



County Council Meeting  
Wednesday, May 18, 2016 – 9:00 a.m.  
Kingston Frontenac Rotary Auditorium, County  
Administrative Building,  
2069 Battersea Road, Glenburnie  
Council will resolve into Closed Meeting  
and will reconvene as regular Council at 9:30 am

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## AGENDA

Page

1. **Call to Order**

2. **Closed Session**

- a) **Resolved That** Council resolve itself into Committee of the Whole closed session as authorized under Section 239 of The Municipal Act, to consider:

1. Adoption of Closed Minutes of Meetings held April 20, 2016
2. Labour relations or employee negotiations - as it relates to the ratification of the contract with OPSEU Local 462
3. A proposed or pending acquisition or disposition of land by the municipality or local board - as it relates to the negotiations of acquisition of lands along the K&P Trail between Tichborne and Sharbot Lake

**Resolved That** Council rise from Committee of the Whole closed session with/without reporting

3. **Approval of Addendum**

- a) **Resolved That** the addendum for the May 18, 2016 meeting of the Council of the County of Frontenac be approved.

4. **Disclosure of Pecuniary Interest and General Nature Thereof**

5. **Adoption of Minutes**

- a) **Minutes of Regular Meeting of Council Dated April 20, 2016**

**Resolved That** the minutes of the regular Council meeting held April 20, 2016 be adopted.

6. **Deputations and/or Presentations**

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- a) Frontenac Paramedics **Joe Ferguson** and **Dale Hodgins** will be recognized for being honoured by Dr. Eric Hoskins, Minister of Health and Long Term Care with the Ontario Award for Paramedic Bravery, the first Frontenac Paramedic Services paramedics to receive this award.
- b) **Gale Chevalier**, Deputy Chief of Performance Standards will be recognized for receiving the Ontario Municipal Management Institute's Certified Municipal Management Level III with the EMS Executive enhancement designation

## 7. Proclamations

## 8. Move into Committee of the Whole

- a) **That** Council adjourn and meet as Committee of the Whole Council, with the Deputy Warden in the Chair.

## 9. Briefings

- a) **Dr. Kathie Kilpatrick** will provide County Council with a briefing about the Medical Director and Attending Physician positions, and the changing nature of long term care and the Gentle Care at Fairmount Home.
- b) **Mr. Marco Smits**, Communications Officer will provide County Council with a briefing on the County's Social Media.
- c) **Mr. Kelly Pender**, Chief Administrative Officer, will provide Council with his monthly CAO briefing.
- d) **Mr. Kevin Farrell**, GIS Specialist, Lean 6 Sigma Yellow Belt will do a presentation on the Lean "Planning" Project.

## 10. Unfinished Business

## 11. Recommend Reports from the Chief Administrative Officer

- a) **Staff Briefing:** Mr. Joe Gallivan, Director of Planning and Economic Development, will brief the Committee of the Whole with respect to Report 2016-057, Establishment of a County of Frontenac Planning Committee

- b) **2016-057**



### **Planning and Economic Development**

### **Establishment of a County of Frontenac Planning Advisory Committee (Report #2)**

[To be distributed under separate cover]

### **Recommendation**

**Resolved That** the Council of the County of Frontenac accept the Planning & Economic Development – Establishments of a County of Frontenac Planning Advisory Committee Reports (2016-048 and 2016-057);

**And Further That** Council adopt the Planning Advisory Committee (PAC) Terms of Reference appended to Report 2016-048 with a committee composition composed of the four member Municipal Mayors (or their second member of County Council – at their discretion), plus three public members appointed by Council;

**And Further That** a review of the effectiveness of the Committee be completed in the spring of 2018;

**And Further That** County of Frontenac Procedural By-law 2013-0020, Schedule B, Advisory Committees of Council be amended to add Schedule B-4 Planning Advisory Committee;

**And Further That** the Manager of Legislative Services/Clerk be directed to advertise for public members to sit on the Committee PAC and the four Mayors evaluate the applications and make a recommendation to County Council for their consideration as per the Procedural By-law;

**And Further That** the Chief Administrative Office and/or the Director of Planning and Economic Development meet with the Council of each member municipality to review the purpose of the Committee and answer any questions.

- c) **Staff Briefing:** Mr. Kelly Pender, Chief Administrative Officer, will brief the Committee of the Whole with respect to Report 2016-058, Strategic Priorities - Status Report

- d) **2016-058**  
**Office of the Chief Administrative Officer**  
**Strategic Priorities - Status Report**

**Recommendation**

**Resolved That** the Council of the County of Frontenac accept the Chief Administrative Officer Report – Strategic Priorities – Status Report;

**And Further That** Council endorse Option Number \_\_\_\_\_ and direct staff to implement the strategic priorities as outlined, [including;

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_ ]

**And Further That** for planning purposes, Council approve a strategic plan review process that is commenced in year \_\_\_\_\_ of a Council term.

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- e) **2016-059**  
**Planning & Economic Development**  
**Extension of Approval of Draft Plan of Subdivision – 2292 Sands Road Township of South Frontenac – County File #10T-2011/002**  
**Recommendation**

**Resolved That** the Council of the County of Frontenac receive the Planning & Economic Development – Extension of Approval of Draft Plan of Subdivision – 2292 Sands Road Township of South Frontenac – County File #10T-2011/002;

**And Further That** the Council of the County of Frontenac extend the draft approval for the plan of subdivision for 2292 Sands Road, Battersea, to July 17, 2017, based on the attached conditions detailed in Appendix B, approved by County Council July 17, 2013.

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- f) **2016-066**  
**Planning and Economic Development**  
**K&P Trail Land Lease - Suncor**  
**Recommendation**

**Whereas** in the fall of 2013, County Council approved the Frontenac Trail K&P Trail Implementation Plan – Tichborne to Sharbot Lake; and

**Whereas** the negotiation process is necessary with current landowners of the abandoned rail bed between Tichborne and Sharbot Lake;

**Now Therefore Be It Resolved That** staff be directed to negotiate a lease with Suncor Energy Products Partnership., using the terms described in this report, for properties with legal descriptions as follows: a) CON 1 PT LOT 25 RP 13R1088; PART1; b) CON 1 PT LOT 25; c) CON 1 PT LOT 25; and d) CON 1 PT LOT 25 RP 13R16228; PART 1;

**And Further That** it is understood that legal counsel will review the lease and that a provision be included in the lease that any need or requirements that may come about with regard to remediation of the properties will be the responsibility of Suncor;

**And Further That** staff be authorized to sign a lease with Suncor Energy for said properties.

**12. Information Reports from the Chief Administrative Officer**

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- a) **2016-060**  
**Corporate Services**

**2016 1st Quarter Financial Summary**

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- b) **2016-061**  
**Corporate Services**  
**Reserve and Reserve Funds**

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- c) **2016-062**  
**Fairmount Home**  
**Quarterly Update Activity Report**

**13. Reports from Council Liaison Appointees**

- a) Emergency and Transportation Services - Councillor Nossal
- b) Long Term Care (Fairmount Home) - Councillor Inglis
- c) Corporate Services - Councillor Dewey
- d) Planning and Economic Development - Councillor McDougall

**14. Reports from External Boards and Committees**

- a) Kingston Frontenac Library Board Update - Deputy Warden Vandewal
- b) KFL&A Public Health Board Update - Councillor Doyle
- c) RULAC, LSR and Other Updates
- d) Algonquin Land Claim Update - Councillor Inglis
- e) Frontenac County Youth Justice Advisory Committee Update - Councillor Nossal
- f) Housing and Homelessness Committee Update - Councillor McDougall
- g) Rideau Corridor Landscape Steering Committee Update - Councillor McDougall
- h) Eastern Ontario Warden's Caucus Update - Warden & CAO

**15. Reports from Advisory Committees of County Council**

**16. Return to Council**

- a) **That** Council revert from Committee of the Whole Council, to Council.

**17. Adoption of the Report of the Committee of the Whole Council**

- a) **That** the report of the Committee of the Whole Council be adopted and that the necessary actions or by-laws be enacted.

**18. Motions, Notice of Which has Been Given**

**19. Giving Notice of Motion**

**20. Communications**

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

- a) A Motion From the Township of Georgian Bay regarding a No Wake Restriction in Ontario's Navigable Waters  
[Distributed to Council on April 22, 2016]
- b) From the Rural Ontario Institute - Focus on Ont. 2015 Fact Sheet Series  
[Distributed to Council on April 22, 2016]
- c) From the Ministry of Health and Long-Term Care Informing Council of an extension of funding for the Community Paramedicine Project  
[Distributed to Council on April 22, 2016]
- d) Mayor of Casselman's Letter to Honourable Kathleen Wynne regarding a Proposal to Increase Revenues and Prosperity  
[Distributed to Council on April 22, 2016]
- e) Children and Youth Services Planning Committee Planning for Action 2016-Invitation Flyer  
[Distributed to Council on April 29, 2016]
- f) From the Ontario Association of Paramedic Chiefs Advising of Gale Chevaliers Achievement of Certified Municipal Manager  
[Distributed to Council on April 29, 2016]
- g) South Frontenac Large Renewable Procurement Initiatives  
[Distributed to Council on April 29, 2016]
- h) South Frontenac No Wake Resolution  
[Distributed to Council on April 29, 2016]
- i) Trent Lakes Council Resolution in Support of Bill 158  
[Distributed to Council on April 29, 2016]
- j) Kingston Frontenac Housing Corporation Public Agenda Package April 25 2016  
[Distributed to Council on April 29, 2016]
- k) From the City of Welland regarding their motion in support of the Development of Provincial Legislation  
[Distributed to Council on April 29, 2016]
- l) From the Fort Town of Prescott regarding Bill 158 Resolution  
[Distributed to Council on April 29, 2016]
- m) From Rural Mayors' Forum of Eastern Ontario regarding letter to Deputy Minister Torigian on OPP Billing  
[Distributed to Council on April 29, 2016]
- n) From the Township of Clearview regarding their Resolution in support of

Bill 158

[Distributed to Council on April 29, 2016]

- o) From the Township of South Stormont regarding their resolution in support of Bill 158 Human Trafficking  
[Distributed to Council on April 29, 2016]
- p) From the Township of South Stormont regarding their resolution in support of Natural Gas in Eastern Ontario  
[Distributed to Council on April 29, 2016]
- q) From the University Hospitals Kingston Foundation an Invitation to Healthy Aging in Kingston  
[Distributed to Council on April 29, 2016]
- r) Kingston Frontenac Lennox & Addington Board of Health Minutes from March 23 2016  
[Distributed to Council on April 29, 2016]
- s) From the Township of Champlain regarding their Resolution request to Province to Review the Green Energy Act  
[Distributed to Council on May 6, 2016]
- t) From the Township of Edwardsburgh-Cardinal resolution of support of Bill 158  
[Distributed to Council on May 6, 2016]
- u) From the Town of Essex regarding their resolution to Widen Highway 3  
[Distributed to Council on May 6, 2016]
- v) Call for Nominations for 2016-2018 AMO Board of Directors  
[Distributed to Council on May 6, 2016]
- w) A Resolution from the Township of Gillies in Support of Bill 158  
[Distributed to Council on May 6, 2016]
- x) Planning Accessible Events Publication From the Ministry of Economic Development Employment and Infrastructure  
[Distributed to Council on May 6, 2016]
- y) From AMO Challenging all Municipal Governments to Donate to the Fort McMurray Distaster Fund  
[Distributed to Council on May 6, 2016]
- z) A Resolution From the City of Timmins regarding Regulating Gas Prices in Ontario  
[Distributed to Council on May 13, 2016]
- aa) A Support Resolution From the Town of Tillsonburg Regarding Bill 180  
[Distributed to Council on May 13, 2016]
- ab) From the Township of Perry Regarding their No Wake Resolution  
[Distributed to Council on May 13, 2016]
- ac) To The Honourable Dr. Jane Philpotts and The Honourable Dr. Eric

Hoskins Regarding Lyme Disease  
[Distributed to Council on May 13, 2016]

- ad) A Resolution from the Municipality of Calvin in Support of Bill 158  
[Distributed to Council on May 13, 2016]
- ae) A Letter to all Municipalities from the Town of Aurora Regarding their  
Council Resolution in Support of Bill 158  
[Distributed to Council on May 13, 2016]
- af) A Resolution from the Township of Augusta in Support of Bill 158  
[Distributed to Council on May 13, 2016]
- ag) A Notice of Public Open House from the City of Kingston Regarding  
their Official Plan Update  
[Distributed to Council on May 13, 2016]
- ah) A package from Enbridge and the National Energy Board regarding  
Pipeline Safety  
[Distributed to Council on May 13, 2016]
- ai) From the Township of Frontenac Islands regarding Council Resolution  
 concerning clarification of Procedures Howe Island County Ferry and  
Howe Island Volunteer Fire Department  
[Distributed to Members of County May 16, 2016]
- aj) 2015 Kingston, Frontenac Public Library Annual Report  
 [Distributed to Members of County Council May 16, 2016]

## 21. Other Business

## 22. Public Question Period

## 23. 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 c) that have been circulated to all Members of County Council  
and that by-laws a) through c) be read a first and second time.
- b) Third Reading  
**Resolved That** by-laws a) through c) be read a third time, signed,  
sealed and finally passed.

### By-Laws

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- a) By-Law To Amend By-Law 2013-0020 as it Relates to the  
 Establishment of a Planning Advisory Committee  
(Proposed By-Law No. 2016-0017)

- |                  |    |                                                                                                                                          |
|------------------|----|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>121</b>       | b) | To authorize the execution of an Agreement with the Ontario Public Service Employees Union, Local 462<br>(Proposed By-Law No. 2016-0018) |
| <b>122 - 123</b> | c) | Confirmation of Actions and Proceedings<br>(Proposed By-Law No. 2016-0019)                                                               |

## **24. Adjournment**



## Minutes of the Regular Meeting of Council April 20, 2016

A regular meeting of the Council of the County of Frontenac was held in the Kingston Frontenac Rotary Auditorium at the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, April 20, 2016 and was called to order at 9:00 am. Regular business commenced at 9:30 a.m.

There was a "Closed Meeting" of the Committee of the Whole from 9:00 am to 9:13 am.

Present: Warden Frances Smith, Deputy Warden Ron Vandewal,  
Councillors Ron Higgins, Denis Doyle, Natalie Nossal, Tom  
Dewey, John Inglis and John McDougall

Also Present:

**County:**  
Kelly Pender, Chief Administrative Officer  
Joe Gallivan, Director of Planning and Economic Development  
Marian VanBruinessen, Director of Corporate Services/Treasurer  
Lisa Hirvi, Acting Administrator-Fairmount Home  
Jannette Amini, Manager of Legislative Services/Clerk  
Anne Marie Young, Manager of Economic Development  
Reid Shepherd, Community Planner  
Gale Chevalier, Deputy Chief of Performance Standards  
Marco Smits, Communications Officer

**Media:** Jonas Beneta, The Frontenac News, Elliot Ferguson, The Kingston Whig Standard and Craig Bakay, Frontenac EMC

## 1. Closed Session

Motion #: 53-16      Moved By:      Councillor McDougall  
Seconded By:      Councillor Inglis

**Resolved That** Council resolve itself into Committee of the Whole closed session as authorized under Section 239 of The Municipal Act, to consider:

- a. Adoption of Closed Minutes of Meetings held March 16, 2016
- b. A proposed or pending acquisition or disposition of land by the municipality or local board - as it relates to the negotiations of acquisition of lands along the K&P Trail between Tichborne and Sharbot Lake.

**CARRIED**

Motion #: 54-16      Moved By: Councillor Inglis  
Seconded By: Councillor McDougall

**Resolved That** Council rise from Committee of the Whole closed session without reporting.

**CARRIED**

## 2. Public Meeting

a) **2016-047**  
**Application for Official Plan Amendment**  
**File Number: 10OP-001/2016**  
**Applicant: County of Frontenac**

The following was a combined public meeting and comprehensive report recommending approval to County Council regarding an application for an Official Plan amendment. The purpose of the proposed Official Plan Amendment is to correct technical errors and numbering of certain sections of the Plan as a consequence of the modifications made by the Ministry of Municipal Affairs and Housing.

A public meeting was being held concurrently with the presentation of the comprehensive report and recommendation to County Council given the technical nature of the proposed amendments to the Official Plan.

Warden Smith called the public meeting regarding the application for Official Plan Amendment to order at 9:30 a.m.

Pursuant to the requirements of the Planning Act, a notice of the statutory Public Meeting was provided by advertisement in The Kingston Heritage, The Frontenac Gazette, The Frontenac News and The Kingston Whig Standard 20 days in advance of the Public Meeting. A courtesy notice was also placed on the County of Frontenac Website, Facebook page, and Twitter as well as in the County of Frontenac eNewsletter.

Mr. Reid Shepherd, Community Planner spoke to the details of the application.

Warden Smith opened the floor for members of the public to provide comments. No members of the public provided comments on the application.

The public meeting regarding the application for Official Plan Amendment No. 1 concluded at 9:37 a.m.

## 2. Approval of Addendum

Motion #: 55-16      Moved By: Councillor Dewey  
Seconded By: Councillor Nossal

**Resolved That** the addendum be approved.

**CARRIED**



a) **Paramedic Services Week**  
**PARAMEDICS; Enhancing Care – Changing Lives**  
**May 22nd to May 28th, 2016**

Motion #: 58-16      Moved By: Councillor Nossal  
Seconded By: Councillor Dewey

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

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

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

**And Whereas** the members of paramedic services teams, engage in thousands of hours of specialized training and continuing education to enhance their life saving skills;

**And Whereas** the members of paramedic services teams often find themselves in dangerous and traumatic situations requiring spontaneous decision-making;

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

**Now Therefore Be It Resolved That** the week of May 22 to May 28, 2016 be proclaimed **Paramedic Services Week** in the County of Frontenac with the theme of **“PARAMEDICS; Enhancing Care – Changing Lives”**.

**CARRIED**

a) **Seniors' Month - June 1 to June 30, 2016**  
[See Communications k)]

Motion #: 59-16      Moved By:      Councillor McDougall  
Seconded By:      Councillor Doyle

**Whereas Seniors' Month** is an annual province-wide celebration; and,

**Whereas** seniors have contributed and continue to contribute immensely to the life and vibrancy of this community; and,

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

**Whereas** their contributions past and present warrant appreciation and recognition and their stories deserve to be told; and,

**Whereas** the health and well-being of seniors is in the interest of all and further adds to the health and well-being of the community; and,



b)     **2016-044**  
          **Financial Services**  
          **2016 Property Tax Capping**

Motion #: 62-16     Moved By:     Councillor Inglis  
                          Seconded By:     Councillor McDougall

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

**And Whereas** under the Municipal Act S.O. 2001, Chapter 25 as amended (the Act), Subsection 329.1 (1), upper tier and single tier municipalities have the opportunity to select from prescribed options the calculation of the amount of taxes for municipal and school purposes payable in respect of property in the commercial class, industrial class or multi-residential property class for 2005 or a subsequent taxation year;

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

**And Whereas** Bill 144, the Budget Measures Act, 2015 provided enhancements for increased municipal flexibility to moderate the impact of tax capping;

**Now Therefore Be It Resolved That** the Council of the County of Frontenac accepts this Corporate Services – 2016 Property Tax Capping report;

**And Further That** the Council of the County of Frontenac adopt a bylaw setting the 2016 capping adjustment at 10% of the previous year's annualized tax or 10% of CVA tax, whichever is greater and a threshold of \$500 for increasing and decreasing properties for properties in the Commercial, Classes to which Part IX of the Act applies;

**And Further That** properties that were at CVA tax in 2015 are excluded from the capping and claw-back calculation in 2016;

**And Further That** properties that would move from being capped in 2015 to being clawed back in 2016 or from being clawed back in 2015 to being capped in 2016 as a result of the changes to the CVA tax caused by the 2016 reassessment be excluded;

**And Further That** the County immediately exit the Capping Program for the Multi-residential and Industrial Classes and implement a 4 year phase out of the Capping Program for the Commercial Class.

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

- a)     the amount of the taxes determined for the property for 2016 under subsection 331(2), and



**And Further That** the Clerk be directed to bring forward later in the meeting the amending by-law for consideration by Council.

**CARRIED**

f)     **2016-048**  
          **Planning and Economic Development**  
          **Establishment of a County of Frontenac Planning Advisory**  
          **Committee**

Motion #: 66-16     Moved By:       Councillor McDougall  
                          Seconded By:   Councillor Dewey

**Resolved That** the Council of the County of Frontenac accept the Planning & Economic Development – Establishment of a County of Frontenac Planning Advisory Committee report for information;

**And Further That** Council discuss this proposal including the composition of the Planning Committee at an upcoming Committee of the Whole meeting scheduled for May 20th, 2016.

**CARRIED AS AMENDED**

(See motion to amend below which was CARRIED)

**Motion to Amend**

Motion #: 67-16     Moved By:       Councillor Higgins  
                          Seconded By:   Councillor Inglis

**Be it Resolved That** the second paragraph be amended to insert the words "including the composition of the Planning Committee" after "proposal"

**CARRIED**

g)     **2016-049**  
          **Planning and Economic Development**  
          **Regional Community Improvement Plans**

Motion #: 68-16     Moved By:       Councillor Doyle  
                          Seconded By:   Councillor Nossal

**Resolved That** the Council of the County of Frontenac receive the Planning and Economic Development – Regional Community Improvement Plans report for information;

**And Further That** County Council request that the Minister of Municipal Affairs and Housing amend Ontario Regulation 221/07 to include the County of Frontenac as an upper-tier municipality that can use the planning tools under Section 28 of the Planning Act.

**CARRIED**

- h) **2016-054**  
**Planning and Economic Development**  
**Amendment to the Township of Central Frontenac Official Plan to Re-**  
**designate Lands on Hungry Lake – Central Frontenac OP-1-15**

Motion #: 69-16      Moved By:      Warden Smith  
Seconded By:      Councillor Higgins

**Resolved That** the Council of the County of Frontenac receive the Planning and Economic Development – Amendment to the Township of Central Frontenac Official Plan to Re-designate Lands on Hungry Lake – Central Frontenac OP-1-15 Report.

**And Further That** the Council of the County of Frontenac approve Central Frontenac Official Plan Amendment OP-1-15 to the Township of Central Frontenac Official Plan as contained in Appendix A.

**CARRIED**

## 11. Information Reports from the Chief Administrative Officer

- a) **2016-050**  
**Corporate Services**  
**Service Delivery and Organizational Review (SDOR) – Review of Recommendations**
- b) **2016-051**  
**Emergency and Transportation Services**  
**2015 Year in Review**

## 12. Reports from Council Liaison Appointees

- a) Emergency and Transportation Services - Councillor Nossal**

Councillor Nossal provided an overview of the Emergency and Transportation Services Department liaison activities since the last Council meeting.

- b) Long Term Care (Fairmount Home) - Councillor Inglis**

Councillor Inglis provided an overview of the Long Term Care (Fairmount Home) Department liaison activities since the last Council meeting.

- c) Corporate Services - Councillor Dewey**

Councillor Dewey provided an overview of the Corporate Services Department liaison activities since the last Council meeting.

- d) Planning and Economic Development - Councillor McDougall**

Councillor McDougall provided an overview of the Planning and Economic Development Department liaison activities since the last Council meeting.

**13. Reports from External Boards and Committees****a) Kingston Frontenac Library Board Update - Deputy Warden Vandewal**

Deputy Warden Vandewal noted the annual report of Library uses in the County, and announced that the Parham Library is set to open in May of this year.

**b) KFL&A Public Health Board Update - Councillor Doyle**

Councillor Doyle noted the Board is halfway through its Strategic Plan, and will be working closer with the LHIN on the Patient First Program. He also noted the Medical Officer of Health's bi-annual performance appraisal was done using a survey format of approximately 22 questions in order to receive feedback.

**c) RULAC, LSR and Other Updates**

No report

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

Councillor Inglis had no report at this time, but is questioning the relevance of this committee given the conditions of the agreement.

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

Councillor Nossal reported that the April 4<sup>th</sup> meeting concentrated on procedural issues when practitioners work with youth on rehabilitation programs that keep youth out of the justice system. If anyone knows of an organization that might be interested in joining this committee it would be welcomed.

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

No report

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

No report

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

The next meeting is scheduled for April 22, 2016





- g) From Ken Hall, Senior Advisor, Enbridge Pipelines, providing Enbridge Line 9 Update  
[Distributed to Council on April 1, 2016]
- h) From Mr. Paul Isaacs providing his comments on Funding for Denbigh Ambulance Base  
[Distributed to Council on April 1, 2016]
- i) From Royal Canadian Legion inviting County to support its Military Service Recognition Book 2  
[Distributed to Council on April 1, 2016]
- j) From the City of Kingston advising of an Open House for its Official Plan  
[Distributed to Council on April 1, 2016]
- k) From the Minister Responsible for Seniors Affairs advising of Seniors Month in Ontario  
[Distributed to Council on April 1, 2016]
- l) From the Regional Municipality of Peel advising of resolution regarding Ambulance Communications and Dispatch Services Advocacy  
[Distributed to Council on April 1, 2016]
- m) Kingston Frontenac Public Library 2016-02 March 1, 2016 Board Meeting Minutes  
[Distributed to Council on April 1, 2016]
- n) Revised Unconfirmed March 16 Regular Council Meeting Minutes  
[Distributed to Council on April 1, 2016]
- o) February 29 2016 Kingston & Frontenac Housing Corporation Meeting Minutes  
[Distributed to Council on April 8, 2016]
- p) From the Ministry of Municipal Affairs and Housing advising of the County's Planning Approval Authority Status  
[Distributed to Council on April 8, 2016]
- q) From the United Way regarding invitation to Youth Homelessness Awareness Day  
[Distributed to Council on April 8, 2016]
- r) Kingston & Frontenac Housing Corporation Audit Finding Report - Year Ended Dec. 31 2015  
[Distributed to Council on April 8, 2016]
- s) Press Release from RMFEO regarding its meeting on OPP Billing and Ontario Community Infrastructure Funding  
[Distributed to Council on April 8, 2016]
- t) From Laurie Scott MPP Requesting a Resolution of Support for Bill 158  
[Distributed to Council on April 15, 2016]
- u) From the Minister Responsible for Seniors Affairs Requesting a Proclamation of June to be Seniors Month  
[Distributed to Council on April 15, 2016]
- v) From the Township of Central Frontenac Proclaiming the Week of March 22 to be Accessibility Awareness Week  
[Distributed to Council on April 15, 2016]
- w) From the United Way thanking Council for The Proclamation of Success By 6 Week  
[Distributed to Council on April 15, 2016]







# Administrative Report

## May 18, 2016

Subject to Change



Report 2016-05

# Meeting Schedule

- April 21 - AMCTO Zone 6 Meeting, Casselman
- April 22 - EOWC Meeting, Morrisburg
- April 27 - MP Mark Gerretsen & Warden Smith
- May 4 - Council Liaison Meetings
- May 6 - Frontenac CAO's Meeting, County of Frontenac
- May 5, 9, 11 - Council Liaison Meetings
- May 9 - Frontenac Island Council Meeting (Warden)
- May 12 - Community Development Advisory Committee
- May 18 - County Council



# Activity

- Just Culture Training – April 28, Kingston
- Consent & Capacity Board Hearing – April 29
- LDSB Emergency Preparedness Week Twitter – May 3
- OMAA Workshop, Nottawasaga – May 11-13



# EOWC Update

- Advancement of 2016 Priorities
- Leadership Council
- Consultations on *Police Services Act*
- Inter-Municipal Agreements with City of Ottawa
- Meeting on Parliament Hill with Federal MP's – May 30
- Eastern Ontario Growth Plan
- Provincial Infrastructure Funding Criteria
- Canadian Nuclear Laboratories Update
- Algonquins of Ontario
- Decision on Regional Ombudsman
- EORN Update



# Bills and Lawmaking (AMCTO update)

- Bill 181, the *Municipal Elections Modernization Act*, passed [second reading](#) and was referred to the Standing Committee on Finance and Economic Affairs.
- Bill 163, the Supporting Ontario's First Responders Act [passed third reading](#) and received royal assent.
- Bill 151, the *Waste-Free Ontario Act*, [passed its second reading](#) and was referred to the Standing Committee on Social Policy.



# AMCTO Policy Updates

- **Federal Infrastructure Funding Details Released:** The federal government [has released](#) more details about infrastructure funding previously announced in its budget.
- **City of Toronto Releases Uber Regulations:** The City of Toronto [has released details](#) of its new approach to regulating ride-sharing companies, such as Uber.
- **MPAC 2016 Assessment Update:** MPAC has provided an [update](#) on its 2016 assessment. The update outlines several changes that MPAC says will improve how municipalities and property owners plan for and manage their new 2016 assessment.



# AMCTO Policy Updates

- **New Developments for the Sharing Economy:** A number of [new developments](#) last week changed the landscape for Uber, and other companies that make up the “sharing economy.”
- **Federal Government Commits to Update Rail Crossings:** The federal government [has pledged](#) \$10.9 million to update and fix more than 400 railway crossings across Canada.
- **Government Launches New Consultations Directory:** The province has [launched](#) a new online directory for public consultations.



# AMCTO Policy Updates

- **Province Announces Cycling Infrastructure Grant Recipients:** The government has [announced](#) the 37 municipalities who received grants under the Ontario Municipal Cycling Infrastructure Program.
- **Government Releases LTAHS Technical Document:** The Ministry of Municipal Affairs and Housing has [released](#) a technical document as part of its Long-Term Affordable Housing Strategy Update.
- **Changes to Wine and Cider and Sales at Farmers' Markets:** The government recently passed Ontario Regulation 720 (under the Liquor Licence Act), which [carries implications](#) for the sale of wine and cider at farmers' markets



# AMCTO Policy Updates

- **Province to Ban Corporate and Union Donations for Provincial Elections:** Premier Kathleen Wynne has indicated that the government is going to [introduce reforms](#) that will gradually phase-out corporate and union donations in provincial politics.
- **Applications Open for Two Community Safety Grants:** The government is now [accepting applications](#) for Safer and Vital Communities Grants as well as the Proceeds of Crime – Front Line Policing Grants.
- **Ontario Proposing Changes to Allow Ride-sharing Insurance:** The government of Ontario is [proposing reforms](#) to the insurance system that would allow ride-sharing companies, such as Uber and Lyft, to qualify for the same fleet insurance that is available to taxi and limousine companies.

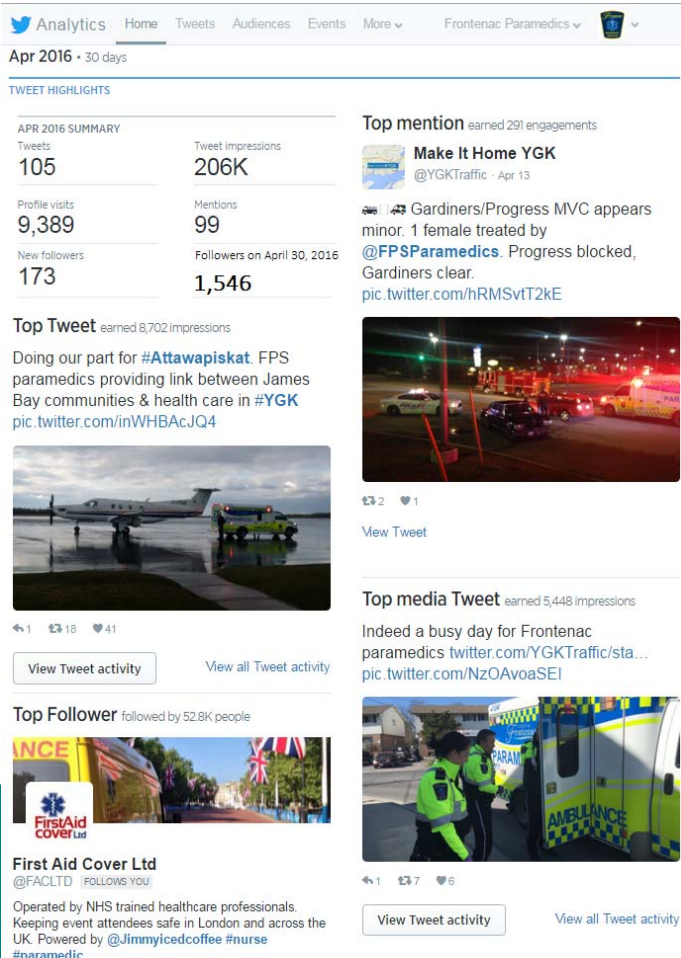
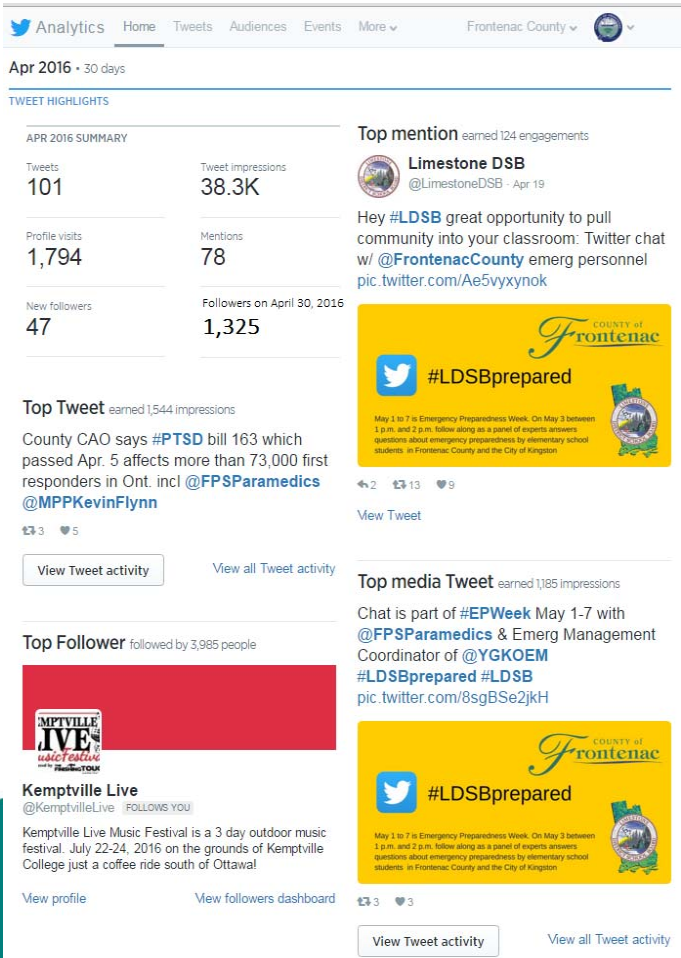


# AMO Update

**Ontario's Culture Strategy** The Province consulted the public on the value of culture in their lives and communities. The Province is now inviting [participation](#) in the next stage of consultation by providing feedback on the key parts of the draft Culture Strategy <https://www.ontario.ca/page/ontarios-culture-strategy>



# Twitter Stats- April



# Media

THE KINGSTON  
**WHIG STANDARD**

PROUDLY SERVING THE KINGSTON COMMUNITY SINCE 1834

MONDAY, MAY 2, 2016

POSTMEDIA

# Three hurt in ATV spills



PHOTO COURTESY OF THE FRONTENAC PARAMEDIC SERVICE

An Ornge air ambulance takes off from Ompah with a female patient in serious condition after an ATV rollover in a hydro line corridor north of Arcol Road near Ompah at approximately 12:20 p.m. on Saturday.

**STEPH CROSIER**  
THE WHIG-STANDARD

Three females are in hospital after two serious ATV accidents in North Frontenac early Saturday afternoon.

Marco Smits, communications officer for the County of Frontenac, told the Whig-Standard Saturday

night that one ambulance from the Frontenac Paramedic Service and two from Lennox & Addington Ambulance Service responded to a hydro line corridor north of Arcol Road near Ompah at approximately 12:20 p.m.

"It was two separate incidents," Smits said. "They happened very close to each other and very close

in time, but they were separate." One female was taken from the scene in serious condition to Ompah, where she was met by an Ornge air ambulance and transported to hospital. Smits said two other females were taken to hospital via land in moderate condition.

Smits said paramedic command at the location was very impressed

with the work between all teams, especially the work of the Kingston Central Ambulance communications Centre and Ambulance Dispatch.

The Ontario Provincial Police could not yet be reached for more information.

scrosier@postmedia.com  
Twitter.com/StephattheWhig

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## Famous designer prefers painting

Kingston's Ruth Dukas was one of Toronto's most successful fashion designers in the 1960s

**STEPH CROSIER**  
THE WHIG-STANDARD

In the Dukas' home there are white tiles, white carpets and white walls, perfect canvases to host Ruth Dukas' paintings. Realistic paintings of people in various poses and settings.

**'So many of them never come back'**

# Upcoming Events

## Paramedic Week May 23 - 27

Frontenac Paramedic Services is hosting a stop on the **Heroes are Human Resiliency Tour**. Memorial Hall, Kingston City Hall on **May 20<sup>th</sup>, 2 p.m. to 4 p.m.**

**Fairmount Home** hosting **Garage Sale, June 3** in Kingston Frontenac Rotary Auditorium between noon and 3 p.m.





**Report 2016-057**

**Council Recommend Report**

**To:** Warden and Council

**From:** Kelly Pender, Chief Administrative Officer

**Prepared by:** Joe Gallivan, Director of Planning and Economic Development  
Kelly Pender, Chief Administrative Officer

**Date of meeting:** May 18, 2016

**Re:** **Establishment of a County of Frontenac Planning Advisory Committee (Report #2)**

---

**Recommendation**

**Resolved That** the Council of the County of Frontenac accept the Planning & Economic Development – Establishments of a County of Frontenac Planning Advisory Committee Reports (2016-048 and 2016-057);

**And Further That** Council adopt the Planning Advisory Committee (PAC) Terms of Reference appended to Report 2016-048 with a committee composition composed of the four member Municipal Mayors (or their second member of County Council – at their discretion), plus three public members appointed by Council;

**And Further That** a review of the effectiveness of the Committee be completed in the spring of 2018;

**And Further That** County of Frontenac Procedural By-law 2013-0020, Schedule B, Advisory Committees of Council be amended to add Schedule B-4 Planning Advisory Committee;

**And Further That** the Manager of Legislative Services/Clerk be directed to advertise for public members to sit on the Committee PAC and the four Mayors evaluate the applications and make a recommendation to County Council for their consideration as per the Procedural By-law;

**And Further That** the Chief Administrative Office and/or the Director of Planning and Economic Development meet with the Council of each member municipality to review the purpose of the Committee and answer any questions.

**Background**

At the April 20, 2016 Council meeting, staff report #2016-048 was reviewed by Council and the following motion was passed:

**Resolved That** the Council of the County of Frontenac accept the Planning & Economic Development – Establishment of a County of Frontenac Planning Advisory Committee report for information;

**And Further That** Council discuss this proposal including the composition of the Planning Committee at an upcoming Committee of the Whole meeting scheduled for May 20th, 2016.

**CARRIED AS AMENDED**

A copy of Report #2016-048 and the draft terms of reference have been included in the agenda package for your reference.

**Comment**

With the upcoming changes to the Planning Act included in Bill 73, the Province will require all upper tier municipalities and separated cities to establish a Planning Advisory Committee (PAC) that will, in the case of the County, support and provide advice to County Council on regional planning matters. Failure to act upon this requirement may open up planning applications to appeal to the Ontario Municipal Board on procedural grounds. While the duties and responsibilities of the PAC are not detailed in the *Planning Act* our advice to Council is that there is an expectation from the Province that the role will be transparent and substantive.

The PAC format presented by staff is an attempt to stake out a middle ground between providing minimal responsibilities and oversight to the requirement for a PAC, and what could amount to a unnecessary oversight of municipal planning. It keeps intact local prerogatives regarding the level of involvement any individual municipality may choose within their mandate, while providing Council with clear, transparent and meaningful advice on legislated areas within their jurisdiction.

The terms of reference included in the report will provide the committee with a mandate that includes both plan review and policy direction. It is the opinion of staff that this approach is necessary in order to ensure that Council is both informed on any individual planning application where County Council is the approval authority and that their decisions are reflective of the policy direction provided by Council. Similar to the role of a municipal Committee of Adjustment, the PAC should be considered to be Council's resource on planning matters within their mandate. Unlike the Committee of Adjustment, the PAC will provide recommendations to Council, rather than make final decisions.

Report 2016-048 speaks to the appointment of three public members. It would be our recommendation that given the technical nature of the PAC that interviews be conducted with applicants by the four Mayors. Members with backgrounds in planning, environment, governance or another related area should be given preference. The

recommendation from the Mayors would be voted on in the usual manner by Council following the process in the Procedural By-law.

From the perspective of “good planning” it is important to build both capacity and capability in the PAC so that they function as in house planning experts that are trusted by citizens and council. The PAC needs to be in essence both judge and jury for planning applications – not an advocate for any one position.

A fundamental principle of planning is that when examining planning policies and/or applications that you start at the broadest level, moving down to the narrowest point. In simple terms, moving from the *Planning Act* and policy implications down to a minor variance. By definition, the PAC will be dealing with the broadest planning implications and committee members will be required to make planning decisions based upon a critical analysis of planning legislation, technical data and community input. This balance between legislative and policy frameworks is vitally important to the decision making process and requires a focused approach based a knowledge of local direction, the ability to critically examine technical data and recognition of Provincial interests.

The hierarchy and the various roles is summarized below:

| <b>Legislative Framework</b>       | <b>County</b>                                                                                                                                            | <b>County PAC</b>                                                                                              | <b>Member Municipality</b>                                                                                                                |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Planning Act                       | <ul style="list-style-type: none"> <li>• Input to Province as Requested</li> <li>• Comment/ Compliance for all County/ Member Municipal Plans</li> </ul> | <ul style="list-style-type: none"> <li>• Comment and advice to County Council as Required</li> </ul>           | <ul style="list-style-type: none"> <li>• Input to Province as Requested</li> <li>• Comment/ Compliance for all Municipal Plans</li> </ul> |
| Provincial Policy Statements (PPS) | <ul style="list-style-type: none"> <li>• Input to Province as Requested</li> <li>• Comment/ Compliance for all County/ Member Municipal Plans</li> </ul> | <ul style="list-style-type: none"> <li>• Comment and advice to County Council as Required</li> </ul>           | <ul style="list-style-type: none"> <li>• Input to Province as Requested</li> <li>• Comment/ Compliance for all Municipal Plans</li> </ul> |
| County Official Plan               | <ul style="list-style-type: none"> <li>• Development and Review</li> </ul>                                                                               | <ul style="list-style-type: none"> <li>• Comment and advice to County Council as Required</li> </ul>           | <ul style="list-style-type: none"> <li>• Comment to County Council as required</li> </ul>                                                 |
| County Policy Direction            | <ul style="list-style-type: none"> <li>• Approval</li> </ul>                                                                                             | <ul style="list-style-type: none"> <li>• Development and Review</li> <li>• Advice to County Council</li> </ul> | <ul style="list-style-type: none"> <li>• Comment to County Council as required</li> </ul>                                                 |
| Municipal Official Plan            | <ul style="list-style-type: none"> <li>• Approval</li> </ul>                                                                                             | <ul style="list-style-type: none"> <li>• Review and advice to County Council</li> </ul>                        | <ul style="list-style-type: none"> <li>• Development</li> </ul>                                                                           |

|                                              |                                                           |                                                      |                             |
|----------------------------------------------|-----------------------------------------------------------|------------------------------------------------------|-----------------------------|
| Municipal Policy Direction                   | • Comment as requested                                    | • Comment as requested                               | • Development and approval  |
| <b>Applications</b>                          | <b>County</b>                                             | <b>County PAC</b>                                    | <b>Member Municipality</b>  |
| Municipal Zoning By-laws                     | • Comment and advice to member municipality if requested. | • Comment and advice to County Council if requested. | • Review and approval.      |
| Plans of Subdivision<br>Plans of Condominium | • Approval                                                | • Comment and advice to County Council               | • Comment and advice to PAC |
| Severances/Consents<br>Minor Variances       | • No role unless requested by member municipality         | • No role unless requested by member municipality    | • Approval                  |

The introduction of the PAC does not displace the member municipality's role and responsibility as it pertains to their planning function as described by the *Planning Act*. Each municipality will still be able select to their level of participation in processes within their approval authority and/or collect and provide comment on matters before PAC and the County as they see fit.

Staff are available to meet with municipal Councils to review the role of the PAC and answer any questions, but will not interfere in the local decision making regarding the level of participation of any individual municipality in determining their local processes.

Finally, given that this is a newly mandated role for the County, our recommendation is that the Terms of Reference for the PAC be reviewed in 2 years. At this point the committee will have had experience with the role and there will be other County models to examine for best practice

### **Sustainability Implications**

As stated in *Directions for Our Future*, Government decision-making processes are clear, transparent, forward thinking and focused on the longer term. The public is interested, informed, and meaningfully involved in local governance.

### **Financial Implications**

It is anticipated that the PAC would meet anywhere from 6 to 10 times per year depending upon application levels. Every effort would be made to combine meetings with current County Council schedules to minimize travel. Council will need to reconsider their current County Council Remuneration policy in order to determine whether or not to pay a per diem for attendance. As per By-law 2015-0042, being a by-law to authorize the payment of remuneration to County of Frontenac Council Members

and Non-Council Appointees to Statutory Boards and Committees, citizen members to statutory boards and committees receive a \$75 per diem per meeting.

For planning, there are three significant cost implications for Council to consider:

1. Policy reports are required for making and defending many planning decisions. For example, the Private Roads Study was required in order to advance local/regional priorities, (i.e., the ability to continue to permit development on private roads). The proposed PAC terms of references contemplates a role that will include providing advice to Council on such matters.
2. The cost of appearing before the Ontario Municipal Board (OMB) is a significant expense for any municipality. Ensuring that Council has all the information to make informed and timely decision that reflects the policy framework of the Province, the County and the member municipality is imperative in order to minimize OMB costs and the risk of the award of costs.

It is also important to recognize that planning applications in one municipality can and will translate into costs in another municipality. The diligence and advice of the PAC will be important to Council when these situations arise.

3. Time and uncertainty are a significant driver of costs in the planning process. The expectation of the Province is that planning decisions are rendered in a manner consistent with the timelines stipulated by the *Planning Act*. Delays and uncertainty increase the costs for the proponent, municipality and citizens (where they choose to participate). The Committee will provide one point of contact for proponents and citizens, thereby reducing layers and the time required to process applications through to a decision.

In a similar manner, the PAC will expedite local decision making on County and local Official Plans, thereby reducing delays and costs. For example, decision making on O.P. amendments and O.P. reviews by member municipalities should be completed in a matter of months and be made by local politicians, rather than many months to years under the previous Provincial approvals process.

As well, policy decisions made at the County (rather than the Provincial level) will reduce uncertainty for developers and ultimately lead to more (appropriate) development and less uncertainty for citizens and applicants.

The format recommended by staff will provide a framework for reducing costs over the long term while promoting and implementing policies that increase economic development opportunities across the region.

### **Organizations, Departments and Individuals Consulted and/or Affected**

Ministry of Municipal Affairs and Housing



**Report 2016-048**

**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 of Planning & Economic Development  
**Date of meeting:** April 20, 2016

**Re: Planning & Economic Development – Establishment of a County of Frontenac Planning Advisory Committee**

---

**Recommendation**

**Resolved That** the Council of the County of Frontenac accept the Planning & Economic Development – Establishment of a County of Frontenac Planning Advisory Committee report for information;

**And Further That** Council discuss this proposal at an upcoming Committee of the Whole meeting scheduled for May 20<sup>th</sup>, 2016.

**Background**

Bill 73, *Smart Growth for Our Communities Act, 2015*, received Royal Assent on December 3, 2015. The Bill is an Act to amend the Development Charges Act, 1997 and the Planning Act. The Bill has not yet been proclaimed; however staff anticipate this happening sometime during this year.

**Comment**

Staff prepared a report for Council on June 17, 2015 on the impacts of Bill 73 for planning across the County which can be found [here](#). Council endorsed the report and sent it to the Ministry of Municipal Affairs and Housing as part of the Ministry's public consultation on Bill 73.

The intention of many of the amendments to the *Planning Act* is to improve community consultation and in particular provide for earlier and more meaningful involvement for the public in the development approval process.

Subsection 8(1) of the *Planning Act* currently allows municipalities the option to appoint a Planning Advisory Committee. One of the proposed Bill 73 changes is that these Planning Advisory Committees be mandatory, under subsection 8(1) for:

- every upper-tier municipality; and
- every single-tier municipality that is not in a territorial district (except for the Township of Pelee)

County Council will have the authority to appoint members to the Planning Advisory Committee. Under the Bill 73 changes the *Planning Act* will require that this Committee must include at least one citizen of the County who is neither a member of a municipal council nor an employee of any of the five municipalities. One suggestion from staff is that the Committee be comprised of the four Mayors of the Townships as well as three citizens, with one of the citizens acting as Chair. The size and composition of the Committee should be considered within the context of the draft Terms of Reference. A copy of the proposed Terms of Reference is attached to this report as Appendix A.

The proposed Terms of Reference anticipates that with the County Official Plan now in place and approval of an Economic Development Charter, County Council will be more fully engaged in the regional issues affecting planning and economic development.

The Committee would act as a connection between the operations of the Planning & Economic Development Department and the strategic direction of Council. It would serve as a venue to allow for full discussion and understanding of important planning issues prior to the issues going forward to Council. The Committee would also represent Council at public meetings regarding subdivisions, condominiums, and possibly other meetings that deal with County-wide planning issues.

#### **Sustainability Implications**

As stated in *Directions for Our Future*, Government decision-making processes are clear, transparent, forward thinking and focused on the longer term. The public is interested, informed, and meaningfully involved in local governance.

#### **Financial Implications**

There is no allocation for the support of a Planning Advisory Committee in the 2016 budget.

#### **Organizations, Departments and Individuals Consulted and/or Affected**

Ministry of Municipal Affairs and Housing

## **Frontenac County**

### **Planning Advisory Committee**

### **Terms of Reference**

The Planning Advisory Committee is responsible for overseeing all regional development, planning, and economic development within the County of Frontenac in accordance with the County's Official Plan document, *Directions for Our Future* sustainability plan, and the Frontenac County Economic Development Charter.

#### **MEMBERSHIP**

Membership of the Planning Committee shall consist of XXX Members of Council, as approved by Council. It shall also consist of XXX citizens who are residents of Frontenac County.

#### **GENERAL RESPONSIBILITIES**

The Planning Advisory Committee shall:

1. Be responsible directly to Council for those items emanating from the Planning & Economic Development Department.
2. Ensure co-ordination and consultation with other County Advisory Committees and departments where responsibilities overlap on planning matters and on issues relevant to the mandate of more than one Committee.
3. Subsequent to the approval of the budget, consider budget proposals and business plans for the Planning & Economic Development Department pertaining to items within the Advisory Committee mandate.
4. Consult with the City of Kingston Rural Affairs Advisory Committee on issues of joint interest and/or impact rural residents and businesses, or relating to items of interest for the agricultural and associated industries, and to issues with respect to rural affordable housing.
5. Receive reports from staff on items within the Committee's mandate.
6. Receive public delegations on matters affecting general land use planning and economic development in the County of Frontenac and hold public meetings, as required by the *Planning Act*, with respect to plans of subdivision and condominium. All such public meetings would be held in the Township where a development proposal was located.
7. Review and recommend to Council revisions to the Planning Committee Terms of Reference, as required.
8. Recommend to Council, the County of Frontenac's participation in federal or provincial cost-sharing programs for matters within the mandate of the Committee.
9. Monitor provincial and federal legislation that has an impact on planning matters.

**SPECIFIC RESPONSIBILITIES**

The Planning Committee shall:

**Planning**

1. Provide direction to staff for the implementation of the planning and development goals and policies as outlined in the City's Official Plan document.
2. Make recommendations to Council with respect to County Official Plan matters.
3. Review and make recommendations to Council concerning other planning matters of the County, including regional studies affecting planning and/or economic development, special studies, sustainability issues, and planning policy matters.
4. Encourage and support the ongoing County sustainability plan, *Directions for Our Future*.
5. When applicable, review and consider reports on the following matters that fall within the mandate of the Committee:
  1. Subdivision and condominium applications;
  2. Extensions of draft plan approvals;
  3. County and Township Official Plan amendments; and
  4. County and Township Official Plan updates.

**Housing**

6. Make recommendations to Council on housing policies contained in the County Official Plan, based on:
  1. housing requirements and targets for the County of Frontenac;
  2. federal and provincial housing policies and other related policy initiatives;
  3. reports outlining the periodic review and evaluation of the housing situation in the Frontenacs; and
  4. implementation of the City of Kingston/Frontenac County Municipal Housing Strategy and related housing policy initiatives.
7. Make recommendations to Council on how to adequately and affordably house Frontenac County residents, and provide options for increasing the supply of affordable housing.
8. Make recommendations to Council on issues related to any funding opportunities from other levels of government or other sources, supporting projects along the spectrum of housing-related needs from new construction, to renovations to supportive housing.

**Economic Development**

9. Make recommendations to Council on economic development policies, strategies, and other initiatives that have an impact on the County's rural areas and interests, including tourism.

10. Work with the County Community Development Advisory Committee (CDAC) and the Community Futures Development Corporation (CFDC) to support economic growth and stability in the Frontenacs.
11. Make recommendations to Council on matters relating to Community Improvement Plans (CIPs) as a means to support and promote economic development in the rural areas.
12. Have responsibility and focus on issues relating to economic development within Frontenac County, and provide guidance to Council and to County staff.
13. Receive advice from, and work with economic development stakeholders such as Community Futures Development Corporation, Land 'O Lakes Tourism, Kingston Economic Development Corporation (KEDCO), and Township Economic Development Committees.
14. Encourage the creation of initiatives to support the implementation of the County Economic Development Charter.

Appendix A to Report 2016-057

**SCHEDULE B-4 – ADVISORY COMMITTEE TO COUNTY COUNCIL**

**COMMITTEE NAME:** Planning Advisory Committee

**ESTABLISHMENT OF THE COMMITTEE**

- (i) The County of Frontenac Planning Advisory Committee shall be comprised of xxx (x) members appointed by County Council as follows:
  - xxx (x) member of the public from each of the Four (4) Townships; and
  - four (4) members of County Council, those being the Mayors of each Township.
  -
- (ii) The members of the County of Frontenac Planning Advisory Committee shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council;
- (iii) The County of Frontenac Planning Advisory Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 26 – 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 Community Development Advisory Committee will be guided by the Vision Statement:

*Fifty years into the future, the County of Frontenac is one of the most progressive municipalities in terms of community based sustainability planning because priorities and beliefs are determined through community consultation and County-wide considerations are well thought through and incorporate the four pillars of sustainability. The vision, developed to ensure the ongoing appreciation and continued improvements to our social, cultural, economic and environmental systems, strongly defines the region.*

**MANDATE/TERMS OF REFERENCE:** The Planning Advisory Committee is responsible for overseeing all regional development, planning, and economic development within the County of Frontenac in accordance with the County's Official Plan document, *Directions for Our Future* sustainability plan, and the Frontenac County Economic Development Charter.

The Planning Advisory Committee shall:

1. Be responsible directly to Council for those items emanating from the Planning & Economic Development Department.
2. Ensure co-ordination and consultation with other County Advisory Committees and departments where responsibilities overlap on planning matters and on issues relevant to the mandate of more than one Committee.
3. Subsequent to the approval of the budget, consider budget proposals and business plans for the Planning & Economic Development Department pertaining to items within the Advisory Committee mandate.
4. Consult with the City of Kingston Rural Affairs Advisory Committee on issues of joint interest and/or impact rural residents and businesses, or relating to items of interest for the agricultural and associated industries, and to issues with respect to rural affordable housing.
5. Receive reports from staff on items within the Committee's mandate.
6. Receive public delegations on matters affecting general land use planning and economic development in the County of Frontenac and hold public meetings, as required by the Planning Act, with respect to plans of subdivision and condominium. All such public meetings would be held in the Township where a development proposal was located.
7. Review and recommend to Council revisions to the Planning Committee Terms of Reference, as required.
8. Recommend to Council, the County of Frontenac's participation in federal or provincial cost-sharing programs for matters within the mandate of the Committee.
9. Monitor provincial and federal legislation that has an impact on planning matters.

**Specific Responsibilities**

The Planning Committee shall:

**Planning**

1. Provide direction to staff for the implementation of the planning and development goals and policies as outlined in the City's Official Plan document.
2. Make recommendations to Council with respect to County Official Plan matters.
3. Review and make recommendations to Council concerning other planning matters of the County, including regional studies affecting planning and/or economic development, special studies, sustainability issues, and planning policy matters.

4. Encourage and support the ongoing County sustainability plan, Directions for Our Future.
5. When applicable, review and consider reports on the following matters that fall within the mandate of the Committee:
  1. Subdivision and condominium applications;
  2. Extensions of draft plan approvals;
  3. County and Township Official Plan amendments; and
  4. County and Township Official Plan updates.

Housing

6. Make recommendations to Council on housing policies contained in the County Official Plan, based on:
  1. housing requirements and targets for the County of Frontenac;
  2. federal and provincial housing policies and other related policy initiatives;
  3. reports outlining the periodic review and evaluation of the housing situation in the Frontenacs; and
  4. implementation of the City of Kingston/Frontenac County Municipal Housing Strategy and related housing policy initiatives.
7. Make recommendations to Council on how to adequately and affordably house Frontenac County residents, and provide options for increasing the supply of affordable housing.
8. Make recommendations to Council on issues related to any funding opportunities from other levels of government or other sources, supporting projects along the spectrum of housing-related needs from new construction, to renovations to supportive housing.

Economic Development

9. Make recommendations to Council on economic development policies, strategies, and other initiatives that have an impact on the County's rural areas and interests, including tourism.
10. Work with the County Community Development Advisory Committee (CDAC) and the Community Futures Development Corporation (CFDC) to support economic growth and stability in the Frontenacs.

11. Make recommendations to Council on matters relating to Community Improvement Plans (CIPs) as a means to support and promote economic development in the rural areas.
12. Have responsibility and focus on issues relating to economic development within Frontenac County, and provide guidance to Council and to County staff.
13. Receive advice from, and work with economic development stakeholders such as Community Futures Development Corporation, Land 'O Lakes Tourism, Kingston Economic Development Corporation (KEDCO), and Township Economic Development Committees.
14. Encourage the creation of initiatives to support the implementation of the County Economic Development Charter.

**COMPOSITION OF THE COMMITTEE**

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

**Council Liaison to Planning and Economic Development**  
**Councillor McDougall**

**Three (3) Representatives from the Community:**

- 
- 
- 

**Four (4) members of County Council, those being the Mayors of each Township:**

- North Frontenac – Councillor Higgins
- Central Frontenac – Councillor Smith
- South Frontenac – Councillor Vandewal
- Frontenac Islands – Councillor Doyle



**Report 2015-058**

**Council Recommend Report**

**To:** Warden and members of Council  
**From:** Kelly J. Pender, Chief Administrative Officer  
**Prepared by:** Kelly J. Pender, Chief Administrative Officer  
**Date of meeting:** May 18, 2016  
**Re:** **Office of the Chief Administrative Officer – Strategic Priorities – Status Report**

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**Recommendation**

**Resolved That** the Council of the County of Frontenac accept the Chief Administrative Officer Report – Strategic Priorities – Status Report;

**And Further That** Council endorse Option Number \_\_\_\_\_ and direct staff to implement the strategic priorities as outlined, [including;

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_]

**And Further That** for planning purposes, Council approve a strategic plan review process that is commenced in year \_\_\_\_\_ of a Council term.

**Background**

At the June 18, 2014 meeting of County Council a motion was approved to adopt a strategic plan. The plan was facilitated by Performance Concepts Consulting Inc., and included public consultation and meetings with each member Council. The approved Strategic Plan included three specific goals that centred on the following:

- **Seniors and the Aging Tsunami**
- **The Future of Waste Management**
- **Long Range Financial Planning and Economic Development**

Council developed a long term, 50 year vision of the County in its Directions for Our Future in 2009. The Fairmount Home Strategic Plan was endorsed in 2012. Since June 2014 Council has further refined its long term strategy for the County through the adoption of the Official Plan and the endorsement of Economic Development Charter in 2015. These plans all envision longer term outcomes for a sustainable County of Frontenac.

The purpose of any strategic plan is to establish priorities, focus efforts, allocate scarce resources, provide a tool for Council to use to evaluate new opportunities and ultimately measure progress towards its longer term outcomes.

As we approach the second anniversary of the approval of the plan it is incumbent upon Council and staff to assess success, acknowledge short comings and either confirm or adjust the strategic direction based upon current realities.

The purpose of this report is to provide Council with the opportunity to discuss the strategic plan and direction. **It is certainly not necessary to conclude discussions in one meeting should more information or time be required by Council.**

In order to be effective, a strategic plan needs to be aligned with resources (both human and financial) and supported by business plans with clear lines of accountability. Simply put, a strategic plan without resources is merely a wish list. Towards this end, each department has prepared five year business plans and budgets that include alignment with the strategic plan. As staff begin the process of constructing 2017 budgets for Council consideration, any changes in direction will need to be incorporated so that resources can be re-aligned.

As a starting point for discussion regarding this midpoint review, staff provide the following range of options for Council consideration:

**Option One:**

Endorse the status quo.

**Option Two:**

Continue with the three goals, providing minor modifications to the goals and/or provide clarification or focus.

**Option Three:**

Confirm the status quo for the purposes of constructing the 2017 departmental business plans and budgets, while directing staff to include in the 2017 budget, resources to complete a full review of the Strategic Plan for implementation in 2018.

**Option Four:**

Abandon the existing plan and direct staff to begin the process of commencing public consultations and engaging necessary outside support to complete consultations prior to the end of 2017.

Regardless of the above, Council should turn their attention to the preferred cycle for consideration of the County Strategic Plan process.

**Comment**

The text boxes below provides a status update on each of the strategic goals and provides commentary on alignment with resources. Our suggestion is that Council engage in a discussion on each goal. Staff will be available to provide clarification and support where required.

**Goal #1: Meet the Aging Tsunami challenge for Frontenac Seniors by:**

- ✓ Addressing the existing gap in Senior's Affordable Housing stock by leveraging and/or funding the construction of a project in each of the four Frontenac Townships to be accomplished by the end of the 2015-18 term of County Council
- ✓ Addressing the existing gap in Senior's Transportation by ensuring 100% of Seniors receive a timely, affordable ride to scheduled medical appointments (when requested to receive in a timely fashion) to be accomplished by the end of the 2015-18 term of County Council

**Discussion:****Seniors' Affordable Housing:**

- Initial Senior's Housing Study has been completed, including feasibility analysis and financial modeling.
- Frontenac Islands (Marysville) project commenced – initial five units with potential for expansion
  - ✓ Local decision made not to seek outside funding in order to broaden access to the housing (i.e., not affordable/subsidized housing units in the traditional sense)
  - ✓ Land requirements identified and landowner agreement secured in principle
  - ✓ Water and sewer needs study complete – action plan being developed
- South Frontenac Committee set up – initial meetings held.
- Construction in all four municipalities by the end of 2018 will be difficult to achieve given property acquisition, servicing and financial issues, but realistic in a longer window, perhaps 2020.

**Seniors' Transportation:**

- Ongoing support provided to North and South Frontenac Community Services to provide service.
  - ✓ Data collection ongoing
  - ✓ Ridership continues to increase
  - ✓ Continued market scan for innovative solutions
  - ✓ Meetings have been coordinated by the Executive Director, South Frontenac Community Services regarding service expansion to Frontenac Islands
- Analysis of more “aggressive” transportation systems is possible, but capital costs and operating funding will need to be confirmed. Lanark County recently commenced this process. The results of their study may help shape the discussion in Frontenac County and/or provide linkages that may make access to Perth, Carleton Place and Ottawa more viable.

**Other Seniors' Issue:**

- Fairmount Home facility provides 128 long term care beds which primarily support seniors in Frontenac County and the City of Kingston. Community outreach on senior's issues is identified as a priority in the Fairmount Business Plan.
- Frontenac Paramedic Service services to seniors is a substantial portion of the patient care provided, but is not reflected in the Strategic Plan.
- Community Paramedic Clinics are operated monthly on Wolfe Island and rotating quarterly through each Township. Provincial funding for Community Paramedicine has been confirmed for 2017/18 but long term funding is not assured. The County recently commissioned Queen's University to complete a study should funding be made available.
- Considerable discussion has taken place at Council regarding the delivery/coordination of medical services to citizens. This service has significant implications for seniors. There are currently no financial or staffing resources dedicated to this issue. Warden Smith has been appointed to group exploring a Health Hub that is intended to support and improve the delivery of health services in North and Central Frontenac.
- Care delivery in Fairmount Home continues to evolve with the implementation of Provincial “aging in place” strategies. Acuity levels continue to increase, often stressing current staffing levels and length of stay continues to shorten.

**Notes:**

- Much of this file is managed by the Planning and Economic Development Department (3.0 FTE). The passage of the new Official Plan combined with the changes to the Planning Act mandating a Planning Committee at the County level will require more focus for staff on planning issues. Likewise the emphasis on economic development (Goal #3) places pressure on the resources of the Planning and Economic Development Department.
- Social services and medical issues are specialized areas and require experience and dedicated attention that does not exist within current County staff.

- A reserve amount of \$100,000 has been dedicated to household green energy projects (Collaboration on Home Energy Efficiency Retrofits in Ontario – CHEERIO was a project initiated through the Toronto Atmospheric Fund). The original intent was to promote household green energy projects using the Local Improvement provisions of the Municipal Act (O.Reg 586/06). At the April 20, 2016 meeting of Council (Report 2016-049), it was approved to petition the Province of Ontario to permit Frontenac to implement regional Community Improvement Plans. CIPs would be a much easier tool for the implementation of green energy projects than Local Improvement Charges.
- The County established a reserve for the Frontenac Renovates program (Current balance = \$403,430), which is intended to take over from a Provincial grant program administered on our behalf by the City of Kingston. The program continues to operate, assisting homeowners with necessary repairs to their homes.

**Alignment:**

**Financial:**

- \$1.5M allocated to reserves for housing and transportation services (Reserve Summary is included in the Financial portion of this report)
  - ✓ Approx. \$24k spent to date on the housing study
  - ✓ Each municipality will also be required to contribute costs/in-kind to the project
- NOTE: The reserve allocation has not been formally divided between the housing and transportation aspects of the Goal, however the general direction indicated by Council was \$1.4M for housing and \$100K for transportation.
- The 2016 operating budget for the County includes the sum of \$86K in support of transportation.

**Staff Resources:**

- The housing portfolio is small portion of the work load of the Director of Planning and Economic Development and the Community Planner. The Manager of Legislative Services/ Clerk provides administrative support.
- The Director of Planning and Economic Development is the primary contact between the County and Community Services for transportation issues. The time commitment is minimal each year.
- Community Paramedicine Clinics cost \$9000 annually in staffing costs.
- No resources have been allocated to medical issues.

**Recommendations:**

1. That the Seniors' Housing project continue to be rolled out in each Township with direction and support provided at the local level and that County staff continue to provide a coordination role with an adjusted timeline of 2020.
2. That Seniors' Transportation continue to be funded from the County operating budget and that staff continue to monitor ridership and work with the Community Services Executive Directors to look for funding opportunities to enhance the service. Further, that \$100,000 be held in reserves for consideration of program enhancements.
3. [Alternative to #2] That County Council allocate the entire \$1.5M (less initial report cost) Reserve Amount to Seniors' Housing projects with 25% dedicated to each Township. It being understood that Seniors' Transportation will be funded through operating budgets and that program enhancement will be considered by Council on a case-by-case basis.

**Related Items for Council Consideration:**

4. That the Director of Emergency and Transportation Services/Chief of Paramedic Services be directed to provide Council with a report regarding options for the expansion of Community Paramedicine Clinics.
5. That the Chief Administrative Officer and the Director of Planning and Economic Development be directed to prepare a report and draft budget that looks at opportunities to enhance County's ability to assist with the coordination of health services in Frontenac County.

**Goal #2:** Meet the emerging "post landfill" Solid Waste Management challenge for Frontenac residents.

- ✓ Coordinate the establishment of a "Made in Frontenac" position and financial plan to be executed by the end of the current Council term, to inform the Eastern Ontario Wardens' Caucus on solid waste management solutions including energy-from-waste.
- ✓ Frontenac's position will be supported by technical data and financial planning in collaboration with local municipalities.

**Discussion:**

- This project has been discussed with both the Eastern Ontario Wardens' Caucus (EOWC), AMO and the City of Kingston.
  - ✓ Within the EOWC only Prince Edward, Northumberland, Kawartha and Peterborough Counties are responsible for waste management and are not interested in looking further at this issue.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>✓ A new incineration facility in Durham Region has opened up that actively looking for waste streams to divert to their facility. This has changed the dynamic in municipalities to the east of the GTA. The plant is expected to be fully operational in 2017 and is projected accept 140,000 tonnes annually.</li> <li>✓ Discussions have been held with the City of Kingston regarding waste and recycling, but this initiative has not progressed.</li> <li>✓ The Province, AMO and producers are currently negotiating cost shared for recycling that have the potential to shift costs structures and perhaps even delivery models, thereby creating uncertainty in the market place.</li> <li>✓ Smaller scale incinerators are anticipated to be more commercially viable over the next decade resulting in more opportunities for the private sector and or municipalities to cost effectively implement an incineration option.</li> </ul> <ul style="list-style-type: none"> <li>▪ As part of our shared services efforts with our member municipalities the Public Works managers are currently evaluation options for consideration by Council. <ul style="list-style-type: none"> <li>✓ Since the approval of this goal, the landfill site in Frontenac Islands Township (Wolfe Island) has been closed and the Township is now shipping garbage.</li> <li>✓ A single source engineering/monitoring contract was negotiated by the remaining three municipalities that has resulted in savings.</li> <li>✓ It is estimated that across South, Central and North Frontenac that there is 20+/- years of capacity remaining.</li> </ul> </li> <li>▪ The reality in Ontario is that the opening of new landfill sites is becoming increasingly difficult, if not impossible, and the implementation timeline for any solution is five to ten years. The balancing act for Council is between maximizing existing capacity (either through diversion, improved site management), waiting for technology to catch up and navigating a very long and expensive approval process.</li> <li>▪ It is not likely that this goal, in its current format, will be achieved in the timeline allocated in the goal.</li> </ul> |                                                                                                                                                                                                                                                                                                                                |
| <p><b>Alignment:</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                |
| <p><b>Financial:</b></p> <ul style="list-style-type: none"> <li>▪ No operational dollars have been assigned to this goal.</li> <li>▪ A strategic project reserve has been established at \$100,000 for the implementation of this project. No expenditures have been authorized by Council from this reserve.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Staff Resources:</b></p> <ul style="list-style-type: none"> <li>▪ No County staff have been assigned to this goal in either the operating budget or the five year business plans.</li> <li>▪ The Warden and/or CAO have participated in meetings with the EOWC and the City of Kingston to advance this goal.</li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                |

**Recommendations:**

1. That the efforts the Public Works Managers of the member municipalities with respect to waste management efficiencies continue with a full report back prior to the end of 2016.
2. That County Council confirm they are willing to look at options presented by the Public Works Managers that may broaden the scope of the goal as approved.
3. That the Warden and CAO continue to look for regional opportunities for cooperation/coordination of waste management.

**Goal #3: Respect for the Taxpayer and Focused Economic Development**

- ✓ Recognizing that there is only one ratepayer that bears the burden of property taxes and further that ongoing spending control is a priority, Council will develop a long term financial plan that is sustainable.
- ✓ Council agrees to prioritize support to the economic development objective of employment/revenue generation; and to support continued efforts to rationalize costs across the Townships and County.

**Discussion:****Long Range Financial Plan:**

- The need for a long range financial plan (LRFP) was recognized in the 2014 Service Delivery and Organizational Review (SDOR) completed by KPMG, recommended by our Auditors (Allan and Partners), as well as being a goal in the Strategic Plan.
- A framework for a LRFP was presented to County Council in 2014. The six pillars of the plan include:
  - ✓ Strategic Plan – Where are we going? When are we going to do things?
  - ✓ Contracts and Obligations – Who do we owe? Who owes us? What does the law say?
  - ✓ Asset Management Plan – How do we maintain what we have? Are there assets we can divest? Are there assets we are planning to acquire?
  - ✓ Revenue Sources – What funding options do we have?
  - ✓ Service Delivery Review – Do we deliver the right services? Are our customers satisfied? Are services delivered efficiently? Are services delivered effectively?
  - ✓ Business Planning and Operating Budgets – What are we doing this year? Will decisions this year have an impact on future years?
- All six pillars of the LRFP have been reviewed by Council. As part of the 2015 Audit, our Auditor commended the County for their work in this regard.
- A budget policy has been developed, approved by Council and implemented by staff.
- A reserves policy has been developed, approved by Council and implemented by staff. This included the establishment of a levy stabilization reserve to smooth out the effect of minor fluctuations from the consumer price index.
- An investment policy has been developed, approved by Council and implemented by staff.
- Condition assessments have been completed for all major County assets and a plan has been put in place to achieve financial sustainability for current assets over a ten year period, while recognizing the need for some borrowing in the building and land asset categories.
- Workplace Safety Insurance Board (WSIB) premiums have been moved to Schedule Two resulting in projected long term savings.
- A continuous improvement culture is being implemented with training for Lean/Six Sigma having been completed by nine employees to the yellow belt level. Another intake of staff will commence yellow belt training in June and green belt training commencing for six of the original nine yellow belts at the same time.
- Budgets passed for 2015 and 2016 were developed in accordance with the LRFP and budget policy.
- Five year business plans were initiated in 2015 for all departments.
- While long range financial planning is an ongoing process, the framework and foundations documents have been completed and implemented over two budget cycles. The LRFP will be reviewed with Council at an upcoming meeting.

**Economic Development:**

- An economic development charter was created in 2015. The charter focuses on three priorities:
  - ✓ Trips and trails
  - ✓ Food and beverage
  - ✓ Recreation lifestyle
- Two committees (Sustainability advisory and trails) were folded in under the newly created Community Development Advisory Committee (CDAC) with a mandate to implement the economic development charter, while maintaining focus on the four pillars of sustainability.
- The economic development and planning functions were consolidated into one department in order to ensure that conflicting interests were mitigated at the earliest moment and to gain the maximum utility from existing staff.
- The Provincially mandated County Official Plan was approved in 2016. The plan took a high level planning focus and integrated many economic development priorities.
- The last phase the K&P trail is expected to be completed to Sharbot Lake in 2017.
- Council allocated \$500,000 for economic development and a three year plan was approved as part of the 2016 budget.
  - ✓ A Rural Economic Development (RED) grant application was submitted in early 2016 which, if approved, would see an additional ~\$300K allocated towards the project. Support for the RED grant was received from all four member municipalities. As of this date, no announcement has been received.
  - ✓ An initial project for County wide branding has been initiated outside of the RED grant and is being led by the economic development committee for North Frontenac.
  - ✓ A Community Development Officer is scheduled to be hired on July 1<sup>st</sup> 2016 to facilitate economic development within the three priorities identified in the Charter. The position would move economic development from a reactive to a proactive state. This is a three year contract position.
  - ✓ Roles and responsibilities within the planning and economic development department were reviewed with CDAC.

**Alignment:****Financial:**

- One economic development position is funded from the operating budget.
- The Director of Planning and Economic Development is funded from the operating budget.
- The Community Development Officer budget is a three year commitment funded from reserves.
- The total reserve commitment is \$500,000. A grant application for an additional ~\$300,000 has been submitted.

**Staff Resources:**

- As noted under financial considerations.

**Recommendations:**

1. That staff prepare options for Council consideration during the 2017 budget cycle that will allow for the continuation of economic development initiatives beyond the three year reserve commitment.

**Sustainability Implications**

The development of a strategic plan tied to a long range financial plan is a key element in ensuring that Council, citizen and staff objectives are aligned.

**Financial Implications****Reserve Allocations for Projects:**

|                                                |             |
|------------------------------------------------|-------------|
| Seniors/Aging Tsunami (Housing/Transportation) | \$1,500,000 |
| The Future of Waste Management                 | \$ 100,000  |
| Economic Development                           | \$ 500,000  |
| Future Community Improvement Projects          | \$ 154,000  |
| Cheerio (Household Green Energy Projects)      | \$ 100,000  |
| Frontenac Renovates                            | \$ 403,430  |

**Organizations, Departments and Individuals Consulted and/or Affected**

Senior Leadership Team



**Report 2016-059**

**Recommend Report to Council**

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

**From:** Kelly J. Pender, Chief Administrative Officer

**Prepared by:** Jannette Amini, Manager of Legislative Services/Clerk  
Joe Gallivan, Director of Planning & Economic Development

**Date of meeting:** May 18, 2016

**Re: Planning & Economic Development – Extension of Approval of Draft Plan of Subdivision – 2292 Sands Road Township of South Frontenac – County File #10T-2011/002**

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**Recommendation**

**Resolved That** the Council of the County of Frontenac receive the Planning & Economic Development – Extension of Approval of Draft Plan of Subdivision – 2292 Sands Road Township of South Frontenac – County File #10T-2011/002;

**And Further That** the Council of the County of Frontenac extend the draft approval for the plan of subdivision for 2292 Sands Road, Battersea, to July 17, 2017, based on the attached conditions detailed in Appendix B, approved by County Council July 17, 2013.

**Background**

At its regular meeting held July 17, 2013, Council passed the following resolution:

- b) **2013-136**  
**Sustainability – 2292 Sands Road, Battersea Draft Plan of Subdivision – County File 10T-2011/002**

Motion #: 308-13 Moved By: Councillor Doyle  
Seconded By: Councillor Jones

**Resolved That** the Council of the County of Frontenac approve the plan of subdivision submitted by FoTenn Consultants Inc on behalf of Roger and Roberta Ouellette, being Parts 9 & 10, Concession 9, Geographic Township of Pittsburgh, Township of South Frontenac, County of Frontenac, County File No. 10T-2011/002: subject to the Conditions of Draft Approval contained in the County Planning Report dated July 10, 2013 noted as Exhibit A to this report;

**And Finally That** the Clerk be authorized to issue draft approval by signing the required documents and making any technical corrections to the conditions as needed.

**CARRIED**

### **Comment**

The subject property is 23 hectares (56.8 acres) in size and is located in the Township of South Frontenac on Sands Road, in the southern portion of the hamlet of Battersea. The lands are currently occupied with an existing single detached dwelling. A large wooded ridge dominates the northern and western portions of the property, with the lands generally rural in character sloping toward nearby wetlands. The surrounding area contains mostly rural single detached lots, wooded areas and farmland, and a wetland is located just north of the property.

It is legally described as Parts 9 & 10, Concession 9, Geographic Township of Pittsburgh, Township of South Frontenac, County of Frontenac. A map of the subject site is attached as Appendix A.

The plan of subdivision would see the creation of a residential subdivision consisting of 15 single detached lots, two stormwater blocks, a public roadway, a road allowance that would allow a possible future connection to the existing hamlet of Battersea, and a block for the existing home. The plan was originally submitted in 2011 and was the third version of the plan that the applicant had prepared in response to comments from agencies, South Frontenac Council and the public.

Section 50.1 of the *Planning Act* States:

#### **Lapse of approval**

[\(32\)](#) In giving approval to a draft plan of subdivision, the approval authority may provide that the approval lapses at the expiration of the time period specified by the approval authority, being not less than three years, and the approval shall lapse at the expiration of the time period, but if there is an appeal under subsection (39) the time period specified for the lapsing of approval does not begin until the date the Municipal Board's decision is issued in respect of the appeal or from the date of a notice issued by the Board under subsection (51). 1994, c. 23, s. 30; 2006, c. 23, s. 22 (6).

#### **Extension**

[\(33\)](#) The approval authority may extend the approval for a time period specified by the approval authority and may further extend it but no extension is permissible if the approval lapses before the extension is given. 1994, c. 23, s. 30.

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The approval for this draft plan of subdivision expires on July 17, 2016. The County of Frontenac is in receipt of a request from Fotenn Consulting on behalf of the applicant for an extension of draft for an additional one (1) year. Since obtaining draft subdivision

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Recommend Report to Council  
Planning and Economic Development – Extension of Approval of Draft Plan of Subdivision – 2292 Sands Road  
Township of South Frontenac – County File #10T-2011/002  
May 18, 2016

Page 2 of 3

approval, one of the two owners, Roger Ouellette, regrettably passed away. His wife, Roberta Ouellette, is not in a position to satisfy the draft conditions and is therefore attempting to sell the lands. A one year extension would allow Ms. Ouellette to sell the lands before draft approval expires. A copy of the correspondence from Fotenn Consulting is attached to this report as Appendix C.

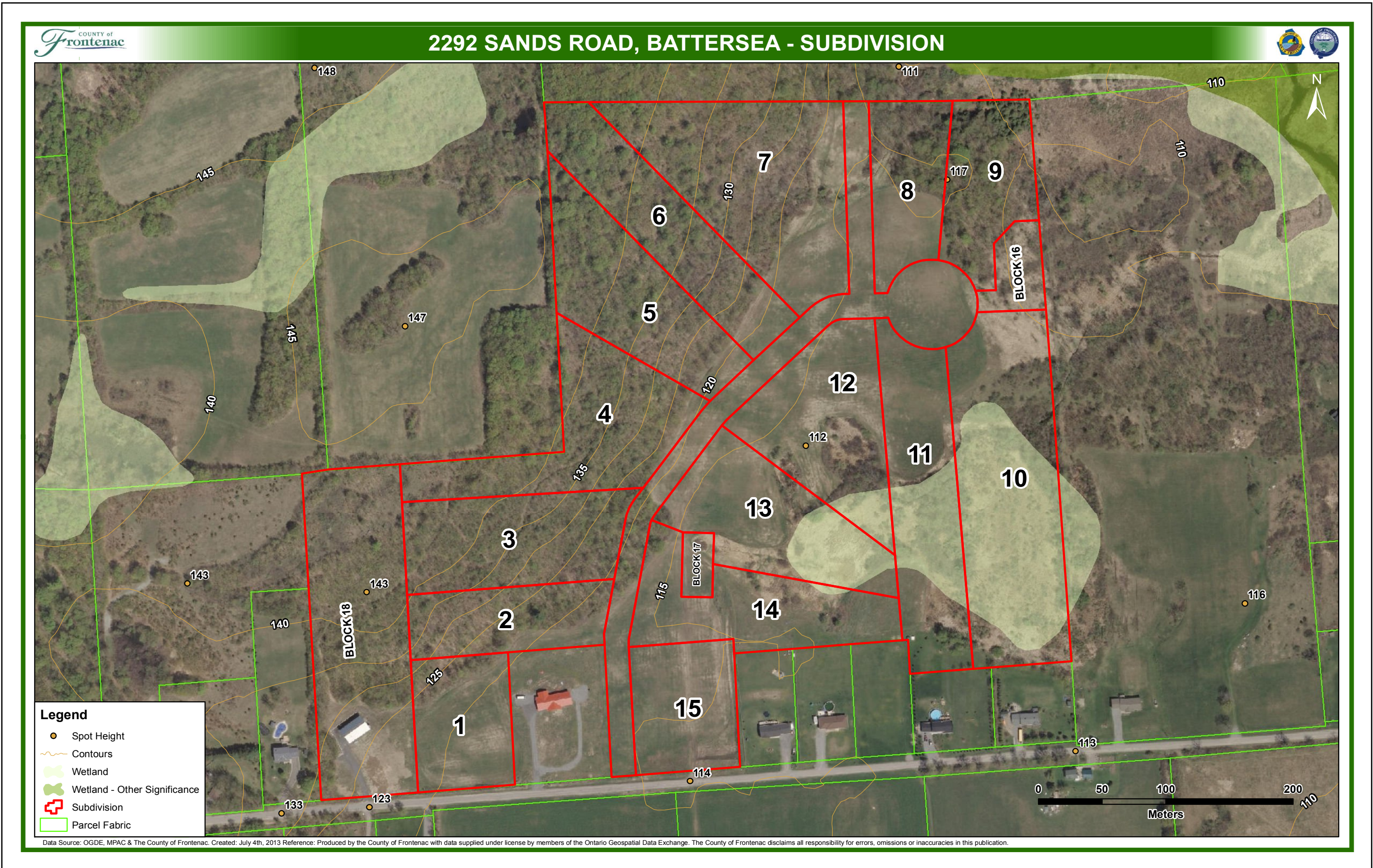
The Township of South Frontenac has advised that it is aware of the situation and has no objections to the proposed extension.

**Financial Implications**

There are no financial implications associated with this report.

**Organizations, Departments and Individuals Consulted and/or Affected**

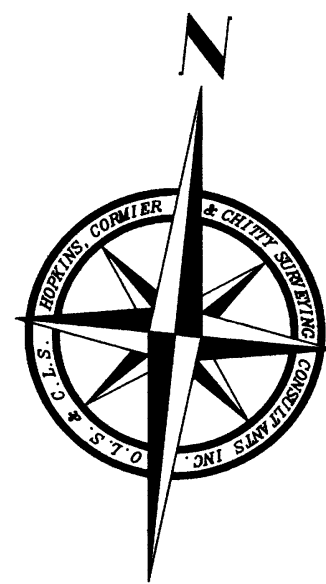
Township of South Frontenac



DRAFT PLAN of SUBDIVISION of  
Part of LOTS 9 and 10, CONCESSION 9  
Geographic Township of Pittsburgh  
(Former Municipal Township of Storrington)  
TOWNSHIP of SOUTH FRONTENAC  
COUNTY of FRONTENAC

SCALE = 1:1000

HOPKINS, CORMIER & CHITTY SURVEYING  
CONSULTANTS INC.  
-2011-



PIN 36288 - 0037 (LT)

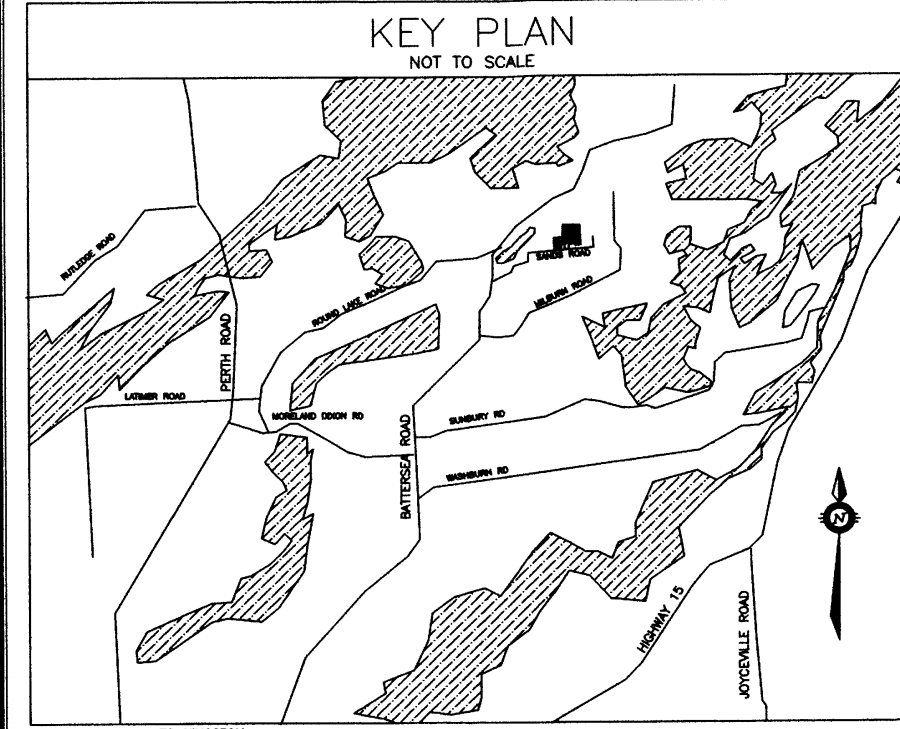
PART 1  
PLAN 13R-16043

PIN 36288 - 0044 (LT)

LOT 9

PART 1 PLAN 13R-?????

PART 1 PLAN 13R-16043



ADDITIONAL INFORMATION REQUIRED UNDER  
SECTION 51.17(A-L) OF THE PLANNING ACT

- a. Shown On Draft Plan  
b. Shown On Draft Plan  
c. All Lands Owned, or in Which the Applicants Have An Interest  
Are Shown On the Key Plan.  
d. Residential: Single Units  
e. Residential: Single Units  
f. Shown On Draft Plan  
g. Shown On Existing Conditions & Proposed Subdivision Plan  
h. Private Wells  
i. Sandy Loam and Clay Loam with Limestone Close to Surface  
j. Shown On Draft Plan  
k. Stormwater, Road Maintenance, Garbage Collection, Phone, Hydro  
l. None

OWNER'S CERTIFICATE

I, Roger Ouellette, Herely Authorise  
Hopkins, Cormier & Chitty Surveying Consultants Inc.  
to Prepare and Submit This Plan to  
the County of Frontenac  
For Review and Approval.

SIGNED: *[Signature]* DATE: April 26, 2013  
ROGER OUELLETTE  
OWNER

SITE DATA

| LAND USE             | UNITS             | AREA ±                     | DENSITY |
|----------------------|-------------------|----------------------------|---------|
| RESIDENTIAL          | LOTS 1 TO 16 & 18 | 22.438ha/ 224380.000sq.m.± | 85.087% |
| ROADS / STREETS      | STREETS A & B     | 1.683ha/ 16829.237 Sq.m.   | 7.023%  |
| BLOCKS (Storm Water) | 16 & 17           | 0.413ha/ 4126.043sq.m.±    | 1.723%  |
| RESERVES             | NONE              |                            |         |
| TOTAL SITE AREA      |                   | 23.965ha/ 239653.820sq.m.± |         |

BEARING NOTE:

BEARINGS ARE ASTROMOMIC AND ARE DERIVED FROM THE  
NORTHERLY LIMIT OF PART 3 REFERENCE PLAN 13R-9761,  
HAVING A BEARING OF N85°49'10"E AND BEING DESIGNATED  
HEREON AS "REFERENCE BEARING".

LEGEND:

- SSIB'S PLANTED DUE TO INSUFFICIENT OVERBURDEN
- denotes Planted Survey Monument
  - SSIB Found Survey Monument
  - SSIB Standard Iron Bar
  - SSIB Short Standard Iron Bar
  - IB Iron Bar
  - IBW Iron Bar (round)
  - RB Rock Bar
  - RPL Rock Plug
  - (WIT) Witness
  - (M) Measured
  - (R.P.) Registered Plan
  - (HP) Hydro Pole
  - (1120) James A. Minnes - O.L.S.
  - (1801) Hopkins, Cormier & Chitty Surveying Consultants Inc - O.L.S.
  - (1338) Clancy & Hopkins Ltd. - O.L.S.
  - (1407) Orange W. Elliott Ltd. - O.L.S.

Denotes area subject to  
Plan of Subdivision

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:  
THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED  
AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE  
CORRECTLY SHOWN.

REVISED: APRIL 22, 2013  
REVISED: AUGUST 27, 2012  
DATE: OCTOBER 17, 2011

PHIL W. CHITTY - O.L.S.



|                                                                                                             |             |                                                                            |          |
|-------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------|----------|
| Party Chief:                                                                                                | Instrument: | Checked By:                                                                | Plan By: |
| HOPKINS, CORMIER & CHITTY<br>SURVEYING CONSULTANTS INC.<br>Ontario Land Surveyors<br>www.hopkinscormier.com |             |                                                                            |          |
| 634-888 NORRIS COURT<br>KINGSTON, ONTARIO K7P-2R9<br>Tel: (613) 384-9266<br>Fax: (613) 384-3518             |             | PROJECT No. 2010-031-2<br>LOT 9/10 CONCESSION 9<br>TOWNSHIP OF STORRINGTON |          |

|                                                                             |                                        |
|-----------------------------------------------------------------------------|----------------------------------------|
| <b>Applicant: Roger and Roberta Ouellette</b>                               | <b>Date of Decision: July 17, 2013</b> |
| <b>File No.: 10T-2008/002</b>                                               | <b>Date of Notice:</b>                 |
| <b>Municipality: Township of South Frontenac in the County of Frontenac</b> | <b>Last Date of Appeal:</b>            |
| <b>Subject Lands: 2292 Sands Road</b>                                       |                                        |

**CONDITIONS TO APPROVAL****The conditions of approval for the draft plan of subdivision are as follows:****1. Approved Draft Plan:**

That this conditional approval applies to the Draft Plan of Subdivision, dated April 26, 2013, prepared and certified by Hopkins, Cormier, and Chitty Surveying Consultants Inc OLS. which shows the following:

- 15 lots for single detached dwellings (Lots 1-15);
- Two stormwater blocks (Blocks 16 and 17)
- 1 block for an existing single detached dwelling (Block 18)
- One public road (Street A)
- One future road allowance (Street B)

**2. Subdivision Agreement:**

That the owners of the subject land enter into a subdivision agreement with the municipality, prepared to the satisfaction of the municipality, to be registered on title of the subject land.

**3. Financial Requirements:**

- A.** That the owner agree in writing to satisfy all the requirements, financial and otherwise of the municipality concerning the provision of roads, installation of services and drainage, in accordance with the municipality's standards and procedures.
- B.** That the Owner shall reimburse the Township of South Frontenac and County of Frontenac for all legal, engineering, planning, administrative expenses and permit fees including the cost of any peer review that the Township of South Frontenac or County of Frontenac may require in relation to the subdivision.

**4. Access:**

- A.** That the road allowance included in this draft plan as 'Street A' shall be shown and constructed to Township standards for public roads with paved asphalt surfacing and that the road be dedicated as a public highway.
- B.** That visual screening in the form of fencing and/or earthen berms and/or trees may be required to be constructed along the east and west side of the new road allowance where it abuts the existing neighbouring property and Lot 15 at Sands Road. After final grading of the new road is completed, the Township will determine the extent of buffering required based on providing an adequate measure of privacy for Lot 15 and the existing property-owner who could be negatively affected by the traffic on the new street.
- C.** That the street shall be named to the satisfaction of the municipality.

|                                                                             |                                        |
|-----------------------------------------------------------------------------|----------------------------------------|
| <b>Applicant: Roger and Roberta Ouellette</b>                               | <b>Date of Decision: July 17, 2013</b> |
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| <b>Subject Lands: 2292 Sands Road</b>                                       |                                        |

- D.** That any dead ends and open sides of road allowance created by this plan of subdivision shall be terminated in 0.3 metre reserves to be conveyed to and held in trust by the municipality and that 'Street B' which is a 20 metre wide area of land, be dedicated to the Township extending north from the new street and ending at the northern limit of the subject land to be for the purpose of providing a future road access to the north.
- E.** That a 1.5 metre wide concrete sidewalk be constructed to a standard satisfactory to the Township along the southeast side of the road allowance from Sands Road in the south and terminating at the cul-de-sac in the north and that the technical drawings prepared by EXP services Inc. be revised to show this sidewalk in relation to ditching and stormwater flows. The Township acknowledges that the 20 metre wide road allowance may be required to be further widened to accommodate this construction.

**5. On-Site Sewage Disposal and Water Systems:**

- A.** That the recommendations outlined in the letter dated November 14, 2012 and July 5, 2013 from KFL&A Public Health to the County of Frontenac, be addressed to the satisfaction of the municipality.
- B.** That all requirements and recommendations specified in the Hydrogeology, Terrain Analysis and Nitrate Impact Assessment Report, revised dated April 9, 2013, from EXP Services Inc., and associated drawings be complied with.
- C.** That any existing wells and or septic systems that may be present on the site and are not to be used as part of the plan of subdivision be decommissioned as per applicable regulations.

**6. Environment**

- A.** That all conditions outlined in the letters dated October 29, 2012 and May 29, 2013 from the Cataraqui Region Conservation Authority to the County of Frontenac, be addressed to the satisfaction of the municipality.
- B.** That the 30 metre setback from the wetland as illustrated by a grey dashed line on the 'Site and Existing Conditions Plan C-01', by EXP Services Inc, revision date 13/04/17, be identified on Lots 6 through 14 with a line of shrubs with a minimum height of 0.5 metres to be installed by the developer and maintained by each future Lot-owner for the purpose of defining a no-build area on each of these lots.
- C.** That a development agreement be entered into and registered on the title of Lots 6 through 14 which would require each Lot-owner to maintain a line of shrubs defining the 30 metre setback from the wetland and which would impose prohibitions on development within the area of each Lot that lies within the 30 metre setback from the wetland in accordance with the recommendations of the Environmental Impact Statement, dated March 5, 2011, from Ecological Services, and the Township's environmental protection policies.

|                                                                             |                                        |
|-----------------------------------------------------------------------------|----------------------------------------|
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| <b>Subject Lands: 2292 Sands Road</b>                                       |                                        |

- D. That recommendation number two of the EIS (Ecological Services, March 5, 2011) regarding the maintenance of a 15 m no disturbance area adjacent to the swamp areas be implemented through site plan control, development agreements, or other such means as deemed appropriate by the Township.
- E. That prior to final approval, the County of Frontenac is to be advised by the municipality that this proposed subdivision conforms to the Zoning By-law in effect of the Township of South Frontenac including that the wetland within Lots 6 through 14 be zoned Environmental Protection (EP) Zone and that the zoning is satisfactory to the Cataraqui Region Conservation Authority.
- F. That the recommendations of the Environmental Impact Statement (EIS) dated March 5, 2011, be implemented including the recommendation to complete a 'Woodland Preservation Plan' prepared by a qualified professional to maintain the ecological integrity of the woodlands on the high-ground in the northwest portion of the property and to ensure that it is not fragmented in accordance with the specifications presented in the EIS.
- G. That the recommendations of the 'Woodland Preservation Plan' for preserving the woodlands on the high ground on the northwest portion of the subdivision be incorporated into an agreement to be entered into and registered on the title of Lots 2 through 7. The agreement shall require each Lot-owner to maintain the trees as specified in the Plan.
- H. That the Subdivision Agreement include text to the satisfaction of the Township and the CRCA to provide notice to purchasers of Lots 5 to 14 inclusive and Blocks 16 and 17 that site alteration and construction (including but not limited to buildings, structures, filling and grading) on these lots will require permission under Ontario Regulation 148/06: Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses prior to commencing these activities.
- I. That the Subdivision Agreement include text to the satisfaction of the Township and the CRCA notifying the Owner that permission will be required under Ontario Regulation 148/06: Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses prior to commencing rough grading, stockpiling, etc. associated with this subdivision.

#### **7. Stormwater**

- A. That a lot grading and drainage plan and a sediment and erosion control plan be completed and approved to the satisfaction of the Township of South Frontenac and the Cataraqui Region Conservation Authority ('CRCA'), and be included in the Subdivision Agreement between the Owner and the Township.
- B. That a stormwater management plan be prepared by a qualified Professional Engineer and approved to the satisfaction of the Township and the CRCA, and that appropriate text to implement its findings be included in the Subdivision Agreement.

|                                                                             |                                        |
|-----------------------------------------------------------------------------|----------------------------------------|
| <b>Applicant: Roger and Roberta Ouellette</b>                               | <b>Date of Decision: July 17, 2013</b> |
| <b>File No.: 10T-2008/002</b>                                               | <b>Date of Notice:</b>                 |
| <b>Municipality: Township of South Frontenac in the County of Frontenac</b> | <b>Last Date of Appeal:</b>            |
| <b>Subject Lands: 2292 Sands Road</b>                                       |                                        |

- C. That site drainage design, construction and maintenance be in accordance with the recommendations contained in the 'Stormwater Management Report for the Sands Road Residential Development', revised dated April, 2013 by EXP Services Inc., and associated drawings including the construction of ditches, culverts and stormwater management facilities designed and constructed to the satisfaction of the municipality on Blocks '16' and '17' and that such facilities be dedicated to the Township of South Frontenac.
- D. That the blocks to be dedicated to the Township for the two stormwater management ponds be designed with a minimum of 10 metres of frontage on the new street to provide direct access for drainage and maintenance of the stormwater management facilities.

**8. Parkland Dedication:**

That the owner convey up to five percent of the land included in the plan to the municipality for park purposes. Alternatively, the municipality may require cash-in-lieu for all or a portion of the conveyance.

**9. Human Remains:**

The subdivision agreement shall contain a clause providing that any Owner(s) be advised, and also that a notice be placed in the purchase and sale agreement alerting any prospective purchasers that in the event that human remains are discovered during construction or site development of a lot, that the property owner shall immediately contact the OPP, the Ministry of Tourism, Culture and Sport and the Registrar or Deputy Registrar of the Cemeteries Unit of the Ministry of Consumer Services.

**10. Archaeological Resources:**

- A. That the subdivision agreement include all recommendations contained in the Stage 1 Archaeological Assessment Report dated June 2011, from Golder Associates Ltd.
- B. That the archaeological resource identified in the Stage 2 Archaeological Assessment Report, dated October 11, 2011 by Abacus Archaeological Services on Lot 4 in the subdivision and further noted in the letter dated October 10, 2012 from the Ministry of Tourism, Culture and Sport, be protected by way of special zoning on Lot 4 and that any required future measures to protect the feature be implemented to the satisfaction of the Township.

**11. On-Site Works**

- A. That all entrances to the lots including entrance culverts be located and constructed to the satisfaction of the Township.
- B. That all servicing including Bell, Hydro etc. be installed underground.

|                                                                             |                                        |
|-----------------------------------------------------------------------------|----------------------------------------|
| <b>Applicant: Roger and Roberta Ouellette</b>                               | <b>Date of Decision: July 17, 2013</b> |
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| <b>Municipality: Township of South Frontenac in the County of Frontenac</b> | <b>Last Date of Appeal:</b>            |
| <b>Subject Lands: 2292 Sands Road</b>                                       |                                        |

- C. That, prior to final approval, the municipality shall be satisfied that all servicing issues are resolved such as road and sidewalk construction, Canada Post, Bell Canada, and stormwater pond construction.
- D. That, the subdivision agreement include a requirement that one tree be planted in the front yard of each of the fifteen lots in the subdivision of a size, type and location specified in the Township's Site Plan Guidelines.
- E. That, prior to final approval, street lighting shall be installed according to Township standards and to the satisfaction of the municipality.
- F. That, prior to final approval, street signage shall be installed according to Township standards and to the satisfaction of the municipality.

#### **12. Revisions to Draft Plan:**

- A. That Prior to Final Subdivision Approval, the Owner shall submit a revised Block Plan, if required, to reflect any significant alterations caused from this Draft Plan Approval.
- 13. That where final engineering design(s) result in minor variations to the Plan (e.g., in the configuration of lots, etc.), these may be reflected in the Final Plan subject to the satisfaction of the Township of South Frontenac and the County of Frontenac.

#### **Community Mailboxes:**

- A. That Prior to Final Plan Approval, the Owner shall, in consultation with and to the satisfaction of Canada Post, identify the method of mail delivery. If community mailboxes are required, the location of the community mailboxes within the Plan shall be identified on drawings for approval by the Township. The locations of these community mailboxes shall be identified in the notice to future purchasers of the lots within the Subdivision.
- B. The Owner shall, if required, provide detailed design plans for the community mailboxes including a landscape plan.
- C. If required, the Owner shall provide a suitable temporary community mailbox location to the satisfaction of the Township.

#### **14. Bell Canada**

- A. The Developer is hereby advised that prior to commencing any work within the Plan, the Developer must confirm that sufficient wire line communication/telecommunication infrastructure is currently available within the proposed development to provide communication/telecommunication service to the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or extension of the existing communication/telecommunication infrastructure. If the Developer elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the Developer shall be

|                                                                             |                                        |
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| <b>Subject Lands: 2292 Sands Road</b>                                       |                                        |

required to demonstrate to the Municipality that sufficient alternative communication/telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e., 911 Emergency Services).

- B.** The Owner shall agree in the Agreement, in words satisfactory to Bell Canada, to grant to Bell Canada any easements that may be required for telecommunication services. Easements may be required subject to final servicing decisions. In the event of any conflict with existing Bell Canada facilities or easements, the owner/developer shall be responsible for the relocation of such facilities or easements.
- C.** The Owner shall be required to enter into an agreement (Letter of Understanding) with Bell Canada complying with any underground servicing conditions imposed by the Municipality, and if no such conditions are imposed the owner shall advise the municipality of the arrangement made for such servicing.

**15. General conditions:**

- A.** That when requesting final Approval from the County of Frontenac, the Owner shall accompany such request with the required number of originals and copies of the Final Plan, together with a surveyor's certificate stating that the lots/blocks thereon conform to the frontage and area requirements of the Zoning By-Law.
- B.** That the lands within this Draft Plan shall be appropriately zoned by a Zoning By-Law which has come into effect in accordance with the provisions of the Planning Act.

**16. Clearance Letters:**

- A.** That Prior to Final Subdivision Approval, the County of Frontenac shall be advised that all Conditions of Draft Plan Approval have been satisfied; the clearance memorandum shall include a brief statement detailing how each Condition has been met.
- B.** That Prior to Final Subdivision Approval, the County is to be advised in writing by the Township of South Frontenac the method by which conditions 1 to 15 have been satisfied.
- C.** That Prior to Final Subdivision Approval, the County is to be advised in writing by KFL&A Public Health the method by which conditions 5 A and B have been satisfied.
- D.** That Prior to Final Subdivision Approval, the County is to be advised in writing by the Cataraqui Region Conservation Authority the method by which conditions 6) and 7) A to C have been satisfied.
- E.** That Prior to Final Subdivision Approval, the County is to be advised in writing by Canada Post the method by which condition 13 has been satisfied.

|                                                                             |                                        |
|-----------------------------------------------------------------------------|----------------------------------------|
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| <b>Subject Lands: 2292 Sands Road</b>                                       |                                        |

- F. That Prior to Final Subdivision Approval, the County is to be advised in writing by Bell Canada the method by which condition 14 has been satisfied.

**17. Lapsing Provisions:**

- A. That pursuant to Section 51(32) of the Planning Act, this Draft Plan Approval shall lapse at the expiration of three (3) years from the date of issuance of Draft Plan Approval if final approval has not been given, unless an extension is requested by the Owner and, subject to review, granted by the approval authority.
- B. That pursuant to Section 51(33) of the Planning Act, the Owner may submit a request to the approval authority for an extension of the Draft Plan Approval. The extension period shall be for a maximum of three (3) years and must be submitted prior to the lapsing of Draft Plan Approval. Further extensions may be considered at the discretion of the Township and the County.

|                                                                             |                                        |
|-----------------------------------------------------------------------------|----------------------------------------|
| <b>Applicant: Roger and Roberta Ouellette</b>                               | <b>Date of Decision: July 17, 2013</b> |
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| <b>Municipality: Township of South Frontenac in the County of Frontenac</b> | <b>Last Date of Appeal:</b>            |
| <b>Subject Lands: 2292 Sands Road</b>                                       |                                        |

**Notes To Draft Approval**

1. It is the applicant's responsibility to fulfill the foregoing Conditions of Draft Plan Approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Frontenac.
2. When requesting Final Approval, the applicant will submit an account of how each Condition of Draft Approval has been satisfied along with the appropriate clearance letter from the Agency, Ministry or body requesting the condition.
3. Prior to Final Subdivision Approval, the applicant shall submit to the County of Frontenac for review four (4) draft copies of all Reference Plans and Surveys and three (3) draft copies of the Final M-Plan.
4. When requesting final approval, such a request must be directed to the Deputy Clerk, and be accompanied with:
  - Eight (8) mylars and four (4) paper prints of the completed Final M-Plan;
  - Four (4) copies of all Reference Plans and (4) copies of all Conveyance Documents for all easements and lands being conveyed to the Municipality; and,
  - A Surveyor's Certificate to the effect that the lots and blocks on the Plan conform to the Zoning By-Law with respect to lot area and lot frontage.
  - A digital file in AutoCad format.
5. All measurements in subdivision final plans must be presented in metric units.
6. The Final Plan approved by the County of Frontenac must be registered within thirty (30) days or the County of Frontenac may, under Subsection 51(59) of the *Planning Act*, withdraw it approval.
7. Clearances are required from the following agencies:
  - Township of South Frontenac
  - KFL&A Public Health
  - Cataraqui Region Conservation Authority
  - Canada Post
  - Bell Canada

## REQUEST FOR EXTENSION

6 Cataraqui Street  
Suite 108  
Kingston, ON K7K 1Z7  
613.542.5454  
fotenn.com

MAY 5, 2016

**FOTENN**

JANNETTE AMINI  
Clerk  
County of Frontenac  
2069 Battersea Road  
Glenburnie, ON K0H 1S0

Re: **Request for Extension of Draft Approved Plan of Subdivision**  
**Applicant: Roberta Ouellette**  
**Your File No.: 10T-2011/002**

---

Dear Ms. Amini,

The purpose of this letter is to request an extension for draft approval of the plan of subdivision referenced above, for an additional one (1) year. Since obtaining draft subdivision approval, one of the two owners, Roger Ouellette, regrettably passed away. His wife, Roberta Ouellette, is not in a position to satisfy the draft conditions and is therefore attempting to sell the lands. A one year extension would allow Ms. Ouellette to sell the lands before draft approval expires.

Should you require any additional information, please do not hesitate to contact me at 613-542-5454 ext. 221.

Sincerely,



Mike Keene, MCIP, RPP  
*Manager, Policy + Development*  
**FOTENN Consultants Inc.**

REQUEST FOR EXTENSION | SANDS ROAD SUBDIVISION | ROBERTA OUELLETTE



**Report 2016-066**

**Council Recommend Report**

**To:** Warden and Members of Council  
**From:** Kelly J. Pender, Chief Administrative Officer  
**Prepared by:** Anne Marie Young, Manager of Economic Development  
**Date of meeting:** May 18, 2016  
**Re: Planning & Economic Development Department – K&P Trail Land Lease – Suncor**

---

**Recommendation**

**Whereas** in the fall of 2013, County Council approved the Frontenac Trail K&P Trail Implementation Plan – Tichborne to Sharbot Lake; and

**Whereas** the negotiation process is necessary with current landowners of the abandoned rail bed between Tichborne and Sharbot Lake;

**Now Therefore Be It Resolved That** staff be directed to negotiate a lease with Suncor Energy Products Partnership., using the terms described in this report, for properties with legal descriptions as follows: a) CON 1 PT LOT 25 RP 13R1088; PART1; b) CON 1 PT LOT 25; c) CON 1 PT LOT 25; and d) CON 1 PT LOT 25 RP 13R16228; PART 1

**And Further That** it is understood that legal counsel will review the lease and that a provision be included in the lease that any need or requirements that may come about with regard to remediation of the properties will be the responsibility of Suncor;

**And Further** that staff be authorized to sign a lease with Suncor Energy for said properties.

**Background**

The County of Frontenac has developed approximately 45 km - from the Kingston/County border to Tichborne - of an abandoned rail bed now known as the K&P Trail and intends to develop it further to Sharbot Lake by July 2017.

Negotiations have started for a number of parcels that are required for acquisition to develop the K&P Trail from Tichborne to Sharbot Lake. The negotiations are unique in each case and in order to accommodate a reasonable selling offer; cash, donation and a combination of cash and donation are considerations. Leasing is also an option as well as expropriation.

**Comment**

In 2015, the County completed the K&P Trail development in Tichborne at Central Frontenac (CF) Rd 38 in order to cross the tracks of the Canadian Pacific Railway by using the existing public road crossing. In order to gain access back into the trail, which is on the east side of CF Rd 38, a preferred place of re-entry is to use property owned by Suncor Energy Products Partnership. This is the first section of property required to develop the trail north of Tichborne.

County staff contacted Suncor to explore possible land acquisition. Suncor prefers to lease the land to the County, stating that the land cannot be sold without a remediation process. Suncor also stipulated that the lease include all parcels of land that it owns in Tichborne, which is a total of four. One parcel is located on the west side of 38 and across from the other three parcels which are adjoined properties on the east side. (See Appendix A)

Terms Suncor has suggested are as follows:

Term: 10 years commencing July 1, 2016

Early Termination: 90 written notice by either party

Use: public trail (Frontenac K&P Trail)

Rent: sum of zero dollars

Property Taxes: to be paid by County of Frontenac (2015 - \$759.07 for all 4 properties)

Required insurance: \$5M liability

Maintenance: County of Frontenac responsible for all maintenance, properties to be leased "as is"

Security Deposit: to be negotiated

Trail development will be required on this land in order to reach the existing trail. Other future uses could be a parking area and signage. Remediation is not required for these uses.

**Sustainability Implications**

This project supports a number of focus areas adopted in Directions for Our Future and is directly identified in Sustainable Actions under the economic pillar of sustainability as – Trail Network Development. The project supports the development of a network of trails in the County facilitating recreation and transportation networks and promoting active lifestyles.

**Financial Implications**

The land acquisition for the K&P Trail within the budget allotment for 2016 and development is funded through the Investing in Ontario Fund and the Canada 150 Community Infrastructure Program.

**Organizations, Departments and Individuals Consulted and/or Affected**

Residents of Central Frontenac  
Township of Central Frontenac

APPENDIX A



County of Frontenac Parcel Report

Roll #: 103904006004100

Report generated 4/4/2016 11:43:39 AM



Parcel location within Frontenac County



Parcel highlighted in blue

Parcel Information

Roll #: 103904006004100

Owner Name: PETRO-CANADA

Location: 11698 ROAD 38

Property Code: 105

Area (Acres): 2.5

Realty Total: 22000

Legal Description: CON 1 PT LOT 25 RP 13R1088;PART1

Mailing Information

Address: SUNCOR ENERGY PRODUCTS PARTNERSHIP

City/Prov: OAKVILLE ON

Postal Code: L6L 6N5

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current,



## County of Frontenac Parcel Report

Roll #: 103904006004000

Report generated 4/4/2016 11:45:00 AM



Parcel location within Frontenac County



Parcel highlighted in blue

### Parcel Information

**Roll #:** 103904006004000  
**Owner Name:** PETRO-CANADA  
**Location:** 11684 ROAD 38  
**Property Code:** 105  
**Area (Acres):** 0.5  
**Realty Total:** 10400  
**Legal Description:** CON 1 PT LOT 25

### Mailing Information

**Address:** SUNCOR ENERGY PRODUCTS PARTNERSHIP  
**City/Prov:** OAKVILLE ON  
**Postal Code:** L6L 6N5

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



## County of Frontenac Parcel Report

Roll #: 103904006003900

Report generated 4/4/2016 11:46:36 AM



Parcel location within Frontenac County



Parcel highlighted in blue

### Parcel Information

**Roll #:** 103904006003900

**Owner Name:** SUNCOR ENERGY INC

**Location:** 11680 HIGHWAY 38

**Property Code:** 100

**Area (Acres):** 0.38

**Realty Total:** 2300

**Legal Description:** CON 1 PT LOT 25

### Mailing Information

**Address:** SUNCOR ENERGY PRODUCTS PARTNERSHIP

**City/Prov:** OAKVILLE ON

**Postal Code:** L6L 6N5

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



## County of Frontenac Parcel Report

Roll #: 103904006005700

Report generated 5/12/2016 4:42:48 PM



Parcel location within Frontenac County



Parcel highlighted in blue

### Parcel Information

**Roll #:** 103904006005700

**Owner Name:** PETRO-CANADA

**Location:** 11695 HIGHWAY 38

**Property Code:** 100

**Area:** 1.01 **Unit of Measure:** A

**Realty Total:** 21500

**Legal Description:** CON 1 PT LOT 25 RP 13R16228;PART 1

### Mailing Information

**Address:** SUNCOR ENERGY PRODUCTS PARTNERSHIP

**City/Prov:** OAKVILLE ON

**Postal Code:** L6L 6N5

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



**Report 2016-060**

**Council Information 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 of meeting:** May 18, 2016  
**Re:** Corporate Services – 2016 First Quarter Financial Summary

**Recommendation**

This Report is for information purposes only.

**Background**

The County of Frontenac Financial Summary for the First Quarter of 2016 is attached.

**Comment**

Most variances are primarily due to timing with additional comments provided below:

**Revenue**

**Requisition on Municipalities:** Amounts will be reconciled at year end.

**Federal and Provincial Transfers:** The 2016 funding for Land Ambulance received to the end of the 1<sup>st</sup> quarter is greater than budget due to special funding received for the Canadian Paramedic Health and Wellness Project. The Provincial transfer for Ferry is substantially under budget, but will be reconciled at year end. Fairmount's funding to the end of the 1st quarter is greater than budget and an anticipated surplus is expected.

**Fees and Service Charges:** Fairmount resident revenues are under budget, but are reconciled at year end against Provincial revenue so that the total amount received from the Province and the residents is within the prescribed Ministry of Health funding for Fairmount Home. Ferry ticket sales are under budget in the 1st quarter of 2016.

**Other Income:** Provincial Offences net revenue is lower than budget. Variance is also due to less revenue than anticipated being received for MicroFit projects.

**City of Kingston Contribution:** City of Kingston contributions will be reconciled at year end.

**Expenses**

**Salaries and Benefits:** The salaries and benefits variance includes the WSIB Departure Fee of \$474,487, which will be offset by the end of the year. Fairmount is slightly over budget in salaries and benefits, but it should be noted that sick time exceeds the annual budget and modified work exceeds the 1st quarter budget. The timing of employee benefits is offsetting the over budget in salaries. Frontenac Paramedic Service is over budget in salaries and benefits primarily due to the accommodated work and sick leave. Management continues to work with the Union on strategies to mitigate sick time. Non-occupational accommodation is a legislated issue and unpredictable; in this quarter there was an unusually high number of short term periods for 8 employees.

**Materials:** Timing for purchases of material accounts for most of the variance.

**Contracted Service:** Timing accounts for variance as projects are not yet all underway.

**Rent and Financing:** These expenses are under budget as the rental rates for Frontenac Paramedic base #3 has not been resolved with the City of Kingston.

**External Transfers:** These are processed at year end.

**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". By reviewing quarterly financial statements, Council can assure itself that the direction given through the 2015 budget is being carried out. At the same time, this information is being shared publicly

**Organizations, Departments and Individuals Consulted and/or Affected**

Senior Leadership Team

**County of Frontenac  
Summary of All Departments  
2016 First Quarter Variance**

|                                                            | 2016<br>BUDGET           | 2016<br>BUDGET          | 2016<br>ACTUALS         | VARIANCE              | VARIANCE             |
|------------------------------------------------------------|--------------------------|-------------------------|-------------------------|-----------------------|----------------------|
|                                                            | \$                       | \$                      | \$                      | \$                    | %                    |
| <b>Operating Revenue</b>                                   |                          |                         |                         |                       |                      |
| <b>Taxation and User charges</b>                           |                          |                         |                         |                       |                      |
| Taxation from other governments                            | 70,000                   | 0                       | 0                       | 0                     |                      |
| User charges                                               | 3,240,550                | 906,292                 | 890,444                 | -15,848               | -1.75%               |
| Payments in lieu of taxes                                  | 42,805                   | 0                       | 0                       | 0                     |                      |
| <b>Grants</b>                                              |                          |                         |                         |                       |                      |
| Federal and Provincial                                     | 14,506,311               | 3,603,621               | 3,524,961               | -78,660               | -2.18%               |
| <b>Other</b>                                               |                          |                         |                         |                       |                      |
| Financing                                                  |                          |                         |                         |                       |                      |
| Provincial Offences Net Revenue                            | 172,306                  | 43,076                  | 31,217                  | -11,859               | -27.53%              |
| Investment Income                                          | 140,000                  | 35,000                  | 28,092                  | -6,908                | -19.74%              |
| Other                                                      | 401,818                  | 49,383                  | 33,348                  | -16,035               | -32.47%              |
| <b>Total</b>                                               | <b>18,573,790</b>        | <b>4,637,372</b>        | <b>4,508,062</b>        | <b>-129,310</b>       | <b>-2.79%</b>        |
| Transfer from Obligatory reserve                           | 1,106,984                | 0                       | 0                       | 0                     |                      |
| Transfer from reserves                                     | 756,824                  | 0                       | 0                       | 0                     |                      |
| <b>Total Operating Revenue and Reserve Transfer</b>        | <b>20,437,598</b>        | <b>4,637,372</b>        | <b>4,508,062</b>        | <b>-129,310</b>       | <b>-2.79%</b>        |
| <b>Operating Expense</b>                                   |                          |                         |                         |                       |                      |
| Salaries & benefits                                        | 24,664,227               | 6,122,060               | 6,689,818               | 567,758               | 9.27%                |
| Materials                                                  | 2,939,379                | 559,513                 | 485,177                 | -74,336               | -13.29%              |
| Contracted Service                                         | 8,246,942                | 1,892,521               | 1,687,500               | -205,021              | -10.83%              |
| Rent and Financing                                         | 228,652                  | 56,101                  | 44,809                  | -11,292               | -20.13%              |
| External Transfers                                         | 150,300                  | 0                       | 0                       | 0                     |                      |
| Depreciation                                               | 1,464,027                | 366,007                 | 339,956                 | -26,051               | -7.12%               |
| <b>Total Operating Expense</b>                             | <b>37,693,527</b>        | <b>8,996,202</b>        | <b>9,247,260</b>        | <b>251,058</b>        | <b>2.79%</b>         |
| Reserve Transfers                                          | 1,125,630                | 0                       | 11,250                  | 11,250                |                      |
| <b>Total Operating Expense with Reserve transfers</b>      | <b>38,819,157</b>        | <b>8,996,202</b>        | <b>9,258,510</b>        | <b>262,308</b>        | <b>2.92%</b>         |
| NET MUNICIPAL CONTRIBUTION                                 | 18,381,559               | 4,358,830               | 4,750,448               | 391,618               | 8.98%                |
| less depreciation ( non-cash)                              | 1,464,027                | 366,007                 | 339,956                 | -26,051               | -7.12%               |
| <b><u>NET MUNICIPAL CONTRIBUTION less depreciation</u></b> | <b><u>16,917,533</u></b> | <b><u>3,992,823</u></b> | <b><u>4,410,492</u></b> | <b><u>417,669</u></b> | <b><u>10.46%</u></b> |
| City of Kingston                                           | -8,169,002               | -2,042,251              | -2,040,162              | 2,089                 | -0.10%               |
| <b><u>County Contribution</u></b>                          | <b><u>8,748,531</u></b>  | <b><u>1,950,572</u></b> | <b><u>2,370,330</u></b> | <b><u>419,758</u></b> | <b><u>21.52%</u></b> |
| <b><u>NET CAPITAL EXPENSE</u></b>                          | <b><u>555,073</u></b>    | <b><u>37,838</u></b>    | <b><u>67,761</u></b>    | <b><u>29,923</u></b>  | <b><u>79.08%</u></b> |
| City of Kingston                                           | -547,625                 | 0                       | 0                       | 0                     |                      |
| <b><u>County Contribution</u></b>                          | <b><u>7,448</u></b>      | <b><u>37,838</u></b>    | <b><u>67,761</u></b>    | <b><u>29,923</u></b>  | <b><u>79.08%</u></b> |
| <b><u>NET CONTRIBUTION TO DEBENTURE</u></b>                | <b><u>210,295</u></b>    | <b><u>83,824</u></b>    | <b><u>82,501</u></b>    | <b><u>-1,323</u></b>  | <b><u>-1.58%</u></b> |
| <b>Requisition</b>                                         | <b>8,966,274</b>         | <b>2,072,234</b>        | <b>2,520,592</b>        | <b>448,358</b>        | <b>21.64%</b>        |

**County of Frontenac**

**Fairmount Summary  
2016 First Quarter Variance**

|                                                            | 2016<br>BUDGET          | 2016<br>BUDGET        | 2016<br>ACTUALS       | VARIANCE              | VARIANCE              |
|------------------------------------------------------------|-------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|                                                            | \$                      | \$                    | \$                    | \$                    | %                     |
| <b>Operating Revenue</b>                                   |                         |                       |                       |                       |                       |
| <b>Taxation and User charges</b>                           |                         |                       |                       |                       |                       |
| User charges                                               | 2,979,822               | 744,956               | 753,387               | 8,431                 | 1.13%                 |
| <b>Grants</b>                                              |                         |                       |                       |                       |                       |
| Federal and Provincial                                     | 5,440,035               | 1,360,009             | 1,377,490             | 17,481                | 1.29%                 |
| <b>Other</b>                                               |                         |                       |                       |                       |                       |
| Financing                                                  |                         |                       |                       |                       |                       |
| Other                                                      | 94,077                  | 23,519                | 16,880                | -6,639                | -28.23%               |
| <b>Total</b>                                               | <b>8,513,934</b>        | <b>2,128,484</b>      | <b>2,147,757</b>      | <b>19,273</b>         | <b>0.91%</b>          |
| Transfer from reserves                                     | 137,774                 | 0                     | 0                     | 0                     |                       |
| <b>Total Operating Revenue and Reserve Transfer</b>        | <b>8,651,708</b>        | <b>2,128,484</b>      | <b>2,147,757</b>      | <b>19,273</b>         | <b>0.91%</b>          |
| <b>Operating Expense</b>                                   |                         |                       |                       |                       |                       |
| Salaries & benefits                                        | 8,988,436               | 2,200,324             | 2,204,850             | 4,526                 | 0.21%                 |
| Materials                                                  | 976,137                 | 248,290               | 221,539               | -26,751               | -10.77%               |
| Contracted Service                                         | 1,285,456               | 327,839               | 313,707               | -14,132               | -4.31%                |
| Depreciation                                               | 534,897                 | 133,724               | 134,897               | 1,173                 | 0.88%                 |
| <b>Total Operating Expense</b>                             | <b>11,784,926</b>       | <b>2,910,177</b>      | <b>2,874,993</b>      | <b>-35,184</b>        | <b>-1.21%</b>         |
| Reserve Transfers                                          | 112,681                 | 0                     | 0                     | 0                     |                       |
| <b>Total Operating Expense with Reserve transfers</b>      | <b>11,897,607</b>       | <b>2,910,177</b>      | <b>2,874,993</b>      | <b>-35,184</b>        | <b>-1.21%</b>         |
| NET MUNICIPAL CONTRIBUTION                                 | 3,245,899               | 781,693               | 727,236               | -54,457               | -6.97%                |
| less depreciation ( non-cash)                              | 534,897                 | 133,724               | 134,897               | 1,173                 | 0.88%                 |
| <b><u>NET MUNICIPAL CONTRIBUTION less depreciation</u></b> | <b><u>2,711,002</u></b> | <b><u>647,969</u></b> | <b><u>592,339</u></b> | <b><u>-55,630</u></b> | <b><u>-8.59%</u></b>  |
| City of Kingston                                           | -1,802,082              | -450,521              | -467,346              | -16,825               | 3.73%                 |
| <b><u>County Contribution</u></b>                          | <b><u>908,920</u></b>   | <b><u>197,448</u></b> | <b><u>124,993</u></b> | <b><u>-72,455</u></b> | <b><u>-36.70%</u></b> |
| <b><u>NET CAPITAL EXPENSE</u></b>                          | <b><u>233,172</u></b>   | <b><u>37,838</u></b>  | <b><u>37,838</u></b>  | <b><u>0</u></b>       |                       |
| City of Kingston                                           | -233,172                | 0                     | 0                     | 0                     |                       |
| <b><u>County Contribution</u></b>                          | <b><u>0</u></b>         | <b><u>37,838</u></b>  | <b><u>37,838</u></b>  | <b><u>0</u></b>       |                       |
| <b><u>NET CONTRIBUTION TO DEBENTURE</u></b>                | <b><u>210,295</u></b>   | <b><u>83,824</u></b>  | <b><u>82,501</u></b>  | <b><u>-1,323</u></b>  | <b><u>-1.58%</u></b>  |
| Requisition                                                | 1,119,215               | 319,110               | 245,332               | -73,778               | -23.12%               |

**County of Frontenac  
Frontenac Paramedic Service Summary  
2016 First Quarter Variance**

|                                                            | 2016<br>BUDGET          | 2016<br>BUDGET          | 2016<br>ACTUALS         | VARIANCE             | VARIANCE             |
|------------------------------------------------------------|-------------------------|-------------------------|-------------------------|----------------------|----------------------|
|                                                            | \$                      | \$                      | \$                      | \$                   | %                    |
| <b>Operating Revenue</b>                                   |                         |                         |                         |                      |                      |
| <b>Taxation and User charges</b>                           |                         |                         |                         |                      |                      |
| <b>Grants</b>                                              |                         |                         |                         |                      |                      |
| Federal and Provincial                                     | 8,196,938               | 2,047,884               | 2,082,446               | 34,562               | 1.69%                |
| <b>Other</b>                                               |                         |                         |                         |                      |                      |
| Financing                                                  |                         |                         |                         |                      |                      |
| Other                                                      | 0                       | 0                       | 3,578                   | 3,578                |                      |
| <b>Total</b>                                               | <b>8,196,938</b>        | <b>2,047,884</b>        | <b>2,086,024</b>        | <b>38,140</b>        | <b>1.86%</b>         |
| <b>Total Operating Revenue and Reserve Transfer</b>        | <b>8,196,938</b>        | <b>2,047,884</b>        | <b>2,086,024</b>        | <b>38,140</b>        | <b>1.86%</b>         |
| <b>Operating Expense</b>                                   |                         |                         |                         |                      |                      |
| Salaries & benefits                                        | 13,138,040              | 3,288,423               | 3,407,715               | 119,292              | 3.63%                |
| Materials                                                  | 870,853                 | 248,706                 | 222,596                 | -26,110              | -10.50%              |
| Contracted Service                                         | 1,402,653               | 377,817                 | 368,567                 | -9,250               | -2.45%               |
| Rent and Financing                                         | 228,402                 | 56,101                  | 44,809                  | -11,292              | -20.13%              |
| Depreciation                                               | 619,424                 | 154,856                 | 134,275                 | -20,581              | -13.29%              |
| <b>Total Operating Expense</b>                             | <b>16,259,372</b>       | <b>4,125,903</b>        | <b>4,177,962</b>        | <b>52,059</b>        | <b>1.26%</b>         |
| Reserve Transfers                                          | 650,861                 | 0                       | 0                       | 0                    |                      |
| <b>Total Operating Expense with Reserve transfers</b>      | <b>16,910,233</b>       | <b>4,125,903</b>        | <b>4,177,962</b>        | <b>52,059</b>        | <b>1.26%</b>         |
| NET MUNICIPAL CONTRIBUTION                                 | 8,713,295               | 2,078,019               | 2,091,938               | 13,919               | 0.67%                |
| less depreciation ( non-cash)                              | 619,424                 | 154,856                 | 134,275                 | -20,581              | -13.29%              |
| <b><u>NET MUNICIPAL CONTRIBUTION less depreciation</u></b> | <b><u>8,093,871</u></b> | <b><u>1,923,163</u></b> | <b><u>1,957,663</u></b> | <b><u>34,500</u></b> | <b><u>1.79%</u></b>  |
| City of Kingston                                           | -6,366,920              | -1,591,730              | -1,572,816              | 18,914               | -1.19%               |
| <b><u>County Contribution</u></b>                          | <b><u>1,726,951</u></b> | <b><u>331,433</u></b>   | <b><u>384,847</u></b>   | <b><u>53,414</u></b> | <b><u>16.12%</u></b> |
| <b><u>NET CAPITAL EXPENSE</u></b>                          | <b><u>321,901</u></b>   | <b><u>0</u></b>         | <b><u>0</u></b>         | <b><u>0</u></b>      |                      |
| City of Kingston                                           | -314,453                | 0                       | 0                       | 0                    |                      |
| <b><u>County Contribution</u></b>                          | <b><u>7,448</u></b>     | <b><u>0</u></b>         | <b><u>0</u></b>         | <b><u>0</u></b>      |                      |
| <b>Requisition</b>                                         | <b>1,734,399</b>        | <b>331,433</b>          | <b>384,847</b>          | <b>53,414</b>        | <b>16.12%</b>        |



**Report 2016-061**

**Information 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 of meeting:** May 18, 2016

**Re: Corporate Services – Finance – Reserve and Reserve Funds**

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**Recommendation**

This Report is for information purposes only.

**Background**

Council adopted a Reserve and Reserve Fund Policy in May 2015, which aligned the requirements and long term direction of Council.

Reserve and Reserve funds are defined in six categories:

1. Operating Reserves
2. Capital Reserves
3. Levy Stabilization Reserves
4. Strategic Project Reserves
5. External Agency Reserves
6. Restricted Reserves

**Comment**

Council maintained its commitment to the Reserve and Reserve Fund Policy during its 2016 budget deliberations.

**Operating Reserves:** Highlights included the new annual allocation of \$30,000 to the Sustainability Planning Reserve, included with Operating Reserves, to provide for planning responsibilities including County representation at the Ontario Municipal Board as required and to provide for critical planning projects which occur on a sporadic timetable, or regularly, such as the Official Plan updates.

It is anticipated that the Fairmount Severance Reserve will be fully depleted in 2016.

**Capital Asset Management Reserves** include the dedicated levy allocation. The total cost of the Power Assisted Stretchers project approved by Council will reduce the reserves in 2016. The City's contribution to the stretcher project over 8 years will replenish be added back in future years.

**Caution:** The Capital Asset Management Reserves are below the amount recommended by Public Sector Digest in their Asset Management Review. However, the current plan of a .65% increase per year (2016 is year two of ten) included the potential for borrowing in the land and building assets category. Ongoing monitoring is required.

Further, the Capital Asset Management Reserve does not currently anticipate the acquisition of any new capital assets.

**Stabilization Reserve:** The 2015 surplus, \$85,000, was allocated to the Stabilization Reserve and \$12,930 was utilized in 2016 to mitigate the levy impact. This fund currently meets the target threshold, but is projected to be reduced in the next few years.

**Caution:** The Stabilization Reserve is below the amount recommended by KPMG in the Service Delivery and Organizational Review. Ongoing monitoring is required.

**Strategic Regional:** Council approved the allocation of the Investing in Ontario funds towards the trail in 2016. Components of the Economic Development Plan are to be funded through the Strategic Regional reserve in 2016.

**WSIB Reserves:** These have been established to support the Council direction to move to WSIB Schedule 2 for Land Ambulance, Ferry and Municipal Operations. As the Departure fee, insurance and ongoing claims payments are taken from these reserves they will sit in a deficit position until the annual allocations meet the requirements.

### **Sustainability Implications**

Governance – appropriate stewardship of County resources.

**Financial Implications**

The following summary reflects Council's 2016 Budget direction. Detail can be found in Appendix A.

|                          | 2016<br>Budget<br>\$ | 2015<br>\$        | 2015-2016<br>Variance<br>\$ % |                | Target Balance                       |
|--------------------------|----------------------|-------------------|-------------------------------|----------------|--------------------------------------|
| Operating                | 1,811,799            | 2,126,985         | -315,186                      | -14.82%        | Meets current requirements           |
| Capital Asset Management | 5,411,246            | 6,187,081         | -775,835                      | -12.54%        | Underfunded - under review           |
| Stabilization            | 1,409,762            | 1,271,552         | 138,210                       | 10.87%         | Meets current target                 |
| Strategic Regional       | 2,193,615            | 2,732,958         | -539,343                      | -19.73%        | In line with Council's current goals |
| Legally Restricted       | 453,570              | 742,765           | -289,196                      | -38.93%        | In line with requirements            |
| External Agency          | 839,147              | 944,247           | -105,100                      | -11.13%        | In line with requirements            |
| WSIB Reserve             | -28,468              | 170,576           | -199,044                      | -100.00%       | Underfunded                          |
| <b>Total</b>             | <b>12,090,671</b>    | <b>14,005,589</b> | <b>-2,085,494</b>             | <b>-14.89%</b> |                                      |

14.7% of the reserve balance is held jointly with the City of Kingston for Land Ambulance and Fairmount Home.

From a policy perspective, in terms of adjusting reserve targets, no changes are recommended in Reserves and Reserve Funds at this time.

**Organizations, Departments and Individuals Consulted and/or Affected**

**COUNTY OF FRONTENAC  
2016 Budget  
Operational Reserves**

|                                                                                | 2016 Budget      | 2015             | 2015-2016       |                                                                                                |
|--------------------------------------------------------------------------------|------------------|------------------|-----------------|------------------------------------------------------------------------------------------------|
|                                                                                | \$               | \$               | Variance        |                                                                                                |
|                                                                                |                  |                  | \$              |                                                                                                |
| <b><u>FRC Working Fund Reserve</u></b>                                         |                  |                  |                 |                                                                                                |
| Opening Balance                                                                | 1,572,346        | 1,625,476        | -53,130         | -3.27%                                                                                         |
| Transfer to Account                                                            |                  |                  | 0               | 100.00%                                                                                        |
| Interfund transfer                                                             | -340,000         | -19,626          | -320,374        | 1632.43%                                                                                       |
| Transfer From Account                                                          | -63,664          | -33,504          | -30,160         | 90.02%                                                                                         |
| <b>CLOSING BALANCE FRC Working Fund Reserve</b>                                | <b>1,168,682</b> | <b>1,572,346</b> | <b>-403,664</b> | <b>-25.67%</b>                                                                                 |
|                                                                                |                  |                  |                 | reallocate POA Building amount                                                                 |
|                                                                                |                  |                  |                 | Building Automation System funds from prior years                                              |
| <b><u>FRC FMT Working Fund Reserve</u></b>                                     |                  |                  |                 |                                                                                                |
| Opening Balance                                                                | 0                | 35,924           | -35,924         | -100.00%                                                                                       |
| Transfers to Account                                                           | 0                | 0                | 0               | 0.00%                                                                                          |
| Interfund Transfer                                                             | 0                | -35,924          | 35,924          | -100.00%                                                                                       |
| Transfers From Account                                                         | 0                | 0                | 0               | 100.00%                                                                                        |
| <b>CLOSING BALANCE FMT Working Fund Reserve</b>                                | <b>0</b>         | <b>0</b>         | <b>0</b>        | <b>100.00%</b>                                                                                 |
| <b><u>FRC Sustainability Reserve ( formerly Land Use Planning Reserve)</u></b> |                  |                  |                 |                                                                                                |
| Opening Balance                                                                | 203,381          | 235,670          | -32,289         | -13.70%                                                                                        |
| Transfer to Account                                                            | 30,000           | 0                | 30,000          | 0.00%                                                                                          |
| Inter reserve transfer                                                         | 164,330          | 0                | 164,330         | 0.00%                                                                                          |
| Transfer From Account                                                          | -67,711          | -32,289          | -35,421         | 0.00%                                                                                          |
| <b>CLOSING BALANCE FRC Land Use Planning</b>                                   | <b>330,000</b>   | <b>203,381</b>   | <b>126,619</b>  | <b>62.26%</b>                                                                                  |
|                                                                                |                  |                  |                 | from working fund re POA redistribution                                                        |
|                                                                                |                  |                  |                 | \$40,000 Part 1 communal services project allocation remainder of private roads study \$27,711 |
| <b><u>JOINT FMT Severance Reserve</u></b>                                      |                  |                  |                 |                                                                                                |
| Opening Balance                                                                | 71,450           | 99,837           | -28,388         | -28.43%                                                                                        |
| Interest                                                                       |                  | 746              | 746             | 0.00%                                                                                          |
| Transfers to Account                                                           | 30,000           | 30,000           | 0               | 0.00%                                                                                          |
| Inter fund transfer                                                            | 0                | 0                | 0               | 0.00%                                                                                          |
| Transfers From Account                                                         | -101,450         | -59,134          | -42,316         | 71.56%                                                                                         |
| <b>CLOSING BALANCE Joint FMT Severance Reserve</b>                             | <b>0</b>         | <b>71,450</b>    | <b>-71,450</b>  | <b>-100.00%</b>                                                                                |
|                                                                                |                  |                  |                 | \$5k compensation review- in 2020                                                              |
| <b><u>FRC Operations Reserve</u></b>                                           |                  |                  |                 |                                                                                                |
| Opening Balance                                                                | 0                | 0                | 0               | 100.00%                                                                                        |
| Interest                                                                       |                  | 0                | 0               | 0.00%                                                                                          |
| Transfers to Account                                                           | 5,000            | 0                | 5,000           | 100.00%                                                                                        |
| Inter fund Transfer                                                            | 29,530           | 0                | 29,530          | 0.00%                                                                                          |
| Transfers From Account                                                         | -13,020          | 0                | -13,020         | 0.00%                                                                                          |
| <b>CLOSING BALANCE Joint FMT Operations Reserve</b>                            | <b>21,510</b>    | <b>0</b>         | <b>21,510</b>   | <b>100.00%</b>                                                                                 |
|                                                                                |                  |                  |                 | for 3 year mitigation of POA increase related to building renovation                           |
|                                                                                |                  |                  |                 | \$5k allocated annually for compensation review 2015                                           |
|                                                                                |                  |                  |                 | transferred from stabilization reserve. \$5k transferred from Capital Asset replacement        |
|                                                                                |                  |                  |                 | POA levy mitigation                                                                            |
| <b><u>JOINT FMT Operations Reserve</u></b>                                     |                  |                  |                 |                                                                                                |
| Opening Balance                                                                | 18,507           | 46,090           | -27,583         | -59.85%                                                                                        |
| Interest                                                                       | 185              | 193              | -8              | 0.00%                                                                                          |
| Transfers to Account                                                           | 9,000            | 9,000            | 0               | 0.00%                                                                                          |
| Inter fund Transfer                                                            | 0                | 0                | 0               | 0.00%                                                                                          |
| Transfers From Account                                                         | 0                | -36,776          | 36,776          | 0.00%                                                                                          |
| <b>CLOSING BALANCE Joint FMT Operations Reserve</b>                            | <b>27,692</b>    | <b>18,507</b>    | <b>9,185</b>    | <b>49.63%</b>                                                                                  |

**COUNTY OF FRONTENAC  
2016 Budget  
Operational Reserves (cont'd)**

|                                            | 2016 Budget    | 2015           | 2015-2016       |                 |
|--------------------------------------------|----------------|----------------|-----------------|-----------------|
|                                            | \$             | \$             | Variance        |                 |
|                                            |                |                | \$              |                 |
| <b><u>JOINT FPS Severance Reserve</u></b>  |                |                |                 |                 |
| Opening Balance                            | 261,301        | 357,802        | -96,502         | -26.97%         |
| Interest                                   | 2,613          | 3,436          | -823            | -23.96%         |
| Transfers to Account                       | 0              | 24,245         | -24,245         | 0.00%           |
| Transfers From Account                     | 0              | -124,183       | 124,183         | 0.00%           |
| <b>CLOSING BALANCE Joint FPS Severance</b> | <b>263,914</b> | <b>261,301</b> | <b>2,613</b>    | <b>1.00%</b>    |
| <b><u>JOINT FPS NEER Reserve</u></b>       |                |                |                 |                 |
| Opening Balance                            | 170,576        | 240,644        | -70,068         | 100.00%         |
| Interest earned                            | 0              | 1,782          | -1,782          | 100.00%         |
| Transfers to Account                       | 0              | 0              | 0               | -100.00%        |
| Transfers From Account                     | -170,576       | -71,850        | -98,726         | -98,726         |
| <b>CLOSING BALANCE Joint FPS NEER Rese</b> | <b>0</b>       | <b>170,576</b> | <b>-170,576</b> | <b>-100.00%</b> |
| <b><u>JOINT FPS WSIB Reserve</u></b>       |                |                |                 |                 |
| Opening Balance                            | 0              | 0              | 0               | 0%              |
| Interest earned                            |                |                |                 |                 |
| Interfund Transfer                         | 170,576        | 0              | 170,576         | 100%            |
| Transfers to Account                       | 429,494        | 0              | 429,494         | 100%            |
| Transfers From Account                     | -565,250       | 0              | -565,250        | 100%            |
| <b>CLOSING BALANCE Joint WSIB Reserve</b>  | <b>34,820</b>  | <b>0</b>       | <b>34,820</b>   | <b>100%</b>     |
| <b><u>Ferry WSIB Reserve</u></b>           |                |                |                 |                 |
| Opening Balance                            | 0              | 0              | 0               | 100%            |
| Interest earned                            |                |                |                 |                 |
| Transfers to Account                       | 24,997         | 0              | 24,997          | 100%            |
| Transfers From Account                     | -32,438        | 0              | -32,438         | 100%            |
| <b>CLOSING BALANCE Joint WSIB Reserve</b>  | <b>-7,441</b>  | <b>0</b>       | <b>-7,441</b>   | <b>100%</b>     |
| <b><u>General Admin WSIB Reserve</u></b>   |                |                |                 |                 |
| Opening Balance                            | 0              | 0              | 0               | 100%            |
| Interest earned                            |                |                |                 |                 |
| Transfers to Account                       | 13,886         | 0              | 13,886          | 100%            |
| Transfers From Account                     | -69,733        | 0              | -69,733         | 100%            |
| <b>CLOSING BALANCE Joint WSIB Reserve</b>  | <b>-55,847</b> | <b>0</b>       | <b>-55,847</b>  | <b>100%</b>     |

**COUNTY OF FRONTENAC  
2016 Budget  
Capital Reserves**

|                                                                               | 2016 Budget      | 2015             | 2015-2016       |                |                                                              |
|-------------------------------------------------------------------------------|------------------|------------------|-----------------|----------------|--------------------------------------------------------------|
|                                                                               | \$               | \$               | \$              | Variance       |                                                              |
| <b><u>FRC Capital Replacement</u></b>                                         |                  |                  |                 |                |                                                              |
| Opening Balance                                                               | 1,494,150        | 1,249,381        | 1,494,150       | 19.59%         | annual allocation plus dedicated levy amount                 |
| Transfers to Account                                                          | 291,088          | 230,341          | 60,747          | 26.37%         |                                                              |
| Interfund Transfer*                                                           | 3,715            | 39,428           | -35,713         | -90.58%        | from GIS reserve \$8715 to FRC Operations \$5k               |
| Transfers From Account                                                        |                  | -25,000          | 25,000          | -100.00%       |                                                              |
| <b>CLOSING BALANCE FRC Capital Replacement Reserve</b>                        | <b>1,788,953</b> | <b>1,494,150</b> | <b>294,803</b>  | <b>19.73%</b>  |                                                              |
| <b><u>FRC Ontarians With Disabilities Reserve</u></b>                         |                  |                  |                 |                |                                                              |
| Opening Balance                                                               | 70,000           | 65,000           | 5,000           | 7.69%          |                                                              |
| Transfer to Account                                                           | 10,000           | 10,000           | 0               | 0.00%          |                                                              |
| Inter reserve transfer                                                        | 0                | 0                | 0               | 0.00%          |                                                              |
| Transfer From Account*                                                        | -1,500           | -5,000           | 3,500           | -70.00%        | accessible reception counters                                |
| <b>CLOSING BALANCE FRC Ontarians with Disabilities Reserve</b>                | <b>78,500</b>    | <b>70,000</b>    | <b>8,500</b>    | <b>12.14%</b>  |                                                              |
| <b><u>FRC Land Acquisition Reserve</u></b>                                    |                  |                  |                 |                |                                                              |
| Opening Balance                                                               | 80,587           | 80,587           | 0               | 0.00%          |                                                              |
| Transfer to Reserve                                                           | 0                | 0                | 0               | 0.00%          |                                                              |
| Inter reserve Transfer*                                                       | 0                | 0                | 0               | 100.00%        |                                                              |
| Transfer From Account                                                         | -80,587          | 0                | 0               | 0.00%          | K&P Trail land acquisition                                   |
| <b>CLOSING BALANCE FRC Land Acquisition Reserve</b>                           | <b>0</b>         | <b>80,587</b>    | <b>-80,587</b>  | <b>100.00%</b> |                                                              |
| <b><u>FRC GIS Project Reserve</u></b>                                         |                  |                  |                 |                |                                                              |
| Opening Balance                                                               | 8,715            | 35,109           | -26,394         | -75.18%        |                                                              |
| Transfer to Account                                                           | 0                | 0                | 0               | 0.00%          |                                                              |
| Inter reserve Transfer                                                        | -8,715           | 0                | -8,715          | 0.00%          |                                                              |
| Transfer From Account                                                         | 0                | -26,394          | 26,394          | -100.00%       |                                                              |
| <b>CLOSING BALANCE FRC GIS Project</b>                                        | <b>0</b>         | <b>8,715</b>     | <b>-8,715</b>   | <b>0.00%</b>   |                                                              |
| <b><u>FMT Capital Replacement</u></b>                                         |                  |                  |                 |                |                                                              |
| Opening Balance                                                               | 833,513          | 819,518          | 13,995          | 1.71%          |                                                              |
| Transfer to Account From Current                                              | 73,681           | 72,592           | 1,089           | 1.50%          |                                                              |
| Interfund Transfer                                                            | 0                | 0                | 0               | 100.00%        | annual capital replacement plus contribution re septic study |
| Transfers From Account                                                        | -88,864          | -58,597          | -30,267         | 51.65%         |                                                              |
| <b>CLOSING BALANCE FMT Capital</b>                                            | <b>818,330</b>   | <b>833,513</b>   | <b>-15,183</b>  | <b>-1.82%</b>  |                                                              |
| <b><u>FMT Capital Reserve Fund</u></b>                                        |                  |                  |                 |                |                                                              |
| Opening Balance                                                               | 1,393,999        | 1,403,437        | -9,438          | -0.67%         |                                                              |
| Interest Earned                                                               | 13,940           | 24,434           | -10,494         | -42.95%        |                                                              |
| Transfers to Account                                                          | 0                | 0                | 0               | 0.00%          |                                                              |
| Interfund Transfer ( from restricted fund to pay back for auditorium expense) |                  | 91,128           |                 |                |                                                              |
| Transfers From Account                                                        | -125,000         | -125,000         | 0               | 0.00%          |                                                              |
| <b>CLOSING BALANCE FMT Capital Reserve Fund</b>                               | <b>1,282,939</b> | <b>1,393,999</b> | <b>-111,060</b> | <b>-7.97%</b>  |                                                              |

**COUNTY OF FRONTENAC  
2016 Budget  
Capital Reserves (cont'd.)**

|                                                              | 2016 Budget    | 2015           | 2015-2016       |                |
|--------------------------------------------------------------|----------------|----------------|-----------------|----------------|
|                                                              | \$             | \$             | \$              | Variance       |
| <b><u>JOINT FPS Vehicle Replacement Reserve</u></b>          |                |                |                 |                |
| Opening Balance                                              | 961,436        | 702,709        | 258,727         | 36.82%         |
| Interest                                                     | 9,614          | 10,043         | -429            | -4.27%         |
| Transfers to Account                                         | 427,769        | 421,447        | 6,322           | 1.50%          |
| Transfers From Account                                       | -543,000       | -172,762       | -370,238        | 214.30%        |
| <b>CLOSING BALANCE Joint FPS Vehicle Replacement Reserve</b> | <b>855,819</b> | <b>961,436</b> | <b>-105,617</b> | <b>-10.99%</b> |

|                                                                |                |                  |                 |                |
|----------------------------------------------------------------|----------------|------------------|-----------------|----------------|
| <b><u>JOINT FPS Equipment Replacement Reserve</u></b>          |                |                  |                 |                |
| Opening Balance                                                | 1,188,488      | 994,436          | 194,052         | 19.51%         |
| Interest                                                       | 11,885         | 11,745           | 140             | 1.19%          |
| Transfers to Account                                           | 223,092        | 219,795          | 3,297           | 1.50%          |
| Transfers From Account                                         | -836,760       | -37,488          | -799,272        | 100.00%        |
| <b>CLOSING BALANCE Joint FPS Equipment Replacement Reserve</b> | <b>586,705</b> | <b>1,188,488</b> | <b>-601,783</b> | <b>-50.63%</b> |

|                                    |          |                |                 |              |
|------------------------------------|----------|----------------|-----------------|--------------|
| <b><u>FPS General Reserve</u></b>  |          |                |                 |              |
| Opening Balance                    | 156,193  | 156,193        | 0               | 0.00%        |
| Transfer to Account                | 0        | 0              | 0               | 0.00%        |
| Transfer From Account              | -156,193 | 0              | -156,193        | 0.00%        |
| <b>CLOSING BALANCE FPS General</b> | <b>0</b> | <b>156,193</b> | <b>-156,193</b> | <b>0.00%</b> |

current IT & equip  
requirements, plus  
stretcher replacement  
less amount from FPS  
General Reserve. City's  
share will be reimbursed  
over 8 years

for FRO share of  
stretcher project

**COUNTY OF FRONTENAC  
2016 Budget  
Stabilization Reserve**

**FRC Stabilization Reserve**

Opening Balance  
Transfers to Account  
Interfund transfer  
Transfers From Account  
**CLOSING BALANCE FRC Stabilization Reserve**

| 2016 Budget | 2015      | 2015-2016<br>Variance |         |
|-------------|-----------|-----------------------|---------|
| \$          | \$        | \$                    | %       |
| 1,271,552   | 415,535   | 856,017               | 206.00% |
|             | 89,927    | -89,927               | 0.00%   |
| 151,140     | 839,305   | -688,165              | -81.99% |
| -12,930     | -73,215   | 60,285                | 0.00%   |
| 1,409,762   | 1,271,552 | 138,210               | 10.87%  |

\$5k to operating reserve  
re compensation study  
\$156k from Working fund  
- remainder of POA  
building  
final levy mitigation

**COUNTY OF FRONTENAC  
2016 Budget  
Strategic Regional Reserves**

|                                                              | 2016 Budget      | 2015             | 2015-2016       |                 |
|--------------------------------------------------------------|------------------|------------------|-----------------|-----------------|
|                                                              | \$               | \$               | Variance        |                 |
| <b><u>FRC Investing in Ontario Reserve Fund</u></b>          |                  |                  |                 |                 |
| Opening Balance                                              | 252,343          | 249,707          | 2,636           | 1.06%           |
| Interest                                                     | 2,523            | 2,636            | -112            | -4.27%          |
| Transfer to Account                                          | 0                | 0                | 0               | 0.00%           |
| Transfer From Account - re Trails                            | -254,866         | 0                | -254,866        | 0.00%           |
| <b>CLOSING BALANCE FRC Investing in Ontario Reserve Fund</b> | <b>0</b>         | <b>252,343</b>   | <b>-252,343</b> | <b>-100.00%</b> |
| <b><u>FRC Strategic Projects Reserve</u></b>                 |                  |                  |                 |                 |
| Opening Balance                                              | 2,480,615        | 2,504,000        | -23,385         | -0.93%          |
| Transfer to Account                                          | 0                | 0                | 0               | 0.00%           |
| Inter reserve transfer*                                      | 0                | 0                | 0               | -100.00%        |
| Transfer From Account                                        | -287,000         | -23,385          | -263,615        | 100.00%         |
| <b>CLOSING BALANCE FRC Strategic Projects Reserve</b>        | <b>2,193,615</b> | <b>2,480,615</b> | <b>-287,000</b> | <b>-11.57%</b>  |
| <b><u>FRC 150th Anniversary Reserve</u></b>                  |                  |                  |                 |                 |
| Opening Balance                                              | 0                | 90,000           | -90,000         | -100.00%        |
| Transfer to Account                                          | 0                | 0                | 0               | 0.00%           |
| Inter reserve transfer                                       | 0                | 30,000           | -30,000         | 0.00%           |
| Transfer From Account                                        | 0                | -120,000         | 120,000         | -100.00%        |
| <b>CLOSING BALANCE FRC Working Capital Reserve</b>           | <b>0</b>         | <b>0</b>         | <b>0</b>        | <b>-100.00%</b> |

to trail project as approved  
by Council

CIP brought forward from  
2015  
Advancing Economic  
Development projects

**COUNTY OF FRONTENAC  
2016 Budget  
External Agency Reserves**

|                                                                | 2016 Budget    | 2015           | 2015-2016       |                |
|----------------------------------------------------------------|----------------|----------------|-----------------|----------------|
|                                                                | \$             | \$             | Variance        |                |
|                                                                |                |                | \$              |                |
| <b><u>FRC Library Reserve</u></b>                              |                |                |                 |                |
| Opening Balance                                                | 185,140        | 156,830        | 28,311          | 18.05%         |
| Transfers to Account                                           | 31,000         | 31,000         | 0               | 0.00%          |
| Transfers From Account                                         | -22,100        | -2,689         | -19,411         | 721.76%        |
| <b>CLOSING BALANCE FRC Library Reserve</b>                     | <b>194,040</b> | <b>185,140</b> | <b>8,900</b>    | <b>4.81%</b>   |
| <b><u>FRC Social Housing Out of Scope Reserve</u></b>          |                |                |                 |                |
| Opening Balance                                                | 355,677        | 439,400        | -83,723         | -19.05%        |
| Transfer to Account                                            | 25,000         | 25,000         | 0               | 0.00%          |
| Inter reserve transfer                                         | 0              | 0              | 0               | 0.00%          |
| Transfer From Account                                          | -139,000       | -108,723       | -30,277         | 27.85%         |
| <b>CLOSING BALANCE FRC Social Housing Out of Scope Reserve</b> | <b>241,677</b> | <b>355,677</b> | <b>-114,000</b> | <b>-32.05%</b> |
| <b><u>FRC Renovates Program Reserve</u></b>                    |                |                |                 |                |
| Opening Balance                                                | 403,430        | 403,430        | 0               | 0.00%          |
| Transfers to Account                                           | 0              | 0              | 0               | 100.00%        |
| Interv Reserve Transfer*                                       | 0              | 0              | 0               | 100.00%        |
| Transfers From Account                                         | 0              | 0              | 0               | 0.00%          |
| <b>CLOSING BALANCE FRC Renovates Program Reserve</b>           | <b>403,430</b> | <b>403,430</b> | <b>0</b>        | <b>100.00%</b> |

Verona Septic system-  
annual contribution.  
Other capital requirements  
as indicated by City

**COUNTY OF FRONTENAC  
2016 Budget  
Legally Restricted Reserves**

|                                                                                       | 2016 Budget    | 2015 Budget    | 2015-2016       |                |
|---------------------------------------------------------------------------------------|----------------|----------------|-----------------|----------------|
|                                                                                       | \$             | \$             | Variance        |                |
|                                                                                       | \$             | \$             | \$              |                |
| <b><u>FRC Frontenac-Howe Islander Ferry Revenue Reserve</u></b>                       |                |                |                 |                |
| Opening Balance                                                                       | 0              | 0              | 0               | 0.00%          |
| Transfer to Account                                                                   | 0              | 0              | 0               | 0.00%          |
| Transfer From Account                                                                 | 0              | 0              | 0               | 0.00%          |
| <b>CLOSING BALANCE FRC Frontenac-Howe Islander Ferry F</b>                            | <b>0</b>       | <b>0</b>       | <b>0</b>        | <b>0.00%</b>   |
| <b><u>Joint FMT Donations Reserve Fund - General for the Benefit of Residents</u></b> |                |                |                 |                |
| <b><u>General - for the Benefit of Residents</u></b>                                  |                |                |                 |                |
| Opening Balance                                                                       | 118,052        | 111,964        | 6,088           | 5.44%          |
| Interest Earned                                                                       | 1,181          | 1,254          | -73             | -5.85%         |
| Transfers to Account                                                                  | 0              | 14,730         | -14,730         | 0.00%          |
| Interfund transfer                                                                    | 0              | 0              | 0               | 0.00%          |
| Transfers From Account                                                                | 0              | -9,895         | 9,895           | 0.00%          |
| <b>CLOSING BALANCE Joint FMT Donations Reserve Fund</b>                               | <b>119,233</b> | <b>118,052</b> | <b>1,181</b>    | <b>1.00%</b>   |
| <b><u>Joint FMT Pathways Reserve Fund</u></b>                                         |                |                |                 |                |
| Opening Balance                                                                       | 47,486         | 46,063         | 1,423           | 3.09%          |
| Interest Earned                                                                       | 475            | 513            | -38             | -7.42%         |
| Transfers to Account                                                                  | 0              | 2,146          | -2,146          | 0.00%          |
| Transfers From Account                                                                | 0              | -1,236         | 1,236           | 0.00%          |
| <b>CLOSING BALANCE Joint FMT Pathways Reserve Fund</b>                                | <b>47,960</b>  | <b>47,486</b>  | <b>475</b>      | <b>1.00%</b>   |
| <b><u>FMT Capital Campaign Reserve Fund</u></b>                                       |                |                |                 |                |
| Opening Balance                                                                       | 0              | 64,341         | -64,342         | -100.00%       |
| Interest Earned                                                                       | 0              | 1,581          | -1,581          | -100.00%       |
| Transfers to Account                                                                  |                | 25,205         | 100             | 100.00%        |
| Interfund transfer                                                                    | 0              | 0              | 0               | 0.00%          |
| Transfers From Account                                                                |                | -91,128        | 91,128          | -100.00%       |
| <b>CLOSING BALANCE FMT Capital Campaign Reserve Fund</b>                              | <b>0</b>       | <b>0</b>       | <b>0</b>        | <b>1.00%</b>   |
| <b><u>FRC Federal Gas Tax Reserve Fund</u></b>                                        |                |                |                 |                |
| Opening Balance                                                                       | 557,720        | 1,285,892      | -728,173        | -56.63%        |
| Interest                                                                              | 4,814          | 20,914         | -16,100         | -76.98%        |
| Transfer to Account                                                                   | 801,884        | 763,699        | 38,185          | 5.00%          |
| Transfer From Account                                                                 | -1,097,549     | -1,512,786     | 415,237         | -27.45%        |
| <b>CLOSING BALANCE FRC Federal Gas Tax Reserve</b>                                    | <b>266,869</b> | <b>557,720</b> | <b>-290,851</b> | <b>-52.15%</b> |
| <b><u>Bridget Fowler Trust Fund</u></b>                                               |                |                |                 |                |
| Opening Balance                                                                       | 3,949          | 3,910          | 39              | 1.00%          |
| Interest/Dividends Earned                                                             | 339            | 339            | 0               | 0.12%          |
| Transfers to Account                                                                  | 0              | 0              | 0               | 0.00%          |
| Transfers From Account                                                                | -300           | -300           | 0               | 0.00%          |
| <b>CLOSING BALANCE Bridget Fowler Trust Fund</b>                                      | <b>3,989</b>   | <b>3,949</b>   | <b>39</b>       | <b>1.00%</b>   |



**Report 2016-062**

**Information Report**

**To:** Warden and Council of the County of Frontenac  
**From:** Kelly Pender, Chief Administrative Officer  
**Prepared by:** Lisa Hirvi, Interim Administrator, Fairmount Home  
**Date of meeting:** May 18, 2016

**Re: Fairmount Home – Quarterly Update Activity Report**

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**Recommendation**

This Report is for information purposes only.

**Background**

The following information is an update regarding the activities/challenges at Fairmount Home from January 1, 2016 to March 31, 2016 as well as significant updates in April 2016.

**Comment**

**Respiratory Outbreak**

A respiratory outbreak was declared on March 22, 2016 and ended on March 30, 2016. There were six residents and twelve staff affected; however, no new cases were reported after the first twenty-four hours. Congratulations to the management and staff who successfully managed the outbreak that was declared over in eight days. Legislated reporting was completed to the required Ministries including the Ministry of Health & Long-Term Care (MOHLTC), Ministry of Labour (MOL) as well as Kingston, Frontenac, Lennox & Addington (KFLA) Public Health.

**Ministry of Health & Long-Term Care Critical Incident System Inspection (CI)**

The Ministry of Health and Long-Term Care (MOHLTC) conducted a Critical Incident System Inspection on April 13 and 14, 2016. This inspection was for three (3) critical incidents. The public version of the report is attached and has been posted at Fairmount Home for public review. It is also available on the Ministry's Reports on Long-Term Care Homes website. Fairmount Home received one (1) written notification and one (1) voluntary plan of correction regarding the alleged staff to resident abuse with no compliance orders, director referrals or work and activity orders. All recommendations contained in the report were acted upon by management and staff. Thank you to the management and staff who worked cooperatively with the Ministry's inspector.

**2015 Resident/Family Survey Response Summary**

According to the Long-Term Care Homes Act, 2007 (s. 85), long-term care homes shall ensure that, at least once in every year, a survey is taken of the residents and their families to measure their satisfaction with the home and the care, services, programs and goods provided at the home. The 2015 Resident/Family Survey Response Summary is attached. There were 15 responses which was significantly less than the 55 respondents in 2014. However, the responses to the questions were consistent with the previous year. Management has reviewed the survey responses including the comments and will ensure that action is taken, as appropriate. Management is discussing ways to increase the survey responses for next year's survey. The 2015 survey results will be shared with staff and the Resident's Council.

**Quarterly Statistics (January 1, 2016 to March 31, 2016)**

| <b>Measurable Statistic</b>                            | <b>Number of Occurrences</b> | <b>Comment</b>                          |
|--------------------------------------------------------|------------------------------|-----------------------------------------|
| Number of new admissions                               | 11                           |                                         |
| Number of resident deaths                              | 12                           |                                         |
| Number of discharges to other facilities               | 3                            |                                         |
| Number of MOHLTC critical incidents                    | 2                            |                                         |
| Number of public health incidents (outbreaks)          | 1                            | Respiratory outbreak (March 2016)       |
| Number of new WSIB Form 7                              | 20                           | 12 were due to the Respiratory outbreak |
| Number of employees on prolonged short-term disability | 7                            |                                         |
| Number of employees on long-term disability            | 6                            |                                         |
| Number of new CUPE grievances                          | 2                            |                                         |
| Staff changes:                                         |                              |                                         |
| Employment ended                                       | 1                            |                                         |
| Retirements                                            | 1                            |                                         |
| Resignations                                           | 2                            |                                         |

|                         |    |  |
|-------------------------|----|--|
| Internal postings/hires | 25 |  |
|-------------------------|----|--|

**Sustainability Implications**

Not applicable

**Financial Implications**

Not applicable

**Organizations, Departments and Individuals Consulted and/or Affected**

Fairmount Home Management Team

Fairmount Staff

Frontenac County Staff

Residents

Volunteers


**Ministry of Health and  
Long-Term Care**
**Inspection Report under  
the Long-Term Care  
Homes Act, 2007**
**Ministère de la Santé et des  
Soins de longue durée**
**Rapport d'inspection sous la  
Loi de 2007 sur les foyers de  
soins de longue durée**

**Long-Term Care Homes Division  
Long-Term Care Inspections Branch**

**Division des foyers de soins de  
longue durée  
Inspection de soins de longue durée**

Ottawa Service Area Office  
347 Preston St Suite 420  
OTTAWA ON K1S 3J4  
Telephone: (613) 569-5602  
Facsimile: (613) 569-9670

Bureau régional de services d'Ottawa  
347 rue Preston bureau 420  
OTTAWA ON K1S 3J4  
Téléphone: (613) 569-5602  
Télécopieur: (613) 569-9670

**Public Copy/Copie du public**

| <b>Report Date(s) /<br/>Date(s) du apport</b> | <b>Inspection No /<br/>No de l'inspection</b> | <b>Log # /<br/>Registre no</b>    | <b>Type of Inspection /<br/>Genre d'inspection</b> |
|-----------------------------------------------|-----------------------------------------------|-----------------------------------|----------------------------------------------------|
| May 2, 2016                                   | 2016_280541_0012                              | 009589-16/009891-<br>16/023713-15 | Critical Incident<br>System                        |

**Licensee/Titulaire de permis**

THE CORPORATION OF THE COUNTY OF FRONTENAC  
2069 Battersea Road Glenburnie ON K0H 1S0

**Long-Term Care Home/Foyer de soins de longue durée**

FAIRMOUNT HOME FOR THE AGED  
2069 Battersea Road R. R. #1 Glenburnie ON K0H 1S0

**Name of Inspector(s)/Nom de l'inspecteur ou des inspecteurs**

AMBER MOASE (541)

**Inspection Summary/Résumé de l'inspection**



**Ministry of Health and  
Long-Term Care**

**Inspection Report under  
the Long-Term Care  
Homes Act, 2007**

**Ministère de la Santé et des  
Soins de longue durée**

**Rapport d'inspection sous la  
Loi de 2007 sur les foyers de  
soins de longue durée**

**The purpose of this inspection was to conduct a Critical Incident System inspection.**

**This inspection was conducted on the following date(s): April 13 and 14, 2015**

**This inspection was for three critical incidents: a resident choking incident, an alleged staff to resident abuse and an alleged resident to resident abuse.**

**During the course of the inspection, the inspector(s) spoke with the Administrator, the Director of Care, the Associate Director of Care, Registered Nurses, the Food Service Supervisor, Registered Practical Nurses, Personal Support Workers, Dietary Aides, and Residents. In addition, the Inspector also observed resident meal service, observed staff to resident interaction, reviewed resident health care records and reviewed relevant policies.**

**The following Inspection Protocols were used during this inspection:  
Nutrition and Hydration  
Prevention of Abuse, Neglect and Retaliation  
Responsive Behaviours**

**During the course of this inspection, Non-Compliances were issued.**

**1 WN(s)  
1 VPC(s)  
0 CO(s)  
0 DR(s)  
0 WAO(s)**



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### **NON-COMPLIANCE / NON - RESPECT DES EXIGENCES**

| <b>Legend</b>                                                                                                                                                                                                                                                           | <b>Legendé</b>                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WN – Written Notification                                                                                                                                                                                                                                               | WN – Avis écrit                                                                                                                                                                                                                                                                                    |
| VPC – Voluntary Plan of Correction                                                                                                                                                                                                                                      | VPC – Plan de redressement volontaire                                                                                                                                                                                                                                                              |
| DR – Director Referral                                                                                                                                                                                                                                                  | DR – Aiguillage au directeur                                                                                                                                                                                                                                                                       |
| CO – Compliance Order                                                                                                                                                                                                                                                   | CO – Ordre de conformité                                                                                                                                                                                                                                                                           |
| WAO – Work and Activity Order                                                                                                                                                                                                                                           | WAO – Ordres : travaux et activités                                                                                                                                                                                                                                                                |
| Non-compliance with requirements under the Long-Term Care Homes Act, 2007 (LTCHA) was found. (a requirement under the LTCHA includes the requirements contained in the items listed in the definition of "requirement under this Act" in subsection 2(1) of the LTCHA). | Le non-respect des exigences de la Loi de 2007 sur les foyers de soins de longue durée (LFSLD) a été constaté. (une exigence de la loi comprend les exigences qui font partie des éléments énumérés dans la définition de « exigence prévue par la présente loi », au paragraphe 2(1) de la LFSLD. |
| The following constitutes written notification of non-compliance under paragraph 1 of section 152 of the LTCHA.                                                                                                                                                         | Ce qui suit constitue un avis écrit de non-respect aux termes du paragraphe 1 de l'article 152 de la LFSLD.                                                                                                                                                                                        |

**WN #1: The Licensee has failed to comply with LTCHA, 2007 S.O. 2007, c.8, s. 6.  
Plan of care**

**Specifically failed to comply with the following:**

**s. 6. (7) The licensee shall ensure that the care set out in the plan of care is provided to the resident as specified in the plan. 2007, c. 8, s. 6 (7).**

**Findings/Faits saillants :**



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1. The licensee has failed to ensure that the care set out in the plan of care is provided to the resident as specified in the plan.

Re: Log #009891-16

Critical Incident Report # M521-000006-16 was received on a specified date for an allegation of staff to resident abuse. The incident is as follows:

On a specified date resident #003 informed PSW #101 that during the previous night shift the resident rang the bell to be toileted. PSW #100 responded to the call and told the resident to pee in his/her brief. When resident #003 reported this to PSW #101, PSW #101 immediately reported the incident to the home's Associate Director of Care (ADOC) and an investigation began.

During the home's investigation PSW #100 was interviewed and confirmed resident #003's account of the incident. PSW #100 thought what she said was ok as she offered to change the resident's brief immediately afterwards.

Resident #003's current plan of care states the following in regards to toileting:  
- Limited assistance x 1 staff. Commode at bedside every evening.

Resident #003 was interviewed by the ADOC during the home's investigation and was described as being upset and crying regarding the incident.

During the inspection, Inspector #541 interviewed resident #003 who recalled the incident. During interview resident #003 appeared to be upset when the incident was discussed.

The home failed to toilet resident # 003 as specified in the plan of care. [s. 6. (7)]

***Additional Required Actions:***

***VPC - pursuant to the Long-Term Care Homes Act, 2007, S.O. 2007, c.8, s.152(2) the licensee is hereby requested to prepare a written plan of correction for achieving compliance to ensure resident #003 receives assistance with toileting as specified in the plan of care, to be implemented voluntarily.***



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**Issued on this   2nd   day of May, 2016**

**Signature of Inspector(s)/Signature de l'inspecteur ou des inspecteurs**

**Original report signed by the inspector.**

**2015 Resident /Family Survey Responses Summary**

**Responses: 15**

**Note: Not all respondents answered all questions**

| Are you satisfied that resident dignity and privacy are maintained? | Always    | Most of the time | Some of the time | Neutral | Rarely | Never    |
|---------------------------------------------------------------------|-----------|------------------|------------------|---------|--------|----------|
| 2N                                                                  | 3         | 1                |                  |         |        |          |
| 1N                                                                  | 1         | 2                |                  |         |        |          |
| 2S                                                                  |           |                  | 1                |         |        |          |
| 1S                                                                  | 2         |                  |                  |         |        |          |
| Unit not provided                                                   | 3         |                  |                  |         |        |          |
| <b>Total</b>                                                        | <b>9</b>  | <b>3</b>         | <b>1</b>         |         |        |          |
| Are we caring?                                                      | Always    | Most of the time | Some of the time | Neutral | Rarely | Never    |
| 2N                                                                  | 2         | 2                |                  |         |        |          |
| 1N                                                                  | 1         | 2                |                  |         |        |          |
| 2S                                                                  | 1         | 1                |                  |         |        |          |
| 1S                                                                  | 3         |                  |                  |         |        |          |
| Unit not provided                                                   | 2         | 1                |                  |         |        |          |
| <b>Total</b>                                                        | <b>9</b>  | <b>6</b>         |                  |         |        |          |
| Are we Compassionate?                                               | Always    | Most of the time | Some of the time | Neutral | Rarely | Never    |
| 2N                                                                  | 3         | 1                |                  |         |        |          |
| 1N                                                                  | 1         | 2                |                  |         |        |          |
| 2S                                                                  | 1         | 1                |                  |         |        |          |
| 1S                                                                  | 3         |                  |                  |         |        |          |
| Unit not provided                                                   | 2         | 1                |                  |         |        |          |
| <b>Total</b>                                                        | <b>10</b> | <b>5</b>         |                  |         |        |          |
| Are we responsive?                                                  | Always    | Most of the time | Some of the time | Neutral | Rarely | Never    |
| 2N                                                                  | 1         | 3                |                  |         |        |          |
| 1N                                                                  |           | 2                | 1                |         |        |          |
| 2S                                                                  |           | 2                |                  |         |        |          |
| 1S                                                                  | 2         | 1                |                  |         |        |          |
| Unit not provided                                                   | 1         | 1                | 1                |         |        |          |
| <b>Total</b>                                                        | <b>4</b>  | <b>9</b>         | <b>2</b>         |         |        |          |
| Are we respectful?                                                  | Always    | Most of the time | Some of the time | Neutral | Rarely | Never    |
| 2N                                                                  | 3         |                  | 1                |         |        |          |
| 1N                                                                  | 2         | 1                |                  |         |        |          |
| 2S                                                                  | 2         |                  |                  |         |        |          |
| 1S                                                                  | 3         |                  |                  |         |        |          |
| Unit not provided                                                   |           |                  |                  |         |        |          |
| <b>Total</b>                                                        | <b>10</b> | <b>1</b>         | <b>1</b>         |         |        |          |
| Do we explain your care and service to you?                         | Always    | Most of the time | Some of the time | Neutral | Rarely | Never    |
| 2N                                                                  | 3         | 1                |                  |         |        |          |
| 1N                                                                  | 1         | 2                |                  |         |        |          |
| 2S                                                                  |           | 1                | 1                |         |        |          |
| 1S                                                                  | 3         |                  |                  |         |        |          |
| Unit not provided                                                   | 1         | 1                |                  |         |        | 1        |
| <b>Total</b>                                                        | <b>8</b>  | <b>5</b>         | <b>1</b>         |         |        | <b>1</b> |

|                                                                                                 |          |                  |                  |          |          |          |
|-------------------------------------------------------------------------------------------------|----------|------------------|------------------|----------|----------|----------|
| Are you comfortable approaching staff with your concerns?                                       | Always   | Most of the time | Some of the time | Neutral  | Rarely   | Never    |
| 2N                                                                                              | 3        |                  | 1                |          |          |          |
| 1N                                                                                              | 1        |                  | 1                |          | 1        |          |
| 2S                                                                                              | 2        |                  |                  |          |          |          |
| 1S                                                                                              | 2        | 1                |                  |          |          |          |
| Unit not provided                                                                               | 1        | 1                |                  |          | 1        |          |
| <b>Total</b>                                                                                    | <b>9</b> | <b>2</b>         | <b>2</b>         |          | <b>2</b> |          |
|                                                                                                 |          |                  |                  |          |          |          |
| Can you find appropriate staff when you need them?                                              | Always   | Most of the time | Some of the time | Neutral  | Rarely   | Never    |
| 2N                                                                                              |          | 4                |                  |          |          |          |
| 1N                                                                                              |          | 2                |                  |          | 1        |          |
| 2S                                                                                              |          | 2                |                  |          |          |          |
| 1S                                                                                              | 1        | 2                |                  |          |          |          |
| Unit not provided                                                                               |          | 1                | 1                | 1        |          |          |
| <b>Total</b>                                                                                    | <b>1</b> | <b>11</b>        | <b>1</b>         | <b>1</b> | <b>1</b> |          |
|                                                                                                 |          |                  |                  |          |          |          |
| Do we respond to your concerns in a timely manner?                                              | Always   | Most of the time | Some of the time | Neutral  | Rarely   | Never    |
| 2N                                                                                              | 2        | 2                |                  |          |          |          |
| 1N                                                                                              |          | 2                |                  |          | 1        |          |
| 2S                                                                                              |          | 2                |                  |          |          |          |
| 1S                                                                                              | 2        | 1                |                  |          |          |          |
| Unit not provided                                                                               |          | 2                | 1                |          |          |          |
| <b>Total</b>                                                                                    | <b>4</b> | <b>9</b>         | <b>1</b>         |          | <b>1</b> |          |
|                                                                                                 |          |                  |                  |          |          |          |
| How would you rate staff at keeping you informed about your family member?                      | Always   | Most of the time | Some of the time | Neutral  | Rarely   | Never    |
| 2N                                                                                              | 2        | 2                |                  |          |          |          |
| 1N                                                                                              | 1        | 2                |                  |          |          |          |
| 2S                                                                                              |          |                  | 1                |          |          |          |
| 1S                                                                                              | 3        |                  |                  |          |          |          |
| Unit not provided                                                                               | 1        |                  | 1                |          |          | 1        |
| <b>Total</b>                                                                                    | <b>7</b> | <b>4</b>         | <b>2</b>         |          |          | <b>1</b> |
|                                                                                                 |          |                  |                  |          |          |          |
| Are you satisfied with the medical attention provided by the Physician and Nurse Practitioner?  | Always   | Most of the time | Some of the time | Neutral  | Rarely   | Never    |
| 2N                                                                                              | 2        | 2                |                  |          |          |          |
| 1N                                                                                              |          | 1                | 1                | 1        |          |          |
| 2S                                                                                              | 1        |                  |                  | 1        |          |          |
| 1S                                                                                              | 2        | 1                |                  | 1        |          |          |
| Unit not provided                                                                               | 1        |                  | 2                |          |          |          |
| <b>Total</b>                                                                                    | <b>6</b> | <b>4</b>         | <b>3</b>         | <b>3</b> |          |          |
|                                                                                                 |          |                  |                  |          |          |          |
| Have your requests for therapy services been acted upon to your satisfaction?                   | Always   | Most of the time | Some of the time | Neutral  | Rarely   | Never    |
| 2N                                                                                              |          | 2                | 1                |          |          |          |
| 1N                                                                                              |          | 1                | 1                | 1        |          |          |
| 2S                                                                                              |          |                  |                  | 1        |          |          |
| 1S                                                                                              | 2        |                  |                  | 1        |          |          |
| Unit not provided                                                                               |          | 1                |                  | 2        |          |          |
| <b>Total</b>                                                                                    | <b>2</b> | <b>4</b>         | <b>2</b>         | <b>5</b> |          |          |
|                                                                                                 |          |                  |                  |          |          |          |
| <b>Programming Services</b>                                                                     |          |                  |                  |          |          |          |
| Have Programming staff made an effort to include you/your relative in the available activities? | Always   | Most of the time | Some of the time | Neutral  | Rarely   | Never    |
| 2N                                                                                              | 2        | 1                | 1                |          |          |          |

Resident/Family Survey Responses – Page 2

|                                                                                                      |          |                  |                  |          |        |       |
|------------------------------------------------------------------------------------------------------|----------|------------------|------------------|----------|--------|-------|
| 1N                                                                                                   |          | 3                |                  |          |        |       |
| 2S                                                                                                   | 1        | 1                |                  |          |        |       |
| 1S                                                                                                   | 1        | 1                |                  | 1        |        |       |
| Unit not provided                                                                                    | 2        |                  |                  |          |        |       |
| <b>Total</b>                                                                                         | <b>6</b> | <b>6</b>         | <b>1</b>         | <b>1</b> |        |       |
| Do current programs meet your needs/expectations?<br>(Please include suggestions in comment section) | Always   | Most of the time | Some of the time | Neutral  | Rarely | Never |
| 2N                                                                                                   | 1        | 3                |                  |          |        |       |
| 1N                                                                                                   |          | 2                |                  | 1        |        |       |
| 2S                                                                                                   |          | 1                |                  |          |        |       |
| 1S                                                                                                   | 2        |                  |                  | 1        |        |       |
| Unit not provided                                                                                    |          | 2                | 1                |          |        |       |
| <b>Total</b>                                                                                         | <b>3</b> | <b>8</b>         | <b>1</b>         | <b>2</b> |        |       |
| <b>Dietary Services</b>                                                                              |          |                  |                  |          |        |       |
| Are the meals satisfactory to you/the resident in variety, amount of food, appearance?               | Always   | Most of the time | Some of the time | Neutral  | Rarely | Never |
| 2N                                                                                                   |          | 4                |                  |          |        |       |
| 1N                                                                                                   |          | 2                |                  | 1        |        |       |
| 2S                                                                                                   |          | 1                | 1                |          |        |       |
| 1S                                                                                                   | 1        | 2                |                  |          |        |       |
| Unit not provided                                                                                    | 2        |                  |                  |          |        |       |
| <b>Total</b>                                                                                         | <b>3</b> | <b>9</b>         | <b>1</b>         | <b>1</b> |        |       |
| If you/the resident has special dietary requirements, are they being met?                            | Always   | Most of the time | Some of the time | Neutral  | Rarely | Never |
| 2N                                                                                                   | 1        | 1                |                  | 1        |        |       |
| 1N                                                                                                   | 1        | 1                |                  | 1        |        |       |
| 2S                                                                                                   |          |                  | 1                |          |        |       |
| 1S                                                                                                   | 2        |                  | 1                |          |        |       |
| Unit not provided                                                                                    |          | 2                |                  | 1        |        |       |
| <b>Total</b>                                                                                         | <b>4</b> | <b>4</b>         | <b>2</b>         | <b>3</b> |        |       |
| Is our staff friendly and courteous when serving meals to residents and visitors?                    | Always   | Most of the time | Some of the time | Neutral  | Rarely | Never |
| 2N                                                                                                   | 2        | 2                |                  |          |        |       |
| 1N                                                                                                   | 1        |                  | 1                | 1        |        |       |
| 2S                                                                                                   | 1        |                  |                  | 1        |        |       |
| 1S                                                                                                   | 3        |                  |                  |          |        |       |
| Unit not provided                                                                                    |          | 3                |                  |          |        |       |
| <b>Total</b>                                                                                         | <b>6</b> | <b>5</b>         | <b>1</b>         | <b>2</b> |        |       |
| <b>Housekeeping</b>                                                                                  |          |                  |                  |          |        |       |
| Are you satisfied with the cleanliness of resident rooms?                                            | Always   | Most of the time | Some of the time | Neutral  | Rarely | Never |
| 2N                                                                                                   | 3        | 1                |                  |          |        |       |
| 1N                                                                                                   | 1        |                  | 2                |          |        |       |
| 2S                                                                                                   | 1        | 1                |                  |          |        |       |
| 1S                                                                                                   | 2        | 1                |                  |          |        |       |
| Unit not provided                                                                                    |          | 2                | 1                |          |        |       |
| <b>Total</b>                                                                                         | <b>7</b> | <b>5</b>         | <b>3</b>         |          |        |       |
| Are you satisfied with general cleanliness at Fairmount?                                             | Always   | Most of the time | Some of the time | Neutral  | Rarely | Never |
| 2N                                                                                                   | 3        | 1                |                  |          |        |       |
| 1N                                                                                                   | 1        | 2                |                  |          |        |       |

Resident/Family Survey Responses – Page 3

|                                                                                             |           |                  |                  |          |          |          |
|---------------------------------------------------------------------------------------------|-----------|------------------|------------------|----------|----------|----------|
| 2S                                                                                          | 1         | 1                |                  |          |          |          |
| 1S                                                                                          | 3         |                  |                  |          |          |          |
| Unit not provided                                                                           |           | 3                |                  |          |          |          |
| <b>Total</b>                                                                                | <b>8</b>  | <b>7</b>         |                  |          |          |          |
| <b>Laundry</b>                                                                              |           |                  |                  |          |          |          |
| Are you satisfied the linen provided is clean and in good repair?                           | Always    | Most of the time | Some of the time | Neutral  | Rarely   | Never    |
| 2N                                                                                          | 3         | 1                |                  |          |          |          |
| 1N                                                                                          | 2         | 1                |                  |          |          |          |
| 2S                                                                                          | 1         | 1                |                  |          |          |          |
| 1S                                                                                          | 2         | 1                |                  |          |          |          |
| Unit not provided                                                                           | 1         | 2                |                  |          |          |          |
| <b>Total</b>                                                                                | <b>9</b>  | <b>6</b>         |                  |          |          |          |
| Do you/the resident have any concerns about clothing?                                       | Always    | Most of the time | Some of the time | Neutral  | Rarely   | Never    |
| 2N                                                                                          |           |                  | 1                | 1        | 1        |          |
| 1N                                                                                          |           | 1                |                  |          | 1        | 1        |
| 2S                                                                                          |           |                  | 2                |          |          |          |
| 1S                                                                                          |           |                  | 2                |          |          | 1        |
| Unit not provided                                                                           |           | 2                |                  |          |          |          |
| <b>Total</b>                                                                                |           | <b>3</b>         | <b>5</b>         | <b>1</b> | <b>2</b> | <b>2</b> |
| <b>Billing &amp; Trust Accounts</b>                                                         |           |                  |                  |          |          |          |
| Are you satisfied that accounts are administered efficiently?                               | Always    | Most of the time | Some of the time | Neutral  | Rarely   | Never    |
| 2N                                                                                          | 3         |                  | 1                |          |          |          |
| 1N                                                                                          | 3         |                  | 1                |          |          |          |
| 2S                                                                                          |           |                  | 1                |          |          |          |
| 1S                                                                                          | 2         |                  |                  |          |          |          |
| Unit not provided                                                                           |           | 2                | 1                |          |          |          |
| <b>Total</b>                                                                                | <b>8</b>  | <b>2</b>         | <b>4</b>         |          |          |          |
| Are your questions about accounts answered promptly?                                        | Always    | Most of the time | Some of the time | Neutral  | Rarely   | Never    |
| 2N                                                                                          | 3         | 1                |                  |          |          |          |
| 1N                                                                                          | 2         | 1                |                  | 1        |          |          |
| 2S                                                                                          |           | 1                |                  |          |          |          |
| 1S                                                                                          | 2         |                  |                  |          |          |          |
| Unit not provided                                                                           | 1         | 2                |                  |          |          |          |
| <b>Total</b>                                                                                | <b>8</b>  | <b>5</b>         |                  | <b>1</b> |          |          |
| <b>Infection Prevention / Control</b>                                                       |           |                  |                  |          |          |          |
| Fairmount has a hand hygiene program. Do you find it easy to clean your hands at Fairmount? | Always    | Most of the time | Some of the time | Neutral  | Rarely   | Never    |
| 2N                                                                                          | 4         |                  |                  |          |          |          |
| 1N                                                                                          | 3         |                  |                  |          |          |          |
| 2S                                                                                          | 2         |                  |                  |          |          |          |
| 1S                                                                                          | 3         |                  |                  |          |          |          |
| Unit not provided                                                                           | 2         | 1                |                  |          |          |          |
| <b>Total</b>                                                                                | <b>14</b> | <b>1</b>         |                  |          |          |          |
| <b>Reception</b>                                                                            |           |                  |                  |          |          |          |
| Are your questions and concerns answered promptly?                                          | Always    | Most of the time | Some of the time | Neutral  | Rarely   | Never    |
| 2N                                                                                          | 3         | 1                |                  |          |          |          |

Resident/Family Survey Responses – Page 4

|                                                                        |           |                  |                  |          |        |          |
|------------------------------------------------------------------------|-----------|------------------|------------------|----------|--------|----------|
| 1N                                                                     | 1         | 1                |                  | 1        |        |          |
| 2S                                                                     | 1         | 1                |                  |          |        |          |
| 1S                                                                     | 1         | 2                |                  |          |        |          |
| Unit not provided                                                      | 1         | 1                | 1                |          |        |          |
| <b>Total</b>                                                           | <b>7</b>  | <b>6</b>         | <b>1</b>         | <b>1</b> |        |          |
| <b>Maintenance Services</b>                                            |           |                  |                  |          |        |          |
| Are you satisfied that we maintain control over temperature?           | Always    | Most of the time | Some of the time | Neutral  | Rarely | Never    |
| 2N                                                                     |           | 3                | 1                |          |        |          |
| 1N                                                                     |           | 3                |                  |          |        |          |
| 2S                                                                     |           | 1                | 1                |          |        |          |
| 1S                                                                     | 3         |                  |                  |          |        |          |
| Unit not provided                                                      | 1         | 1                |                  | 1        |        |          |
| <b>Total</b>                                                           | <b>4</b>  | <b>8</b>         | <b>2</b>         | <b>1</b> |        |          |
| Are you satisfied that we maintain control over noise?                 | Always    | Most of the time | Some of the time | Neutral  | Rarely | Never    |
| 2N                                                                     | 2         | 1                | 1                |          |        |          |
| 1N                                                                     |           | 2                |                  |          |        |          |
| 2S                                                                     |           | 1                | 1                |          |        |          |
| 1S                                                                     | 3         |                  |                  |          |        |          |
| Unit not provided                                                      | 1         | 2                |                  |          |        |          |
| <b>Total</b>                                                           | <b>6</b>  | <b>6</b>         | <b>2</b>         |          |        |          |
| Are you satisfied with the appearance of the grounds?                  | Always    | Most of the time | Some of the time | Neutral  | Rarely | Never    |
| 2N                                                                     | 3         |                  | 1                |          |        |          |
| 1N                                                                     | 2         | 1                |                  |          |        |          |
| 2S                                                                     | 1         |                  |                  |          |        |          |
| 1S                                                                     | 3         |                  |                  |          |        |          |
| Unit not provided                                                      | 2         | 1                |                  |          |        |          |
| <b>Total</b>                                                           | <b>11</b> | <b>2</b>         | <b>1</b>         |          |        |          |
| <b>Incontinence Products</b>                                           |           |                  |                  |          |        |          |
| Are you satisfied with the incontinence products provided by the Home? | Always    | Most of the time | Some of the time | Neutral  | Rarely | Never    |
| 2N                                                                     | 2         |                  |                  | 1        |        | 1        |
| 1N                                                                     | 1         | 2                |                  |          |        |          |
| 2S                                                                     |           |                  |                  | 1        |        |          |
| 1S                                                                     | 1         |                  |                  | 2        |        |          |
| Unit not provided                                                      |           | 2                | 1                |          |        |          |
| <b>Total</b>                                                           | <b>4</b>  | <b>4</b>         | <b>1</b>         | <b>4</b> |        | <b>1</b> |
| <b>Religious &amp; Spiritual Care</b>                                  |           |                  |                  |          |        |          |
| Are you satisfied with the Religious & Spiritual Care program?         | Always    | Most of the time | Some of the time | Neutral  | Rarely | Never    |
| 2N                                                                     | 2         | 1                | 1                |          |        |          |
| 1N                                                                     |           | 1                |                  | 1        |        |          |
| 2S                                                                     |           |                  |                  | 1        |        |          |
| 1S                                                                     | 1         |                  |                  | 2        |        |          |
| Unit not provided                                                      |           |                  |                  | 2        |        |          |
| <b>Total</b>                                                           | <b>3</b>  | <b>2</b>         | <b>1</b>         | <b>6</b> |        |          |

**Safety**

| Are you aware that Maintenance must inspect all furnishings or equipment brought in for a resident? | Yes       | No       | Unsure   |
|-----------------------------------------------------------------------------------------------------|-----------|----------|----------|
| 2N                                                                                                  | 3         |          | 1        |
| 1N                                                                                                  | 2         |          | 1        |
| 2S                                                                                                  | 1         |          | 1        |
| 1S                                                                                                  | 2         | 1        |          |
| Unit not provided                                                                                   | 2         | 1        |          |
| <b>Total</b>                                                                                        | <b>10</b> | <b>2</b> | <b>3</b> |

**Other Programs/Services**

| Are you aware that Fairmount has a Resident Council? | Yes       | No | Unsure |
|------------------------------------------------------|-----------|----|--------|
| 2N                                                   | 4         |    |        |
| 1N                                                   | 3         |    |        |
| 2S                                                   | 2         |    |        |
| 1S                                                   | 3         |    |        |
| Unit not provided                                    | 3         |    |        |
| <b>Total</b>                                         | <b>15</b> |    |        |

| Are you interested in participating in a Family Council? | Yes      | No       | Unsure   |
|----------------------------------------------------------|----------|----------|----------|
| 2N                                                       | 3        |          | 1        |
| 1N                                                       | 2        | 1        |          |
| 2S                                                       |          | 1        | 1        |
| 1S                                                       | 1        | 2        |          |
| Unit not provided                                        |          | 2        | 1        |
| <b>Total</b>                                             | <b>6</b> | <b>6</b> | <b>3</b> |

| Do you know that the Home has a Nursing Restorative Care Program? | Yes      | No       | Unsure   |
|-------------------------------------------------------------------|----------|----------|----------|
| 2N                                                                | 2        | 2        |          |
| 1N                                                                | 1        | 1        | 1        |
| 2S                                                                | 1        | 1        |          |
| 1S                                                                |          | 2        | 1        |
| Unit not provided                                                 | 2        |          | 1        |
| <b>Total</b>                                                      | <b>6</b> | <b>6</b> | <b>3</b> |

| Do you know family members are encouraged to volunteer at Fairmount? | Yes       | No       | Unsure   |
|----------------------------------------------------------------------|-----------|----------|----------|
| 2N                                                                   | 4         |          |          |
| 1N                                                                   | 3         |          |          |
| 2S                                                                   | 1         | 1        |          |
| 1S                                                                   | 3         |          |          |
| Unit not provided                                                    | 2         |          | 1        |
| <b>Total</b>                                                         | <b>13</b> | <b>1</b> | <b>1</b> |

| Are you aware that Social Work Services are available in the Home? | Yes | No | Unsure |
|--------------------------------------------------------------------|-----|----|--------|
| 2N                                                                 | 3   | 1  |        |

Resident/Family Survey Responses – Page 6

|                   |          |          |          |
|-------------------|----------|----------|----------|
| 1N                | 1        |          | 1        |
| 2S                | 1        |          |          |
| 1S                | 1        | 1        | 1        |
| Unit not provided | 2        | 1        |          |
| <b>Total</b>      | <b>8</b> | <b>3</b> | <b>2</b> |

|                                                                       |           |    |          |
|-----------------------------------------------------------------------|-----------|----|----------|
| Would you recommend Fairmount Home to those requiring long-term care? | Yes       | No | Unsure   |
| 2N                                                                    | 4         |    |          |
| 1N                                                                    | 3         |    |          |
| 2S                                                                    | 1         |    | 1        |
| 1S                                                                    | 3         |    |          |
| Unit not provided                                                     | 1         |    | 2        |
| <b>Total</b>                                                          | <b>12</b> |    | <b>3</b> |

|                                  |          |           |         |          |
|----------------------------------|----------|-----------|---------|----------|
| How often do you visit the home? | Daily    | Weekly    | Monthly | Other    |
| 2N                               |          | 3         |         | 1        |
| 1N                               | 1        | 2         |         |          |
| 2S                               | 1        | 1         |         |          |
| 1S                               | 1        | 2         |         |          |
| Unit not provided                |          | 3         |         |          |
| <b>Total</b>                     | <b>3</b> | <b>11</b> |         | <b>1</b> |

**Comments:**

Q: Would you recommend Fairmount Home to those requiring long-term care?

o For older clients Yes. (1N)

• **General**

- o Great place to be- not perfect, but close! (2N)
- o NOISE control – a nearby resident is constantly calling “help”, comes into my room, and even comes into the bathroom. (2S)
- o Overall I am quite pleased with the care that my daughter gets at Fairmount, Just wish someone could get her motivated into some kind of activity and/or drawing. Thank you for all your TLC (1S)

• **Staff**

- o Staff is responsive but they are so busy! They do the best they can. (2S)
- o Has only seen the Doctor once, but the nurses are good. (2S)
- o Staff name tags are often not visible. (Unit not provided)
- o Staff needs to be more observant and helpful when a resident is stressed. (Unit not provided)
- o There appears to be less staff. (Unit not provided)
- o Bedtime routines can be too rushed. (Unit not provided)

Q: Do we respond to your concerns in a timely manner?

o Most of the time, but they are very busy (2S)

- **Programming**

- Disappointed with “Never too old to pretend”. Thought it would involve more personal storytelling opportunities involving interaction with other residents for my Dad. Unfortunately many activities have involved movements that my Dad is incapable of. (2N)
- Due to circumstances outside Fairmount’s control participation is very limited. (1N)
- I like the food prep recreation programs and outings. (Unit not provided)
- Like to see Residents outside more often. (Unit not provided)

- **Dietary**

- Generally very good but sometimes see staff is very rushed and see drink cart is put away too fast-must ask for a beverage rather than getting it myself. (1N)

- **Housekeeping**

- My Husband requires sometimes extra help as he eats in his room and occasionally has accidents in the bathroom, often these are cleaned up, but not all the time, so I do it. (1N)

- **Laundry**

- Good job keeping clothes clean and available. Thanks (1N)

Q: Do you/the resident have any concerns about clothing?

- Some of the time lost. (1S)
- I wish Shirts/pants could be ironed. (Unit not provided)
- I wish shoes were polished when necessary. (Unit not provided)

- **Maintenance**

- The heaters on the roof make a lot of noise which sometimes startles my husband. And the dehumidifiers are very noisy in the summer. (1N)

Q: Are you satisfied that we maintain control over temperature?

- Neutral - Too hot (Unit not provided)

- **Billing & Trust Accounts**

- Great Job (1N)

- **Reception**

- They are very helpful-Thanks (1N)
- I really wish there was someone visible at the front desk during the day on weekends-not tucked behind! (Unit not provided)

Q: Are your Questions and concerns answered promptly?

- Not always attended (1S)

- **Incontinence Products**

- I especially like the wipes (1N)

**By-Law Number 2016-0017**

**of**

**The Corporation of the County of Frontenac**

being a by-law to amend By-law No. 2013-0020 (to govern the proceedings of the Council and its Committees, the Conduct of Members and the Calling of Meetings) as it relates to the establishment of the Planning Advisory Committee

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

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

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

**And Whereas** The Corporation of County of Frontenac deems it expedient to amend By-law No. 2013-0020 as it relates to the establishment of a Planning Advisory Committee;

**Now Therefore Be It Resolved That** the Council for The Corporation of the County of Frontenac hereby enacts as follows:

1. **That** By-law 2013-0020 be amended to add Schedule B-4 attached to this by-law hereto as Appendix A:
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 18<sup>th</sup> day of May, 2016.

Read a Third Time, Signed, Sealed and Finally Passed this 18<sup>th</sup> day of May, 2016.

**The Corporation of the County of Frontenac**

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Frances Smith, Warden

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Jannette Amini, Clerk

Appendix A to By-law 2016-0017

**SCHEDULE B-4 – ADVISORY COMMITTEE TO COUNTY COUNCIL**

**COMMITTEE NAME:** Planning Advisory Committee

**ESTABLISHMENT OF THE COMMITTEE**

- (i) The County of Frontenac Planning Advisory Committee shall be comprised of xxx (x) members appointed by County Council as follows:
  - three (3) member of the public; and
  - four (4) members of County Council, those being the Mayors of each Township.
- (ii) The members of the County of Frontenac Planning Advisory Committee shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council;
- (iii) The County of Frontenac Planning Advisory Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 26 – 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 Community Development Advisory Committee will be guided by the Vision Statement:

*Fifty years into the future, the County of Frontenac is one of the most progressive municipalities in terms of community based sustainability planning because priorities and beliefs are determined through community consultation and County-wide considerations are well thought through and incorporate the four pillars of sustainability. The vision, developed to ensure the ongoing appreciation and continued improvements to our social, cultural, economic and environmental systems, strongly defines the region.*

**MANDATE/TERMS OF REFERENCE:** The Planning Advisory Committee is responsible for overseeing all regional development, planning, and economic development within the County of Frontenac in accordance with the County's Official Plan document, Directions for Our Future sustainability plan, and the Frontenac County Economic Development Charter.

The Planning Advisory Committee shall:

1. Be responsible directly to Council for those items emanating from the Planning & Economic Development Department.

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By-law No. 2016-0017 – To Amend By-law No. 2013-0020 (Council and Committee Procedural By-law) as it relates to the establishment of the Planning Advisory Committee  
May 18, 2016

Page 2 of 5

2. Ensure co-ordination and consultation with other County Advisory Committees and departments where responsibilities overlap on planning matters and on issues relevant to the mandate of more than one Committee.
3. Subsequent to the approval of the budget, consider budget proposals and business plans for the Planning & Economic Development Department pertaining to items within the Advisory Committee mandate.
4. Consult with the City of Kingston Rural Affairs Advisory Committee on issues of joint interest and/or impact rural residents and businesses, or relating to items of interest for the agricultural and associated industries, and to issues with respect to rural affordable housing.
5. Receive reports from staff on items within the Committee's mandate.
6. Receive public delegations on matters affecting general land use planning and economic development in the County of Frontenac and hold public meetings, as required by the Planning Act, with respect to plans of subdivision and condominium. All such public meetings would be held in the Township where a development proposal was located.
7. Review and recommend to Council revisions to the Planning Committee Terms of Reference, as required.
8. Recommend to Council, the County of Frontenac's participation in federal or provincial cost-sharing programs for matters within the mandate of the Committee.
9. Monitor provincial and federal legislation that has an impact on planning matters.

**Specific Responsibilities**

The Planning Committee shall:

**Planning**

1. Provide direction to staff for the implementation of the planning and development goals and policies as outlined in the City's Official Plan document.
2. Make recommendations to Council with respect to County Official Plan matters.
3. Review and make recommendations to Council concerning other planning matters of the County, including regional studies affecting planning and/or economic development, special studies, sustainability issues, and planning policy matters.
4. Encourage and support the ongoing County sustainability plan, Directions for Our Future.

5. When applicable, review and consider reports on the following matters that fall within the mandate of the Committee:
  1. Subdivision and condominium applications;
  2. Extensions of draft plan approvals;
  3. County and Township Official Plan amendments; and
  4. County and Township Official Plan updates.

#### Housing

6. Make recommendations to Council on housing policies contained in the County Official Plan, based on:
  1. housing requirements and targets for the County of Frontenac;
  2. federal and provincial housing policies and other related policy initiatives;
  3. reports outlining the periodic review and evaluation of the housing situation in the Frontenacs; and
  4. implementation of the City of Kingston/Frontenac County Municipal Housing Strategy and related housing policy initiatives.
7. Make recommendations to Council on how to adequately and affordably house Frontenac County residents, and provide options for increasing the supply of affordable housing.
8. Make recommendations to Council on issues related to any funding opportunities from other levels of government or other sources, supporting projects along the spectrum of housing-related needs from new construction, to renovations to supportive housing.

#### Economic Development

9. Make recommendations to Council on economic development policies, strategies, and other initiatives that have an impact on the County's rural areas and interests, including tourism.
10. Work with the County Community Development Advisory Committee (CDAC) and the Community Futures Development Corporation (CFDC) to support economic growth and stability in the Frontenacs.
11. Make recommendations to Council on matters relating to Community Improvement Plans (CIPs) as a means to support and promote economic development in the rural areas.

12. Have responsibility and focus on issues relating to economic development within Frontenac County, and provide guidance to Council and to County staff.
13. Receive advice from, and work with economic development stakeholders such as Community Futures Development Corporation, Land 'O Lakes Tourism, Kingston Economic Development Corporation (KEDCO), and Township Economic Development Committees.
14. Encourage the creation of initiatives to support the implementation of the County Economic Development Charter.

**COMPOSITION OF THE COMMITTEE**

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

**Three (3) Representatives from the Community:**

- 
- 
- 

**Four (4) members of County Council, those being the Mayors of each Township:**

- North Frontenac – Councillor Higgins
- Central Frontenac – Councillor Smith
- South Frontenac – Councillor Vandewal
- Frontenac Islands – Councillor Doyle

**By-Law No. 2016-0018**

**Of**

**The Corporation of the County of Frontenac**

being a by-law to authorize the execution of an Agreement with the Ontario Public Service Employees Union, Local 462

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**Whereas** the County of Frontenac's paramedics are represented by Local 462 of the Ontario Public Service Employees' Union (OPSEU Local 462);

**And Whereas** the County of Frontenac's collective agreement with OPSEU Local 462 expired as of December 31, 2013;

**And Whereas** a two year collective agreement, effective January 1, 2014 to December 31, 2015, was reached on April 11, 2016 and has been affirmed by a union membership ratification vote taken April 20, 2016;

**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:

**Now Therefore the Corporation of the County of Frontenac** hereby enacts as follows:

1. **That** the Warden and Clerk be authorized to execute a two year collective agreement, effective January 1, 2014 to December 31, 2015, with Local 462 of the Ontario Public Service Employees' Union (OPSEU Local 462) which represents the County's paramedics;
2. **That** the agreement shall be attached to and form part of this by-law.
3. **That** this By-law shall come into force and take effect as of the final passing thereof.

Read a first and second time this 18<sup>th</sup> day of May, 2016.

Read a third time and finally passed this 18<sup>th</sup> day of May, 2016.

**The Corporation of the County of Frontenac**

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Frances Smith, Warden

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Jannette Amini, Clerk

**By-Law No. 2016-0018**

**of**

**The Corporation of the County OF Frontenac**

being a by-law to confirm all actions and proceedings of County Council on  
May 18, 2016

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**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 May 18<sup>th</sup> 2016 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 May 18<sup>th</sup> 2016 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 May 18<sup>th</sup> 2016 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 18th day of May 2016.

Read a Third Time and Finally Passed, Signed and Sealed this 18th day of May 2016.

**The Corporation of the County Of Frontenac**

\_\_\_\_\_  
Frances Smith, Warden

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Jannette Amini, Clerk