days prior to the end of the term of this Agreement or a renewal of this Agreement. In the event of a termination notice being given by the County in accordance with this Agreement, Queen's shall be entitled to be paid, or reimbursed, on a pro-rated basis by the County.
17. Either party may terminate or amend this Agreement on consent. Either party may terminate this Agreement on giving the other party ninety (90) days' notice in writing. No amendment to the Agreement shall be binding unless it is incorporated into the Agreement by written amendment executed by the authorized representatives of the County and Queen's.
18. Prior to, or upon termination, the parties shall negotiate in good faith an agreed process for return of the collection to the County in accordance with current archival standards.
19. This Agreement constitutes the entire and sole Agreement between the parties with respect to the subject matter of the Agreement and supersedes all previous negotiations, communications, and other agreements, whether written, or oral, relating to it, unless they are incorporated by reference in the Agreement. There are no terms, covenants, representations, statements, or conditions binding the parties other than those contained in the Agreement.
20. This Agreement shall be construed and governed in accordance with the laws of the Province of Ontario and the Federal Government of Canada. This Agreement is subject to provisions of all applicable law, including the *Freedom of Information and Protection of Privacy Act, RSO 1990*, and the *Municipal Freedom of Information and Protection of Privacy Act, RSO 1990*, and other applicable privacy legislation.
21. This Agreement shall be binding upon and endure to the benefit of the parties and their respective successors and assigns.

“APPENDIX A”

To the County of Frontenac

Proposed Annual Fee as part of the Agreement between Queen’s University and the Corporation of the County of Frontenac

Effective 1 January 2015 through to and including 31 December 2017

As per Clause 10 of the Agreement, annual fee at the following fixed rate:

- Archival Storage fee: \$1,000.00 per annum for area of County holdings at Queen’s University Archives up to 50 ft.²

Annual Fee = \$1,000.00

BY-LAW NO. 2015-0007

OF

THE CORPORATION OF THE COUNTY OF FRONTENAC

being a by-law to confirm all actions and proceedings of County Council
on January 21, 2015

WHEREAS Section 8 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other *Act*; and;

WHEREAS Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a lower-tier municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction described in the Table to Subsection 2 subject to certain provisions, and;

WHEREAS Section 5 of the *Municipal Act, S.O. 2001, c. 25* and amendments thereto provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 shall be exercised by its council and by by-law unless the municipality is specifically authorized to do otherwise; and;

WHEREAS the Council of the County of Frontenac deems it expedient to confirm its actions and proceedings;

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

1. **THAT** all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on January 21, 2015 be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.
2. **THAT** all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on January 21, 2015 be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto.
3. **THAT** all actions and proceedings of the Council of the Corporation of the County of Frontenac taken at its regular meeting held on January 21, 2015 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 21st day of January 2015.

Read a Third Time and Finally Passed, Signed and Sealed this 21st day of January 2015.

The Corporation of the County of Frontenac

Denis Doyle, Warden

Jannette Amini, Clerk