



County Council Meeting January 20, 2016 – 9:00 a.m.
Kingston Frontenac Rotary Auditorium, County
Administrative Building,
2069 Battersea Road, Glenburnie
Council will resolve into Closed Session
and will reconvene as regular Council at 9:30 a.m.

AGENDA

Page

1. **Call to Order**
2. **Closed Session**
 - a) **Resolved That** Council resolve itself into Committee of the Whole closed meeting as authorized under Section 239 of The Municipal Act, to consider:
 1. Adoption of Closed Minutes of Meetings held December 16, 2015
 2. Labour Relations or Employee Negotiations as it relates to the Labour Relations Strategy for OPSEU
 3. Personal matters about an identifiable individual, including municipal or local board employees as it relates to the state of current department within the Corporation
 4. Labour Relations or employee negotiations, as it relates to the Wolfe Island Volunteers
 - b) **Resolved That** Council rise from Committee of the Whole closed session with/without reporting.
3. **Approval of Addendum**
4. **Disclosure of Pecuniary Interest and General Nature Thereof**
5. **Adoption of Minutes**
 - a) Minutes of Meeting held December 16, 2015
Resolved That the minutes of the regular Council meeting held December 16, 2015 be adopted.
6. **Deputations and/or Presentations**

9 - 22

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

- 23 - 34
- a) **Mr. Kelly Pender**, Chief Administrative Officer, will provide Council with his monthly CAO briefing.
[Presentation will be distributed under separate cover]

10. Unfinished Business

11. Recommend Reports from the Chief Administrative Officer

- 35 - 55
- a) **2016-003**
Corporate Services
2016 Vendor of Record List
Recommendation:

Resolved That County Council receive this Corporate Services – Finance- 2016 Vendor of Record List report;

And Further That Council approve the 2016 Vendor of Record List as attached (Appendix A).

- 56 - 63
- b) **2016-004**
Corporate Services
Investment Policy Revised
Recommendation:

Resolved That County Council receive this Corporate Services – Finance- Investment Policy Revised report;

And Further That the Clerk be directed to bring forward a by-law to establish an Investment Policy attached to this report as Appendix A;

- 64 - 65
- c) **2016-005**
Corporate Services
2016 Temporary Borrowing By-Law
Recommendation:

And Further That By-law 2007-0031 be hereby repealed.

Resolved That Council of the County of Frontenac accept the Corporate Services – Finance - 2016 Temporary Borrowing By-law report;

And Further That the Clerk be directed to introduce a by-law later in the meeting to authorize current borrowings from time to time during 2016.

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- d) **2016-006**
Corporate Services
2016 User Fees and Charges By-Law

Recommendation:

Resolved That County Council receive the Corporate Services – 2016 User Fees and Charges for Services By-law report;

And Further That By-law 2013-0010, being a By-law to Impose User Fees and Charges for Services, as amended be further amended by deleting Schedules A through F in their entirety and replacing with Schedules A through F attached to this report.

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- e) **2016-008**
Planning and Economic Development
Bridgen’s Island of Subdivision Final Approval – County File 10T-2008/001

Recommendation:

Resolved That the Council of the County of Frontenac receive the Planning – Bridgen’s Island of Subdivision Final Approval– County File 10T-2008/001 report;

And Further That the Council of the County of Frontenac grant final approval to the *Planning – Bridgen’s Island of Subdivision Final Approval– County File 10T-2008/001*

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

- f) **Staff Briefing:** Mr. Joe Gallivan, Director of Planning and Economic Development, Service will brief the Committee of the Whole with respect to Report 2016-007, Matias Willowbrook Estates Revised Plan of Subdivision – County File 10T-2013/001

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- g) **2016-007**
Planning and Economic Development
Matias Willowbrook Estates Revised Plan of Subdivision – County

File 10T-2013/001

[Report to be distributed under separate cover]

Recommendation:

Resolved That the Council of the County of Frontenac approve the revised conditions of draft plan approval for the property known as the Willowbrook Estates Subdivision located in the hamlet of Inverary, South Frontenac Township, County File #10T-2013/001; subject to the revised Conditions of Draft Approval contained in the County Planning & Economic Development report dated January 20th, 2016, noted as Appendix B to this report;

And Further That these revised conditions supersede the previous conditions approved by County Council September 17, 2014

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

h) **Staff Briefing:** Mr. Joe Gallivan, Director of Planning and Economic Development will brief the Committee of the Whole with respect to Report 2016-009, Johnson Point Draft Plan of Vacant Land Condominium – County File 10CD-2014-002 Direction to Prepare Planning Report

i) **2016-009**
Planning and Economic Development
Johnson Point Draft Plan of Vacant Land Condominium – County File 10CD-2014-002 Direction to Prepare Planning Report

[Report to be distributed under separate cover]

Recommendation:

Resolved That the Council of the County of Frontenac direct staff to prepare a planning report for the Johnson Point vacant land condominium, County File #10CD-2014/002;


And Further That Council direct staff to deliver a report for the February 17th, 2015 Council meeting in order for Council to provide the Ontario Municipal Board (OMB) with its position on the Johnson Point development prior to the Hearing scheduled for April 4th, 2016;

And Further That Council request the Township of South Frontenac to provide the County with the most recent plan that was considered In Camera by Township Council so that County planning staff may comment on a plan that will likely be presented to the OMB;

A

nd Further That staff be directed to retain legal counsel to prepare for and represent the County at the upcoming OMB hearing.

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- j) **2016-014**
 **Fairmount Home
 Long Term Care Homes Accountability Planning Submission
 (LAPS) Report**

Recommendation:

Resolved That Council of the County of Frontenac receive the Fairmount Home – Long-Term Care Homes Accountability Planning Submission (LAPS) Report;

And Further That Council of the County of Frontenac approve the LAPS documents as appended to this report;

And Finally That the Council of the County of Frontenac authorize the Interim Administrator to submit the approved LAPS documents to the South East Local Health Integration Network.

- 12. **Information Reports from the Chief Administrative Officer**
- 130 - 133 a) **2016-010
 Corporate Services – Finance
 Capital Asset Management Review**
- 134 - 137 b) **2016-011
 Corporate Services
 2016 Budget – Council Survey Results**
- 138 - 150 c) **2016-012
 Corporate Services
 County of Frontenac Accessibility Compliance Audit**

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
[See Communications g)]
- 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) From AMCTO thanking Susan Brant for her recent presentation and
making a charitable donation on her behalf
[Distributed to Members of County Council on December 18, 2015]

- b) From Patrick Brown and the Ontario PC Caucus wishing Council a Merry Christmas
[Distributed to Members of County Council on December 18, 2015]
- c) From the Honourable Bob Chiarelli sending Christmas Best Wishes
[Distributed to Members of County Council on December 18, 2015]
- d) From the Lieutenant Governor of Ontario Inviting Council to her New Year's Levee
[Distributed to Members of County Council on December 18, 2015]
- e) From the Ministry of Municipal Affairs and Housing regarding the government's 2015 Budget commitment
[Distributed to Members of County Council on December 18, 2015]
- f) From the Ministry of the Environment providing the Ministers Annual Report on Drinking Water
[Distributed to Members of County Council on December 18, 2015]
- g) Kingston Frontenac Public Library Board Minutes of Meeting held November 25 2015
[Distributed to Members of County Council on December 18, 2015]
- h) Unconfirmed Community Development Advisory Committee Minutes of Meeting held November 19, 2015
[Distributed to Members of County Council on December 18, 2015]
- i) From City of Kingston Resolution with Respect to the Basic Income Guarantee
[Distributed to Members of County Council on December 31, 2015]
- j) From the Ontario Ombudsman providing the Ombudsman's 2014-2015 Annual Report
[Distributed to Members of County Council on December 31, 2015]
- k) From the Ontario Ombudsman regarding Materials relating to the Ontario Ombudsman's oversight of Municipalities
[Distributed to Members of County Council on December 31, 2015]
- l) From the Township of North Dundas Wishing Council Merry Christmas & Happy New Year
[Distributed to Members of County Council on December 31, 2015]
- m) From AMO providing AMO's 2016 Strategic Objectives
[Distributed to Members of County Council on January 8, 2016]
- n) From the Ministry of the Environment providing its Annual Report on Drinking Water
[Distributed to Members of County Council on January 8, 2016]
- o) From the Kingston & Area Ice Stock Club requesting support for its members who reside in the County competing in the World Championships
[Distributed to Members of County Council on January 8, 2016]

- p) Invitation from the Ontario Ground Water Association to Expo 2016
[Distributed to Members of County Council on January 15, 2016]
- q) From the County of Lennox & Addington congratulating Warden Smith on her appointment as Frontenac County Warden for 2016
[Distributed to Members of County Council January 15, 2016]
- r) From Loving Spoonful regarding a Submission of Good Food, A Community Consultation and Plan
[Distributed to Members of County Council on January 15, 2015]
- s) From the Ministry of Municipal Affairs and Housing providing a Notice of Decision of the County of Frontenac Official Plan
[Distributed to Members of County Council January 15, 2015]

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

By-Laws

- 151 - 156** a) To Adopt an Investment Policy
[Proposed By-Law No. 2016-0001]
- 157 - 166** b) To Amend By-law 2013-0010 (User Fees and Charges for Services)
[Proposed By-Law No. 2016-0002]
- 167 - 169** c) To Authorize Temporary Borrowing for 2016
[Proposed By-Law No. 2016-0003]
- 170 - 171** d) Confirmation of Actions and Proceedings
[Proposed By-Law No. 2015-0004]

24. Adjournment

done. Seniors Housing on Wolfe Island should be in full swing while South Frontenac gets their committee together to start working on Seniors Housing.

Economic Development and Planning will be a busy department in the coming year. The County OP should be approved and the planning department will be busy with advising on applications and approvals. Our new Economic Developer Officer will be on board and I look forward to seeing the work that can be done by this position. To have someone who can reach out to prospective business people to encourage them to set up in the Frontenac's, I think has been the missing link for us.

We all know this is a great place to live and work but it has been a well-kept secret from many. Food and Beverage, accommodations, trips and trails are all things we talked about in our workshops earlier this year, it is now time to move these ideas in motion.

I am looking forward to working with the Wardens of Eastern Ontario and will be attending some early January meetings to get up to speed with that agenda quickly. I look forward to continuing our relationship with the City of Kingston. Having been the Deputy Warden, I had the opportunity to meet with Mayor Patterson and CAO Hunt, I feel that the Warden and I have established a better and more cooperative working relationship with the City of Kingston and we will continue that relationship in the years ahead.

Shared services has received a lot of attention by the CAO's group over the past year and progress is being made. 2016 will see the first major shift in the IS department. Central Frontenac has a staff who will be moving over to the employment of the County. This will mean that all of the Township will share in County Wide IS services. There are many more services on their list of areas to be discussed and we will be hearing more as the year goes on.

Waste Management is a topic that the Public Works Managers had begun to talk about earlier this year and I will be encouraging this group to come back together. Waste Management is definitely an issue that needs a larger group to come up with ideas to solve the problems we are all going to be facing sooner than later. This may also be a discussion that we need to invite the City to come to the table as well. There has to be a solution, it is just how quickly we can find that solution before we are in trouble.

To close, I want to say that 20 years ago last week, I had the privilege to wear the Chain of Office as the Warden of Frontenac County in 1996. It was a life changing experience in a number of ways. Within weeks of becoming the Warden we started into amalgamation discussions with all of the Townships, the Province and the City of Kingston. I have never experienced anything quite like it before or since. I travelled the province, month after month, conference after conference, doing talks about what was happening with the Kingston Frontenac amalgamation. Many long days and nights were spent trying to work out a deal and not really knowing how it would all work out in the end and things changing daily.....crazy times.

20 years later, 2015-2016 term had better be much quieter than that year....I think I am wiser, certainly more experienced and if I hear the words "amalgamation" I am heading for the hills.

b) Minutes of Special Meeting held December 2, 2015

Motion #: 276-15 Moved By: Councillor Nossal
Seconded By: Councillor Dewey

Resolved That the minutes of the special Council meeting held December 2, 2015 be adopted.

CARRIED

8. Deputations and/or Presentations

a) David Townsend, Southern Frontenac Community Services Corporation, and Louise Moody, Northern Frontenac Community Services Corporation addressed County Council regarding rural transportation, how it continues to grow, small challenges in finding ways to support Wolfe Island and budget implications.

b) Presentation of the County of Frontenac 2015 International Day of Persons with Disabilities Access Award

This presentation was made at Noon. Congratulations was extended to the following Nominees of the 2015 International Day of Persons with Disabilities Access Award :

- The Verona Community Association
- The Township of South Frontenac
- The Sharbot Lake PetroCan
- The Frontenac Gazette EMC
- The Frontenac News and
- The Heritage News

The winner of the County of Frontenac 2015 International Day of Persons with Disabilities Access Award was then presented to Mr. Doug Lovegrove.

9. Proclamations



10. Move into Committee of the Whole

Motion #: 277-15 Moved By: Councillor McDougall
Seconded By: Councillor Inglis

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

CARRIED

11. Briefings

- a) Mr. Kelly Pender, Chief Administrative Officer, provided Council with his monthly CAO briefing.

12. Unfinished Business



13. Recommend Reports from the Chief Administrative Officer

- a) **2015-123**
Corporate Services
Debt Management Policy

Motion #: 278-15 Moved By: Warden Smith
 Seconded By: Councillor Higgins

Whereas the County of Frontenac has supported the development of a long range financial plan;

And Whereas a debt management policy is important to the implementation of a long range financial strategy;

Now Therefore Be It Resolved That the Council of the County of Frontenac receive this Corporate Services – Debt Management Policy report;

And Further That the Council of the County of Frontenac adopt the Debt Management Policy as presented in Appendix A.

CARRIED

- b) **2015-124**
Corporate Services
Finance - 2016 Tax rates

Motion #: 279-15 Moved By: Councillor Inglis
 Seconded By: Councillor McDougall

Whereas the Council of the County of Frontenac passed By-law 2015-0049 to adopt the 2016 County of Frontenac Budget on November 18, 2015;

And Whereas the 2015 Assessment roll for the 2016 tax calculations was received on December 11, 2015;

Resolved That Council of the County of Frontenac accept this Corporate Services – 2016 Tax Rate report;

And Further That Council consider a by-law, introduced later in the meeting, to establish the 2016 tax rates.

CARRIED

c) **2015-125**
Corporate Services
2016 Tax Ratios and Tax Rate Reductions

Motion #: 280-15 Moved By: Councillor Dewey
Seconded By: Councillor Nossal

Resolved That Council of the County of Frontenac receive this Corporate Services – 2016 Tax Ratios and Tax Rate Reductions report;

And Further That Council consider a by-law, introduced later in the meeting, to re-confirm for 2016 the tax ratios and tax rate reductions currently in place.

CARRIED

d) **2015-126**
Corporate Services
Council Agenda Review

Motion #: 281-15 Moved By: Councillor Higgins
Seconded By: Warden Smith

Resolved That the Council of the County of Frontenac receive the Corporate Services – Council Agenda Review report;

And Further That Procedural By-law 2013-0020 as amended be further amended as follows:

That Section 11 – Order of Business, 11.1 be amended by removing the words “Adoption of the” before the word “Agenda” and by adding a paragraph,

“Approval of the Addendum, if required, directly follows Closed Meeting, with a 2/3 vote of the members present and voting.” after the final bullet.

CARRIED

e) **2015-127**
Corporate Services
2015 Fairmount Home Accounts Receivable Write-Offs

Motion #: 282-15 Moved By: Councillor McDougall
Seconded By: Councillor Inglis

Resolved That the Council of the County of Frontenac receive this Corporate Services – 2015 Fairmount Home Accounts Receivable Write-Offs report;

And Further That Council authorize the Treasurer to write off accounts totaling \$18,184.22.

CARRIED

14. Information Reports from the Chief Administrative Officer

- a) **2015-128
Corporate Services
Live Tweeting Council Meetings**
- b) **2015-129
Corporate Services
Frontenac County Shared Services Report Card**

15. 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 advised that his next meeting is today with outgoing Acting Administrator Steve Silver.

- 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.

16. Reports from External Boards and Committees

- a) **Kingston Frontenac Library Board Update – Deputy Warden Vandewal**

Deputy Warden Vandewal noted the renovations to the main branch of the Kingston Frontenac Public Library will be completed in one year as opposed to over three years in order to significantly reduce costs. As a result of the Q.E.C.V.I school closing, the Kingscourt branch of the Library will be relocated to the Rideau Heights area.

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

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**18. Return to Council**

Motion #: 284-15 Moved By: Councillor Higgins  
Seconded By: Councillor Inglis

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

**CARRIED**

Council recessed at 11:08 a.m.

Council reconvened at 11:13 a.m.

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

Motion #: 285-15 Moved By: Deputy Warden Vandewal  
Seconded By: Councillor Dewey

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

**CARRIED**

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

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21. Giving Notice of Motion

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**22. Communications**

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

- a) Letter from Ernie Hardeman, M.P.P., Oxford Regarding Local Government Week  
[Distributed to Members of County Council November 20, 2015]
- b) Letter from the Ministry of Citizenship Immigration and International Trade Regarding Nominations for Ontario Medal for Young Volunteers  
[Distributed to Members of County Council November 20, 2015]
- c) Letter from The Ministry of Health and Long-Term Care Regarding Nominations for the 2016 Ontario Award for Paramedic Bravery  
[Distributed to Members of County Council November 20, 2015]
- d) Letter from The Limestone District School Board Requesting Public Feedback on New Policies  
[Distributed to Members of County Council November 30, 2015]

- e) Letter from The Association of Municipalities Ontario Encouraging Members to Support the Call for Resources and Funding to Reduce Greenhouse Gases  
[Distributed to Members of County Council November 30, 2015]
- f) Letter from Watersheds Canada Requesting a Charitable Donation  
[Distributed to Members of County Council November 30, 2015]
- g) Letter From AMCTO acknowledging Councils participation in its AODA 10th Anniversary Champion Award  
[Distributed to Members of County Council December 4, 2015]
- h) Letter from Gary McNamara, President, AMO, regarding your much appreciated contribution to the Lifeline Syria Fund  
[Distributed to Members of County Council December 4, 2015]
- i) Received from the Township of South Frontenac County-Seniors Housing Appointment  
[Distributed to Members of County Council December 4, 2015]
- j) From Randy Hillier Wishing a Merry Christmas & Inviting Council to New Year's Levee  
[Distributed to Members of County Council December 4, 2015]
- k) Letter From Deputy Warden Smith offering her resignation from the Housing and Homelessness Advisory Committee  
[Distributed to Members of County Council December 11, 2015]
- l) Letter From Jean Brown questioning Council not supporting a donation to Pine Meadows  
[Distributed to Members of County Council December 11, 2015]
- m) Card From John Yakabuski M.P.P. wishing Council Merry Christmas and invite to New Years Levee  
[Distributed to Members of County Council December 11, 2015]
- n) Letter From University Hospitals thanking County for Donation  
[Distributed to Members of County Council December 11, 2015]
- o) From Warden and Council of Hastings County Wishing Council Happy Holidays  
[Distributed to Members of County Council December 11, 2015]
- p) From Mayor Peterson Wishing County Council a Merry Christmas & Invite to New Years Levee  
[Distributed to Members of County Council December 11, 2015]

**23. Other Business**

- a) **Confirmation of Appointment to the Seniors Housing Task Force**  
[1 Council Representative from the Township of South Frontenac]  
Motion #: 286-15 Moved By: Deputy Warden Vandewal  
Seconded By: Councillor McDougall

**Be It Resolved That** Council of the County of Frontenac confirm the appointment of Pat Barr, Councillor for the Township of South Frontenac as an alternate to the Seniors Housing Task Force.

**CARRIED**

b) **Appointment to the Housing and Homelessness Advisory Committee**  
[1 Member of County Council for the term of Council]

Motion #: 287-15 Moved By: Councillor Nossal  
Seconded By: Councillor Higgins

**Be It Resolved That** Councillor John McDougall be appointed to the Housing and Homelessness Advisory Committee for the term of Council.

**CARRIED**

**24. Public Question Period**

Council recessed at 11:16 a.m. and re-convened at 12:10 p.m. for the presentation of the International Day of Persons with Disabilities Access Award.

See Page 6

**25. By-Laws – General By-laws and Confirmatory By-law**

a) **First and Second Reading**

Motion #: 288-15 Moved By: Councillor Inglis  
Seconded By: Councillor McDougall

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

**CARRIED**

b) **Third Reading**

Motion #: 289-15 Moved By: Councillor McDougall  
Seconded By: Councillor Inglis

**Resolved That** by-laws a) through h) be read a third time, signed, sealed and finally passed.

**CARRIED**

**1. By-Laws**

- a) To Set Tax Ratios and Tax Rate Reductions for 2016  
[Proposed By-Law No. 2015-0052]
- b) To Amend By-Law No. 2013-0020 as it pertains to Section 11.1 Order of Business  
[Proposed By-Law No. 2015-0053]
- c) To Establish the 2016 Tax Rates  
[Proposed By-Law No. 2015-0054]
- d) To Adopt a Debt Management Policy





# Administrative Report

## January 20, 2016

Subject to Change



Report 2016-01

# Meetings

- January 5 & 7 – HR Manager Interviews
- January 6 – Community Development Advisory Committee (CDAC)
  - Grant application checklist
  - RED program application
  - Business accessibility
- January 6 & 7 – Fairmount Medical Director Interviews
- January 7 – Meeting with OPSEU re Wolfe Island Deployment



# Meetings

- January 8 – Frontenac CAOs meeting
  - In-field communications – RFP to gap analysis
  - Treasurers – shared services
  - PWM to meet re waste management
- January 14 – Leadership Council
- January 14 & 15 – EOWC Inaugural Meetings



# Legislative Update

- Eastern Ontario Growth Plan – Consultation through EOWC Warden’s and CAOs
- Changes to the Planning Act and Development Charges Act effective January 1/16
  - Timing and regulations to be confirmed
- County was audited for AODA compliance
  - Clerk has offered assistance to member municipalities regarding required policies



# EOWC Activity

- Five Priorities for 2016
- Cell Gap Coverage
- Energy costs & accessibility issues
- Eastern Ontario Growth Plan
- Supporting the Economic Development Leadership Council
- Policing reform



# EOWC Activity

- Cell gap project – aiming for completion of business case in February, including advocacy for effective roll out of the public safety network
- Leadership Council – focus on work force development
- CRTC Presentation in April – Warden Smith to be representing EOWC
  - Public safety + cross border coverage + public safety network
- Magnet Project – roll out shortly available free for all Frontenac municipalities for one year.



# EOWC Activity

- EORN Municipal connectivity project – 290 sites included in the initial RFP – presentations this spring
  - Initial 69 sites up shortly
  - No bidders in first round for Frontenac Islands and Central Frontenac
  - Improving capacity, connectivity and coverage
  - Use and an economic development advantage
- Municipal staffing presentation – 26,000 municipal employees eligible to retire in next five years



# 2016 Meeting Schedule

- February 5 – CAO Meeting
  - Fire Service report – reviewing draft
- February 21 to 24 – EOWC meetings at the 2016 OGRA / ROMA Combined Conference, Toronto
- Various – LIFT Team – data days



# RULAC

- No meeting date set
- County and City Planners met on January 8 to discuss rural issues with Kingston Councillor R. Allen
- KEDCO first Public Town Hall meeting – January 20<sup>th</sup> at Innovation Park
- County Clerk working with City staff to improve communications/information sharing at a staff level



# Councillor Compensation

| Covered in Base Compensation                                                                                                                                                                                                                                                                                                                                     | Per Diem Paid                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Regularly Scheduled Council/Committee Meetings</li><li>• Scheduled Budget Meetings</li><li>• Meetings associated with a position appointed by Council (e.g., Council Liaison, Meetings with Staff, EOWC - Warden)</li><li>• Ceremonial functions attended by the Warden/Deputy Warden representing the Council</li></ul> | <ul style="list-style-type: none"><li>• Special meetings of Council/Committee when called by the Warden/Chair</li><li>• Meetings for groups/agencies where the Councillor is the appointee of Council and the group/agency does not pay a per diem</li><li>• Attendance at a conference/convention (from the Council expense budget)</li></ul> |



# Councillor Compensation

| <b>Approved Spending Items<br/>(at this discretion of the member)</b>                                                                                                                                                                                                                                      | <b>Spending Requiring the Approval of Council</b>                                                    | <b>Restricted Spending</b>                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Conferences, travel, accommodation, meals</li><li>• Office supplies related to Council business</li><li>• Connectivity, technology support</li><li>• Attendance at constituency events</li><li>• Meetings with other municipalities/ politicians for the</li></ul> | <ul style="list-style-type: none"><li>• Travel outside of Canada</li><li>• Membership fees</li></ul> | <ul style="list-style-type: none"><li>• Political donations</li><li>• Donations or support for community projects</li><li>• Alcohol</li></ul> |

Up to \$4,000/year

From Report: 2015-071  
July 7, 2015



# Activity

- Frontenac Municipal Information Service (FMIS) went live on January 1<sup>st</sup>
- Reid Shepherd – Community Planner started on January 6<sup>th</sup>
- RED grant application submitted on January 15<sup>th</sup>





**Report 2016-003**

**Recommend Report**

**To:** Warden and Council Members of the County of Frontenac  
**From:** Kelly J. Pender, Chief Administrative Officer  
**Prepared by:** Marian VanBruinessen, Director of Corporate Services/Treasurer  
**Date of meeting:** January 20, 2016

**Re: Corporate Services – Finance – 2016 Vendor of Record List**

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**Recommendation:**

**Resolved That** County Council receive this Corporate Services – Finance- 2016 Vendor of Record List report;

**And Further That** Council approve the 2016 Vendor of Record List as attached (Appendix A).

**Background**

The County of Frontenac’s Procurement Policy, dated March 20, 2013, section 5.14 states:

Authorized Person(s) may select the VOR process of procurement if the Vendors are included on a Vendor of Record list. Generally, there shall be a documented detailed working relationship with the Vendor who will be providing the Goods or Services needed by the County without the County absorbing the administrative costs of seeking several quotes. The VOR process may be used either directly to Procure Goods and or Services (i.e. without further competition) or it may be used as the basis for a Bid Request.

Every three years vendors will be provided with the opportunity to be included on the Vendor of Record list through an open solicitation of expressions of interest. Current Vendors and new submissions will be reviewed using the standard evaluation process available for the specific good or service to which the vendor relates.

A vendor who is the successful bidder in a competitive process for the County and who provides the contracted service consistent with the requirements of the contract in a manner satisfactory to the Authorized Person will be added to the Vendor of Record list.

The VOR list shall be reviewed at least once per fiscal year by County Council during budget deliberations to ensure the County continues to receive Goods and Services at the best possible value. However, any VOR vendor can be removed from the list at any time on recommendation to Council by the Authorized person.

**Comment**

Staff have reviewed the list and made amendments as required. The current Vendor of Record list is attached to this report for Council's review. Staff will be advertising the open solicitation of expressions of interest in 2016.

**Sustainability Implications**

Regular review of the Vendor of Record list ensures that the County ensures a transparent process that provides quality products and services at a reasonable cost.

**Financial Implications**

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

County Senior Leadership Team  
County Management Team

**2015 Vendor of Record**

| <b>Vendor ID</b> | <b>Vendor Name</b>             | <b>Vendor Class ID</b> | <b>Last Cheque Date</b> | <b>Years Associated with County of Frontenac</b> |
|------------------|--------------------------------|------------------------|-------------------------|--------------------------------------------------|
| KENS0002         | 1557145 KEN'S VACUUM PUMPING L | FPS                    | 12/30/2015              | 10+                                              |
| STON0004         | 3 STONES ARCHITECTURE + DESIG  | COUNTY                 | 10/20/2011              | 5                                                |
| 4OFF0001         | 4 OFFICE AUTOMATION LIMITED    | COUNTY                 | 12/7/2015               | 3                                                |
| ETR00001         | 407 ETR                        | COUNTY                 | 11/19/2015              | 5                                                |
| 4IMP0001         | 4IMPRINT                       | COUNTY                 | 11/26/2015              | 4                                                |
| INFO0002         | 8020 INFO INC.                 | COUNTY                 | 12/31/2013              | 9                                                |
| APAR0001         | A PARTY CENTRE                 | FAIRMOUNT              | 12/21/2015              | 3                                                |
| AWOR0001         | A WORLD OF RENTALS             | FPS                    | 2/4/2011                | 5                                                |
| AAAS0001         | A&A ASPHALT                    | FAIRMOUNT              | 6/29/2012               | 9                                                |
| AABE0002         | A&A BEAUTY SUPPLIES            | FAIRMOUNT              | 6/30/2015               | 6                                                |
| AQUA0002         | A. QUALITY PAINTING AND HANDYM | COUNTY                 | 12/12/2013              | 3                                                |
| A1LO0001         | A-1 LOCKSMITHS                 | FAIRMOUNT              | 4/22/2015               | 4                                                |
| AUNI0001         | A1 UNIFORM SERVICES INC.       | FPS                    | 10/22/2010              | 5                                                |
| AABE0001         | AABEN WINDOWS AND DOORS LTD    | FAIRMOUNT              | 8/18/2015               | 8                                                |
| ACCA0001         | ACCARA INC.                    | DEFAULT                | 5/25/2015               | 3                                                |
| ACCE0002         | ACCESSIBILITY EXPERTS LTD.     | FPS                    | 6/8/2015                | 4                                                |
| ACCL0001         | ACCLAIM ABILITY MANAGEMENT     | COUNTY                 | 1/13/2014               | 3                                                |
| ACEP0001         | ACE PLUMBING                   | FAIRMOUNT              | 9/23/2013               | 3                                                |
| ACKL0001         | ACKLANDS GRAINGER INC.         | FPS                    | 11/30/2015              | 10+                                              |
| ACME0001         | ACME SPORTS & PROMOTIONS       | FPS                    | 2/23/2015               | 2                                                |
| ACTI0001         | ACTIONABLE INTELLIGENCE INC.   | COUNTY                 | 2/4/2011                | 5                                                |
| ACTI0003         | ACTIVE HEALTH SERVICES LTD.    | FAIRMOUNT              | 11/30/2015              | 3                                                |
| ACTI0004         | ACTIVITY PRO                   | FAIRMOUNT              | 2/23/2015               | 1                                                |
| ADAM0002         | ADAM DOYLE PHARMACY LTD        | FAIRMOUNT              | 9/22/2014               | 2                                                |
| ADVA0004         | ADVANCED PATIENT N.E.T.        | FAIRMOUNT              | 7/23/2013               | 10+                                              |
| AFGD0001         | AFG GLASS CENTRE               | FAIRMOUNT              | 3/26/2013               | 10+                                              |
| AFTE0001         | AFTER THE NEWS                 | COUNTY                 | 8/21/2015               | 1                                                |
| AGCF0001         | AGC FLAT GLASS NORTH AMERICA   | COUNTY                 | 6/29/2015               | 10+                                              |
| AIGC0001         | AIG INSURANCE COMPANY OF CAN   | COUNTY                 | 12/21/2015              |                                                  |
| AIRL0001         | AIR LIQUIDE CANADA INC.        | FPS                    | 12/30/2015              | 7                                                |
| AIRD0001         | AIRD & BERLIS LLP              | COUNTY                 | 11/26/2015              | 1                                                |
| AIRR0001         | AIR-RESP MEDICAL INC.          | FPS                    | 12/21/2015              | 8                                                |
| AIRT0002         | AIRTRON CANADA                 | FAIRMOUNT              | 9/9/2014                | 2                                                |
| AIRT0002         | AIRTRON CANADA                 | FAIRMOUNT              | 9/9/2014                |                                                  |
| ALEX0001         | ALEX MCCOY PLUMBING AND HEAT   | FAIRMOUNT              | 12/30/2015              | 10+                                              |
| ALLA0001         | ALLAN & PARTNERS LLP           | COUNTY                 | 5/11/2015               | 1                                                |
| ALLA0001         | ALLAN CHARTERED ACCOUNTANT     | COUNTY                 | 6/24/2013               | 3                                                |

**2015 Vendor of Record**

| <b>Vendor ID</b> | <b>Vendor Name</b>            | <b>Vendor Class ID</b> | <b>Last Cheque Date</b> | <b>Years Associated with County of Frontenac</b> |
|------------------|-------------------------------|------------------------|-------------------------|--------------------------------------------------|
| ALLA0003         | ALLAN GRAPHICS                | COUNTY                 | 11/9/2015               | 3                                                |
| ALLI0003         | ALLIANCE WIRELESS COMMUNICAT  | FPS                    | 12/28/2011              | 10+                                              |
| ALLI0002         | ALLIED MEDICAL                | FPS                    | 12/21/2015              | 10+                                              |
| AMBA0001         | AMBASSADOR CONFERENCE RESO    | COUNTY                 | 11/30/2012              | 4                                                |
| AMHE0002         | AMHERST DRIVEWAY SEALING      | FAIRMOUNT              | 7/4/2014                | 2                                                |
| AMHE0001         | AMHERST ROOFING & SHEETMETAL  | COUNTY                 | 12/2/2013               | 3                                                |
| ANDE0002         | ANDERSON EQUIPMENT SALES      | FAIRMOUNT              | 2/12/2013               | 3                                                |
| ANGL0001         | ANGLIN GROUP LTD.             | COUNTY                 | 10/28/2013              | 4                                                |
| ANYT0001         | ANYTHING ELECTRIC             | FAIRMOUNT              | 8/18/2014               | 3                                                |
| MAGN0001         | AQUALIBRIUM WATER TECHNOLOG   | FAIRMOUNT              | 1/20/2014               | 7                                                |
| ARAW0001         | ARAWN THERRIEN MEDICIINE PROF | FPS                    | 10/2/2015               | 1                                                |
| ARCH0001         | ARCHER PUMPS LTD              | FAIRMOUNT              | 6/5/2015                | 9                                                |
| ARGU0001         | ARGUE CONSTRUCTION LTD.       | FPS                    | 10/5/2015               | 3                                                |
| ARJO0001         | ARJO                          | FAIRMOUNT              | 12/30/2015              | 7                                                |
| ATTE0001         | ATTENTION GETTERS             | FAIRMOUNT              | 12/21/2015              | 9                                                |
| AUDI0001         | AUDIO CINE FILMS INC.         | COUNTY                 | 8/21/2015               | 1                                                |
| AUST0002         | AUSTCO MARKETING & SERVICE (C | DEFAULT                | 11/2/2015               | 3                                                |
| BARD0002         | BARDON SUPPLIES LTD           | FAIRMOUNT              | 11/30/2015              | 8                                                |
| BATT0003         | BATTAM, STARK                 | FPS                    | 12/29/2014              | 4                                                |
| BATT0001         | BATTLEFIELD EQUIPMENT RENTAL  | FAIRMOUNT              | 5/19/2011               | 6                                                |
| BAYR0001         | BAYRIDGE PRINTER PRO          | COUNTY                 | 5/11/2015               | 5                                                |
| BEEH0001         | BEEHLER BROS. ELECTRICAL      | FAIRMOUNT              | 12/30/2015              | 8                                                |
| BELL0001         | BELL CANADA                   | COUNTY                 |                         | 10+                                              |
| BELL0002         | BELL MOBILITY                 | COUNTY                 | 10/28/2015              | 10                                               |
| BENS0002         | BENSON COMMERCIAL TIRE        | FPS                    | 12/21/2015              | 8                                                |
| BENS0001         | BENSON TRUCK & TRAILER        | FPS                    | 12/21/2015              | 8                                                |
| BGMM0001         | BGM METALWORKS                | FAIRMOUNT              | 2/2/2015                | 10+                                              |
| BIOP0001         | BIO PED FOOT CARE CENTRE      | FAIRMOUNT              | 3/7/2014                | 8                                                |
| BLUE0001         | BLUE CROSS                    | COUNTY                 | 12/21/2015              | 7                                                |
| NUMA0001         | BMC SOFTWARE CANADA INC.      | COUNTY                 | 3/3/2014                | 9                                                |
| BMDO0001         | BMDODO STRATEGIC DESIGN       | COUNTY                 | 11/18/2013              | 5                                                |
| BMON0001         | BMO NESBITT BURNS             | COUNTY                 | 1/5/2011                | 5                                                |
| BOYD0001         | BOYD ELECTRIC                 | FAIRMOUNT              | 12/4/2014               | 9                                                |
| BRAD0001         | BRAD'S AUTO GLASS & CANVAS    | FPS                    | 5/23/2014               | 4                                                |
| BRAF0001         | BRAFASCO                      | FAIRMOUNT              | 5/11/2015               | 7                                                |
| BRAI0002         | BRAITHWAITE UPHOLSTERY & CAN  | FPS                    | 9/23/2010               | 5                                                |
| BRIA0001         | BRIAN'S PAINTING & DECORATING | FPS                    | 3/7/2013                | 7                                                |
| BROU0001         | BROUGH SHEET METAL CO. LTD.   | FAIRMOUNT              | 1/29/2013               | 4                                                |
| BROW0003         | BROWN'S FINE FOOD             | FAIRMOUNT              | 12/21/2015              | 6                                                |

**2015 Vendor of Record**

| <b>Vendor ID</b> | <b>Vendor Name</b>              | <b>Vendor Class ID</b> | <b>Last Cheque Date</b> | <b>Years Associated with County of Frontenac</b> |
|------------------|---------------------------------|------------------------|-------------------------|--------------------------------------------------|
| BROW0002         | BROWNS FIRE PROTECTION          | FAIRMOUNT              | 5/9/2012                | 7                                                |
| BUBB0001         | BUBBLES CLEANING SERVICES       | FAIRMOUNT              | 7/13/2015               | 10+                                              |
| BUSI0003         | BUSINESS INTERIORS (ONTARIO) IN | COUNTY                 | 9/9/2011                | 5                                                |
| BUTT0001         | BUTTERWORTHS                    | FAIRMOUNT              | 6/6/2014                | 9                                                |
| CPWI0001         | C.P. WILMS CONSULTING           | COUNTY                 | 12/22/2015              | 1                                                |
| CYIN0001         | C.Y. INTERIORS LTD.             | COUNTY                 | 6/16/2011               | 5                                                |
| CSCO0001         | C/S CONSTRUCTION SPECIALTIES (  | FAIRMOUNT              | 3/16/2015               | 7                                                |
| CABA0001         | CABAM                           | FAIRMOUNT              | 6/12/2013               | 3                                                |
| CADU0001         | CADUCEON ENVIRONMENTAL LABO     | FAIRMOUNT              | 11/30/2015              | 4                                                |
| CALD0001         | CALDWELL & MOORE BARRISTERS     | COUNTY                 | 9/15/2015               | 1                                                |
| CALL0001         | CALLIGARIS SATELLITE ELECTRON   | COUNTY                 | 12/21/2015              | 8                                                |
| CAME0001         | CAMERA KINGSTON LIMITED         | FAIRMOUNT              | 6/29/2010               | 6                                                |
| CAMP0002         | CAMPBELL'S SEPTIC SERVICE       | COUNTY                 | 11/19/2015              | 4                                                |
| CAMS0001         | CAM'S LOCK 'N STORE             | FAIRMOUNT              | 3/10/2015               | 1                                                |
| CANA0048         | CANADA MUNICIPAL JOBS INC.      | COUNTY                 | 11/26/2015              | 1                                                |
| CANA0016         | CANADIAN BEARINGS LTD           | FAIRMOUNT              | 9/21/2015               | 5                                                |
| CANA0020         | CANADIAN CLEANING SERVICES & J  | FPS                    | 12/30/2015              | 3                                                |
| CANA0007         | CANADIAN EMERGENCY NEWS         | FPS                    | 11/4/2011               | 5                                                |
| CANA0041         | CANADIAN LINEN AND UNIFORM SE   | FPS                    | 12/30/2015              | 5                                                |
| CANA0005         | CANADIAN PARAMEDICINE           | FPS                    | 2/4/2015                | 5                                                |
| CANA0047         | CANADIAN SAFETY EQUIPMENT INC   | FPS                    | 11/16/2015              | 2                                                |
| CANA0034         | CANADIAN SMALL ENGINES          | FAIRMOUNT              | 10/19/2015              | 4                                                |
| CANA0008         | CANADIAN TIRE - Ed Derbyshire   | FPS                    | 12/21/2015              | 8                                                |
| CANA0009         | CANADIAN TIRE - Princess & Bath | FAIRMOUNT              | 8/10/2015               | 10+                                              |
| CANP0001         | CANPAR TRANSPORT L.P.           | COUNTY                 | 7/4/2014                | 5                                                |
| CAPI0002         | CAPITAL MOVERS & STORAGE        | COUNTY                 | 12/18/2012              | 4                                                |
| FUTU0001         | CARDINAL HEALTH                 | FAIRMOUNT              | 12/30/2015              | 7                                                |
| CARD0002         | CARDS BAKERY                    | FAIRMOUNT              | 5/16/2013               | 3                                                |
| CARE0002         | CARE STREAM MEDICAL LTD.        | FPS                    | 11/30/2015              | 4                                                |
| CARL0001         | CARLETON UNIFORMS INC.          | FPS                    | 11/30/2015              | 4                                                |
| CARP0001         | CARPETS PLUS                    | FPS                    | 2/28/2011               | 5                                                |
| CARS0001         | CARSWELL                        | COUNTY                 | 8/18/2014               | 7                                                |
| MEDA0001         | CASTLE & COOPER INC.            | FAIRMOUNT              | 12/7/2015               | 3                                                |
| CATA0002         | CATARAQUI REGION CONSERVATIO    | COUNTY                 | 9/25/2012               | 7                                                |
| CBCI0002         | CBCI TELECOM INC.               | COUNTY                 | 6/3/2013                | 4                                                |
| CDWC0001         | CDW CANADA                      | COUNTY                 | 12/30/2015              | 4                                                |
| CELE0001         | CELEBRATE WITH A CAKE           | DEFAULT                | 6/24/2013               | 3                                                |
| CENT0004         | CENTENNIAL ENGRAVERS AND TRC    | COUNTY                 | 12/11/2014              | 4                                                |

**2015 Vendor of Record**

| <b>Vendor ID</b> | <b>Vendor Name</b>              | <b>Vendor Class ID</b> | <b>Last Cheque Date</b> | <b>Years Associated with County of Frontenac</b> |
|------------------|---------------------------------|------------------------|-------------------------|--------------------------------------------------|
| CENT0008         | CENTRE FOR STUDIES IN AGING & I | FAIRMOUNT              | 5/16/2013               | 3                                                |
| CENT0011         | CENTRIC HEALTH CORPORATION      | FAIRMOUNT              | 8/24/2015               | 3                                                |
| CENT0007         | CENTURY MANUFACTURING CORP      | FPS                    | 6/12/2013               | 4                                                |
| CHEC0001         | CHECKERS FUN FACTORY INC.       | COUNTY                 | 8/21/2015               | 1                                                |
| CHIC0003         | CHICO AND THE MACHINE           | COUNTY                 | 11/26/2015              | 1                                                |
| CHOQ0001         | CHOQUETTE CKS                   | FAIRMOUNT              | 11/16/2015              | 4                                                |
| CHRI0002         | CHRISTIE WALTHER                | FPS                    | 12/30/2015              | 8                                                |
| CINT0001         | CINTAS DOCUMENT MANAGEMENT      | FPS                    | 4/28/2014               | 4                                                |
| CIRC0001         | CIRCLE SQUARE RANCH             | COUNTY                 | 10/27/2014              | 2                                                |
| CITR0001         | CITIRIX SYSTEMS INC.            | COUNTY                 | 3/14/2012               | 5                                                |
| CITY0003         | CITY TAXI                       | FAIRMOUNT              | 12/30/2015              | 1                                                |
| CLAY0001         | CLAYTON FLOORING INC.           | FAIRMOUNT              | 6/16/2014               | 7                                                |
| CLEA0001         | CLEANING SOLUTIONS 2000         | FAIRMOUNT              | 6/29/2015               | 4                                                |
| CLEA0002         | CLEARWATER                      | FAIRMOUNT              | 9/23/2013               | 3                                                |
| COHE0001         | COHEN AND COHEN FULL OFFICE II  | COUNTY                 | 9/2/2011                | 6                                                |
| COLL0001         | COLLINS                         | FPS                    | 12/21/2015              | 7                                                |
| COMM0006         | COMMERCIAL PRINTERS             | FPS                    | 2/14/2012               | 4                                                |
| COMM0010         | COMMISSIONAIRES SECURITY SOL    | COUNTY                 | 10/22/2015              | 1                                                |
| COMM0007         | COMMUNICATION CONNECTIONS       | FAIRMOUNT              | 3/10/2015               | 1                                                |
| COMT0002         | COMTREX COMMUNICATIONS LTD.     | FPS                    | 10/20/2011              | 6                                                |
| CONC0001         | CONCEPTS DU SABLIER             | FAIRMOUNT              | 2/14/2012               | 5                                                |
| CONF0001         | CONFLICT MANAGEMENT ASSOCIA     | FPS                    | 3/3/2014                | 3                                                |
| VISA             | CONSTANT CONTACT                | COUNTY                 |                         | 4                                                |
| CONS0002         | CONSTRUCT IT LTD.               | FPS                    | 12/30/2015              | 5                                                |
| CORE0001         | COREY, REG (Entertainer)        | FAIRMOUNT              | 11/2/2015               | 1                                                |
| CORN0001         | CORNERSTONE MEDICAL             | FAIRMOUNT              | 12/22/2015              | 3                                                |
| CORP0001         | CORPORATE SHELVING SOLUTIONS    | COUNTY                 | 9/2/2011                | 5                                                |
| COUN0017         | COUNCIL ON AGING/SENIORS CENT   | COUNTY                 | 10/10/2013              | 3                                                |
| COVE0001         | COVERTITE KINGSTON LTD.         | COUNTY                 | 3/28/2014               | 8                                                |
| CRAI0001         | CRAIN'S CONSTRUCTION LIMITED    | COUNTY                 | 12/7/2015               | 4                                                |
| CREA0005         | CREATIVE FRAMING                | COUNTY                 | 9/9/2011                | 5                                                |
| CREA0001         | CREATIVE GFTS & BASKETS         | FAIRMOUNT              | 7/23/2013               | 4                                                |
| CRES0001         | CRESTLINE COACH LTD.            | FPS                    | 11/30/2015              | 10+                                              |
| CRIM0001         | CRIMSON RIVER (Entertainer)     | DEFAULT                | 12/1/2015               | 1                                                |
| CRIN0002         | CRINTEC LTD.                    | FPS                    | 12/3/2015               | 7                                                |
| CROW0001         | CROWN COLLISION SERVICE LTD.    | FPS                    | 12/3/2015               | 7                                                |
| CULL0002         | CULLIGAN WATER CONDITIONING     | FPS                    | 12/21/2015              | 7                                                |
| CUNN0001         | CUNNINGHAM SWAN CARTY LITTLE    | COUNTY                 | 8/10/2015               | 10+                                              |

**2015 Vendor of Record**

| Vendor ID | Vendor Name                       | Vendor Class ID | Last Cheque Date | Years Associated with County of Frontenac |
|-----------|-----------------------------------|-----------------|------------------|-------------------------------------------|
| DACO0002  | DA COSTA MILLWORK & CARPENTR      | FPS             | 10/20/2014       | 5                                         |
| DALT0001  | DALTCO ELECTRIC AND SUPPLY LT     | FAIRMOUNT       | 12/30/2015       | 7                                         |
| DAVI0003  | DAVID STONE & ASSOCIATES          | FPS             | 6/5/2015         | 5                                         |
| DBAE0001  | DBA ENGINEERING LTD               | COUNTY          | 5/24/2012        | 4                                         |
| DELA0001  | DE LAGE LANDEN                    | FPS             | 2/25/2013        | 5                                         |
| DEAC0001  | DEACON, JIM (Entertainer)         | FAIRMOUNT       | 8/18/2014        |                                           |
| DELT0003  | DELTA KINGSTON WATERFRONT H       | COUNTY          | 11/26/2015       | 1                                         |
| DELT0002  | DELTA PARTNERS INC.               | COUNTY          | 1/29/2013        | 4                                         |
| DELT0001  | DELTA PRINTING LTD.               | COUNTY          | 3/18/2013        | 5                                         |
| DEME0002  | DEMENTIABILITY ENTERPRISES INC    | FAIRMOUNT       | 2/13/2014        | 3                                         |
| DESE0001  | DESERT LAKE GARDENS               | COUNTY          | 12/7/2015        | 4                                         |
| DIAM0002  | DIAMOND MUNICIPAL SOLUTIONS II    | COUNTY          | 7/20/2015        | 9                                         |
| DIGN0001  | DIG 'N DIRT LTD                   | FAIRMOUNT       | 8/8/2012         | 4                                         |
| DIGI0001  | DIGIGRAPHICS a div of DELTA PRINT | FAIRMOUNT       | 11/19/2015       | 7                                         |
| DIGI0004  | DIGITAL BOUNDARY GROUP            | FPS             | 9/6/2013         | 3                                         |
| DIGI0005  | DIGITAL MEDIA GROUP               | COUNTY          | 11/26/2015       | 1                                         |
| DIGI0002  | DIGITAL OFFICE SYSTEMS            | All Departme    | 1/27/2014        | 4                                         |
| DILL0001  | DILLON CONSULTING                 | COUNTY          | 5/27/2013        | 4                                         |
| DIRE0003  | DIRECT ENERGY BUSINESS SERVIC     | FAIRMOUNT       | 11/18/2013       | 4                                         |
| DIRE0001  | DIRECT SIGNS 20/20                | COUNTY          | 2/25/2009        | 6                                         |
| DISC0003  | DISCOUNT AUTO GLASS               | FPS             | 10/22/2015       | 4                                         |
| DISC0002  | DISCOUNT CAR AND TRUCK RENTA      | COUNTY          | 9/9/2011         | 4                                         |
| DONG0001  | DON GRANT CONSULTING INC.         | COUNTY          | 10/24/2013       | 3                                         |
| DONW0001  | DON WILSON MECHANICAL LTD.        | FPS             | 3/17/2011        | 5                                         |
| DONA0001  | DONALD GORDON CONFERENCE C        | COUNTY          | 9/15/2015        | 4                                         |
| DONN0001  | DONNELLY, NEIL, QMED              | DEFAULT         | 10/6/2014        | 2                                         |
| DOOR0001  | DOOR DOCTOR                       | FPS             | 12/12/2014       | 7                                         |
| DOOR0002  | DOORNEKAMP CONTRACTORS            | COUNTY          | 3/28/2014        | 4                                         |
| BARN0001  | DOUG BARNES (Entertainer)         | FAIRMOUNT       | 11/2/2015        | 1                                         |
| DOUG0001  | DOUG'S ANTENNA SALES & SERVIC     | FPS             | 7/4/2014         | 5                                         |
| DOWN0003  | DOWN UNDER IRRIGATION             | FAIRMOUNT       | 10/2/2015        | 1                                         |
| DPDA0001  | DPD AUTO CENTRE INC.              | FAIRMOUNT       | 11/4/2011        | 6                                         |
| DRKR0001  | DR. KRIS BOKSMAN & ASSOCIATES     | FPS             | 10/22/2015       | 1                                         |
| DRAP0001  | DRAPEAU AUTOMATIC SPRINKLER       | FAIRMOUNT       | 7/27/2015        | 5                                         |
| DRAP0002  | DRAPER DOORS                      | FPS             | 11/30/2015       | 3                                         |
| DUCT0001  | DUCTWORX                          | COUNTY          | 4/29/2015        | 1                                         |
| ICIP0001  | DULUX PAINTS                      | FAIRMOUNT       | 12/30/2015       | 10+                                       |
| ESOL0001  | E SOLUTIONS GROUP                 | COUNTY          | 7/20/2015        | 5                                         |
| ERTR0001  | E.R.TROUGHT DESIGN                | FPS             | 10/2/2015        | 4                                         |

**2015 Vendor of Record**

| Vendor ID | Vendor Name                        | Vendor Class ID | Last Cheque Date | Years Associated with County of Frontenac |
|-----------|------------------------------------|-----------------|------------------|-------------------------------------------|
| ESFO0002  | E.S.FOX LIMITED                    | FAIRMOUNT       | 12/30/2015       | 10+                                       |
| EAST0004  | EASTERN COWBOY HORSEBACK RIDING    | COUNTY          | 6/5/2015         | 1                                         |
| ECOL0001  | ECOLAB                             | FAIRMOUNT       | 11/10/2014       | 8                                         |
| EDMA0001  | ED MALETTE ELECTRIC LTD.           | COUNTY          | 6/29/2010        | 5                                         |
| EDWA0001  | EDWARDS FORD SALES (Kingston) LTD. | FPS             | 12/27/2013       | 10+                                       |
| ELBO0001  | ELBOW LAKE ENVIRONMENTAL EDUCATION | COUNTY          | 12/22/2015       | 1                                         |
| ELOR0001  | ELORIN                             | COUNTY          | 6/19/2009        | 8                                         |
| RECO0001  | EMC YOUR COMMUNITY NEWSPAPER       | COUNTY          | 1/5/2015         | 7                                         |
| EMMO0001  | EMMONS & MITCHELL CONSTRUCTION     | COUNTY          | 11/10/2015       | 5                                         |
| ENDO0001  | END OF THE ROLL                    | COUNTY          | 2/25/2013        | 3                                         |
| ENER0002  | ENERGY KINGSTON EXTERIORS          | FPS             | 3/22/2010        | 5                                         |
| ENVI0003  | ENVIRO PLUS DUCT CLEANING LTD.     | FAIRMOUNT       | 8/18/2015        | 3                                         |
| ENVI0001  | ENVIRO-GUARD                       | FPS             | 12/30/2015       | 10+                                       |
| ERGO0003  | ERGOBUYER                          | COUNTY          | 12/16/2009       | 6                                         |
| ERNE0001  | ERNEST A. CROMARTY ARCHITECT       | FPS             | 2/9/2010         | 4                                         |
| ESKE0001  | ESKEROD SIGNS                      | FPS             | 12/3/2015        | 10+                                       |
| ESRI0001  | ESRI CANADA                        | COUNTY          | 6/8/2015         | 4                                         |
| ESSE0001  | ESSENTIAL IMPACTS COACHING INC.    | FPS             | 1/11/2012        | 4                                         |
| EVAC0001  | EVACUCHECK                         | FAIRMOUNT       | 3/8/2012         | 4                                         |
| EVER0003  | EVERGREEN POWER LTD                | COUNTY          | 12/16/2011       | 6                                         |
| EWIN0001  | EWING FLAGPOLE CO. INC.            | DEFAULT         | 7/4/2014         | 6                                         |
| EXCA0001  | EXCALIBUR                          | FAIRMOUNT       | 5/24/2012        | 4                                         |
| FAMI0001  | FAMILY SERVICES EAP                | FAIRMOUNT       | 12/30/2015       | 10+                                       |
| FARG0001  | FARGO'S GENERAL STORE              | FPS             | 7/28/2015        | 5                                         |
| FEDE0002  | FEDEX EXPRESS CANADA LTD.          | FPS             | 5/6/2014         | 4                                         |
| FEDE0001  | FEDEX TRADE NETWORKS               | FAIRMOUNT       | 7/23/2013        | 4                                         |
| FEED0001  | FEED THE BEAR DESIGN               | FPS             | 11/5/2014        | 4                                         |
| FERN0001  | FERNO                              | FPS             | 12/30/2015       | 6                                         |
| FIND0001  | FIND YOUR VOICE MUSIC THERAPY      | FAIRMOUNT       | 12/22/2015       | 1                                         |
| FIRE0003  | FIRETECH MANUFACTURING LTD.        | FPS             | 10/22/2015       | 3                                         |
| FIRE0001  | FIREWORKS FX                       | COUNTY          | 8/21/2015        | 1                                         |
| FIRS0001  | FIRST PRODUCT INC.                 | FAIRMOUNT       | 10/14/2011       | 6                                         |
| FISH0002  | FISHER'S REGALIA & UNIFORM         | FPS             | 4/28/2011        | 5                                         |
| FLAG0002  | FLAG OUTLET                        | FPS             | 10/20/2011       | 5                                         |
| FLAG0001  | FLAGHOUSE INC                      | COUNTY          | 2/14/2012        | 4                                         |
| FORM0001  | FORMAN FARMS                       | FAIRMOUNT       | 7/4/2014         | 3                                         |
| FORT0001  | FORT GLASS INC.                    | FAIRMOUNT       | 8/10/2015        | 6                                         |
| FOTE0001  | FOTENN CONSULTANTS INC.            | COUNTY          | 8/27/2012        | 6                                         |

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|------------------|-------------------------------|------------------------|-------------------------|--------------------------------------------------|
| FOUR0001         | FOUR POINTS BY SHERATON       | FPS                    | 8/30/2013               | 5                                                |
| FOUR0002         | FOURNIER CONSULTING SERVICES  | COUNTY                 | 8/17/2010               | 5                                                |
| FRAM0001         | FRAMEWORKS                    | COUNTY                 | 4/2/2015                | 3                                                |
| FRAN0002         | FRANK COWAN COMPANY           | COUNTY                 | 3/30/2015               | 6                                                |
| FRAN0004         | FRANK'S TIRE SUPPLY LIMITED   | COUNTY                 | 9/25/2012               | 4                                                |
| FRAN0003         | FRANK'S WORLDWIDE MOVING      | FPS                    | 11/14/2014              | 4                                                |
| FRED0002         | FRED DEAN BARRISTER AND SOLIC | COUNTY                 | 5/19/2015               | 4                                                |
| FRON0006         | FRONTENAC ARCH BIOSPHERE      | COUNTY                 | 12/31/2014              | 2                                                |
| FRON0010         | FRONTENAC AUTO BODY SERVICE   | DEFAULT                | 7/30/2014               | 2                                                |
| FRON0001         | FRONTENAC NEWS                | COUNTY                 | 12/30/2015              | 7                                                |
| FRON0011         | FRONTENAC STEWARDSHIP FOUND   | COUNTY                 | 9/22/2014               | 3                                                |
| GHME0001         | G.H. METAL STAMPING CORPORATI | FPS                    | 11/1/2012               | 5                                                |
| GTAI0001         | G.T. AIR SYSTEMS INC.         | DEFAULT                | 12/30/2015              | 3                                                |
| GAN0001          | GANANOQUE CHEVROLET BUICK G   | FPS                    | 3/26/2013               | 4                                                |
| GARD0001         | GARDINER'S HEATING & COOLING  | FPS                    | 7/28/2015               | 1                                                |
| GART0001         | GARTH S. JOHNS HUMAN RECOURC  | DEFAULT                | 3/24/2015               | 1                                                |
| GAZD0001         | GAZDA, HOULNE & ASSOCIATES IN | COUNTY                 | 8/18/2015               | 5                                                |
| GECO0001         | GECO INDUSTRIES               | FPS                    | 11/3/2014               | 4                                                |
| GENE0003         | GENESIS SYSTEMS CORPORATION   | COUNTY                 | 1/28/2015               | 3                                                |
| GENI0001         | GENIVAR CONSULTANTS LIMITED P | DEFAULT                | 8/2/2013                | 4                                                |
| GEOR0003         | GEORGE BRACKEN LIMITED        | FPS                    | 6/24/2013               | 4                                                |
| GEOR0001         | GEORGE COUREY INC             | FAIRMOUNT              | 3/16/2015               | 5                                                |
| GEOR0002         | GEORGE T. SURDYKOWSKI ARBITR  | FPS                    | 12/20/2011              | 4                                                |
| GENA0001         | GERIATRIC PSYCHIATRY PROGRAM  | FAIRMOUNT              | 4/10/2012               | 4                                                |
| GERR0001         | GERRY LEE & ASSOCIATES        | COUNTY                 | 12/18/2012              | 4                                                |
| GILM0001         | GILMORE REPRODUCTIONS         | COUNTY                 | 8/30/2013               | 4                                                |
|                  | GILMOURS MEATS                | COUNTY                 |                         | 2                                                |
| GLEN0002         | GLEN SUPPLY CO. LTD           | FAIRMOUNT              | 12/30/2015              | 10+                                              |
| GLEN0001         | GLENBURNIE GROCERY            | FAIRMOUNT              | 12/22/2015              | 10+                                              |
| GLOB0001         | GLOBAL EQUIPMENT COMPANY      | FPS                    | 7/16/2012               | 4                                                |
| GLOB0002         | GLOBE CONSULT                 | DEFAULT                | 10/27/2014              | 3                                                |
| GLOC0001         | GLOCCA MORRA FARMS            | FAIRMOUNT              | 2/12/2013               | 3                                                |
| GOCO0001         | GO CONTROL INC.               | FAIRMOUNT              | 4/2/2015                | 1                                                |
| GOLD0001         | GOLDEN LINKS CLUB             | COUNTY                 | 8/25/2015               | 1                                                |
| GOOD0002         | GOODFELLOWS FLOWERS           | COUNTY                 | 10/10/2013              | 4                                                |
| GORW0001         | GORWAY                        | COUNTY                 | 3/30/2015               | 7                                                |
| GRAN0008         | GRANITE TRANSFORMATIONS       | DEFAULT                | 12/29/2014              | 2                                                |
| GRAN0006         | GRANT CUSTOM                  | FPS                    | 8/10/2015               | 5                                                |
| GREE0004         | GREEK TOWN GRILL AND TAKEOUT  | COUNTY                 | 12/22/2015              | 2                                                |

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| GREE0001  | GREEN ACRES INN                | FPS             | 10/2/2015        | 4                                         |
| GREE0002  | GREEN SUPERIOR GLASS           | COUNTY          | 3/31/2011        | 5                                         |
| GREE0003  | GREENSHIELD PEST CONTROL       | FAIRMOUNT       | 1/21/2013        | 5                                         |
| GROU0001  | GROUNDWORK ENGINEERING LIM     | COUNTY          | 11/19/2015       | 1                                         |
| GUAR0001  | GUARDIAN BRIDGE RAPID CONSTR   | COUNTY          | 8/21/2015        | 1                                         |
| GUIN0001  | GUINDON HVAC                   | DEFAULT         | 1/12/2015        | 1                                         |
| HALL0001  | HALLMAN, TIM (Entertainer)     | FAIRMOUNT       | 5/23/2014        | 4                                         |
| HAMI0001  | HAMILTON SMITH LTD             | FAIRMOUNT       | 12/30/2015       | 8                                         |
| HANN0001  | HANNAH ENVIRONMENTAL EQUIPM    | FAIRMOUNT       | 10/2/2015        | 3                                         |
| HARR0002  | HARROWSMITH & DISTRICT SOCIAL  | COUNTY          | 8/21/2015        | 1                                         |
| HART0002  | HARTINGTON EQUIPMENT           | FAIRMOUNT       | 11/30/2015       | 8                                         |
| HAVE0001  | HAVE TENTS WILL TRAVEL         | FPS             | 8/18/2015        | 1                                         |
| HDSU0001  | HD SUPPLY CONSTRUCTION & INDU  | FAIRMOUNT       | 10/22/2015       | 1                                         |
| HEAL0003  | HEALTH SUPPORTS & FITTING SER  | FAIRMOUNT       | 11/30/2015       | 10                                        |
| HEAR0003  | HEARTHMAKERS ENERGY COOPER     | DEFAULT         | 7/22/2014        | 3                                         |
| HEND0002  | HENDRIX HOTEL & RESTAURANT E   | FAIRMOUNT       | 8/24/2015        | 7                                         |
| HICK0001  | HICKS MORLEY HAMILTON STEWAR   | FPS             | 12/7/2015        | 10+                                       |
| HILL0001  | HILLARY'S DRY CLEANERS         | FAIRMOUNT       | 1/12/2015        | 1                                         |
| HILL0002  | HILLSIDE COFFEE COMPANY        | FPS             | 11/19/2015       | 5                                         |
| HIPS0001  | HIPSAVER CANADA                | FAIRMOUNT       | 9/28/2015        | 5                                         |
| HOEK0001  | HOEKSTRA CONSTRUCTION LTD.     | FAIRMOUNT       | 7/4/2014         | 3                                         |
| HOLI0001  | HOLIDAY INN                    | COUNTY          | 12/22/2015       | 3                                         |
| HOLL0002  | HOLLINGSWORTH SUPPLY SERVICE   | FPS             | 12/30/2015       | 5                                         |
| HOLS0001  | HOLSAG CANADA                  | FAIRMOUNT       | 5/11/2015        | 6                                         |
| HOLW0001  | HOLWAY & HUTCHINSON            | COUNTY          | 12/3/2015        | 7                                         |
| HOPK0002  | HOPKINS & CORMIER SURVEYING L  | FPS             | 3/28/2014        | 3                                         |
| HOTE0002  | HOTEL DIEU HOPSITAL - HOME CAR | FAIRMOUNT       | 10/26/2015       | 3                                         |
| HOTE0001  | HOTEL DIEU HOSPITAL            | FPS             | 12/7/2015        | 8                                         |
| HRSY0001  | HR SYSTEMS STRATEGIES INC.     | COUNTY          | 11/26/2015       | 7                                         |
| ANDE0001  | HUBBY'S HOUSE                  | FPS             | 12/30/2015       | 4                                         |
| HUGH0002  | HUGHES DOWNEY ARCHITECTS       | COUNTY          | 11/22/2013       | 5                                         |
| HUGH0001  | HUGHES, B.J. (Entertainer)     | FAIRMOUNT       | 10/2/2015        | 5                                         |
| HULT0001  | HULTON'S CONSTRUCTION LTD.     | FPS             | 6/5/2015         | 3                                         |
| HUMA0002  | HUMANSCALE CANADA CORPORAT     | FPS             | 12/3/2015        | 1                                         |
| HYDR0001  | HYDRO ONE                      | All Departme    | 11/3/2015        | 10+                                       |
| IBIG0001  | IBI GROUP                      | COUNTY          | 7/28/2011        | 8                                         |
| ICOM0001  | ICOMPASSS TECHNOLOGIES INC.    | COUNTY          | 7/6/2015         | 5                                         |
| IDPG0001  | IDP GROUP INC.                 | FPS             | 8/18/2015        | 1                                         |
| IMAG0002  | IMAGEWEAR A DIVISION OF MARKS  | FPS             | 11/19/2015       | 1                                         |

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|------------------|-------------------------------------|------------------------|-------------------------|--------------------------------------------------|
| IMPE0001         | IMPERIAL OIL                        | FPS                    | 10/5/2015               | 10+                                              |
| INDE0001         | INDEPENDENT TELEPHONE SERVICE       | COUNTY                 | 9/21/2015               | 1                                                |
| INFI0001         | INFITRAK INC.                       | FPS                    | 12/12/2014              | 3                                                |
| INFO0001         | INFOSAT TELECOMMUNICATIONS          | FPS                    | 10/28/2015              | 3                                                |
| INSI0001         | INSIGHT CANADA INC.                 | COUNTY                 | 10/2/2015               | 1                                                |
| INSP0001         | INSPEC-SOL INC.                     | FAIRMOUNT              | 9/9/2014                | 10+                                              |
| INTE0002         | INTEGRAL PERFORMANCE SOLUTIONS      | FPS                    | 6/16/2011               | 5                                                |
| INTE0003         | INTERDEV TECHNOLOGIES INC.          | FPS                    | 12/30/2015              | 9                                                |
| INTE0006         | INTERFLEET INC.                     | FPS                    | 9/17/2012               | 6                                                |
| INTE0004         | INTERNATIONAL COAT OF ARMS          | COUNTY                 | 12/4/2012               | 10+                                              |
| INTE0005         | INTERPROVINCIAL INSULATION INC.     | COUNTY                 | 6/18/2014               | 5                                                |
| INVE0004         | INVERARY SEPTIC PUMPING             | COUNTY                 | 8/21/2015               | 4                                                |
| IPAC0001         | IPAC - EASTERN ONTARIO              | COUNTY                 | 6/6/2014                | 2                                                |
| ISOL0001         | ISOLARA SOLAR POWER                 | COUNTY                 | 4/28/2014               | 4                                                |
| JHAR0001         | J. HARRISON EXCAVATING & PIPELINE   | FPS                    | 4/27/2015               | 2                                                |
| JSTR0001         | J. STRUPAT TECHNOLOGIES LTD.        | DEFAULT                | 4/2/2015                | 1                                                |
| JWAT0001         | J. WATKINS AND ASSOCIATES (INC.)    | FPS                    | 4/2/2015                | 2                                                |
| JJEX0002         | J.J. EXPRESS                        | FPS                    | 8/24/2015               | 10+                                              |
| JLRI0001         | J.L. RICHARDS & ASSOCIATES LIMITED  | FAIRMOUNT              | 2/23/2015               | 5                                                |
| JACK0003         | JACK KNOX WELL DRILLING LTD.        | FAIRMOUNT              | 6/3/2013                | 4                                                |
| JACO0001         | JACOBS BUSINESS SOFTWARE INC.       | COUNTY                 | 6/23/2015               | 3                                                |
| JANA0001         | JANAM PUBLICATIONS INC.             | COUNTY                 | 4/29/2013               | 3                                                |
| JAYN0001         | JAYNES PLUMBING & HEATING           | DEFAULT                | 6/28/2013               | 4                                                |
| JEMS0001         | JEMS                                | FPS                    | 11/22/2013              | 3                                                |
| JESS0001         | JESSUP FOOD & HERITAGE LTD.         | FPS                    | 11/26/2015              | 3                                                |
| JETS0001         | JET SIGNS                           | COUNTY                 | 3/7/2013                | 4                                                |
| JIFF0001         | JIFFY AUTO SERVICE                  | FPS                    | 12/29/2014              | 8                                                |
| JIMT0001         | JIM THOMPSON CHRYSLER               | FAIRMOUNT              | 11/16/2015              | 3                                                |
| JJEX0001         | JJ EXPRESS                          | FAIRMOUNT              | 11/30/2015              | 5                                                |
| CURT0001         | JOHN CURTIS LAWYER, MEDIATOR,       | FPS                    | 8/26/2014               | 3                                                |
| JOSE0001         | JOSEPH POWER VACUUM SERVICE         | FPS                    | 8/25/2015               | 3                                                |
| JP2G0001         | JP2G CONSULTANTS INC.               | COUNTY                 | 11/19/2015              | 1                                                |
| JUBI0001         | JUBILATE SINGERS (Entertainer)      | FAIRMOUNT              | 12/1/2015               | 4                                                |
| JULI0001         | JULIA'S WINDOW FASHIONS             | FPS                    | 7/4/2014                | 6                                                |
| K3CC0001         | K3C COMMUNITY COUNSELLING CENTRE    | COUNTY                 | 12/30/2015              | 4                                                |
| KALT0001         | KAL TIRE (CALTRAC ENTERPRISES)      | FPS                    | 5/19/2015               | 1                                                |
| KAPS0001         | KAPS KINGSTON AREA PATIENT SERVICES | FAIRMOUNT              | 12/21/2015              | 7                                                |

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|-----------|---------------------------------|-----------------|------------------|-------------------------------------------|
| KELL0001  | KELLY SERVICES LTD.             | FAIRMOUNT       | 7/15/2011        | 4                                         |
| KEPL0001  | KEPLER BELL                     | FPS             | 1/29/2013        | 3                                         |
| KING0028  | KINGS TOWN CLEANERS             | FPS             | 2/25/2013        | 4                                         |
| KING0019  | KINGSTON ACCESS BUS             | FAIRMOUNT       | 12/30/2015       | 8                                         |
| KING0014  | KINGSTON AND AMHERST TAXI       | FAIRMOUNT       | 11/10/2014       | 9                                         |
| KING0033  | KINGSTON CAROLLERS c/o Brent Ne | FAIRMOUNT       | 12/31/2011       | 5                                         |
| KING0016  | KINGSTON HOME HEATING           | FAIRMOUNT       | 12/2/2014        | 4                                         |
| KING0047  | KINGSTON INJURY MANAGEMENT C    | FPS             | 12/21/2015       | 9                                         |
| KING0043  | KINGSTON MONUMENTS              | FAIRMOUNT       | 1/29/2013        | 9                                         |
| KING0008  | KINGSTON ONLINE SERVICES        | FPS             | 11/1/2015        | 10+                                       |
| KING0029  | KINGSTON OXYGEN                 | FAIRMOUNT       | 12/30/2015       | 10+                                       |
| KING0049  | KINGSTON PLATE & WINDOW GLAS    | DEFAULT         | 1/17/2011        | 5                                         |
| KING0051  | KINGSTON POPPY TRUST FUND       | FPS             | 12/3/2015        | 1                                         |
| KING0009  | KINGSTON REGIONAL HOSPITAL LA   | FPS             | 12/30/2015       | 7                                         |
| KING0034  | KINGSTON SELF STORAGE SYSTEM    | FPS             | 11/30/2012       | 4                                         |
| KING0037  | KINGSTON SOUND WORKS - HO       | COUNTY          | 8/21/2015        | 1                                         |
| KING0011  | KINGSTON THIS WEEK              | FPS             | 6/3/2013         | 7                                         |
| KING0024  | KINGSTON TOYOTA                 | FPS             | 11/26/2015       | 5                                         |
| KING0004  | KINGSTON U-LOCK STORAGE         | FAIRMOUNT       | 1/29/2013        | 3                                         |
| KING0013  | KINGSTON VOLKSWAGEN LTD.        | FAIRMOUNT       | 11/29/2011       | 6                                         |
| DACO0001  | KINGSTOWN INVESTMENTS INC       | FPS             | 1/4/2016         | 10+                                       |
| KING0040  | KINGSWAY TRANSPORT              | FPS             | 9/23/2013        | 6                                         |
| KOST0001  | KOSTER CONSULTING & ASSOCIAT    | FAIRMOUNT       | 8/25/2015        | 5                                         |
| KPMG0002  | KPMG ACCOUNTING SERVICE CEN     | COUNTY          | 1/27/2014        | 10+                                       |
| KRAC0001  | KRACKLES THE PARTY PEOPLE       | COUNTY          | 8/21/2015        | 1                                         |
| KREC0001  | KRECKLO MUNICIPAL CONSULTANT    | DEFAULT         | 5/11/2015        | 1                                         |
| KROW0001  | KROWN BODY MAINTENANCE          | FPS             | 10/5/2015        | 7                                         |
| LABO0001  | L.A. BOB'S SMOKEHOUSE RESTAUR   | COUNTY          | 6/29/2015        | 4                                         |
| LABO0002  | LABOUR RELATIONS SERVICES       | DEFAULT         | 5/19/2015        | 1                                         |
| LADY0001  | LADY PAINTERS                   | COUNTY          | 1/13/2014        | 3                                         |
| LAER0001  | LAERDAL MEDICAL CANADA LTD.     | FPS             | 11/2/2015        | 8                                         |
| LANC0001  | LANCASTER HOUSE                 | COUNTY          | 5/19/2015        | 3                                         |
| LAND0002  | LAND O' LAKES TOURIST ASSOCIAT  | COUNTY          | 6/23/2015        | 9                                         |
| LCMS0001  | LCM SECURITY                    | COUNTY          | 7/14/2015        | 5                                         |
| LEAR0001  | LEARNING BRICK                  | FPS             | 12/3/2015        | 1                                         |
| LENN0001  | LENNOX SNOW FENCE CO LTD.       | FPS             | 10/20/2011       | 5                                         |
| LENS0001  | LEN'S CONTROLS LTD              | COUNTY          | 12/7/2015        | 7                                         |
| LEON0001  | LEONARD FUELS LTD.              | FPS             | 12/30/2015       | 5                                         |
| LEON0003  | LEONARD, PHIL                   | COUNTY          | 10/26/2015       | 3                                         |

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|-----------|-------------------------------|-----------------|------------------|-------------------------------------------|
| LEON0004  | LEON'S                        | FPS             | 2/4/2015         | 3                                         |
| LEVA0004  | LEVAC PROPANE                 | COUNTY          | 12/30/2015       | 10+                                       |
| LEVA0001  | LEVAC SUPPLY LTD              | FAIRMOUNT       | 8/10/2015        | 4                                         |
| LEVI0001  | LEVITT SAFETY                 | FPS             | 11/30/2015       | 5                                         |
| MDSL0001  | LIFELABS LP                   | FAIRMOUNT       | 12/30/2015       | 7                                         |
| LIME0001  | LIMESTONE HEALTH CONSULTANTS  | FPS             | 1/21/2013        | 4                                         |
| WATS0001  | LINDA SILVER "SUNSHINE SOULS" | FAIRMOUNT       | 11/2/2015        | 4                                         |
| BOCC0001  | LINDE CANADA                  | FPS             | 12/21/2015       | 10+                                       |
| LLOY0001  | LLOYD, STEVEN (Entertainer)   | FAIRMOUNT       | 10/2/2015        | 3                                         |
| LOND0002  | LONDY ALARMS                  | COUNTY          | 6/5/2015         | 10+                                       |
| LOUI0001  | LOUISA DAVIE ARBITRATIONS     | DEFAULT         | 7/30/2014        | 10+                                       |
| LOYA0002  | LOYALIST TRAINING & KNOWLEDGE | COUNTY          | 10/22/2015       | 1                                         |
| LTS0001   | LTS CONSULTING                | FAIRMOUNT       | 9/15/2014        | 4                                         |
| MCHE0001  | M.C. HEALTHCARE PRODUCTS      | FAIRMOUNT       | 11/9/2015        | 4                                         |
| MACL0002  | MACLELLAN WATER TECHNOLOGY    | FAIRMOUNT       | 8/24/2015        | 10+                                       |
| MAGN0002  | MAGNACHARGE                   | FPS             | 11/9/2015        | 10+                                       |
| MAGN0001  | MAGNUS                        | FAIRMOUNT       | 6/29/2015        | 1                                         |
| MALL0002  | MALLORY'S FIRE SYSTEMS LTD    | FPS             | 1/5/2015         | 9                                         |
| MALR0001  | MALROZ                        | COUNTY          | 11/30/2015       | 5                                         |
| MALV0001  | MALVERN CONTRACT INTERIORS L  | FAIRMOUNT       | 12/19/2013       | 4                                         |
| MANN0001  | MANNING, JOHN (Entertainer)   | FPS             | 3/10/2015        | 3                                         |
| MANP0001  | MANPOWER                      | FPS             | 9/21/2015        | 4                                         |
| MANR0001  | MANREX LTD. MEDICATION        | FAIRMOUNT       | 6/2/2014         | 9                                         |
| MAPL0001  | MAPLE LANE FARMS              | FAIRMOUNT       | 7/4/2014         | 7                                         |
| MARC0002  | MARCHANT MARKING DEVICES      | FAIRMOUNT       | 2/23/2015        | 4                                         |
| MARI0002  | MARIA STEBELSKY & ASSOCIATES  | FAIRMOUNT       | 3/29/2012        | 6                                         |
| MARI0001  | MARILYN'S CLEANING SERVICES   | FPS             | 12/30/2015       | 10+                                       |
| MARK0002  | MARK'S WORK WEARHOUSE         | FPS             | 10/22/2015       | 4                                         |
| MART0001  | MARTIN & LEVESQUE INC.        | FPS             | 6/16/2014        | 4                                         |
| MAUN0001  | MAUNCO                        | FAIRMOUNT       | 2/23/2015        | 9                                         |
| MCIM0001  | MC IMAGING TECHNOLOGIES LIMIT | COUNTY          | 1/27/2014        | 4                                         |
| MCAR0001  | MCARTHUR MEDICAL SALES INC.   | FPS             | 4/7/2014         | 3                                         |
| MCCL0001  | MCCLEMENT ELECTRIC LTD.       | FAIRMOUNT       | 5/6/2014         | 3                                         |
| MCIN0001  | MCINTOSH PERRY CONSULTING EN  | COUNTY          | 10/20/2011       | 5                                         |
| MCKE0001  | MCKENNA'S LOCK & KEY          | COUNTY          | 12/30/2015       | 5                                         |
| MCKE0003  | MCKEOWN & WOOD FUELS          | FAIRMOUNT       | 11/30/2015       | 5                                         |
| MCMA0001  | MCMAHONS HOUSE OF FLOWERS     | DEFAULT         | 9/26/2011        | 5                                         |
| MCNE0002  | MCNEIL, BILLIE (Entertainer)  | FAIRMOUNT       | 2/12/2015        | 4                                         |
| MEDE0002  | MED E-CARE HEALTH CARE SOLUT  | FAIRMOUNT       | 12/21/2015       | 3                                         |

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|------------------|--------------------------------|------------------------|-------------------------|--------------------------------------------------|
| MEDI0003         | MEDICAL ARTS PHARMACY          | FAIRMOUNT              | 12/29/2014              | 5                                                |
| MEDI0001         | MEDICAL MART                   | FAIRMOUNT              | 12/30/2015              | 10+                                              |
| MEDI0006         | MEDIGAS - DIV OF PRAXAIR CANAD | FAIRMOUNT              | 8/10/2015               | 10+                                              |
| MEDI0008         | MED-I-PANT INC.                | FAIRMOUNT              | 12/30/2015              | 7                                                |
| MEDT0003         | MEDTECH TECHNOLOGY INC.        | FPS                    | 5/23/2014               | 4                                                |
| MEDT0001         | MEDTRONIC OF CANADA LTD.       | FPS                    | 3/8/2012                | 5                                                |
| MELO0001         | MELODY MAGIC                   | FAIRMOUNT              | 8/18/2015               | 4                                                |
| MEMO0001         | MEMORY LANE FLOWERS            | COUNTY                 | 6/3/2013                | 4                                                |
| METR0002         | METROLAND MEDIA                | COUNTY                 | 12/30/2015              | 1                                                |
| MICH0002         | MICHAEL RIDDELL & ASSOCIATES   | COUNTY                 | 5/19/2015               | 4                                                |
| MICR0002         | MICRO MARKET BUSINESS CENTRE   | COUNTY                 | 11/22/2013              | 5                                                |
| MICR0001         | MICROAGE KINGSTON              | COUNTY                 | 12/21/2015              | 7                                                |
| MINI0018         | MINISTRY OF NATURAL RESOURCE   | COUNTY                 | 3/13/2015               | 1                                                |
| MINO0002         | MINOS TAKEOUT (BARRIE STREET)  | COUNTY                 | 12/20/2011              | 5                                                |
| MINO0001         | MINOS VILLAGE LIMITED          | COUNTY                 | 12/4/2013               | 5                                                |
| MMMG0001         | MMM GROUP                      | COUNTY                 | 12/31/2014              | 2                                                |
| MOBI0001         | MOBILITY CARE CO.              | FAIRMOUNT              | 12/22/2015              | 4                                                |
| MODE0001         | MODERN TAXI CAB LTD            | FPS                    | 11/2/2015               | 10+                                              |
| MORV0001         | MORVEN CONSTRUCTION LTD.       | COUNTY                 | 3/31/2011               | 5                                                |
| MOTI0001         | MOTION SPECIALTIES             | FAIRMOUNT              | 12/30/2015              | 8                                                |
| MOUN0001         | MOUNTAIN EQUIPMENT CO-OP       | FPS                    | 6/5/2015                | 1                                                |
| MRRE0001         | MR REFILL                      | FPS                    | 12/3/2015               | 1                                                |
| MULT0002         | MULTIDEAS INC.                 | COUNTY                 | 8/10/2015               | 5                                                |
| MULT0001         | MULTIGEN HEALTHCARE            | FAIRMOUNT              | 3/28/2014               | 5                                                |
| MUNI0001         | MUNICIPAL FINANCE OFFICER'S AS | COUNTY                 | 1/10/2013               | 5                                                |
| MUNI0005         | MUNICIPAL INFORMATION SYSTEMS  | COUNTY                 | 3/30/2015               | 4                                                |
| MUNI0003         | MUNICIPAL WORLD INC            | COUNTY                 | 2/19/2014               | 4                                                |
| MUSI0001         | MUSIC CARE                     | FAIRMOUNT              | 11/1/2012               | 4                                                |
| MYER0001         | MYERS, MIKE                    | FAIRMOUNT              | 1/29/2013               | 4                                                |
| NATI0003         | NATIONAL SYSTEMS COMPANY       | FAIRMOUNT              | 12/18/2012              | 4                                                |
| NATU0001         | NATURAL CAPITAL RESOURCES      | COUNTY                 | 4/29/2015               | 1                                                |
| NEBS0001         | NEBS BUSINESS FORMS LTD        | COUNTY                 | 6/6/2014                | 10+                                              |
| NEDC0003         | NEDCO KINGSTON                 | FPS                    | 12/30/2015              | 7                                                |
| NEIL0001         | NEIL'S FLOWERS                 | FAIRMOUNT              | 12/21/2015              | 10+                                              |
| NELS0002         | NELSCO MAILBOXES INC.          | FPS                    | 5/23/2014               | 2                                                |
| NESB0001         | NESBITT ENGINEERING            | COUNTY                 | 7/6/2015                | 9                                                |
| NEWL0001         | NEW LEAF LINK                  | COUNTY                 | 12/29/2014              | 2                                                |
| NEXU0001         | NEXUS ACTUARIAL CONSULTANTS    | COUNTY                 | 11/9/2015               | 7                                                |
| NINE0001         | NINE ONE ONE OUTERWEAR         | FPS                    | 6/25/2012               | 10+                                              |

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| Vendor ID | Vendor Name                    | Vendor Class ID | Last Cheque Date | Years Associated with County of Frontenac |
|-----------|--------------------------------|-----------------|------------------|-------------------------------------------|
| NORM0001  | NORMAN, DON (Entertainer)      | FAIRMOUNT       | 7/30/2015        | 6                                         |
| NORT0004  | NORTH FRONTENAC TELEPHONE C    | COUNTY          | 10/25/2015       | 7                                         |
| NORT0008  | NORTHWAY HARDWARE              | FAIRMOUNT       | 7/4/2014         | 8                                         |
| NOVA0001  | NOVACK'S UNIFORM GROUP         | FPS             | 3/30/2015        | 10+                                       |
| NUMA0001  | NUMARA SOFTWARE                | COUNTY          | 3/14/2012        | 7                                         |
| OFFI0001  | OFFICE CART INC.               | FPS             | 12/30/2015       | 1                                         |
| GRAN0001  | OFFICE MAX GRAND & TOY         | COUNTY          | 11/30/2015       | 10+                                       |
| OLIV0001  | OKR CONSULTING ARBORIST-ECOL   | FAIRMOUNT       | 10/24/2013       | 4                                         |
| ONLI0001  | ONLINE LEARNING ENTERPRISES    | COUNTY          | 5/19/2015        | 1                                         |
| ONLI0002  | ONLINE PAVEMENT MARKINGS & M   | FAIRMOUNT       | 7/14/2015        | 1                                         |
| ONTA0016  | ONTARIO ASSOCIATION OF PARAM   | FPS             | 9/15/2015        | 7                                         |
| ONTA0019  | ONTARIO ASSOCIATION OF RESIDE  | FAIRMOUNT       | 5/19/2015        | 1                                         |
| ONTA0030  | ONTARIO HERITAGE TRUST         | COUNTY          | 12/18/2014       | 2                                         |
| ONTA0007  | ONTARIO LAUNDRY SYSTEMS INC.   | FAIRMOUNT       | 1/5/2015         | 4                                         |
| ONTA0017  | ONTARIO MEDICAL SUPPLY INC     | DEFAULT         | 11/2/2015        | 1                                         |
| ONTA0027  | ONTARIO MUNICIPAL ADMINISTRAT  | COUNTY          | 7/28/2015        | 1                                         |
| ONTA0023  | ONTARIO MUNICIPAL H.R. ASSOCIA | COUNTY          | 11/9/2015        | 6                                         |
| ONTA0006  | ONTARIO MUNICIPAL HEALTH AND   | COUNTY          | 1/28/2015        | 1                                         |
| ONTA0005  | ONTARIO PROFESSIONAL PLANNER   | COUNTY          | 11/2/2015        | 1                                         |
| ONTA0012  | ONTARIO TRAILS COUNCIL         | COUNTY          | 6/23/2015        | 1                                         |
| ORMS0001  | ORMSBEE'S MERCANTILE           | FPS             | 12/30/2015       | 4                                         |
| OPRE0001  | OSPREY MEDIA GROUP INC.        | FAIRMOUNT       | 1/17/2011        | 10+                                       |
| OSSO0001  | OSSO ELECTRIC SUPPLIES INC.    | FAIRMOUNT       | 1/14/2014        | 7                                         |
| OTTA0001  | OTTAWA BUSINESS INTERIORS      | COUNTY          | 12/21/2015       | 5                                         |
| OTWO0001  | O-TWO MEDICAL TECHNOLOGIES IN  | FPS             | 4/13/2015        | 5                                         |
| P&DS0001  | P & D SEALING AND LINES        | FAIRMOUNT       | 7/28/2015        | 3                                         |
| PAMS0001  | PAM'S FLOWER GARDEN            | FAIRMOUNT       | 9/23/2010        | 6                                         |
| PANA0001  | PANASONIC SERVICE CENTRE       | FPS             | 4/16/2012        | 6                                         |
| PARA0002  | PARACHUTE                      | COUNTY          | 6/3/2013         | 4                                         |
| PARA0001  | PARAMEDIC ASSOCIATION          | FPS             | 12/18/2014       | 10+                                       |
| PARM0001  | PARMAR ARBITRATION & MEDIATIO  | FPS             | 3/10/2015        | 1                                         |
| PATR0001  | PAT ROGERS TOWING SERVICE      | FPS             | 12/30/2015       | 9                                         |
| PAUL0005  | PAUL'S SIGN SERVICE LIMITED    | FAIRMOUNT       | 6/6/2012         | 4                                         |
| PERC0001  | PERCY SNIDER                   | COUNTY          | 1/28/2015        | 4                                         |
| PERF0002  | PERFORMANCE CONCEPTS CONSU     | FPS             | 7/14/2014        | 4                                         |
| EDWA0001  | PETRIE FORD (KINGSTON)         | FPS             | 11/30/2015       | 10+                                       |
| PETR0001  | PETRO CANADA                   | FPS             | 9/30/2015        | 10+                                       |
| PLCO0001  | PHIL LEONARD - 1684504 ONTARIO | FPS             | 12/30/2015       | 5                                         |
| PHON0001  | PHONE WORKS                    | COUNTY          | 9/2/2011         | 5                                         |

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| Vendor ID | Vendor Name                      | Vendor Class ID | Last Cheque Date | Years Associated with County of Frontenac |
|-----------|----------------------------------|-----------------|------------------|-------------------------------------------|
| PHYS0001  | PHYSIO-CONTROL CANADA SALES      | FPS             | 11/30/2015       | 4                                         |
| PHYS0002  | PHYSIOTHERAPY KINGSTON & SPIN    | FPS             | 6/5/2015         | 3                                         |
| PICA0001  | PICADILLY PICKERS C/O ROY SHEP   | FAIRMOUNT       | 6/16/2011        | 5                                         |
| PICK0001  | PICKET FENCES                    | FAIRMOUNT       | 12/1/2015        | 5                                         |
| PINC0001  | PINCHIN ENVIRONMENTAL            | DEFAULT         | 2/24/2014        | 4                                         |
| PLUM0001  | PLUMBING PLUS                    | FAIRMOUNT       | 3/17/2011        | 5                                         |
| POSI0001  | POSITIVE PROMOTIONS              | FAIRMOUNT       | 5/24/2012        | 5                                         |
| POST0002  | POSTAGE SOLUTIONS INC.           | COUNTY          | 3/28/2014        | 3                                         |
| PREM0001  | PREMERGENCY INC.                 | FPS             | 12/30/2015       | 2                                         |
| PRIN0001  | PRINCESS AUTO                    | FAIRMOUNT       | 12/30/2015       | 4                                         |
| PRIN0002  | PRINTERS PLUS (+)                | COUNTY          | 11/26/2015       | 1                                         |
| GRAP0001  | PRINTFUSION INC.                 | FPS             | 12/21/2015       | 4                                         |
| PROF0002  | PROFORMA URBAN PEDDLER PRO       | COUNTY          | 8/22/2013        | 4                                         |
| PUBL0002  | PUBLIC SERVICES HEALTH & SAFE    | FPS             | 3/10/2015        | 1                                         |
| PURO0001  | PUROLATOR COURIER LTD.           | FPS             | 12/30/2015       | 10+                                       |
| PVBR0001  | PVB ROOFING CONSULTANTS INC      | COUNTY          | 11/18/2013       | 7                                         |
| PYKE0001  | PYKE FARMS LANDSCAPING PRODU     | FAIRMOUNT       | 7/14/2015        | 1                                         |
| QUAL0003  | QUALITY CARE HEALTH SERVICES     | FAIRMOUNT       | 2/28/2012        | 5                                         |
| QUAL0001  | QUALITY LIFE SERVICES INC.       | FAIRMOUNT       | 11/9/2015        | 7                                         |
| QUAL0002  | QUALITY PATIENT TRANSFER SERV    | FAIRMOUNT       | 3/24/2014        | 8                                         |
| QUEE0002  | QUEEN'S UNIVERSITY               | COUNTY          | 3/17/2011        | 10+                                       |
| QUIC0001  | QUICK SEW                        | FPS             | 1/19/2015        | 5                                         |
| QUIN0002  | QUINTE CRANE RENTALS INCORPO     | FPS             | 1/4/2016         | 2                                         |
| RNIC0001  | R. NICHOLLS DISTRIBUTORS INC.    | FPS             | 4/7/2014         | 4                                         |
| RHER0001  | R.HERMAN ARBITRATION/MEDIATIO    | COUNTY          | 7/29/2013        | 9                                         |
| RACS0001  | RAC SOFTWARE INC.                | COUNTY          | 12/7/2015        | 1                                         |
| RACK0001  | RACKAIR INC.                     | FPS             | 4/13/2015        | 7                                         |
| RAIN0001  | RAINBOW AWNINGS & CANVAS         | FAIRMOUNT       | 6/3/2013         | 7                                         |
| RAND0001  | RANDY THE MENTALIST (Entertainer | FAIRMOUNT       | 3/13/2015        | 1                                         |
| RANG0001  | RANGER SUPPLY-OPS                | FPS             | 4/22/2013        | 7                                         |
| RAVE0001  | RAVENHILL GROUP INC.             | COUNTY          | 9/8/2014         | 3                                         |
| RAYM0002  | RAYMOND DISPUTE RESOLUTION II    | FPS             | 9/15/2015        | z5                                        |
| RECO0002  | RECOVERY ABATEMENT & INSULAT     | FAIRMOUNT       | 1/13/2014        | 3                                         |
| UNIO0002  | RELIANCE HOME COMFORT            | FPS             | 10/19/2015       | 10+                                       |
| RENA0001  | RENAISSANCE MUSIC LTD            | FAIRMOUNT       | 12/18/2012       | 4                                         |
| RENT0001  | RENTOKIL PEST CONTROL            | FPS             | 1/5/2015         | 8                                         |
| REVE0001  | REVELL FORD LINCOLN              | FPS             | 8/25/2015        | 7                                         |
| RIGN0001  | RIGNEY BUILDING SUPPLIES LTD.    | FPS             | 12/21/2015       | 4                                         |
| RISE0001  | RISE TO THE OCCASION TENT AND    | COUNTY          | 12/22/2015       | 1                                         |

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|------------------|--------------------------------|------------------------|-------------------------|--------------------------------------------------|
| RIVE0001         | RIVETT ARCHITECTURAL HARDWARE  | FAIRMOUNT              | 7/13/2015               | 7                                                |
| RNAW0001         | RNA WIRELESS TECHNOLOGY INC    | FAIRMOUNT              | 12/30/2015              | 7                                                |
| ROBI0002         | ROBINSON EXCAVATING            | COUNTY                 | 10/22/2015              | 2                                                |
| ROGE0002         | ROGERS MEDIA INC.              | COUNTY                 | 10/2/2015               | 1                                                |
| RONA0001         | RONA HOME & GARDEN             | FAIRMOUNT              | 9/23/2015               | 10+                                              |
| RICA0001         | ROOF & BUILDING SERVICE INTERN | COUNTY                 | 10/5/2015               | 3                                                |
| ROSE0003         | ROSEN FUELS                    | FPS                    | 12/12/2014              | 10+                                              |
| ROWL0002         | ROWLAND EMERGENCY VEHICLE P    | FPS                    | 10/5/2015               | 7                                                |
| RUBI0001         | RUBINO & CHAPLIN               | FPS                    | 5/14/2013               | 4                                                |
| SING0002         | S. INGO MEDICINE PROFESSIONAL  | DEFAULT                | 8/26/2014               | 2                                                |
| SAFE0001         | SAFE STEP BUILDING TREATMENTS  | DEFAULT                | 8/26/2014               | 2                                                |
| SAFE0002         | SAFEDESIGN APPAREL LTD.        | FPS                    | 4/13/2015               | 7                                                |
| SAFE0003         | SAFETY MEDIA INC.              | FAIRMOUNT              | 2/12/2015               | 1                                                |
| SAIN0002         | SAINT ELIZABETH HEALTHCARE     | FAIRMOUNT              | 12/21/2015              | 4                                                |
| SAMC0001         | SAM CHEMICAL SPECIALITIES      | FAIRMOUNT              | 12/30/2015              | 5                                                |
| SAMM0001         | SAMMONS PRESTON ROLYAN CANA    | FAIRMOUNT              | 7/14/2015               | 7                                                |
| SAND0001         | SANDS CANADA INC/ANGUS         | FPS                    | 11/9/2015               | 7                                                |
| SCOT0002         | SCOTT'S SNOW REMOVAL AND LAWN  | FPS                    | 8/10/2015               | 10+                                              |
| SEED0001         | SEED TO SAUSAGE CORPORATION    | COUNTY                 | 3/7/2013                | 4                                                |
| SELE0001         | SELECT DOOR AND FRAME          | FAIRMOUNT              | 3/3/2014                | 9                                                |
| SERV0001         | SERVE PRO - KINGSTON           | FPS                    | 12/30/2015              | 4                                                |
| RGHE0001         | SERVICE IN MOTION KINGSTON LTD | FAIRMOUNT              | 8/30/2013               | 7                                                |
| COLL0003         | SG COLLABORATIVE SOLUTIONS LI  | FPS                    | 12/1/2015               | 1                                                |
| SHAD0001         | SHADES OF RHYTHM TRIO          | FAIRMOUNT              | 12/22/2015              | 1                                                |
| SHAR0001         | SHARBOT LAKE LAWN SERVICE      | FPS                    | 11/30/2015              | 7                                                |
| STAR0001         | SHAW DIRECT                    | COUNTY                 | 11/2/2015               | 8                                                |
| SHEA0001         | SHEA CONSTRUCTION              | FAIRMOUNT              | 4/29/2013               | 4                                                |
| SHEE0001         | SHEEHAN ARBITRATION MEDIATION  | COUNTY                 | 5/11/2015               | 4                                                |
| SHEL0001         | SHELDON'S PROPERTY MAINTENAN   | FPS                    | 12/18/2014              | 4                                                |
| SHOA0001         | SHOALTS AND ZABACK ARCHITECT   | FAIRMOUNT              | 10/20/2011              | 6                                                |
| SHOP0002         | SHOPPERS DRUG MART             | FAIRMOUNT              | 12/30/2015              | 10+                                              |
| SHOP0001         | SHOPPERS HOME HEALTH CARE      | FAIRMOUNT              | 9/21/2015               | 10+                                              |
| SHRE0001         | SHRED-IT INTERNATIONAL ULC     | FPS                    | 9/15/2015               | 1                                                |
| SHSC0001         | SHS CONSULTING                 | COUNTY                 | 7/6/2015                | 6                                                |
| SIEM0001         | SIEMENS CANADA LTD.            | FAIRMOUNT              | 12/22/2015              | 9                                                |
| SILK0001         | SILKWOOD LAWN AND GARDEN       | FPS                    | 10/22/2015              | 10+                                              |
| SILV0002         | SILVER MERIDIAN                | FAIRMOUNT              | 10/24/2013              | 4                                                |
| SILV0001         | SILVER'S WATER SERVICE         | FAIRMOUNT              | 11/1/2012               | 8                                                |

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|------------------|---------------------------------|------------------------|-------------------------|--------------------------------------------------|
| SILV0003         | SILVERT'S STORE                 | FAIRMOUNT              | 12/30/2015              | 7                                                |
| SIMO0001         | SIM ONE                         | FPS                    | 4/10/2012               | 4                                                |
| SIMP0001         | SIMPLEX GRINNELL                | FAIRMOUNT              | 7/25/2012               | 5                                                |
| SKIL0001         | SKILLPATH SEMINARS              | COUNTY                 | 10/27/2014              | 3                                                |
| SODE0001         | SODEXO SERVICES CANADA          | FPS                    | 10/26/2015              | 10+                                              |
| SONN0001         | SONNY'S AUTOMOTIVE CENTRE       | FAIRMOUNT              | 4/22/2015               | 7                                                |
| SOUL0001         | SOUL SURVIVORS                  | COUNTY                 | 8/21/2015               | 1                                                |
| SPAC0001         | SPACE AGE SHELVING              | FPS                    | 5/19/2015               | 5                                                |
| SPAD0001         | SPADA TILE (BELLEVILLE) LIMITED | FAIRMOUNT              | 9/15/2015               | 5                                                |
| SPEC0002         | SPECIALTY FURNITURE             | FAIRMOUNT              | 7/4/2014                | 2                                                |
| TROP0002         | SPECIALTY TROPHIES              | FPS                    | 12/30/2015              | 8                                                |
| SPEC0001         | SPECTRUM NASCO                  | FPS                    | 11/9/2012               | 9                                                |
| SPEE0001         | SPEEDY GLASS                    | FPS                    | 1/13/2014               | 3                                                |
| VISA             | SPOT GPS                        | COUNTY                 |                         | 3                                                |
| STLA0002         | ST LAWRENCE POOLS               | FAIRMOUNT              | 7/28/2015               | 4                                                |
| STJO0001         | ST. JOHN AMBULANCE              | FPS                    | 6/30/2014               | 3                                                |
| STAP0001         | STAPLES                         | COUNTY                 | 12/22/2015              | 10+                                              |
| STEA0005         | STEAMATIC OF KINGSTON LTD.      | FPS                    | 9/21/2015               | 7                                                |
| STEP0002         | STEPHEN WILD PHOTOGRAPHY        | FPS                    | 2/17/2011               | 6                                                |
| STER0001         | STERICYCLE INC.                 | FPS                    | 12/22/2015              | 7                                                |
| STIT0003         | STITCH FOR YOU                  | FPS                    | 4/7/2010                | 5                                                |
| STIT0001         | STITCH IT                       | FPS                    | 10/6/2010               | 5                                                |
| STIT0002         | STITCH THIS & THAT              | FPS                    | 8/7/2009                | 6                                                |
| STOK0001         | STOKES INTERNATIONAL            | COUNTY                 | 8/25/2015               | 1                                                |
| STOR0002         | STORRINGTON LIONS HALL          | FAIRMOUNT              | 11/22/2013              | 3                                                |
| STOU0001         | STOUT DISPUTE RESOLUTION INC.   | COUNTY                 | 1/26/2012               | 5                                                |
| STRA0001         | STRADWICK CARPET ONE            | FAIRMOUNT              | 3/29/2012               | 5                                                |
| STRA0002         | STRATHROY SENIOR'S HYMN BOOK    | FAIRMOUNT              | 11/14/2014              | 2                                                |
| STRY0001         | STRYKER CA LP                   | FPS                    | 11/14/2014              | 2                                                |
| CONN0001         | SUGAR WOODS FARM (HANK CONN     | COUNTY                 | 6/5/2015                | 1                                                |
| SUNL0001         | SUN LIFE ASSURANCE COMPANY O    | COUNTY                 | 12/21/2015              | 10+                                              |
| SUNM0001         | SUN MEDIA CORPORATION           | COUNTY                 | 12/30/2015              | 10+                                              |
| SUNH0001         | SUNHARVEST GREENHOUSES          | FAIRMOUNT              | 7/28/2015               | 5                                                |
| SUPE0003         | SUPERIOR PRINTING CENTRE        | FPS                    | 7/15/2011               | 6                                                |
| SUPE0004         | SUPERIOR VENDING MACHINE        | FAIRMOUNT              | 2/14/2012               | 7                                                |
| SWIS0001         | SWISH MAINTENANCE LTD           | COUNTY                 | 12/30/2015              | 10+                                              |
| SWIT0001         | SWITCH                          | COUNTY                 | 6/2/2014                | 3                                                |
| SWYR0001         | SWYRICH CORPORATION INTERNA     | COUNTY                 | 10/19/2015              | 8                                                |
| SYDE0003         | SYDENHAM LANDSCAPE PRODUCT      | FAIRMOUNT              | 7/23/2013               | 4                                                |

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|------------------|-------------------------------|------------------------|-------------------------|--------------------------------------------------|
| SYDE0001         | SYDENHAM LEGION               | COUNTY                 | 4/10/2012               | 5                                                |
| SYDE0004         | SYDENHAM LIONS CLUB           | COUNTY                 | 8/21/2015               | 1                                                |
| TASC0001         | T.A.S.COMMUNICATIONS          | COUNTY                 | 1/28/2015               | 9                                                |
| TWBE0001         | T.W. BEDFORD CONSULTING       | FPS                    | 11/21/2012              | 5                                                |
| TACH0001         | TACH WEST INSTRUMENTS LTD     | FPS                    | 9/2/2011                | 6                                                |
| TACK0001         | TACKABERRY HEATING & REFRIGE  | FAIRMOUNT              | 6/2/2014                | 4                                                |
| KING0039         | TALLMAN TRUCK CENTRE LIMITED  | FPS                    | 9/22/2011               | 6                                                |
| TAYL0001         | TAYLOR CHEVROLET CADILLAC     | FPS                    | 9/21/2015               | 4                                                |
| TAYL0002         | TAYLOR STUDIOS                | COUNTY                 | 6/6/2012                | 4                                                |
| TELE0001         | TELEFLEX MEDICAL CANADA INC.  | DEFAULT                | 12/30/2015              | 3                                                |
| TERA0001         | TERANET ENTERPRISES INC.      | COUNTY                 | 10/19/2015              | 4                                                |
| TEXT0001         | TEXT HELP (BROWSE ALOUD)      | COUNTY                 | 6/5/2015                | 5                                                |
| THEF0004         | THE FLAG SHOP                 | FPS                    | 5/19/2015               | 4                                                |
| THEF0001         | THE FRONTENAC NEWS            | COUNTY                 | 11/28/2014              | 7                                                |
| THEG0002         | THE GREER GALLOWAY GROUP INC  | COUNTY                 | 10/19/2015              | 5                                                |
| THEI0002         | THE INFORMATION PROFESSIONAL  | COUNTY                 | 7/20/2015               | 2                                                |
| THEK0004         | THE KINGSTON WHIG             | COUNTY                 | 12/21/2015              | 10+                                              |
| THEM0002         | THE MAPLES PIZZA & SUBS       | COUNTY                 | 3/31/2011               | 5                                                |
| THEP0002         | THE PUBLIC SECTOR DIGEST INC. | COUNTY                 | 12/7/2015               | 4                                                |
| THES0004         | THE SCOTT WENTWORTH LANDSCA   | COUNTY                 | 12/30/2015              | 5                                                |
| THET0002         | THE TEMA CONTER MEMORIAL TRU  | FPS                    | 12/3/2015               | 5                                                |
| THEY0001         | THE YOUNG COMPANY - THOUSAN   | FAIRMOUNT              | 6/30/2015               | 1                                                |
| THER0001         | THERMOPATCH (CANADA) INC.     | FAIRMOUNT              | 7/6/2015                | 9                                                |
| THIN0001         | THINKDOX INC.                 | COUNTY                 | 11/26/2015              | 1                                                |
| THOM0005         | THOMAS LEMMON & SONS (1973) L | FAIRMOUNT              | 11/30/2015              | 5                                                |
| THOM0007         | THOMAS TOWING & RECOVERY      | FPS                    | 4/13/2015               | 4                                                |
| THOM0002         | THOMPSON CONSTRUCTION MANA    | COUNTY                 | 3/16/2015               | 9                                                |
| THOM0006         | THOMPSON ELECTRIC             | FPS                    | 12/21/2015              | 10+                                              |
| THYE0001         | THYSSEN KRUPP ELEVATOR        | FAIRMOUNT              | 12/21/2015              | 10+                                              |
| TILL0001         | TILLEY ENDURABLES             | FPS                    | 9/10/2012               | 7                                                |
| TIMB0001         | TIMBER TREES O/C 901641 ONTAR | FAIRMOUNT              | 8/24/2015               | 4                                                |
| TREV0001         | TREVOR OWEN LTD.              | FPS                    | 10/28/2013              | 8                                                |
| TRIT0001         | TRI TONES                     | FAIRMOUNT              | 12/12/2014              | 2                                                |
| TRIM0001         | TRIM-LINE OF SOUTH EASTERN ON | FPS                    | 12/30/2015              | 10+                                              |
| TROP0001         | TROPHY HOUSE                  | COUNTY                 | 12/22/2015              | 9                                                |
| TROU0001         | TROUSDALE HOME HARDWARE       | FPS                    | 8/31/2015               | 5                                                |
| TROY0001         | TROY LIFE & FIRE SAFETY LTD.  | FPS                    | 12/30/2015              | 1                                                |
| TRUE0002         | TRUE COMFORT HEATING & COOLIN | COUNTY                 | 7/13/2015               | 7                                                |
| TSSA0001         | TSSA - TECHNICAL STANDARDS SA | FAIRMOUNT              | 12/30/2015              | 7                                                |

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|------------------|-------------------------------|------------------------|-------------------------|--------------------------------------------------|
| TWOM0001         | TWO MEN AND A TRUCK           | FAIRMOUNT              | 12/4/2013               | 3                                                |
| ULIN0001         | ULINE                         | COUNTY                 | 4/13/2015               | 7                                                |
| ULTR0001         | ULTRAMAR LTD                  | FAIRMOUNT              | 1/21/2013               | 4                                                |
| UNIO0001         | UNION GAS                     | FPS                    | 11/5/2015               | 10+                                              |
| UPPE0001         | UPPER CANADA OFFICE SYSTEMS   | COUNTY                 | 8/24/2015               | 4                                                |
| UTIL0001         | UTILITIES KINGSTON            | FPS                    | 11/3/2015               | 10+                                              |
| VAND0003         | VANDERLAAND THE BARNYARD ZO   | COUNTY                 | 8/21/2015               | 1                                                |
| VAND0002         | VANDERVOORT HOLDINGS LTD.     | DEFAULT                | 12/22/2015              | 4                                                |
| VANS0001         | VAN'S MOBILE WASH             | FAIRMOUNT              | 10/19/2015              | 8                                                |
| VANZ0001         | VANZUYLEN ALIGNMENT SERVICE I | FPS                    | 9/21/2015               | 4                                                |
| VENT0001         | VENTREX                       | FAIRMOUNT              | 3/3/2014                | 4                                                |
| VERA0001         | VERATHON MEDICAL              | FAIRMOUNT              | 8/11/2014               | 2                                                |
| VERO0001         | VERONA LIONS CLUB             | COUNTY                 | 6/5/2015                | 5                                                |
| VERS0001         | VERSUS BUSINESS FORMS AND LA  | FPS                    | 12/21/2015              | 5                                                |
| VESE0001         | VESEY'S BULBS                 | FAIRMOUNT              | 4/29/2013               | 3                                                |
| VIDA0001         | VIDACARE                      | FPS                    | 10/6/2014               | 6                                                |
| VIDA0001         | VIDACARE                      | FPS                    | 10/6/2014               |                                                  |
| VIVA0001         | VIVA PRODUCTIONS              | FPS                    | 8/8/2012                | 5                                                |
| WMUR0001         | W. MURRAY COTTON              | COUNTY                 | 12/12/2013              | 5                                                |
| WIVI0001         | W.I. VILLAGER LTD.            | FPS                    | 11/30/2015              | 5                                                |
| WRBR0001         | W.R. BRIGHTMAN & SON LTD      | FPS                    | 12/30/2015              | 7                                                |
| WAGA0001         | WAGAR BALANCING CO.           | FAIRMOUNT              | 3/3/2014                | 2                                                |
| WALL0001         | WALLACK'S ART SUPPLY          | FAIRMOUNT              | 11/10/2014              | 4                                                |
| WALM0001         | WALMART CREDIT DEPT.          | FAIRMOUNT              | 12/3/2015               | 7                                                |
| CANA0037         | WASTE MANAGEMENT              | FAIRMOUNT              | 12/30/2015              | 7                                                |
| WATS0002         | WATSON & ASSOCIATES ECONOMIC  | COUNTY                 | 5/11/2015               | 7                                                |
| WATS0004         | WATSON BAIN SIGNS & DESIGNS   | COUNTY                 | 11/19/2015              | 1                                                |
| WECA0001         | WE CARE HEALTH SERVICES INC.  | FAIRMOUNT              | 12/27/2013              | 7                                                |
| WEBB0001         | WEBBER TRAINING INC.          | FAIRMOUNT              | 2/14/2012               | 5                                                |
| WEMP0001         | WEMP & SMITH CONSTRUCTION LT  | COUNTY                 | 11/16/2012              | 6                                                |
| WESA0001         | WESA INC.                     | FAIRMOUNT              | 7/28/2011               | 6                                                |
| WEST0006         | WEST CONNECTIONS              | COUNTY                 | 2/13/2014               | 2                                                |
| WEST0004         | WEST WINDS RANCH              | FAIRMOUNT              | 4/29/2013               | 5                                                |
| WEST0002         | WESTBURNE/RUDDY ELECTRIC      | FAIRMOUNT              | 10/26/2015              | 7                                                |
| WEST0005         | WESTENDORP DEMOLITION         | FAIRMOUNT              | 3/26/2013               | 4                                                |
| WEST0009         | WESTENDORP DISPOSAL SERVICE   | FPS                    | 11/26/2015              | 1                                                |

| <b>Vendor ID</b> | <b>Vendor Name</b> | <b>Vendor Class ID</b> | <b>Last Cheque Date</b> | <b>Years Associated with County of Frontenac</b> |
|------------------|--------------------|------------------------|-------------------------|--------------------------------------------------|
|------------------|--------------------|------------------------|-------------------------|--------------------------------------------------|

**2015 Vendor of Record**

|          |                                 |           |            |     |
|----------|---------------------------------|-----------|------------|-----|
| WEST0008 | WESTERN CUT PRODUCTIONS         | FPS       | 7/8/2015   | 1   |
| WEST0007 | WESTERN LANDSCAPE SERVICES      | FAIRMOUNT | 7/14/2015  | 1   |
| WILF0001 | WILF HALL & SONS WELL DRILLING  | FPS       | 6/24/2013  | 4   |
| WILK0002 | WILKINSON CHUTES CANADA         | FAIRMOUNT | 4/23/2014  | 9   |
| WINM0001 | WINMAR                          | COUNTY    | 3/10/2015  | 1   |
| WINT0001 | WINTERGREEN STUDIOS             | COUNTY    | 6/5/2015   | 5   |
| WLYK0001 | WLYK-FM ROGERS MEDIA INC.       | COUNTY    | 10/2/2015  | 1   |
| WOLS0001 | WOLSELEY MECHANICAL GROUP       | FAIRMOUNT | 4/13/2015  | 7   |
| CBCI0001 | WORLDLYNX WIRELESS              | COUNTY    | 6/8/2015   | 8   |
| WSPC0001 | WSP CANADA INC.                 | FAIRMOUNT | 12/1/2015  | 1   |
| WTCC0001 | WTC COMMUNICATIONS              | COUNTY    | 10/22/2015 | 7   |
| XPER0001 | XPERA RISK MITIGATION & INVESTI | FPS       | 12/3/2015  | 1   |
| XPLO0001 | XPLORNET COMMUNICATIONS INC.    | COUNTY    | 8/11/2014  | 10+ |
| YOUN0001 | YOUNG SIGNS                     | FPS       | 7/30/2014  | 7   |



**Report 2016-004**

**Recommend Report**

**To:** Warden and Council Members of the County of Frontenac  
**From:** Kelly J. Pender, Chief Administrative Officer  
**Prepared by:** Marian VanBruinessen, Director of Corporate Services/Treasurer  
**Date of meeting:** January 20, 2016

**Re: Corporate Services – Finance – Investment Policy Revised**

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**Recommendation:**

**Resolved That** County Council receive this Corporate Services – Finance- Investment Policy Revised report;

**And Further That** the Clerk be directed to bring forward a by-law to establish an Investment Policy attached to this report as Appendix A;

**And Further That** By-law 2007-0031 be hereby repealed.

**Background**

The Municipal Act 2001, as amended, section 418 provides that a municipality may invest in prescribed securities, in accordance with the prescribed rules, money that it does not require immediately including;

- (a) money in a sinking, retirement or reserve fund;
- (b) money raised or received for the payment of a debt of the municipality or interest on the debt; and
- (c) proceeds from the sale, loan or investment of any debentures. 2001, c. 25, s. 418 (1).

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2016-004 Corporate Services – Finance – 2016 Vendor of Record List

January 20, 2016

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Ontario Regulation 438/97 outlines eligible investments and further prescribes that;

- (1) Before a municipality invests in a security prescribed under this Regulation, the council of the municipality shall, if it has not already done so, adopt a statement of the municipality's investment policies and goals. O. Reg. 438/97, s. 7;
- (2) In preparing the statement of the municipality's investment policies and goals under subsection (1), the council of the municipality shall consider;
  - a. the municipality's risk tolerance and the preservation of its capital;
  - b. the municipality's need for a diversified portfolio of investments; and
  - c. obtaining legal advice and financial advice with respect to the proposed investments. O. Reg. 265/02, s. 4.

**Comment**

The Investment Policy, attached as Appendix A, has been revised as follows;

**Standards of Care**

# 6. Identifies actions to be taken should it be discovered that a staff member has a beneficial interest in an investment transaction.

#8. Identifying the need to generate a competitive rate of return within the County's constraints

**Delegation of Authority**

Provides direction as to delegated authority in the absence of the Treasurer and provides that an investment manager may be hired through a competitive process, to act on behalf of the County under the direction of the Treasurer.

**Investment Parameters**

Provides additional limitations within the legislated framework.

**Maximum Maturities**

Provides additional direction with respect to the investment term, generally indicating 10 years as a maximum, but recognizing circumstances in which a longer term might be appropriate.

**Performance Benchmarks**

Suggest that as a rule, the overall return should exceed that provided on the County's bank accounts.

**Record Keeping**

Provides greater direction in the responsibility for record keeping.

**Sustainability Implications**

Governance – Financial planning must be linked to the goals of the County's *Directions for Our Future*, and must also be utilized to appropriately allocate resources in line with Council's strategic priorities.

**Financial Implications**

Clearer policy direction will ensure that County funds are appropriately invested.

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



**Finance Policy & Procedure Manual**

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**Subject: Investment Policy**

**Index Number: FIN-15-01**

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**Approved:**

**Effective: January 20, 2016**

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**Policy:**

The purpose of this investment policy is to establish and maintain practices and procedures to invest public funds with the highest return on investment with the maximum security and appropriate liquidity while meeting daily cash flow demands and conforming to all legislation governing the investment of public funds. This policy applies to the investment activities of the Operating, Capital, Trust, Reserves and Reserve Funds.

**Objective:**

1. The intent of the investment policy is to invest all available funds of the Municipality in a prudent manner so as to maximize the rate of return, while minimizing the degree of risk.

The strategies of this objective involve:

- a) Portfolio distribution that achieves stability of income through the maintenance of a substantial portion of near risk-free investments;
  - b) Credit analysis of the issuer or guarantor of securities which involves analyzing the credit quality for each issuer deemed eligible under Ontario Regulation 438/97; and
  - c) Portfolio distribution that achieves diversification to the extent that it maximizes the safety of principal through limitation of exposure to any one investment vehicle.
2. To abide by the regulatory framework, all investment activities shall be governed by the Municipal Act as amended. The Treasurer shall only invest surplus monies in investments deemed eligible under Ontario Regulation 438/97 or as authorized by subsequent provincial regulations, unless limited further by Council.
  3. The Treasurer shall maintain sufficient liquidity to meet all operating or cash flow requirements that may be reasonably anticipated. This shall be done where possible by structuring the portfolio so that securities mature concurrent with anticipated cash demands. The portfolio should consist largely of securities with active secondary or resale markets since all possible cash demands cannot



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be anticipated. A portion of the portfolio may also be placed in local government investment pools that offer liquidity for short-term funds.

4. To maintain an accountability framework, the Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials as required. The Treasurer shall determine the amount of funds and terms for which placements can be arranged. The Treasurer shall contact the Investment Manager and purchase or sell the appropriate investments. Those investments governed by the provisions of the "ONE – The Public Sector Group of Funds" agreement shall be deemed delegated to that Agent. No person may engage in an investment transaction except as provided under the terms of this policy.

**Standards of Care**

5. Prudence: Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. When investing surplus monies, the Treasurer shall do so in a prudent manner that ensures the preservation of capital and maintains the liquidity of the Corporation. To this end, portfolio diversification shall be employed when possible. Safety of principal is the foremost objective of the investment program.

The Treasurer shall obtain legal and financial advice on an investment when the Treasurer, or Council, deems it to be appropriate.

6. Ethics and conflicts of interest: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Material interests in financial institutions with which they conduct business should be disclosed. Further, any personal financial/investment positions that could be related to the performance of the investment portfolio shall be disclosed. Officers and employees shall not undertake personal investment transactions with the same individual with whom business is conducted on behalf of the County.



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If a staff member of the Finance Department is party to, or has a direct or indirect beneficial interest in an investment transaction of the County of Frontenac, he or she must provide full disclosure of that interest to the Treasurer. The Treasurer will determine whether the County of Frontenac's investment is to continue to be retained or sold forthwith.

7. Competitive selection: The purchase and sale of securities shall be transacted through a competitive process only with financial institutions approved by the Treasurer. The County will accept the offer that has the highest rate of return within the maturity required and optimizes the investment objectives of the portfolio. Where the County does not ask for competitive quotations, it shall obtain some evidence, verbal or written, that the rate of return agreed is fair and reasonable. Note that this guideline does not apply to ONE Funds or to bank account balances.
8. Safekeeping and Custody: All securities shall be held for safekeeping at a financial institution approved by the Municipality. Individual accounts shall be maintained for each portfolio. All securities shall be held in the name of the municipality.

The investment organization shall issue a confirmation receipt to the County of Frontenac listing specific instrument, rate, maturity and other pertinent information. On a monthly basis, the Investment firm will also provide reports which list all securities held for the County of Frontenac, the book value of holdings and the market value as of month-end.

**Delegation of Authority**

9. The Treasurer has overall responsibility for prudent investment of the County of Frontenac's portfolio. In the absence of that individual, staff approval may be given by the Deputy Treasurer or CAO. Authority to manage and implement the investment program may be granted for all or a portion of the municipality's overall investment portfolio, to an external investment Agent, to act as an Investment Manager on behalf of the municipality, as determined through an independent and competitive bidding process. That Agent shall act in accordance with the established procedures and internal controls consistent with this investment policy and under the direction of the Treasurer. Those investments governed by the provisions of the "ONE – The Public Sector Group of Funds" agreement shall be deemed delegated to that Agent.



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**Investment Parameters**

10. The investments shall be diversified by;
  - a) Limiting investments to avoid over-concentration in securities from a specific issuer or sector ( excluding Government of Canada securities)
  - b) Limiting investment in securities to those that have higher credit ratings
  - c) Investing in securities with varying maturities
  - d) Investing in mainly liquid, marketable securities which have an active secondary market to ensure that appropriate liquidity is maintained in order to meet ongoing obligations

Diversification, as well as ensuring safety of principle by limiting exposure to credit, sector or term risks, also provides opportunities to enhance the investment returns of the County of Frontenac's portfolio by means of prudent and timely adjustments to the asset mix.

11. Competitive rate of return: Without compromising other objectives, the County of Frontenac shall maximize the rate of return earned on its portfolio by implementing a wise investment strategy as part of its investment program. Trends in economic variables will be monitored including interest rates and inflation.

**Maximum Maturities**

12. To the extent possible, the municipality shall attempt to match investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the municipality will not directly invest in securities maturing more than ten (10) years from the date of purchase. Reserve and Trust funds with longer-term horizons may be invested in securities exceeding ten (10) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.



**Finance Policy & Procedure Manual**

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**Performance Benchmarks**

13. The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return throughout budgetary and economic cycles that is commensurate with the investment risk constraints and cash flow needs of the municipality. Market yields should be higher than the rate given by the County's bank for the various bank accounts.

**Internal Controls**

14. Record keeping: It will be the responsibility of the staff involved with each purchase/sale to produce and retain written records of each transaction including the name of the financial institutions solicited, rate quoted, description of the security, investment selected, and any special considerations that had an impact on the decision
15. Reporting: The Treasurer shall report annually to council on investment activities as per the requirements of Ontario Regulation 438/97 as amended.
16. Review: The Treasurer shall establish an annual process of independent review by the municipality's auditor. This review will provide assurance of compliance with governing legislation, this investment policy and procedures established by the Treasurer.
17. Amendments: This policy shall be reviewed on a regular basis. Amendments may be made at any time at the recommendation of the Treasurer and approved by Council.

**Exemption**

18. Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of the policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.



**Report 2016-005**

**Council Recommend Report**

**To:** Warden and Council Members of the County of Frontenac  
**From:** Kelly J. Pender, Chief Administrative Officer  
**Prepared by:** Marian VanBruinessen, Director of Corporate Services/Treasurer  
**Date of meeting:** January 20, 2016

**Re: Corporate Services – Finance - 2016 Temporary Borrowing Bylaw**

**Recommendation**

**Resolved That** Council of the County of Frontenac accept the Corporate Services – Finance - 2016 Temporary Borrowing By-law report;

**And Further** direct the Clerk to introduce a by-law later in the meeting to authorize current borrowings from time to time during 2016.

**Background**

On an annual basis, the *Municipal Act, Chapter 25 of the Statutes of Ontario 2001*, permits a council to pass a by-law authorizing the head and treasurer to borrow, from time to time by way of promissory note or banker's acceptance, such sums as the council considers necessary to meet current expenditures during the year. These provisions read as:

407(2) Except with the approval of the Ontario Municipal Board, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed,

(a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and

(b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.

407(3) Until the budget is adopted in a year, the limits upon borrowing under subsection (2) shall temporarily be calculated using the

estimated revenues of the municipality set out in the budget adopted for the previous year.

**Comment**

Based on our 2016 estimates, unpaid temporary borrowings should not exceed \$18,726,373 for the first three-quarters of the year and \$9,363,187 for the final quarter of 2016.

**Sustainability Implications**

Governance – appropriate stewardship of County resources

**Financial Implications**

The County rarely requires borrowing to cover ongoing operating expenses, but the provision should be available if required to provide for short term cash flow requirements.

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



**Report 2016-006**

**Recommend Report**

**To:** Warden and Council Members of the County of Frontenac  
**From:** Kelly J. Pender, Chief Administrative Officer  
**Prepared by:** Marian VanBruinessen, Director of Corporate Services/Treasurer  
**Date of meeting:** January 20, 2016

**Re: Corporate Services – 2016 User Fees and Charges Bylaw**

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**Recommendation:**

**Resolved That** County Council receive the Corporate Services – 2016 User Fees and Charges for Services By-law report;

**And Further That** Council that By-law 2013-0010, being a By-law to Impose User Fees and Charges for Services, as amended be amended by deleting Schedules A through F their entirety and replacing with Schedules A through F attached to this report.

**Background**

Subsections 391 (1) and (3) of the *Municipal Act, 2001 S.O. 2001, c. 25, as amended* authorize a municipality to impose fees or charges including costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets. Subsection 394 (1) outlines restrictions on the imposition of user fees or charges.

**Comment**

The County currently imposes fees in five main areas:

**Administration:** Fees are charged for photocopying, faxing, document research and provision of GIS documents. No change is proposed in this area. (Schedule A)

The County will also require a Facility fee for use of the Bud Clayton Memorial Room, the Frontenac Room and the Fairmount Auditorium. (Schedule B)

Land Use Planning: The Tariff of Fees for land use planning applications were amended in June 2015.

Fairmount Home: Charges are applied for catering activities. The County also provides telephone and satellite service to the residents of Fairmount Home. (Schedule D)

Frontenac Paramedic Services are requested occasionally to provide services at community events. The rate for cost recovery on these services has been reviewed and changes are recommended to Schedule E as outlined in Appendix A based on changes in wage rates and the increased cost of vehicles and equipment.

Frontenac-Howe Islander Ferry: The rates are set annually prior to year-end for the next calendar year by separate County By-law (2016 rates are set in By-law No.2015-0046) and are not included in this report.

### **Sustainability Implications**

Governance – Financial planning must be linked to the goals of the County's *Directions for Our Future*, and must also be utilized to appropriately allocate resources in line with Council's strategic priorities.

### **Financial Implications**

The user fees and charges for services rates have been reflected in the 2016 Budget to the extent these could be estimated. All fees, other than for exempt services, are subject to the applicable taxes.

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

Paul Charbonneau, Director of Emergency and Transportation Services  
Lisa Hirvi, Interim Administrator of Fairmount Home  
Joe Gallivan, Director of Planning and Economic Development  
David Millard, Manager of Information Services

Appendix A

**Schedule A**

**Fees for Services for County Administration and Geographic Information System (GIS) Mapping**

**Administration**

|                                        |         |
|----------------------------------------|---------|
| Photocopying (per copy)                | \$0.25  |
| Faxing (per page)                      | \$1.00  |
| Archival Material Search – Hourly Rate | \$35.00 |

**Geographic Information System (GIS)**

**And Map-Related Products**

Digital True Colour Ortho-Photography for 2008 a& 2014 (1km x 1km tiles - MrSID, JPEG2000, GeoTIFF); \$50.00 per tile

**Printed Map Products**

|                                                                                                                       |                  |
|-----------------------------------------------------------------------------------------------------------------------|------------------|
| County of Frontenac Street Atlas (printed and bound)                                                                  | \$50.00 per copy |
| Individual Township Street Atlas (printed and bound)                                                                  | \$15.00 per copy |
| Small Basic Map (8½” x 11”; no customization)                                                                         |                  |
| Black and white                                                                                                       | \$6.00           |
| Colour                                                                                                                | \$8.00           |
| Medium Basic Map (11” x 17”; no customization)                                                                        |                  |
| Black and white                                                                                                       | \$10.00          |
| Colour                                                                                                                | \$12.00          |
| Large Basic Map (no customization, exceeds 11” x 17” and up to 42” wide; requires the use of large scale GIS plotter) | \$30.00          |

**Custom Map Products**

Hourly Rate (includes mapping/analysis/consultation; does not include printed final product or shipping charges; minimum fee of 1 hour) \$40.00

Note: These fees are not applicable to services provided to the Townships within the County of Frontenac.

**SCHEDULE B**

|                                                                                                                                                                                                  | <b>The Bud Clayton Memorial Room</b>                                                                                                                                                                                                                                                                                                             | <b>Frontenac Room</b>                                                                                                                                                                                                                                                                                                                            | <b>Kingston Frontenac Rotary Auditorium</b>                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>County Use ( includes member Townships)</b><br>(Must have staff sponsor or assigned designate who will be present for the meeting and will be responsible for clean-up/close down procedures) | <ul style="list-style-type: none"> <li>No Charge</li> </ul>                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>No Charge</li> </ul>                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>No Charge *Including Fairmount Home sponsored residents/family events*</li> </ul>                                                                                                                                                                                                                          |
| <b>County Affiliate or Not For Profit</b><br>(Must have affiliate/association sponsor who will be present for the meeting and will be responsible for clean-up/close down procedures)            | <ul style="list-style-type: none"> <li>50% Deposit Required (Non Refundable if cancelled within 48 hours)</li> <li>\$30/half day (4 hours)</li> <li>\$50/day (8 hours)</li> <li>After hours charge (\$40/hr.)</li> <li>Stand-by Tech Support charge is (\$40/hr.)</li> <li>Damage Deposit (\$250)</li> </ul>                                     | <ul style="list-style-type: none"> <li>50% Deposit Required (Non Refundable if cancelled within 48 hours)</li> <li>\$60/half day (4 hours)</li> <li>\$100/day (8 hours)</li> <li>After hours charge (\$40/hr.)</li> <li>Stand-by Tech Support charge is (\$40/hr.)</li> <li>Damage Deposit (\$250)</li> </ul>                                    | <ul style="list-style-type: none"> <li>50% Deposit Required (Non Refundable if cancelled within 48 hours)</li> <li>\$120/half day (4 hours)</li> <li>\$200/day (8 hours)</li> <li>After hours charge (\$40/hr.)</li> <li>Stand-by Tech Support charge is (\$40/hr.)</li> <li>Damage Deposit (\$250)</li> </ul>                                    |
| <b>For Profit Company</b>                                                                                                                                                                        | <ul style="list-style-type: none"> <li>50% Deposit Required (Non Refundable if cancelled within 48 hours)</li> <li>Proof of insurance required</li> <li>\$45/half day (4 hours)</li> <li>\$75/day (8 hours)</li> <li>After hours charge (\$40/hr)</li> <li>Stand-by Tech Support charge is (\$40/hr.)</li> <li>Damage Deposit (\$250)</li> </ul> | <ul style="list-style-type: none"> <li>50% Deposit Required (Non Refundable if cancelled within 48 hours)</li> <li>Proof of insurance required</li> <li>\$90/half day (4 hours)</li> <li>\$150/day (8 hours)</li> <li>After hours charge (\$40/hr)</li> <li>Stand-by Tech Support charge is (\$40/hr)</li> <li>Damage Deposit (\$250)</li> </ul> | <ul style="list-style-type: none"> <li>50% Deposit Required (Non Refundable if cancelled within 48 hours)</li> <li>Proof of insurance required</li> <li>\$150/half day (4 hours)</li> <li>\$250/day (8 hours)</li> <li>After hours charge (\$40/hr)</li> <li>Stand-by Tech Support charge is (\$40/hr)</li> <li>Damage Deposit (\$250)</li> </ul> |

**FEES FOR FACILITY RENTALS**

**Notes:**

After hour charges are applicable outside of normal County hours of operation (8:30 am to 4:00 pm, Monday to Friday)

Multiple day rates may be discounted up to 30% depending upon availability and set up/break down requirements.

No onsite catering is available. A list of recommended local caterers is available upon request.

No charge to the City of Kingston for the Kingston Frontenac Rotary Auditorium.

**SCHEDULE C**

**TARIFF OF FEES FOR LAND USE PLANNING**

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1. Subdivisions/Condominiums

Initial Application Fee

For any proposed plan of subdivision submitted to the County of Frontenac for approval:

|                                            |         |
|--------------------------------------------|---------|
| Up to 20 developable lots/blocks/units     | \$3,000 |
| 21 to 50 developable lots/blocks/units     | \$4,500 |
| More than 50 developable lots/blocks/units | \$6,000 |

Refund

Sixty per cent (60%) of the Initial Application Fee shall be returned if an application is rejected by the County of Frontenac as being deemed incomplete or is withdrawn prior to circulation

Major Plan Revision (re-circulation) \$1,250

Minor Revision \$500

For minor revisions to the draft plan and/or draft conditions, which do not require major re-circulation

Draft Approval Extension

For each one (1) year extension of draft approval beyond the usual three (3) years draft approval \$500

Final Plans for Registration \$600

**Condominiums Exemption**

Application Fee \$1,000

For any plan of condominium submitted to the County of Frontenac for exemption under Section 50 of *The Condominium Act, R.S.O. 1990, C26, as amended.*

2. Part Lot Control

Final Approval \$300

Payable prior to the by-law being given final approval by the Council of the County of Frontenac.

**Official Plan Amendment**

County Official Plan Amendment \$1,000

County or Local Official Plan Amendment Initiated by Municipality No fee

3. Other Charges

The applicant shall provide the County of Frontenac, upon request, a deposit against which the County may, from time to time, charge any professional fees and expenses incurred related to peer review. If such fees and expenses exceed the deposit, the Applicant shall pay the difference upon being billed by the County with interest at a rate of 1.25% per month on accounts overdue more than thirty (30) days.

**Municipal Planning Services Fees**

Preparation of all planning reports associated with a private application

Director of Planning and Economic Development \$74.00/hour

Community Planner \$40/hour

**SCHEDULE D**

**FEES FOR SERVICES FOR FAIRMOUNT HOME**

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4. Other Charges

Satellite Television for Residents .....\$5.00/month

Telephone for Residents .....\$7.00/month plus long distance charges

**External Catering**

See attached External Catering Form

| sodexo<br>HEALTH CARE                                                       |              | CATERING ORDER FORM<br>County of Frontenac |           |                 | The COUNTY of<br>Frontenac               |                     |           |               |
|-----------------------------------------------------------------------------|--------------|--------------------------------------------|-----------|-----------------|------------------------------------------|---------------------|-----------|---------------|
| <b>Name of event:</b>                                                       |              |                                            |           |                 | of                                       |                     |           |               |
| Time of delivery:                                                           |              | Delivery location:                         |           |                 |                                          |                     |           |               |
| <b>Requested by:</b>                                                        |              | Telephone:                                 |           | Number of staff |                                          | Number of residents |           |               |
| <b>Department:</b>                                                          |              | Cost Centre #                              |           | No. of visitors |                                          | Number of invitees  |           |               |
| <b>External billing:</b>                                                    |              |                                            |           |                 |                                          |                     |           |               |
| <i>Name and address for external billing must be provided by Department</i> |              |                                            |           |                 |                                          |                     |           |               |
| ITEMS REQUESTED                                                             |              | #                                          | Unit Cost | Extended Cost   | ITEMS REQUESTED                          | #                   | Unit Cost | Extended Cost |
| <b>Beverages</b>                                                            |              | Servings                                   |           |                 | <b>Miscellaneous Items</b>               |                     |           |               |
| Coffee, small pot                                                           | Serves 8     |                                            | \$ 8.00   | \$ -            | Yogurt                                   |                     | \$ 1.00   | \$ -          |
| Percolator/Um Thermal container, large                                      | Serves 30-40 |                                            | 35.00     | -               | Pickle bowl                              |                     | 2.95      | -             |
| Coffee envelopes, decaffeinated                                             |              |                                            | 0.65      | -               | Soup of the day, bowl                    |                     | 1.50      | -             |
| Tea bag and hot water                                                       |              |                                            | 1.00      | -               | Fruit, each                              |                     | 0.50      | -             |
| Juice, bottle                                                               |              |                                            | 1.85      | -               | <b>Subtotal Miscellaneous</b>            |                     | \$ -      | -             |
| Pop, can                                                                    | Diet/Regular |                                            | 1.00      | -               | <b>Buffet Trays</b>                      |                     |           |               |
| Punch bowl, small                                                           | Serves 35-40 |                                            | 8.00      | -               | Choice of salads - Caesar, Garden, Greek |                     |           |               |
| Punch bowl, large                                                           | Serves 50    |                                            | 12.00     | -               | Salad, small                             |                     | 10.00     | -             |
| Bottled water, 330 ml                                                       |              |                                            | 1.50      | -               | Salad, medium                            |                     | 15.00     | -             |
| Milk, 250 ML 2%, Skim, Chocolate                                            |              |                                            | 1.00      | -               | Salad, large                             |                     | 25.00     | -             |
|                                                                             |              |                                            |           |                 | Vegetables with dip, small               |                     | 18.00     | -             |
|                                                                             |              |                                            |           |                 | Vegetables with dip, medium              |                     | 32.00     | -             |



**SCHEDULE E**

**FEEES FOR SERVICES FOR FRONTENAC PARAMEDIC SERVICES**

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**Special Events**

Attendance of one (1) Ambulance and Paramedic crew at Special Events

Basic Charge:

4 hours coverage minimum charge \$960

Additional Charges:

For each hour or portion thereof \$240

The deposit amount is due prior to the event and any adjustment/refund will be resolved after the special event.

**Retrieving an Ambulance Call Report**

Per report \$35.00

**Physical Fitness Test**

Per Test \$155



**Recommend Report**

**Report 2016-008**

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

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

**Prepared by:** Joe Gallivan, Director of Planning and Economic Development  
Reid Shepherd, Community Planner

**Date of meeting:** January 20, 2016

**Re:** **Land Use Planning – Bridgen’s Island of Subdivision Final Approval– County File 10T-2008/001**

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**Recommendation**

**Resolved That** the Council of the County of Frontenac receive the Planning – Bridgen’s Island of Subdivision Final Approval– County File 10T-2008/001 report;

**And Further That** the Council of the County of Frontenac grant final approval to the *Planning – Bridgen’s Island of Subdivision Final Approval– County File 10T-2008/001*

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

**Background**

The Bridgen’s Island approved draft plan of subdivision is located in the Township of Central Frontenac on Bridgen’s Island, an island in Eagle Lake, near the hamlet of Tichborne. It is legally described as Part Lot 29, Concession 2, Geographic Township of Hinchinbrooke, Township of Central Frontenac, County of Frontenac, being Parts 1-17 on Reference Plan 13R-2255. The subject property, which is currently owned by Bridgen’s Island Associates Limited (BIAL), is 16.2 hectares (40.1 acres) in size,) and is comprised of one (1) lot with ten (10) existing cottages on that lot.

The draft approved plan creates twelve separate (12) lots. Ten (10) of those lots would be designated for seasonal dwelling unit occupancy and two (2) would be designated for private open space (Lots 3 and 11). In addition, another parcel would be used as a common open space area that would serve as a common beach. A map of the plan is attached as Appendix A and the draft conditions approved by Council on June 19, 2013 are included as Appendix B.

As the conditions of draft approval have been cleared, the County has now received a request from the proponent for final approval.

**Comment**

County staff have reviewed the Final Plan of Subdivision for conformity with the approved draft plan of subdivision and reviewed each condition to ensure the conditions were satisfied.

The conditions of draft subdivision approval have been met to the satisfaction of County staff through the submission of the final plan and through a clearance letter provided by the Township of Central Frontenac. The clearance letter and confirmation of the draft conditions are included in Appendix C.

Appendix D includes the applicant's request for final approval as well as documentation detailing how all of the conditions of draft approval have been satisfied.

Staff are satisfied that the application for final approval:

- (i) is consistent with the Provincial Policy Statement;
- (ii) meets the tests under Section 51(24) of the *Planning Act*;
- (iii) complies with policies of the Township of Central Frontenac's Official Plan and conforms to the Zoning By-law; and,
- (iv) has fulfilled the revised conditions of draft approval issued by County Council on June 19, 2013.

**Financial Implications**

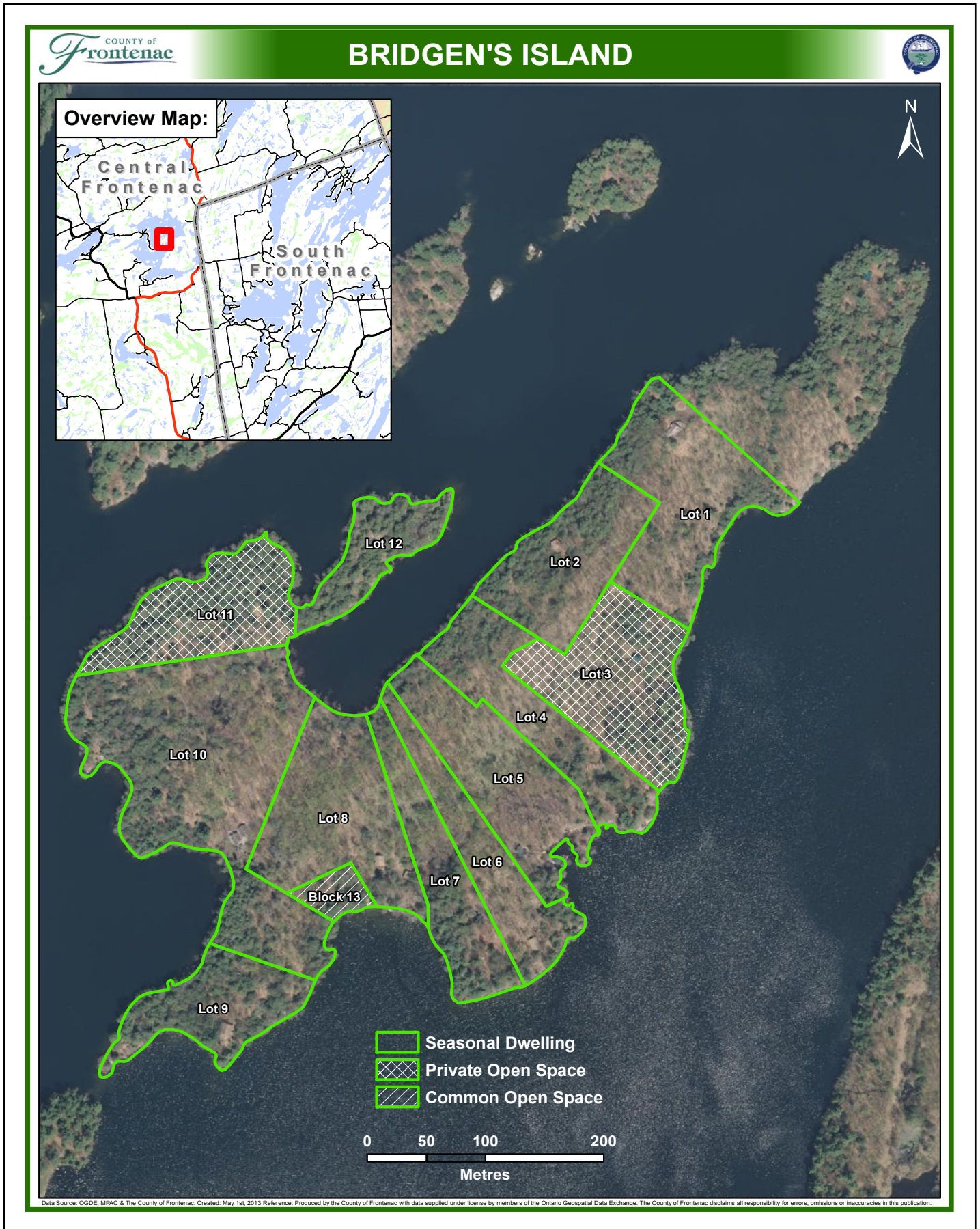
The required fee to process final approval of the plan of subdivision in the amount of \$600 has been paid to the County by the proponent and all funds owed have been paid to the Township.

**Sustainability Implications**

One of the key focus areas of *Directions for Our Future*, the County's Sustainability Plan, is the *Protection of Natural Areas*. The plan recognizes that the Frontenacs are unique due to the rich natural environment found here and that the protection of lakes is a crucial component in protecting our natural resources. Eagle Lake is particularly important because it is one of the few healthy lake trout lakes in Ontario and special care must be taken to protect the trout population. Final approval of the plan of subdivision would help to ensure that Bridgen's Island and Eagle Lake are maintained in an environmentally responsible manner while also allowing for the continued seasonal use of the island for future generations.

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

Township of Central Frontenac  
Commenting Agencies



|                                                                                                                                                   |                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>Applicant: Bridgen's Island Associates Limited</b>                                                                                             | <b>Owner: Bridgen's Island Associates Limited</b> |
| <b>File No.: 10T-2008/001</b>                                                                                                                     | <b>Date of Decision: June 19, 2013</b>            |
| <b>Municipality: Township of Central Frontenac, County of Frontenac</b>                                                                           | <b>Date of Notice: July 4, 2013</b>               |
| <b>Subject Lands: Part Lot 29, Concession 2, Township of Central Frontenac (Geographic Township of Hinchinbrooke), in the County of Frontenac</b> | <b>Last Date of Appeal: July 24, 2013</b>         |

**Conditions to Draft Approval**

**1. Approved Draft Plan**

That this approval applies to the Draft Plan of Subdivision, prepared by Hopkins & Cormier Surveying Ltd. dated February 14, 2013 certified by the offices of Hopkins & Cormier which shows the following:

- 10 lots for seasonal dwelling unit occupancy
- Two (2) private open space lots (Lots 3 and 11)
- One (1) block to be used as a common open space area

**2. Subdivision Agreement**

That the Owner shall enter into a subdivision agreement with the Township of Central Frontenac, which without limiting the generality of the foregoing, shall provide that the Owner shall undertake the following at the Owner's expense and to the satisfaction of the Township of Central Frontenac:

- A.** Provision that any easements which may be required for utilities, drainage works and services shall be granted to the appropriate authority free of all charges and encumbrances and that provision be made for the registration of such easements against the lands to which they apply.
- B.** Set out the plans, conditions and permits as required by the Township of Central Frontenac, the Kingston, Frontenac and Lennox & Addington Health Unit, the Rideau Valley Conservation Authority, and other applicable agencies or authorities for the development of this Plan.
- C.** Set out all necessary warning clauses and notices to Owners and purchasers resulting from, but not necessarily restricted to, the design and provision of services, including the requirement to provide and maintain private site specific works where necessary, warning clauses, and easements.
- D.** Set out any financial requirements concerning the provision or warranting of services as may be required.
- E.** Provision for the registration of the subdivision agreement against title to the lands to which the Plan applies.
- F.** Provision for engineering, survey and other professional services required for the supervision and approval of services required for development.
- G.** Provision for detailed descriptions of the uses permitted on the private open space lots and common open space block.

**3. Financial Requirements**

That the Owner shall reimburse the Township of Central Frontenac and the County of Frontenac for all legal, engineering, planning, administrative expenses and permit

|                                                                                                                                                   |                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>Applicant: Bridgen's Island Associates Limited</b>                                                                                             | <b>Owner: Bridgen's Island Associates Limited</b> |
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| <b>Municipality: Township of Central Frontenac, County of Frontenac</b>                                                                           | <b>Date of Notice: July 4, 2013</b>               |
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fees including the cost of any peer review that the Township of Central Frontenac or the County of Frontenac may require in relation to the subdivision.

**4. Access**

That the Owner agrees that current arrangements for mainland parking, dockage and launching facilities shall be maintained for each water access lot in the Plan of Subdivision and that 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 any alterations to the arrangements for parking, docking and launching shall be to the satisfaction of the Township of Central Frontenac.

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

Any new or replacement sewage disposal system including any filter bed or tile field shall be set back a minimum of 30 m from the normal high water mark measured as the shortest horizontal distance from the high water mark to the outer limit or soil mantle. For certainty, installation of a new system shall meet all of the requirements of the Ontario Building Code.

6. 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 any existing sewage disposal system and leaching bed shall be maintained in good working order and may be subject to reinspection and any modification or repair shall be subject to the requirements and approval under the Ontario Building Code.

7. 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.

8. That the construction of any new drilled well shall comply with Ontario Regulation 903, as amended and shall be separated from any existing sewage disposal bed in compliance with the distances prescribed by the Ontario Building Code.

**9. Shoreline Naturalization (30 m Buffer Area)**

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 of the subdivision lots that the shoreline along Eagle Lake shall be kept in a natural state except as otherwise permitted in the

|                                                                                                                                                   |                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>Applicant: Bridgen's Island Associates Limited</b>                                                                                             | <b>Owner: Bridgen's Island Associates Limited</b> |
| <b>File No.: 10T-2008/001</b>                                                                                                                     | <b>Date of Decision: June 19, 2013</b>            |
| <b>Municipality: Township of Central Frontenac, County of Frontenac</b>                                                                           | <b>Date of Notice: July 4, 2013</b>               |
| <b>Subject Lands: Part Lot 29, Concession 2, Township of Central Frontenac (Geographic Township of Hinchinbrooke), in the County of Frontenac</b> | <b>Last Date of Appeal: July 24, 2013</b>         |

zoning by-law and devoid of any accessory building within the first 30 m inland from the shoreline of Eagle Lake. Owners and Purchasers shall also be advised that the setback of any development (i.e. buildings, structures, sewage disposal beds etc.) from the high water mark shall be 30 m and that no structures except a dock shall be constructed in any flood plain. Purchasers shall be further advised that any proposed alteration of the shoreline (i.e. fill or excavation or grading) or the installation of any works in Eagle Lake is subject to the prior written approval of the Rideau Valley Conservation Authority under the auspices of Ontario Regulation 174/06 (Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses). The Notice shall also indicate the following:

- That within the 30 m buffer area activities such as site grading, tree removal or storage or dumping of soil, stumps and brush is prohibited except for pruning designed to maintain healthy vegetation or to remove noxious weeds
- Minor pruning to improve the viewscape shall be permitted in compliance with the zoning by-law
- That within the 30 m buffer area, there shall be no additional building footprint permitted except for an approved dock.
- That sediment control measures shall be implemented throughout any construction process (mainly the placement of a sediment barrier such as staked straw bales between exposed soil and the lake). The sediment barrier should remain in place until all disturbed areas have been stabilized and revegetated.
- Excavated material shall be disposed of on away from the lake and not within the 30 m buffer.
- Natural drainage patterns shall not be substantially altered such that additional run-off is directed into the lake. In order to achieve this, eaves troughing shall be installed and outlets directed away from the lake to a leach pit or well vegetated area to allow for maximum infiltration.
- That the recommendations of the *Storm Water Management Report – Bridgen's Island* prepared by McIntosh Perry Consulting Engineers Limited should be implemented for any development and redevelopment within the subdivision and used as a guide for storm water management on the site.

**10. Fish Habitat**

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 of the subdivision lots that no in-water removal of trees, boulders and or other naturally occurring objects shall be permitted as a measure to provide cover for fish and their prey; no removal of aquatic vegetation

|                                                                                                                                                   |                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>Applicant: Bridgen's Island Associates Limited</b>                                                                                             | <b>Owner: Bridgen's Island Associates Limited</b> |
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| <b>Subject Lands: Part Lot 29, Concession 2, Township of Central Frontenac (Geographic Township of Hinchinbrooke), in the County of Frontenac</b> | <b>Last Date of Appeal: July 24, 2013</b>         |

should take place; and no in-water work is permitted between October 1 to June 30 each year.

**11. Docks**

The subdivision agreement shall contain a clause providing that any Owner(s) be advised, and a notice be placed in the purchase and sale agreement alerting any prospective purchasers that only floating, pipe or cantilever docks may be installed so as to not disturb substrates and natural shoreline processes. New docks shall only be constructed in the late summer or fall to avoid sensitive life stages of fish. No in-water structures (i.e. stumps, logs and boulders) should be removed for dock constructions or any other in-water work. Treatment of limber to be used for docks should take place before the structure is installed and away from the water's edge. One dock is permitted per lot. The dock allowable at Block 13 should not be a communal dock (i.e. generally not for multiple mooring).

|                                                                                                                                                   |                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>Applicant: Bridgen's Island Associates Limited</b>                                                                                             | <b>Owner: Bridgen's Island Associates Limited</b> |
| <b>File No.: 10T-2008/001</b>                                                                                                                     | <b>Date of Decision: June 19, 2013</b>            |
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**12. 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 Phone: 416-326-8393 or 1-800-889-9768.

**13. Archaeological Resources**

The subdivision agreement shall contain a clause providing that a notice be placed in the purchase and sale agreement alerting prospective purchasers that should unknown or unassessed deeply buried archaeological resources be uncovered during development, that they are considered to be a new archaeological site and therefore subject to Section 48(1) of the Ontario Heritage Act. Further, that the proponent or person or property owner discovering the archaeological resources must cease alteration of the site immediately and shall engage a licensed archaeologist to carry out fieldwork, in compliance with sec. 48 (1) of the Ontario Heritage Act. Further, the Owner or person discovering the resources shall contact the Algonquins of Ontario at:

Algonquins of Ontario Consultation Office  
 31 Riverside Drive, Suite 101  
 PEMBROKE ON K8A 8R6  
 TEL 705 735-3759  
 FAX 705 735-6307  
[algonquins@nrtco.net](mailto:algonquins@nrtco.net)

**14.911 Services**

That the Owner shall maintain the existing 911 property identification markers in good order.

**15. 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.
- B.** 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 Central Frontenac and the County of Frontenac.

|                                                                                                                                                   |                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| <b>Applicant: Bridgen's Island Associates Limited</b>                                                                                             | <b>Owner: Bridgen's Island Associates Limited</b> |
| <b>File No.: 10T-2008/001</b>                                                                                                                     | <b>Date of Decision: June 19, 2013</b>            |
| <b>Municipality: Township of Central Frontenac, County of Frontenac</b>                                                                           | <b>Date of Notice: July 4, 2013</b>               |
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**16. General Conditions**

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>Applicant: Bridgen's Island Associates Limited</b>                                                                                             | <b>Owner: Bridgen's Island Associates Limited</b> |
| <b>File No.: 10T-2008/001</b>                                                                                                                     | <b>Date of Decision: June 19, 2013</b>            |
| <b>Municipality: Township of Central Frontenac, County of Frontenac</b>                                                                           | <b>Date of Notice: July 4, 2013</b>               |
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**17. 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 Central Frontenac the method by which conditions 1 to 16 have been satisfied.

**18. 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: Bridgen's Island Associates Limited</b>                                                                                             | <b>Owner: Bridgen's Island Associates Limited</b> |
| <b>File No.: 10T-2008/001</b>                                                                                                                     | <b>Date of Decision: June 19, 2013</b>            |
| <b>Municipality: Township of Central Frontenac, County of Frontenac</b>                                                                           | <b>Date of Notice: July 4, 2013</b>               |
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**NOTES TO DRAFT APPROVAL**

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

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



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

January 14, 2016

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

Dear Jannette;

Re: Approval of Draft Plan of Subdivision –  
Bridgen's Island Associates Limited  
File No: 10T-2008/001

I am writing to confirm that all conditions 1 to 16 in the draft plan of subdivision have been completed to the municipality's satisfaction and I have attached a copy of how each were addressed.

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

Yours truly,

A handwritten signature in cursive script that reads 'Cathy MacMunn'.

Cathy MacMunn, AMCT, ACST  
Clerk Administrator

/cm

Cc: Tony Fleming, Solicitor, Cunningham Swan  
Joe Gallivan, Director of Planning & Economic Development Frontenac County  
Bridgen's Island Associates Limited C/O Gary Racine

| <b>File#<br/>10T-<br/>2008/001</b> | <b>Condition of Draft<br/>Approval</b>                                                                     | <b>Status</b>                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1                                  | Draft Plan                                                                                                 | Satisfied                                                                                                                                                                                                                                                                                                                                                              |
| 2                                  | a)Subdivision Agreement<br>b)Subdivision Agreement<br>c) Subdivision Agreement<br>d) Subdivision Agreement | a) Sections 6 and 20 of Subdivision Agreement<br><br>b) Required permits and plans included in agreement<br><br>c) Warning Clauses and notices included in agreement<br>d) No requirement for services<br>e) Sections 19 and 20 of Subdivision Agreement<br>f) Section 8 and 14 of Subdivision Agreement<br>g) Schedule B of Subdivision Agreement – Section 15 and 16 |
| 3<br>(a-c)<br>d)                   | Financial                                                                                                  | Sections 13 and 14 of Subdivision Agreement                                                                                                                                                                                                                                                                                                                            |
| 4                                  | Access                                                                                                     | Schedule B of Subdivision Agreement , Section 1                                                                                                                                                                                                                                                                                                                        |
| 5-8                                | Site Servicing                                                                                             | Schedule B of Subdivision Agreement , Sections 5-8                                                                                                                                                                                                                                                                                                                     |
| 9                                  | Environment/<br>Stormwater                                                                                 | Schedule B of Subdivision Agreement , Sections 9-12                                                                                                                                                                                                                                                                                                                    |
| 10                                 | Fish Habitat                                                                                               | Schedule B of Subdivision Agreement , Section 12 g.                                                                                                                                                                                                                                                                                                                    |
| 11                                 | Docks                                                                                                      | Schedule B of Subdivision Agreement , Sections 13-14                                                                                                                                                                                                                                                                                                                   |
| 12                                 | Human Remains                                                                                              | Schedule B of Subdivision Agreement , Section 3                                                                                                                                                                                                                                                                                                                        |
| 13                                 | Archaeological Resources                                                                                   | Schedule B of Subdivision Agreement , Sections 2 & 4                                                                                                                                                                                                                                                                                                                   |
| 14                                 | 911 Services                                                                                               | Section 5 of Agreement                                                                                                                                                                                                                                                                                                                                                 |
| 15 (a, b)                          | Revisions to draft plan                                                                                    | No major revisions to draft plan                                                                                                                                                                                                                                                                                                                                       |
| 16                                 | General conditions                                                                                         | Surveyor's certificate received                                                                                                                                                                                                                                                                                                                                        |

January 13, 2016

Bridgen's Island Associates Limited  
22 Metcalfe Avenue  
Kingston, Ontario K7M 2W6

Ms. Jannette Amini  
Manager of Legislative Services/Clerk  
County of Frontenac  
2069 Battersea Road  
Glenburnie, Ontario K0H 1S0

Dear Ms. Amini:

The purpose of this letter is to request final approval by the County of Frontenac for the Bridgen's Island Associates Limited subdivision (County File No. 10T-2008/001). The following documents are enclosed:

1. Appendix A: an account of how each of the conditions of draft approval has been satisfied.
2. A clearance letter from the Township of Central Frontenac.
3. 5 mylars and 5 paper prints of the M-PLAN prepared by Hopkins, Cormier & Chitty Surveying Ltd. dated January 31, 2014. [Note that one paper print must have an Ontario Land Surveyors sticker.]
4. A copy of the signed subdivision agreement.
5. A Surveyor's Certificate from Phil W. Chitty, OLS, 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.
6. A digital file of the MPlan in AutoCAD format.
7. A cheque payable to the County of Frontenac for \$600 representing the application fee for final approval.

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

Sincerely,



Gary Racine  
President  
Bridgen's Island Associates Limited  
613-532-0699  
garyracine3@gmail.com

cc: Cathy MacMunn

| <b>Appendix A: Satisfaction of Draft Approval Conditions<br/>Bridgen's Island Associates Limited, County File No. 10T-2008/001</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|                                                                                                                                    | <b>Draft Approval Condition</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Satisfied by:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 1.                                                                                                                                 | <p><b>Approved Draft Plan</b></p> <p>That this approval applies to the Draft Plan of Subdivision, prepared by Hopkins, Cormier &amp; Chitty Surveying Inc. as revised and dated January 31, 2014 and certified by the offices of Hopkins, Cormier &amp; Chitty which shows the following:</p> <ul style="list-style-type: none"> <li>• 10 lots for seasonal dwelling unit occupancy</li> <li>• Two (2) private open space lots (Lots 3 and 11)</li> <li>• One (1) block to be used as a common open space area</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>M-plan</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2.                                                                                                                                 | <p><b>Subdivision Agreement</b></p> <p>That the Owner shall enter into a subdivision agreement with the Township of Central Frontenac, which without limiting the generality of the foregoing, shall provide that the Owner shall undertake the following at the Owner's expense and to the satisfaction of the Township of Central Frontenac:</p> <p><b>A.</b> Provision that any easements which may be required for utilities, drainage works and services shall be granted to the appropriate authority free of all charges and encumbrances and that provision be made for the registration of such easements against the lands to which they apply.</p> <p><b>B.</b> Set out the plans, conditions and permits as required by the Township of Central Frontenac, the Kingston, Frontenac and Lennox &amp; Addington Health Unit, the Rideau Valley Conservation Authority, and other applicable agencies or authorities for the development of this Plan.</p> <p><b>C.</b> Set out all necessary warning clauses and notices to Owners and purchasers resulting from, but not necessarily restricted to, the design and provision of services, including the requirement to provide and maintain private site specific</p> | <p>Agreement signed by Bridgen's Island Associates Limited and Township of Central Frontenac</p> <p>Agreement, Clause 6</p> <p>As itemized below, the subdivision plan has been developed in compliance with all plans, conditions and permits required by the Township and all other applicable agencies or authorities and all studies have been submitted.</p> <ul style="list-style-type: none"> <li>- Central Frontenac Official Plan with zoning by-law amendment?</li> <li>- Hydrogeological and terrain assessment</li> <li>- Archaeological assessment</li> <li>- Fish and Fish Habitat and Lake Capacity Study</li> <li>- Servicing Options Statement</li> <li>- Stormwater Management Report</li> </ul> <p>Schedule B, Special Conditions</p> <p>Schedule C, Notice to Subsequent Purchasers</p> |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                        |
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|    | <p>works where necessary, warning clauses, and easements.</p> <p>D. Set out any financial requirements concerning the provision or warranting of services as may be required.</p> <p>E. Provision for the registration of the subdivision agreement against title to the lands to which the Plan applies.</p> <p>F. Provision for engineering, survey and other professional services required for the supervision and approval of services required for development.</p> <p>G. Provision for detailed descriptions of the uses permitted on the private open space lots and common open space block.</p> | <p>Agreement, Clause 6 and/or 13?</p> <p>Agreement, Clauses 19, 20</p> <p>Owner has employed professionals for survey (Hopkins, Cormier &amp; Chitty Surveying Inc.) and planning ((McIntosh Perry Consulting Engineers Ltd.) and studies as required.</p> <p>There's no detail in the agreement, does the County or Township have descriptions that can be provided to current and future owners?</p> |
| 3. | <p><b>Financial Requirements</b></p> <p>That the Owner shall reimburse the Township of Central Frontenac and the County of Frontenac for all legal, engineering, planning, administrative expenses and permit fees including the cost of any peer review that the Township of Central Frontenac or the County of Frontenac may require in relation to the subdivision.</p>                                                                                                                                                                                                                                | <p>Agreement, Clause 14</p> <p>All invoices received from the County and Township have been paid in full.</p>                                                                                                                                                                                                                                                                                          |
| 4. | <p><b>Access</b></p> <p>That the Owner agrees that current arrangements for mainland parking, dockage and launching facilities shall be maintained for each water access lot in the Plan of Subdivision and that 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 any alterations to the arrangements for parking, docking and launching shall be to the satisfaction of the Township of Central Frontenac.</p>                                      | <p>Schedule B, Clause 1</p> <p>Schedule B, Clause 17</p> <p>Schedule C</p>                                                                                                                                                                                                                                                                                                                             |
| 5. | <p><b>On-Site Sewage Disposal and Water Systems</b></p> <p>Any new or replacement sewage disposal system including any filter bed or tile field shall be set back a minimum of 30 m from the normal high water mark measured as the shortest horizontal distance from the high water mark to the outer limit or soil mantle. For certainty, installation of a new system shall meet all of the requirements of the Ontario Building Code.</p>                                                                                                                                                             | <p>Schedule B, Clause 5</p>                                                                                                                                                                                                                                                                                                                                                                            |
| 6. | <p>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</p>                                                                                                                                                                                                                                                                                                                                                                                              | <p>Schedule B, Clause 17</p> <p>Schedule C</p>                                                                                                                                                                                                                                                                                                                                                         |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                          |
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|    | any existing sewage disposal system and leaching bed shall be maintained in good working order and may be subject to reinspection and any modification or repair shall be subject to the requirements and approval under the Ontario Building Code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Schedule B, Clause 6                                                                                                                                                                                                                                     |
| 7. | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Schedule B, Clause 7                                                                                                                                                                                                                                     |
| 8. | That the construction of any new drilled well shall comply with Ontario Regulation 903, as amended and shall be separated from any existing sewage disposal bed in compliance with the distances prescribed by the Ontario Building Code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Schedule B, Clause 8                                                                                                                                                                                                                                     |
| 9. | <p><b>Shoreline Naturalization (30 m Buffer Area)</b></p> <p>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 of the subdivision lots that the shoreline along Eagle Lake shall be kept in a natural state except as otherwise permitted in the zoning by-law and devoid of any accessory building within the first 30 m inland from the shoreline of Eagle Lake. Owners and Purchasers shall also be advised that the setback of any development (i.e. buildings, structures, sewage disposal beds etc.) from the high water mark shall be 30 m and that no structures except a dock shall be constructed in any flood plain. Purchasers shall be further advised that any proposed alteration of the shoreline (i.e. fill or excavation or grading) or the installation of any works in Eagle Lake is subject to the prior written approval of the Rideau Valley Conservation Authority under the auspices of Ontario Regulation 174/06 (Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses). The Notice shall also indicate the following:</p> <ul style="list-style-type: none"> <li>• That within the 30 m buffer area activities such as site grading, tree removal or storage or dumping of soil, stumps and brush is prohibited except for pruning designed to maintain healthy vegetation or to remove noxious weeds</li> <li>• Minor pruning to improve the viewscape shall be permitted in compliance with the zoning by-law</li> <li>• That within the 30 m buffer area, there shall be no additional building footprint permitted except for an approved dock.</li> <li>• That sediment control measures shall be implemented throughout any construction</li> </ul> | <p>Schedule B, Clause 17<br/>Schedule C</p> <p>Schedule B, Clause 9</p> <p>Schedule B, Clause 10</p> <p>Schedule B, Clause 11</p> <p>Schedule B, Clause 12a</p> <p>Schedule B, Clause 12b</p> <p>Schedule B, Clause 10</p> <p>Schedule B, Clause 12c</p> |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                          |
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|            | <p>process (mainly the placement of a sediment barrier such as staked straw bales between exposed soil and the lake). The sediment barrier should remain in place until all disturbed areas have been stabilized and revegetated.</p> <ul style="list-style-type: none"> <li>Excavated material shall be disposed of away from the lake and not within the 30 m buffer.</li> <li>Natural drainage patterns shall not be substantially altered such that additional run-off is directed into the lake. In order to achieve this, eaves troughing shall be installed and outlets directed away from the lake to a leach pit or well vegetated area to allow for maximum infiltration.</li> <li>That the recommendations of the <i>Storm Water Management Report – Bridgen’s Island</i> prepared by McIntosh Perry Consulting Engineers Limited should be implemented for any development and redevelopment within the subdivision and used as a guide for storm water management on the site.</li> </ul> | <p>Schedule B, Clause 12d</p> <p>Schedule B, Clause 12e</p> <p>Schedule B, Clause 12f</p>                |
| <p>10.</p> | <p><b>Fish Habitat</b><br/>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 of the subdivision lots that no in-water removal of trees, boulders and or other naturally occurring objects shall be permitted as a measure to provide cover for fish and their prey; no removal of aquatic vegetation should take place; and no in-water work is permitted between October 1 to June 30 each year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Schedule B, Clause 12g</p> <p>Schedule B, Clause 17</p> <p>Schedule C</p>                             |
| <p>11.</p> | <p><b>Docks</b><br/>The subdivision agreement shall contain a clause providing that any Owner(s) be advised, and a notice be placed in the purchase and sale agreement alerting any prospective purchasers that only floating, pipe or cantilever docks may be installed so as to not disturb substrates and natural shoreline processes. New docks shall only be constructed in the late summer or fall to avoid sensitive life stages of fish. No in-water structures (i.e. stumps, logs and boulders) should be removed for dock constructions or any other in-water work. Treatment of limber to be used for docks should take place before the structure is installed and away from the water’s edge. One dock is permitted per lot. The dock allowable at Block 13 should not be a communal dock (i.e. generally not for multiple mooring).</p>                                                                                                                                                  | <p>Schedule B, Clause 17</p> <p>Schedule C</p> <p>Schedule B, Clause 13</p> <p>Schedule B, Clause 14</p> |
| <p>12.</p> | <p><b>Human Remains</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                          |

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|     | 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 Phone: 416-326-8393 or 1-800-889-9768.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Schedule B, Clause 17<br>Schedule C<br><br>Schedule B, Clause 3                                                                                                                   |
| 13. | <p><b>Archaeological Resources</b></p> <p>The subdivision agreement shall contain a clause providing that a notice be placed in the purchase and sale agreement alerting prospective purchasers that should unknown or unassessed deeply buried archaeological resources be uncovered during development, that they are considered to be a new archaeological site and therefore subject to Section 48(1) of the Ontario Heritage Act. Further, that the proponent or person or property owner discovering the archaeological resources must cease alteration of the site immediately and shall engage a licensed archaeologist to carry out fieldwork, in compliance with sec. 48 (1) of the Ontario Heritage Act. Further, the Owner or person discovering the resources shall contact the Algonquins of Ontario at:</p> <p>Algonquins of Ontario Consultation Office<br/>31 Riverside Drive, Suite 101<br/>PEMBROKE ON K8A 8R6<br/>TEL 705 735-3759<br/>FAX 705 735-6307<br/><a href="mailto:algonquins@nrtco.net">algonquins@nrtco.net</a></p> | Schedule B, Clause 17<br><br>Schedule C<br><br>Schedule B, Clause 2                                                                                                               |
| 14. | <p><b>911 Services</b></p> <p>That the Owner shall maintain the existing 911 property identification markers in good order.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Agreement, Clause 5                                                                                                                                                               |
| 15. | <p><b>Revisions to Draft Plan</b></p> <p>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.</p> <p>B. 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 Central Frontenac and the County of Frontenac.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | No significant alterations<br><br>Minor variations are reflected in the revised survey dated January 31, 2014, prepared and certified by Hopkins, Cormier & Chitty Surveying Ltd. |
| 16. | <p><b>General Conditions</b></p> <p>That when requesting final Approval from the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5 mylars and 5 paper prints of the M-PLAN                                                                                                                                         |

|  |                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                   |
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|  | <p>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.</p> | <p>prepared by Hopkins, Cormier &amp; Chitty Surveying Ltd. dated January 31, 2014 are enclosed.</p> <p>Required Surveyor's Certificate from Phil W. Chitty, OLS is enclosed.</p> |
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**Report 2016-007**

**Recommend Report**

**To:** Warden and Members of County Council  
**From:** Kelly Pender, Chief Administrative Officer  
**Prepared by:** Joe Gallivan, Director of Planning & Economic Development  
**Date of meeting:** 20 January 2016

**Re: Planning & Economic Development – Willowbrook Subdivision Revisions-  
County File # 10T-2013/001 (Inverary)**

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**Recommendation**

**Resolved That** the Council of the County of Frontenac approve the revised conditions of draft plan approval for the property known as the Willowbrook Estates Subdivision located in the hamlet of Inverary, South Frontenac Township, County File #10T-2013/001; subject to the revised Conditions of Draft Approval contained in the County Planning & Economic Development report dated January 20<sup>th</sup>, 2016, noted as Appendix B to this report;

**And Further That** these revised conditions supersede the previous conditions approved by County Council September 17, 2014

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

**Background**

The subject property is 27.8 hectares (69 acres) and is located on the west side of Perth Road in the hamlet of Inverary in the Township of South Frontenac. The lands are characterized by fields and wetlands with wooded areas and the Inverary Golf & Country Club to the west. The surrounding area contains mostly single detached lots and some commercial development such as the adjacent hardware store/grocery store on the east side of Perth Road.

The original proposal was for the creation of a residential plan of subdivision consisting of 16 single detached units, one environmental protection block, two roads, and one

walkway block. Minor revisions to this plan, including phasing, are part of this new submission. The revised plan with aerial imagery is attached as Appendix “A”

**Comment**

South Frontenac Township Council reviewed and approved the proposed changes to the Willowbrook Subdivision at a Council meeting held November 17<sup>th</sup>, 2015 (see Township Resolution 2015-39 attached as Appendix ‘E’).

The applicant (1069823 Ont. Ltd.) is proposing that the development now take place in two phases: Phase 1 would comprise seven (7) lots, and Phase 2 would have nine (9) lots.

The changes to the draft approved plan are minor in nature:

- Lots have been re-numbered, and Lots 1-7 are to be in Phase 1 and Lots 1-9 in Phase 2;
- A “turning bulb” is included at the north end of the road for Phase 1 to allow for proper vehicle turning area for Phase 1 development. The bulb would be erased once Phase 2 work takes place. A requirement to install lighting at the “turning bulb” is also a new condition that has been added.
- Construction of a sidewalk will now be required.

The revised draft subdivision is attached as Appendix “C”, and the draft Phase 1 Subdivision is attached as Appendix “D”. Other than these changes, the planning analysis and recommendation for approval contained in Report 2014-145 that was presented and approved by Council on September 17<sup>th</sup>, 2014 which may be [viewed here](#) still apply.

**Sustainability Implications**

One of the key focus areas of *Directions for Our Future*, the County’s Sustainability Plan, is Land Use Planning and Management. From a sustainability perspective, this involves an approach that ensures a clean and healthy environment, a strong economy, and long term viability. This subdivision is part of the continued growth of the Inverary settlement area.

**Financial Implications**

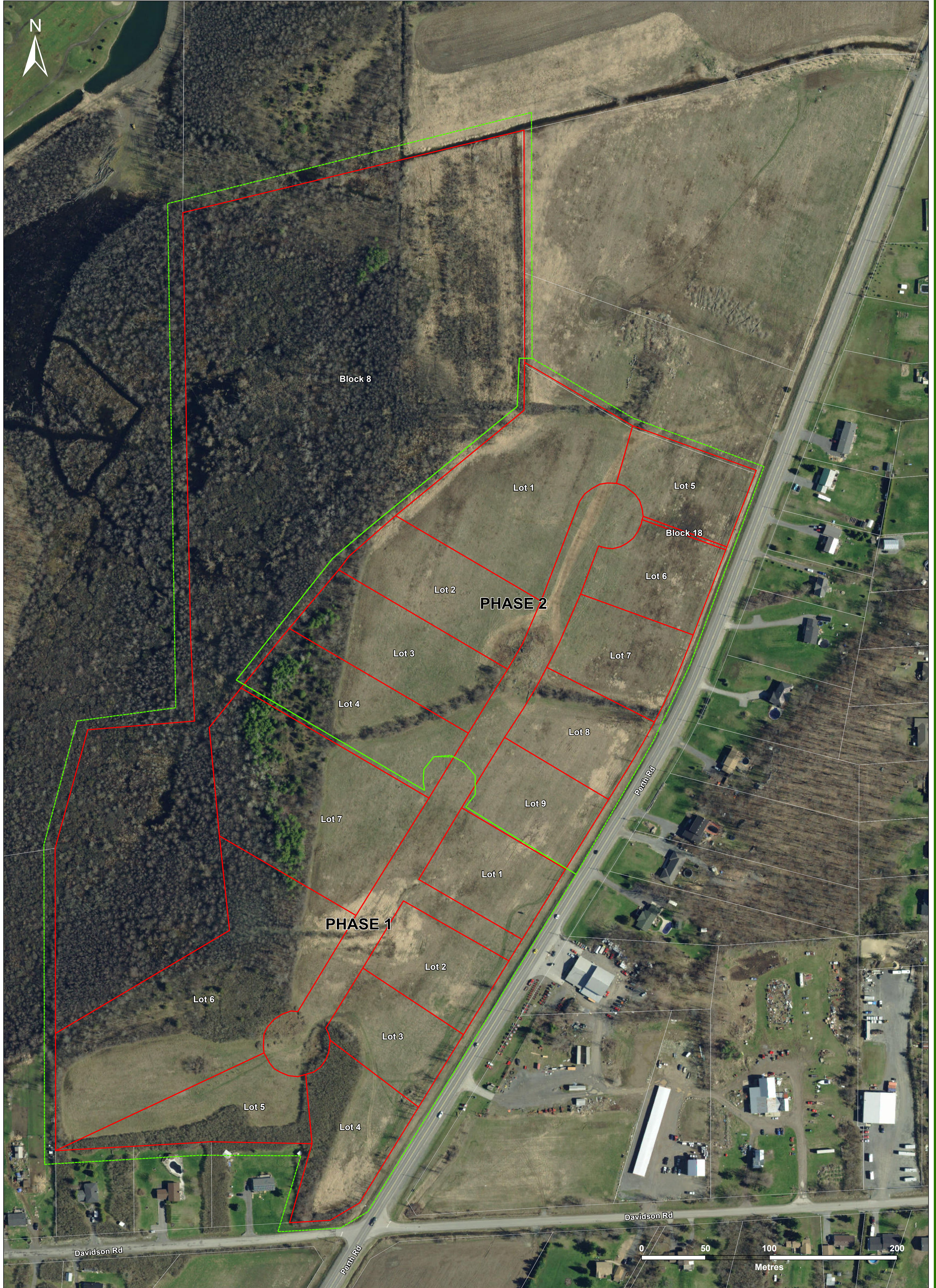
N/A

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

Township of South Frontenac



# WILLOWBROOK ESTATES



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Appendix B

|                                                                                                                                                                                                                                       |                                           |
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| <b>Applicant: 1069823 Ont. Ltd. (Matias)</b>                                                                                                                                                                                          | <b>Date of Decision: January 20, 2016</b> |
| <b>File No.: 10T-2013/001</b>                                                                                                                                                                                                         | <b>Date of Notice:</b>                    |
| <b>Subject Lands: Willowbrook Estates</b><br><br><b>being Part of Lots 18 and 19, Concession 2 and Part of Road Allowance between Lot 18 and 19, former Township of Storrington, Township of South Frontenac, County of Frontenac</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 September 19, 2014 and updated October 14, 2015, showing a total of sixteen residential lots, two blocks and two streets in two phases of development, and the Plan of Subdivision for Phase 1 dated October 16, 2015, both of which are prepared and certified by Hopkins, Cormier & Chitty, Surveying Consultants Inc. OLS.

**2. Subdivision Agreement:**

- A.** That this development may be developed in two phases, and that each phase be developed as a separate plan of subdivision.
- B.** That the owners of the subject land enter into a subdivision agreement with the Township of South Frontenac for Phase 1, prepared to the satisfaction of the municipality, to be registered on title of the subject land.
- C.** Prior to final approval of Phase 2, the owner of the subject lands shall enter into a subdivision agreement with the Township of South Frontenac for Phase 2, prepared to the satisfaction of the municipality, to be registered on title of the subject land and which shall satisfy all draft plan conditions for Phase 2.
- D.** That the Subdivision Agreement and all Agreements of Purchase and Sale shall include provisions stipulating that any dwelling erected on Lots 1, 2, and 3 of Phase 1 and Lots 6, 7, 8, and 9 of Phase 2 shall be oriented such that the front façade of the dwelling (or architectural treatment simulating a front façade) faces Perth Road to the satisfaction of the Township. For clarity, it will be the decision of the Township as to what method of construction will satisfy this requirement.

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| <b>Applicant: 1069823 Ont. Ltd. (Matias)</b>                                                                                                                                         | <b>Date of Decision: January 20, 2016</b> |
| <b>File No.: 10T-2013/001</b>                                                                                                                                                        | <b>Date of Notice:</b>                    |
| <b>Subject Lands: Willowbrook Estates</b>                                                                                                                                            |                                           |
| <b>being Part of Lots 18 and 19, Concession 2 and Part of Road Allowance between Lot 18 and 19, former Township of Storrington, Township of South Frontenac, County of Frontenac</b> |                                           |

- E.** That the owner agree in writing to satisfy all the requirements, financial and otherwise, of the municipality concerning the provision and/or upgrading of roads, installation of services, and drainage, all in accordance with the municipality's standards and procedures.

**3. Financial Requirements:**

- A.** That the owner agree in writing to satisfy all the requirements, financial and otherwise of the municipality concerning the provision/upgrading 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 two road allowances included in this draft plan shall be identified as Street 'A' and Street 'B' shall be identified as "Willowbrook Drive" and "Summerside Drive" as shown on Phase 1, and shall be constructed to Township standards for new public roads with paved asphalt surfacing and that the road be dedicated as a public highway.
- B.** That Perth Road shall be upgraded at the entrance to the subdivision to the Township's satisfaction to facilitate ingress and egress including the construction of a southbound right taper to be completed within one year of registration of Phase 1.
- C.** That 0.3 metre reserves be identified by survey along Lots 1, 2, 3, and 4 of Phase 1 and Lots 5, 6, 7, 8 and 9 of Phase 2 (shown as Lots 16, 15, 14, 13, and 12 respectively on the draft plan of subdivision) where the lots abut the road allowance of Perth Road to be held in trust by the municipality for the purpose of denying additional access onto Perth Road.

|                                                                                                                                                                                                                                       |                                           |
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| <b>Applicant: 1069823 Ont. Ltd. (Matias)</b>                                                                                                                                                                                          | <b>Date of Decision: January 20, 2016</b> |
| <b>File No.: 10T-2013/001</b>                                                                                                                                                                                                         | <b>Date of Notice:</b>                    |
| <b>Subject Lands: Willowbrook Estates</b><br><br><b>being Part of Lots 18 and 19, Concession 2 and Part of Road Allowance between Lot 18 and 19, former Township of Storrington, Township of South Frontenac, County of Frontenac</b> |                                           |

**D.** That the Owner shall pay the total costs for the Township to install a 1.5 metre wide concrete sidewalk along the west side of the road allowance of Perth Road from the northern limit of Willowbrook Drive to the northernmost limit of the subdivision which abuts Perth Road, just south of the two commercial lots (i.e., along Lot 1 of Phase 1 and Lots 5,6,7,8 and 9 of Phase 2). The total costs of constructing the required sidewalk for Phase 1 shall be provided by the Owner at the time of execution of the subdivision agreement with the municipality for Phase 1. The owner shall provide additional security for the balance of the sidewalk to be constructed in Phase 2 at the time of execution of the subdivision agreement.

**E.** That, prior to final approval, street signage shall be installed according to Township standards and to the satisfaction of the municipality.

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

**A.** That the recommendations outlined in the letter dated November 22, 2013 from KFL&A Public Health to the County of Frontenac, be addressed to the satisfaction of the municipality and KFL&A Public Health for each Phase of the development.

**B.** That all requirements and recommendations specified in the Hydrogeology, Terrain Analysis and Soil Stockpile Sampling Report, dated October 10, 2013, from XCG Environmental Engineers and Scientists and all associated drawings and peer review recommendations be complied for each Phase of the development including the following recommendations:

- i. Each well should be assessed by a qualified hydrogeologist for water quantity and quality.
- ii. Each well, including the existing five test wells, be properly developed and upgraded to include a vermin proof cap.
- iii. The hydrogeologist should at a minimum provide an opinion on the suitability of the well to be used for domestic purposes and any compensatory water flow and/or any water treatment measures.

|                                                                                                                                                                                                                                       |                                           |
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| <b>Applicant: 1069823 Ont. Ltd. (Matias)</b>                                                                                                                                                                                          | <b>Date of Decision: January 20, 2016</b> |
| <b>File No.: 10T-2013/001</b>                                                                                                                                                                                                         | <b>Date of Notice:</b>                    |
| <b>Subject Lands: Willowbrook Estates</b><br><br><b>being Part of Lots 18 and 19, Concession 2 and Part of Road Allowance between Lot 18 and 19, former Township of Storrington, Township of South Frontenac, County of Frontenac</b> |                                           |

iv. That the draft approval include the proponent's consultant recommendation for water treatment as outlined in XCG's letter dated July 23, 2014 including:

1. Filtration,
2. Disinfection (i.e., UV light)
3. Potential for additional measures including, a hydrogen peroxide, air or sodium hypochlorite drip system.
4. Potential for water softening
5. Potential for reverse osmosis systems

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 July 21, 2014 from the Cataraqui Region Conservation Authority to the County of Frontenac, be addressed to the satisfaction of the municipality for each Phase of the development.
- B. That the Owner shall deed the lands described as Block 8 on Phase 1 (Environmental Protection Area) to an abutting property. The Owner agrees to ensure that title to Block 8 and the abutting lands are in the same names, with the intent that both parcels will be merged in title, on the understanding that the Municipality will pass a deeming by-law to deem Block 8 on Phase 1 not to be within a plan of subdivision, to effect the merger of title as aforesaid.
- C. That the lot grading and drainage plan submitted for approval shall provide for permanent markers and signage to be installed by the Owner along the rear lot lines at the rear lot corner of Lots 6 and 7 of Phase 1, and Lots 1, 2, 3, and 4 of Phase 2, to identify the boundary of the EPA block (Block 8 of Phase 1)

|                                                                                                                                                                                                                                       |                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Applicant: 1069823 Ont. Ltd. (Matias)</b>                                                                                                                                                                                          | <b>Date of Decision: January 20, 2016</b> |
| <b>File No.: 10T-2013/001</b>                                                                                                                                                                                                         | <b>Date of Notice:</b>                    |
| <b>Subject Lands: Willowbrook Estates</b><br><br><b>being Part of Lots 18 and 19, Concession 2 and Part of Road Allowance between Lot 18 and 19, former Township of Storrington, Township of South Frontenac, County of Frontenac</b> |                                           |

- D. That the subdivision agreement include a provision that would require that the natural soil and vegetation within the 30 metre setback area from the wetland be left in its natural state for Lots 6 and 7 of Phase 1 and Lots 4, 3, 2, and 1 of Phase 2 (also shown as Lots 4, 3, 2, and 1 of the draft plan of subdivision), in accordance with the recommendations of the Cataraqui Region Conservation Authority letter dated July 21, 2014 to the County of Frontenac and the Township’s environmental protection policies.

**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 and the Cataraqui Region Conservation Authority ('CRCA'), and be included in the Subdivision Agreement between the Owner and the Township.
- B. That a flood plain compensation 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.
- C. That a final 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. More specifically, that site drainage design, construction and maintenance be in accordance with the recommendations contained in the "Analysis of Stormwater Management Requirements for the Willowbrook Estates Subdivision" report dated March 3, 2014, prepared by Josselyn Engineering Incorporated and in accordance with the associated design drawings which include construction of ditches and culverts all subject to the satisfaction of CRCA and the municipality and at no cost to the municipality for each Phase of the development.
- D. 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

|                                                                                                                                                                                                                                       |                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Applicant: 1069823 Ont. Ltd. (Matias)</b>                                                                                                                                                                                          | <b>Date of Decision: January 20, 2016</b> |
| <b>File No.: 10T-2013/001</b>                                                                                                                                                                                                         | <b>Date of Notice:</b>                    |
| <b>Subject Lands: Willowbrook Estates</b><br><br><b>being Part of Lots 18 and 19, Concession 2 and Part of Road Allowance between Lot 18 and 19, former Township of Storrington, Township of South Frontenac, County of Frontenac</b> |                                           |

grading, stockpiling, road construction, etc. within 30 metres of the wetland, and within 15 m of the 100.00 m GSC flood elevation on the subject property.

**E.** That the Subdivision Agreement include text to the satisfaction of the Township and the CRCA to provide notice to purchasers of Lots 6 and 7 and Block 8 in Phase 1 and Lots 1, 2, 3, and 4 in Phase 2 (also shown as Lots 1, 2, 3, and 4 in the draft plan of subdivision) that site alteration and construction (including but not limited to buildings, structures, filling and grading) on these lots may require permission under Ontario Regulation 148/06: Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses prior to commencing these activities. ('CRCA'), and be included in the Subdivision Agreement between the Owner and the Township.

**F.** That, prior to final approval, the Township shall be satisfied that all servicing issues are resolved such as road construction; stormwater drainage, design, and maintenance; and the construction and design of ditches and culverts.

**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 to be paid proportionately prior to the respective registrations of the plans for Phase 1 and Phase 2.

**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 (or the applicable agencies at the time of final approval).

|                                                                                                                                                                                                                                       |                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Applicant: 1069823 Ont. Ltd. (Matias)</b>                                                                                                                                                                                          | <b>Date of Decision: January 20, 2016</b> |
| <b>File No.: 10T-2013/001</b>                                                                                                                                                                                                         | <b>Date of Notice:</b>                    |
| <b>Subject Lands: Willowbrook Estates</b><br><br><b>being Part of Lots 18 and 19, Concession 2 and Part of Road Allowance between Lot 18 and 19, former Township of Storrington, Township of South Frontenac, County of Frontenac</b> |                                           |

**10. Archaeological Resources:**

- A.** That all recommendations of the Archaeological Assessment (Stage 1 & 2) Reports, dated January 2009 by the Cataraqui Archaeological Research Foundation be implemented to the satisfaction of the Township for each Phase of the development.
- B.** That if during the process of development any archaeological resources or human remains of Aboriginal interest are encountered, the Algonquins of Ontario Consultation Office will be contacted immediately at:

Algonquins of Ontario Consultation Office  
 31 Riverside Drive, Suite 101  
 Pembroke, Ontario K8A 8R6  
 Telephone: (613) 735-3759  
 Fax: (613) 735-6307  
 email: algonquins@nrtco.net

**11. Utilities and On-Site Works**

- A.** That, in accordance with the letter dated January 21, 2014 from Canada Post, Centralized Community Mail Boxes shall be installed at a location on the road allowance of Willowbrook Drive near the entrance to the development at Perth Road along the side yard of Lot 1 of Phase 1 in the Plan or at an alternative location to the satisfaction of Canada Post the Township
- B.** That prior to final approval, the Owner satisfy the Township that public utilities, including without limitation Bell Canada, Hydro One, etc., are adequate to service the proposed development and that all servicing issues are resolved such as road and sidewalk construction.
- C.** That all servicing including Bell, Hydro, etc. be installed underground.
- D.** That all entrances to the lots including entrance culverts be located and constructed to the satisfaction of the Township.

|                                                                                                                                                                                                                                       |                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Applicant: 1069823 Ont. Ltd. (Matias)</b>                                                                                                                                                                                          | <b>Date of Decision: January 20, 2016</b> |
| <b>File No.: 10T-2013/001</b>                                                                                                                                                                                                         | <b>Date of Notice:</b>                    |
| <b>Subject Lands: Willowbrook Estates</b><br><br><b>being Part of Lots 18 and 19, Concession 2 and Part of Road Allowance between Lot 18 and 19, former Township of Storrington, Township of South Frontenac, County of Frontenac</b> |                                           |

- E.** That, prior to final approval of each Phase of development, street lighting shall be installed to the satisfaction of the municipality including lighting at both turning bulbs in Phase 1 and at the entrance to the development at Perth Road such lighting to also illuminate the mail box location
- F.** That, prior to final approval of each Phase of development, the municipality shall be satisfied that all servicing issues are resolved such as road and sidewalk construction.
- G.** That prior to final plan approval, the Owner shall submit a Landscape Plan which provides for:
  - i. One tree to be planted by the Owner in the front yard of each of the lots in the plan of subdivision;
  - ii. A planting area or screening buffer which shall include an additional tree along the rear lot line for the residential lots abutting Perth Road (Lots 1, 2, 3, and 4 of Phase 1 and Lots 5, 6, 7, 8, and 9 of Phase 2). This planting area/buffer may include additional trees for each lot, berms, vegetation, and other measures to the satisfaction of the Township. All trees shall be all of a type, size and location as specified in the Township's Site Plan Guidelines.
  - iii. The residential lots abutting the existing residential properties on Davidson Side Road (Lots 4 and 5) shall retain their existing natural vegetative buffer.

**12. Revisions to Draft Plan:**

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

**13. General conditions:**

|                                                                                                                                                                                                                                       |                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Applicant: 1069823 Ont. Ltd. (Matias)</b>                                                                                                                                                                                          | <b>Date of Decision: January 20, 2016</b> |
| <b>File No.: 10T-2013/001</b>                                                                                                                                                                                                         | <b>Date of Notice:</b>                    |
| <b>Subject Lands: Willowbrook Estates</b><br><br><b>being Part of Lots 18 and 19, Concession 2 and Part of Road Allowance between Lot 18 and 19, former Township of Storrington, Township of South Frontenac, County of Frontenac</b> |                                           |

- 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 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 zoning is satisfactory to the Cataraqui Region Conservation Authority.

**14. Clearance Letters:**

- A.** That Prior to Final Subdivision Approval for any Phase, 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 13 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 condition 5A has 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 have been satisfied

**15. 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 for Phase 1, unless an extension is requested by the Owner and, subject to review, granted by the approval authority. Planning approval for Phase 2 shall lapse at the

|                                                                                                                                                                                                                                   |                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Applicant: 1069823 Ont. Ltd. (Matias)</b>                                                                                                                                                                                      | <b>Date of Decision: January 20, 2016</b> |
| <b>File No.: 10T-2013/001</b>                                                                                                                                                                                                     | <b>Date of Notice:</b>                    |
| <b>Subject Lands: Willowbrook Estates</b><br><b>being Part of Lots 18 and 19, Concession 2 and Part of Road Allowance between Lot 18 and 19, former Township of Storrington, Township of South Frontenac, County of Frontenac</b> |                                           |

expiration of three years from date of issuance of final approval for Phase 1, 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: 1069823 Ont. Ltd. (Matias)</b>                                                                                                                                                                                          | <b>Date of Decision: January 20, 2016</b> |
| <b>File No.: 10T-2013/001</b>                                                                                                                                                                                                         | <b>Date of Notice:</b>                    |
| <b>Subject Lands: Willowbrook Estates</b><br><br><b>being Part of Lots 18 and 19, Concession 2 and Part of Road Allowance between Lot 18 and 19, former Township of Storrington, Township of South Frontenac, County of Frontenac</b> |                                           |

**NOTES TO DRAFT APPROVAL**

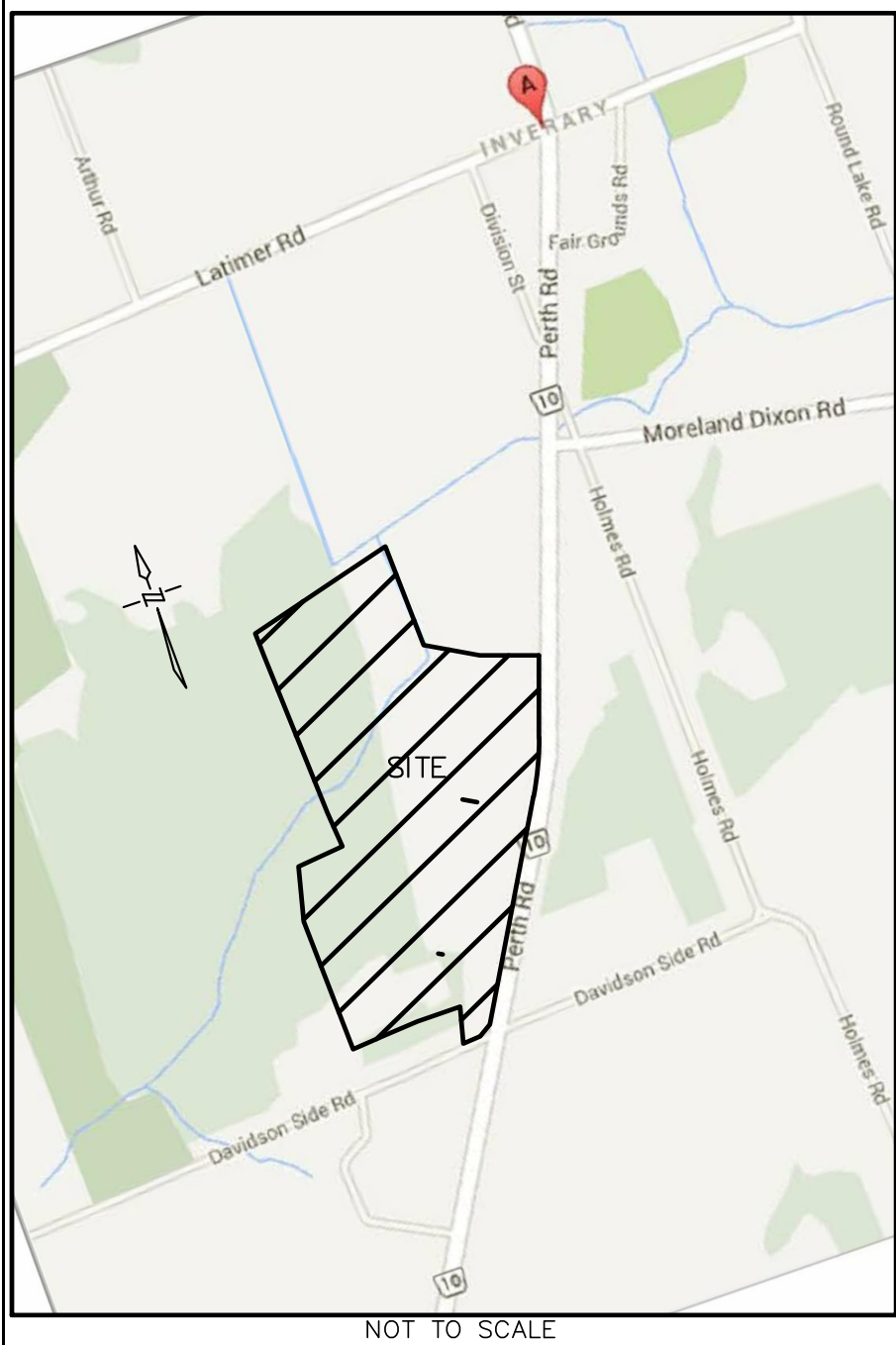
1. It is the applicant's responsibility to fulfill the foregoing Conditions of Draft Plan Approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Frontenac.
2. When requesting Final Approval, the applicant will submit an account of how each 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 draft digital copies of all applicable Reference Plans, Surveys and, the M-Plan.
4. When requesting final approval, such a request must be directed to the Clerk, and be accompanied with:
  - Five (5) mylars and five (5) 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;
  - A copy of the subdivision agreement
  - 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; and,
  - An application fee in accordance with the County's applicable fee by-law.
5. All measurements in 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.

|                                                                                                                                                                                                                                                       |                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>Applicant: 1069823 Ont. Ltd. (Matias)</b>                                                                                                                                                                                                          | <b>Date of Decision: January 20, 2016</b> |
| <b>File No.: 10T-2013/001</b>                                                                                                                                                                                                                         | <b>Date of Notice:</b>                    |
| <b>Subject Lands: Willowbrook Estates</b><br><b>being Part of Lots 18 and 19, Concession 2 and Part of Road Allowance</b><br><b>between Lot 18 and 19, former Township of Storrington, Township of South</b><br><b>Frontenac, County of Frontenac</b> |                                           |

7. Clearances are required from the following agencies:

- Township of South Frontenac
- KFL&A Public Health
- Cataraqui Region Conservation Authority

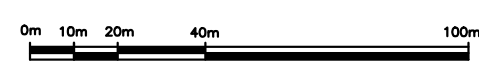
KEY PLAN



NOT TO SCALE

DRAFT PLAN OF SUBDIVISION PART OF LOTS 18 AND 19 CONCESSION 2 AND PART OF ROAD ALLOWANCE BETWEEN LOTS 18 AND 19 FORMERLY MUNICIPAL TWP OF STORRINGTON

COUNTY OF FRONTENAC  
SCALE: 1:1500  
DATE: SEPTEMBER 19 2014.



- SECTION 51(17) PLANNING ACT - INFORMATION
- A) BOUNDARY OF LANDS TO BE SUBDIVIDED AS SHOWN ON DRAFT PLAN
  - B) EXISTING AND PROPOSED ROADWAYS AS SHOWN ON DRAFT PLAN
  - C) RELATIONSHIP TO ADJACENT LANDS AS SHOWN ON DRAFT PLAN AND KEY PLAN
  - D) LANDS TO BE USED FOR RESIDENTIAL PURPOSES
  - E) EXISTING USES OF ADJACENT LANDS AS SHOWN ON DRAFT PLAN
  - F) APPROXIMATE DIMENSIONS AND LAYOUT OF LOTS AS SHOWN ON DRAFT PLAN
  - G) NATURAL AND ARTIFICIAL FEATURES AS SHOWN ON DRAFT PLAN
  - H) PRIVATE WATER WELLS TO BE PROVIDED
  - I) SOIL IS 0-2m OVERBURDEN OF CLAY, SAND, AND GRAVEL TILL OVER BEDROCK
  - J) CONTOURS FROM NOVEMBER 2008 TOPOGRAPHIC SURVEY BY JOSSELYN ENGINEERING SHOWN ON DRAFT PLAN
  - K) SERVICES AVAILABLE INCLUDE HYDRO AND BELL
  - L) RESTRICTIONS AFFECTING THE LAND ARE SHOWN ON THE DRAFT PLAN

SITE DATA

| Land Use                        | Number of lots | Number of units | Length | Area (ha.)   | Percent (%) |
|---------------------------------|----------------|-----------------|--------|--------------|-------------|
| RESIDENTIAL LOTS (Lots 1 to 16) | 16             |                 |        | 15.16        | 54.54%      |
| EPA BLOCK (Block 17)            | 1              |                 |        | 10.87        | 39.12%      |
| BLOCK 18                        | 1              |                 |        | 0.02         | 0.07%       |
| Road                            | 1              |                 |        | 1.76         | 6.34%       |
| <b>Total</b>                    |                |                 |        | <b>27.79</b> | <b>100%</b> |

OWNER'S CERTIFICATE

I, Tony Matias, hereby authorize Josselyn Engineering to prepare and submit this plan to the County of Frontenac, for review and approval.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
1059823 Ontario LTD.  
O/A Taqus Landholdings & Development

LEGEND:

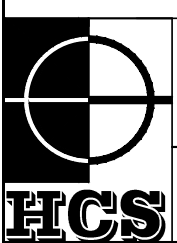
- SSIB'S PLANTED DUE TO INSUFFICIENT OVERBURDEN
- denotes Planted Survey Monument
- denotes Found Survey Monument
- Standard Iron Bar
- SSIB Short Standard Iron Bar
- IB Iron Bar
- RB Rock Bar
- RP Rock Plug
- RPL Rock Plug
- (WT) Witness
- (M) Measured
- (R.P.) Registered Plan
- (HP) Hydro Pole
- (P1) Expropriation Plan No. 1401
- (P2) Plan 13R-8625
- (P3) Plan 13R-8036
- (1022) N.B. Campbell O.L.S.
- (1120) James A. Munnis O.L.S.
- (1407) M.P. Allen O.L.S.
- (1801) Hopkins, Cormier & Chitty O.L.S.

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:  
The boundaries of the lands to be subdivided and their relationship to adjacent lands are correctly shown.

HCC SURVEYING CONSULTANTS Inc.

DATE: \_\_\_\_\_ PHIL W. CHITTY - O.L.S.



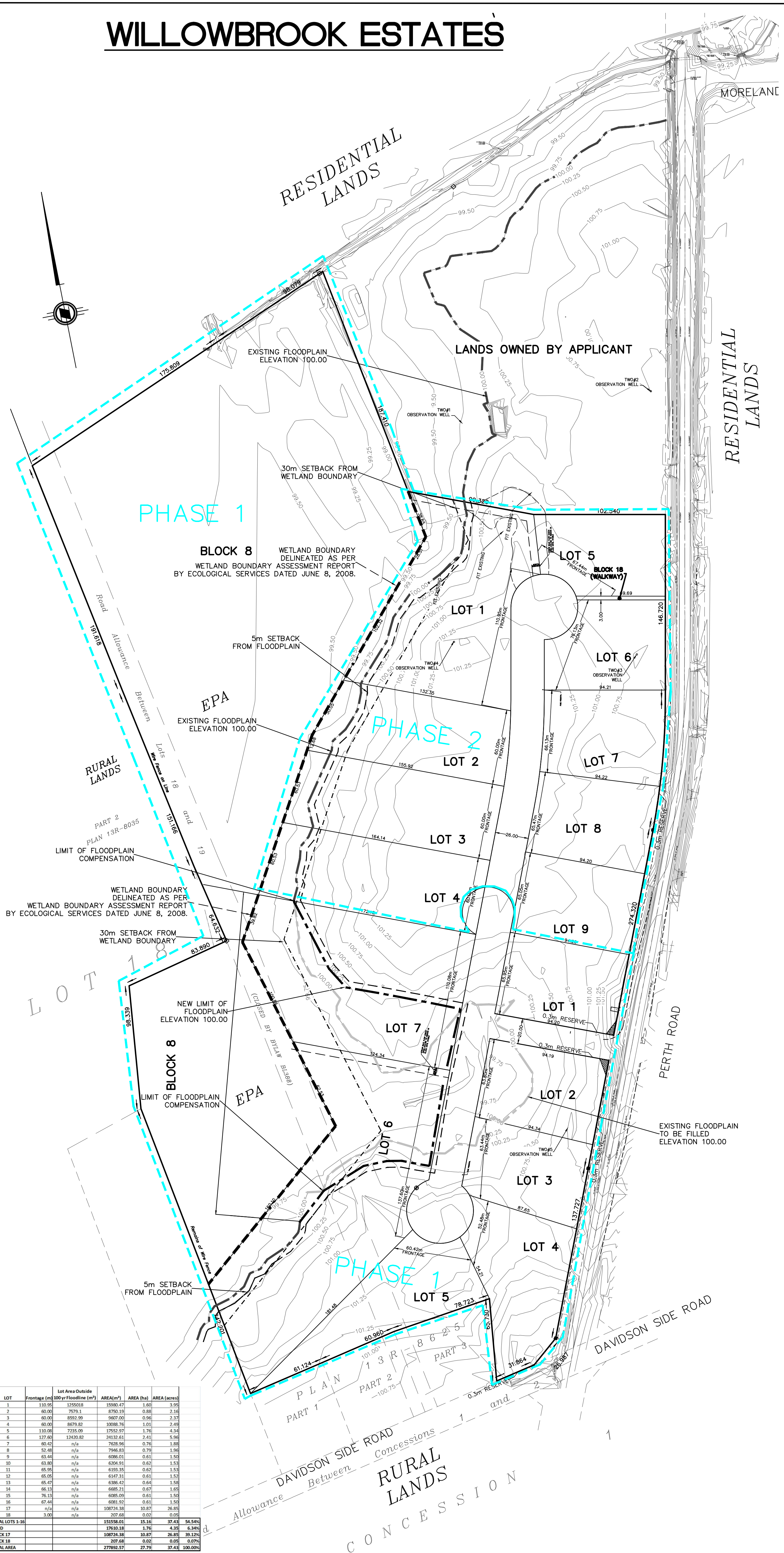
HOPKINS, CORMIER & CHITTY  
Surveying Consultants Inc.  
Ontario & Canada Land Surveyors  
www.hopkinscormier.com  
634-636 NORRIS COURT  
KINGSTON, ONTARIO K7P-2R9  
Tel (613) 384-5086  
Fax (613) 384-3513  
PROJECT No. 2007-229  
LOT 18 & 19, CONCESSION 2  
Township of Storrington.



1225 GRADINERS ROAD, #105  
KINGSTON, ONTARIO K7P 0G3  
TEL : 613-634-9278  
FAX : 613-634-9138  
E-MAIL : mjosselyn@josselyn.co

| No. | By | Date               | Revision                                   | Checked |
|-----|----|--------------------|--------------------------------------------|---------|
| 3   | OW | OCTOBER 14, 2015   | REVISED LOT NUMBERS AND ADDED PHASE LIMITS | MJ      |
| 2   | MS | SEPTEMBER 18, 2014 | REVISED SITE DATA TABLE                    | MJ      |
| 1   | MS | AUGUST 13, 2014    | REVISED AS PER TOWNSHIP COMMENTS           | MJ      |

WILLOWBROOK ESTATES

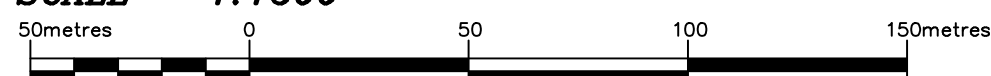


| LOT             | Frontage (m) | Let Area Outside (100yr Floodline) (m <sup>2</sup> ) | AREA (m <sup>2</sup> ) | AREA (ha) | AREA (acres) |
|-----------------|--------------|------------------------------------------------------|------------------------|-----------|--------------|
| 1               | 110.90       | 13500.00                                             | 15900.47               | 1.60      | 3.95         |
| 2               | 60.00        | 2079.11                                              | 870.19                 | 0.86      | 2.16         |
| 3               | 60.00        | 8592.99                                              | 9607.00                | 0.96      | 2.37         |
| 4               | 60.00        | 8679.82                                              | 3008.76                | 1.01      | 2.49         |
| 5               | 110.90       | 2219.99                                              | 1763.87                | 1.76      | 4.34         |
| 6               | 127.60       | 12430.82                                             | 2413.43                | 2.41      | 5.96         |
| 7               | 60.00        | n/a                                                  | 7808.06                | 0.78      | 1.88         |
| 8               | 52.48        | n/a                                                  | 7946.83                | 0.79      | 1.94         |
| 9               | 63.42        | n/a                                                  | 6096.01                | 0.61      | 1.50         |
| 10              | 60.00        | n/a                                                  | 6304.93                | 0.62      | 1.53         |
| 11              | 65.95        | n/a                                                  | 6393.35                | 0.62      | 1.53         |
| 12              | 65.95        | n/a                                                  | 6307.33                | 0.61      | 1.50         |
| 13              | 65.95        | n/a                                                  | 6396.42                | 0.64      | 1.58         |
| 14              | 66.13        | n/a                                                  | 6668.21                | 0.67      | 1.65         |
| 15              | 76.31        | n/a                                                  | 6096.09                | 0.61      | 1.50         |
| 16              | 67.44        | n/a                                                  | 6081.92                | 0.61      | 1.50         |
| 17              | n/a          | n/a                                                  | 10874.38               | 10.87     | 26.80        |
| 18              | 3.00         | n/a                                                  | 207.68                 | 0.02      | 0.05         |
| TOTAL LOTS 1-16 |              |                                                      | 115198.02              | 11.16     | 27.43        |
| ROAD            |              |                                                      | 17603.18               | 1.76      | 4.35         |
| BLOCK 17        |              |                                                      | 10874.38               | 10.87     | 26.80        |
| BLOCK 18        |              |                                                      | 207.68                 | 0.02      | 0.05         |
| TOTAL AREA      |              |                                                      | 177819.17              | 17.79     | 43.18        |

Appendix D

**PLAN OF SUBDIVISION OF  
PART of LOTS 18 and 19, CONCESSION 2  
PART of the ROAD ALLOWANCE between  
LOTS 18 and 19**

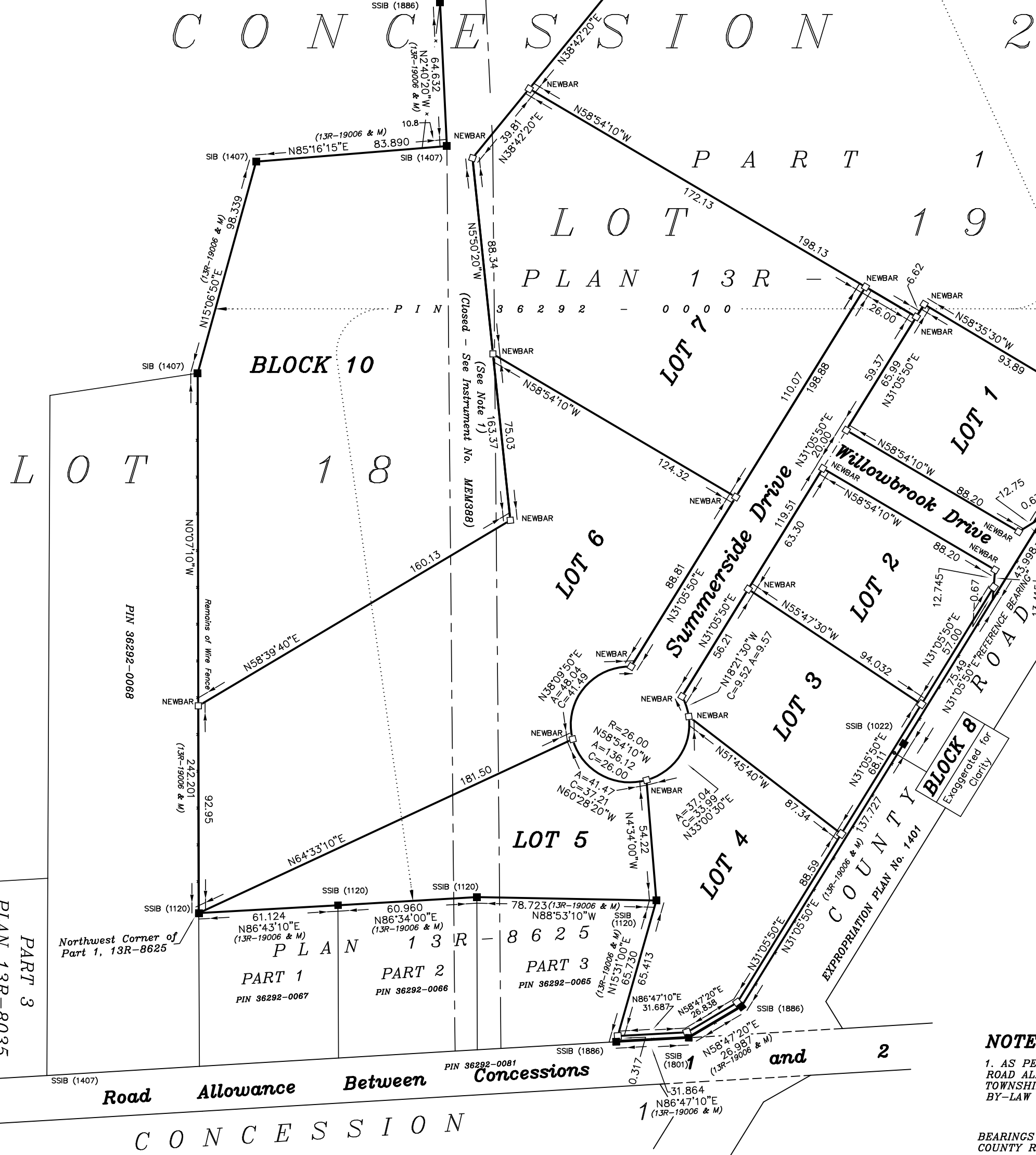
Geographic Township of Loughborough  
(Former Municipal Township of Storrington)  
**TOWNSHIP of SOUTH FRONTENAC  
COUNTY of FRONTENAC**  
SCALE = 1:1500



**HOPKINS CHITTY  
LAND SURVEYORS INC.  
-2015-**



**PLAN 13R-8035**  
**PART 2**  
**PIN 36292-0148**



**PLAN 13M-**

I CERTIFY that this PLAN is REGISTERED in the LAND REGISTRY OFFICE for the LAND TITLES DIVISION of FRONTENAC (No. 13) at 2:01 PM on the 16th day of OCTOBER 2015 AND ENTERED IN THE PARCEL REGISTER FOR PROPERTY IDENTIFIER No. 36292-0000 AND THE REQUIRED CONSENTS ARE REGISTERED as PLAN DOCUMENT No. LT.

REPRESENTATIVE FOR  
LAND REGISTRAR

THIS PLAN COMPROMISES PART OF PIN 36292-0000

**PART 1**  
**PLAN 13R-20973**  
**PIN 36292-0301**

**PART 4**  
**PLAN 13R-20973**  
**PIN 36292-0302**

**LEGEND:**

- SSIB'S PLANTED DUE TO INSUFFICIENT OVERBURDEN
- denotes Planted Survey Monument
- denotes Found Survey Monument
- SSIB Standard Iron Bar
- SSIB Short Standard Iron Bar
- IB Iron Bar
- IRB Iron Bar (round)
- RP Rock Post
- RP Rock Post
- WIT Witness
- (M) Measured
- (R.P.) Registered Plan
- (HP) Hydro Pole
- (1022) N. Bruce Campbell - O.L.S.
- (1686) Hopkins Chitty Land Surveyors Inc.
- (1407) Grange W. Elliott Ltd. - O.L.S.
- (1120) James A. Minnes - O.L.S.

**NOTE:**

1. AS PER INSTRUMENT No. MEM888 THIS PORTION OF ROAD ALLOWANCE WAS CONVEYED BY THE FORMER TOWNSHIP OF STORRINGTON BY AN UNREGISTERED BY-LAW THAT PASSED ON DECEMBER 14, 1963.

BEARINGS ARE UTM GRID, DERIVED FROM THE NORTHWESTERLY LIMIT OF COUNTY ROAD No. 10 PER 13R-9999 HAVING A BEARING OF N31°05'50"E UTM ZONE 18, MAD83 (CSRS) (1997.0) DESIGNATED HERBON AS "REFERENCE BEARING".

FOR BEARING COMPARISONS, A ROTATION OF 1°25'00" CLOCKWISE WAS APPLIED TO BEARINGS ON 13R-19006

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9997519

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**MUNICIPAL CERTIFICATE**

APPROVED UNDER SECTION 61 OF THE PLANNING ACT BY THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC THIS THE DAY OF 2015.

RON VANDEWAL MAYOR WAYNE ORR CAO

**OWNER'S CERTIFICATE**

THIS IS TO CERTIFY THAT:

- LOTS 1 TO 7, BOTH INCLUSIVE, BLOCKS 8, 9 AND 10 STREETS BEING WILLOWBROOK DRIVE AND SUMMERSIDE DRIVE HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.
- THE STREETS ARE HEREBY DEDICATED TO THE CORPORATION OF THE TOWNSHIP OF SOUTH FRONTENAC AS PUBLIC HIGHWAY.

OWNER: DATED THE DAY OF 2015.

TONY MATIAS  
PRESIDENT, 1059823 ONTARIO LTD.  
(I HAVE THE AUTHORITY TO BIND THE CORPORATION)

| POINT ID | NORTHING   | EASTING   |
|----------|------------|-----------|
| ORP "A"  | 4915022.23 | 382237.33 |
| ORP "B"  | 4915527.69 | 382149.25 |

COORDINATES CANNOT, IN THEMSELVES BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

**SURVEYOR'S CERTIFICATE:**

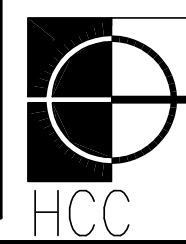
I CERTIFY THAT:

- This Survey and Plan are correct and in accordance with the SURVEYORS ACT, the SURVEYORS ACT and the LAND TITLES ACT and the REGULATIONS made under them.
- The SURVEY was completed on the day of October, 2015

HOPKINS, CHITTY LAND SURVEYORS INC.

DATE: OCTOBER 16, 2015

PHIL W. CHITTY - O.L.S.



**HOPKINS CHITTY  
LAND SURVEYORS INC.**  
Ontario Land Surveyors  
www.hopkinschitty.com

634-636 NORRIS COURT PROJECT No. 2012-266-2  
KINGSTON, ONTARIO K7P-2R9 LOT 18 & 19, CONCESSION 2  
Tel: (613) 384-3636 TOWNSHIP OF LOUGHBOROUGH  
Fax: (613) 384-3515

Appendix E



**Agenda Item #:** 7(c)

**TOWNSHIP OF SOUTH FRONTENAC  
RESOLUTION**

Resolution No.: 2015-39- Date: 17 Nov 2015

Moved by Councillor [Signature]

Seconded by Councillor [Signature]

THAT Council receives the recommendations contained in the Planning Report dated November 11, 2015 and approve the list of recommended conditions as representing the Township of South Frontenac's "Revised Condition of Draft Plan Approval" for the Willowbrook Estates Plan of Subdivision by Tony Matias and that the draft plan conditions of August 5, 2014 and November 3, 2015 be revoked.

*AS AMENDED*

CARRIED [checkmark] DEFEATED \_\_\_\_\_ DEFERRED \_\_\_\_\_

MAYOR [Signature]

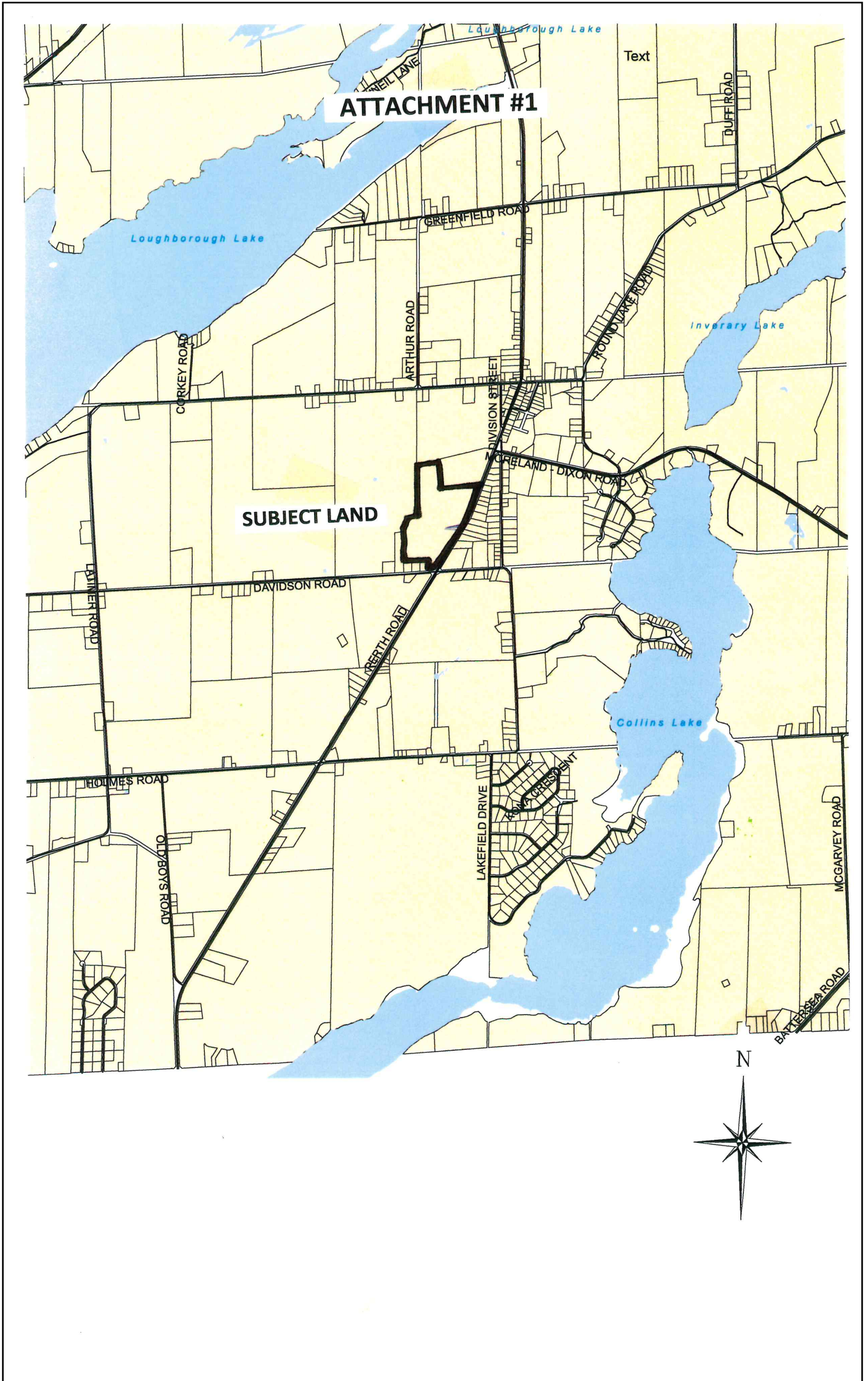
I certify that this is a true copy of No. \_\_\_\_\_ Dated \_\_\_\_\_ and approved at \_\_\_\_\_

CLERK-ADMINISTRATOR \_\_\_\_\_

RECORDED VOTES

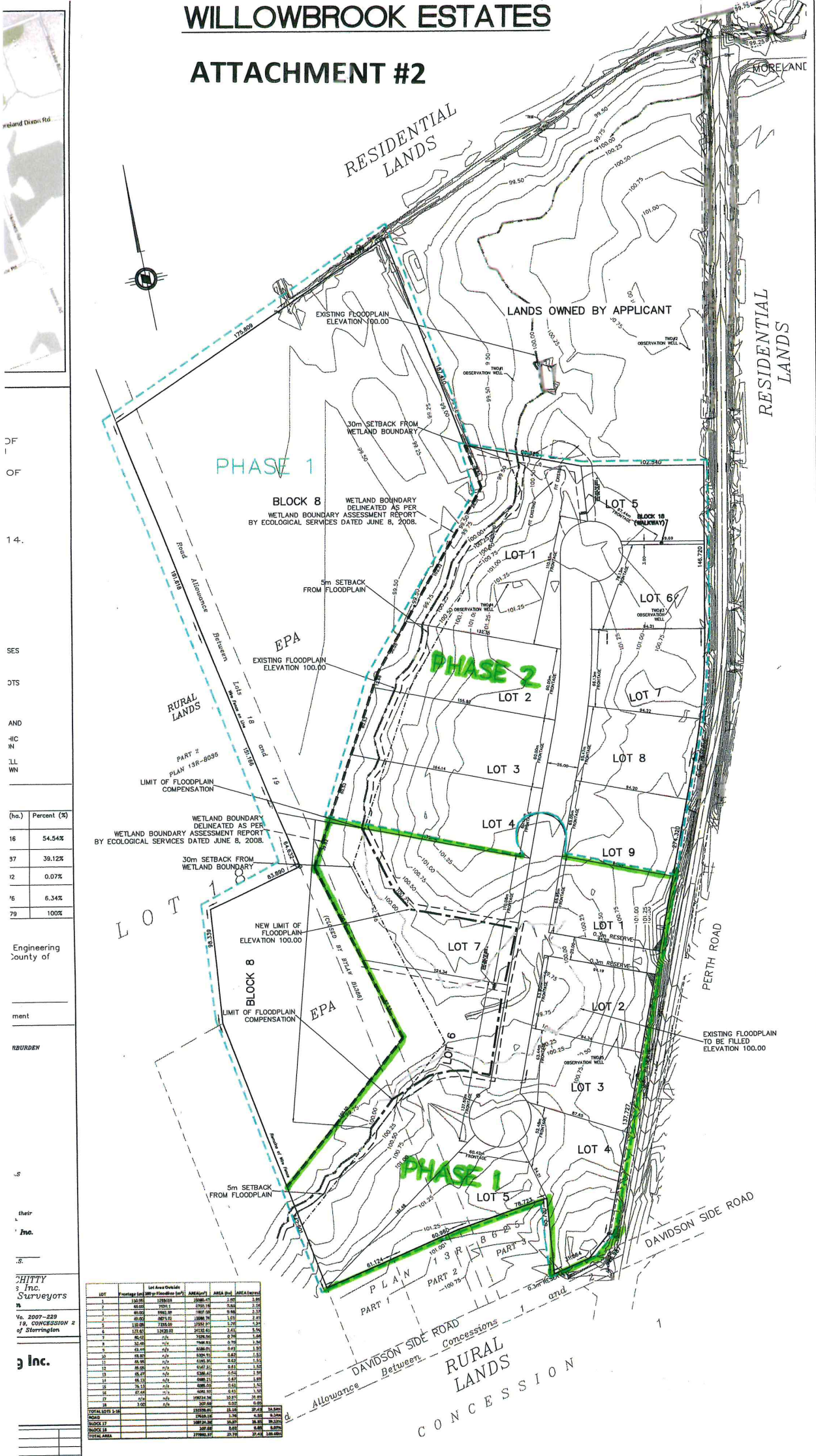
|              | YES | NO |
|--------------|-----|----|
| P. Barr      |     |    |
| J. McDougall |     |    |
| A. Revill    |     |    |
| B. Robinson  |     |    |
|              |     |    |

|               | YES | NO |
|---------------|-----|----|
| N. Roberts    |     |    |
| M. Schjerning |     |    |
| R. Sleeth     |     |    |
| R. Sutherland |     |    |
| R. Vandewal   |     |    |



# WILLOWBROOK ESTATES

## ATTACHMENT #2



OF  
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14.  
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| (No.) | Percent (%) |
|-------|-------------|
| 16    | 54.54%      |
| 57    | 39.12%      |
| 12    | 0.07%       |
| 6     | 6.34%       |
| 79    | 100%        |

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Surveyors

18 CONVESSION 2  
of Storrington

g Inc.

| LOT             | Percentage (%) | Lot Area Outside 5m Floodplain (sqm) | Area of 5m Floodplain (sqm) | Area of 10m Floodplain (sqm) | Area of 15m Floodplain (sqm) |
|-----------------|----------------|--------------------------------------|-----------------------------|------------------------------|------------------------------|
| 1               | 100.00         | 10000.00                             | 0.00                        | 0.00                         | 0.00                         |
| 2               | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| 3               | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| 4               | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| 5               | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| 6               | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| 7               | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| 8               | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| 9               | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| 10              | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| 11              | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| 12              | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| 13              | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| 14              | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| 15              | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| 16              | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| 17              | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| 18              | 45.00          | 4500.00                              | 5500.00                     | 6500.00                      | 7500.00                      |
| TOTAL LOTS 1-18 | 100.00         | 10000.00                             | 10000.00                    | 10000.00                     | 10000.00                     |
| Block 16        | 54.54%         | 5454.00                              | 6546.00                     | 7546.00                      | 8546.00                      |
| Block 17        | 39.12%         | 3912.00                              | 4764.00                     | 5546.00                      | 6346.00                      |
| Block 18        | 0.07%          | 70.00                                | 86.00                       | 101.00                       | 118.00                       |
| TOTAL AREA      | 100.00%        | 10000.00                             | 10000.00                    | 10000.00                     | 10000.00                     |





**Report 2016-014**

**Recommend Report**

**To:** Warden and Council of the County of Frontenac  
**From:** Kelly J. Pender, Chief Administrative Officer  
**Prepared by:** Lisa Hirvi, Interim Administrator, Fairmount Home  
**Date of meeting:** January 20, 2016

**Re: Fairmount Home – Long-Term Care Homes Accountability Planning Submission (LAPS) Report**

---

**Recommendation**

**Resolved That** Council of the County of Frontenac receive the Fairmount Home – Long-Term Care Homes Accountability Planning Submission (LAPS) Report;

**And Further That** Council of the County of Frontenac approve the LAPS documents as appended to this report;

**And Finally That** the Council of the County of Frontenac authorize the Interim Administrator to submit the approved LAPS documents to the South East Local Health Integration Network.

**Background**

Every three years long-term care homes must submit a planning submission to the Local Health Integration Network (LHIN). The LAPS is a planning document that provides information about an individual long-term care home (LTCH) that in turn supports the negotiation of the Long-Term Care Home Service Accountability Agreement (L-SAA) with the LHIN.

Each LTCH owns the LAPS document and is responsible for providing accurate and complete information to the LHIN. If at any time information within the LAPS document changes, the LTCH is responsible for updating the LAPS.

County Council is responsible for reviewing and approving the information provided in the LAPS before submission to the LHIN.

**Comment**

This LAPS document is for the three-year period (2016 – 2019) and consists of two components: Description of Homes and Services; and Service Plan Narrative.

The first part of the LAPS is the Description of Home and Services (Appendix I) in which current information is provided about Fairmount Home and its services.

The second part of the LAPS is the Service Plan Narrative (Appendix II) in which Fairmount Home provides an overview of the home including unique features of the home, description of the population that the home serves and services that the home provides to meet the needs of its resident group and community. For this three-year period, the LHIN adjusted the Service Plan Narrative to include the following new sections: partnership/integration opportunities and risk and mitigations.

**Sustainability Implications**

Submission of the LAPS is required to maintain funding flow from the LHIN.

**Financial Implications**

Failure to submit an approved LAPS may result in suspension of funding from the LHIN.

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

LHIN, Residents, Staff, Volunteers

**2016-2019 Description of Home and Services**

**LTCH Name:**

**A.1 General Information**

|                                                                      |                                         |                 |                        |
|----------------------------------------------------------------------|-----------------------------------------|-----------------|------------------------|
| LTCH Legal Name / Licencee                                           | Fairmount Home For the Aged             |                 |                        |
| LTCH Common Name                                                     | Fairmount Home                          |                 |                        |
| LTCH Facility ID Number LTCH Facility<br>(master number for RAI MDS) | H11094                                  |                 |                        |
| Address                                                              | 2069 Battersea Road                     |                 |                        |
| City                                                                 | Glenburnie                              | Postal Code     | K0H 1S0                |
| Geography served<br>(catchment area)                                 | Kingston, Frontenac, Lennox & Addington |                 |                        |
| Accreditation organization                                           | Accreditation Canada                    |                 |                        |
| Date of Last Accreditation                                           | 2015                                    | Year(s) Awarded | 4 Year Exemplary Award |

**A.2 Licensed or Approved Beds & Classification / Bed Type**

| Bed Types                        | Total # of Beds |   |   |   |     | Term of Licence | Comments/Additional Information |
|----------------------------------|-----------------|---|---|---|-----|-----------------|---------------------------------|
|                                  | A               | B | C | D | New |                 |                                 |
| Regular Long Stay Beds           | 12              |   |   |   |     |                 |                                 |
| Convalescent Care Beds           | 8               |   |   |   |     |                 |                                 |
| Respite Beds                     |                 |   |   |   |     |                 |                                 |
| Beds in Abeyance                 |                 |   |   |   |     |                 |                                 |
| ELDCAP Beds                      |                 |   |   |   |     |                 |                                 |
| Interim Beds                     |                 |   |   |   |     |                 |                                 |
| Veterans' Priority Access beds   |                 |   |   |   |     |                 |                                 |
| Other beds *                     |                 |   |   |   |     |                 |                                 |
| <b>Sub Total # all Bed Types</b> |                 |   |   |   |     |                 |                                 |
| <b>Total # all Bed Types</b>     | 128             |   |   |   |     |                 |                                 |

\*Other beds available under a Temporary Emergency Licence or Short-Term Authorization

**2016-2019 Description of Home and Services**

**LTCH Name:**

**A.3 Structural Information**

**Type of Room** (this refers to structural layout rather than what is charged in accommodations)

|                             |     |                             |    |                  |     |
|-----------------------------|-----|-----------------------------|----|------------------|-----|
| Number of rooms with 1 bed  | 100 | Number of rooms with 2 beds | 14 | Number of Floors | 2   |
| Number of rooms with 3 beds | 0   | Number of rooms with 4 beds | 0  | Total # Rooms    | 114 |

|                                                                                                                      |                                                                        |
|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Original Construction Date (Year)                                                                                    | 1968                                                                   |
| Renovations: Please list year and details (unit/resident home area, design standards, # beds, reason for renovating) | 1) 2002- 2004 redevelopment to meet Class A Standard<br>2)<br>3)<br>4) |

**Number of Units/Resident Home Areas and Beds**

| Unit/Resident Home Area | Number of Beds |
|-------------------------|----------------|
| <b>1North – secure</b>  | <b>32</b>      |
| <b>1South</b>           | <b>32</b>      |
| <b>2North</b>           | <b>32</b>      |
| <b>2South</b>           | <b>32</b>      |

**A.4 Additional Services Provided**

|                                       | Service Provided |    | Contract for Service |    | Explanation if applicable |
|---------------------------------------|------------------|----|----------------------|----|---------------------------|
|                                       | Yes              | No | Yes                  | No |                           |
| Nurse Practitioner                    | X                |    |                      |    |                           |
| Physiotherapy                         | X                |    | X                    |    |                           |
| Occupational therapy                  | X                |    |                      |    |                           |
| Ophthalmology/ Optometry              |                  | X  |                      |    |                           |
| Audiology                             |                  | X  |                      |    |                           |
| Dental                                | X                |    | X                    |    |                           |
| Respiratory Technology                | X                |    | X                    |    |                           |
| Denturist                             | X                |    |                      | X  | Can access if necessary   |
| IV Therapy (antibiotics or hydration) | X                |    |                      |    |                           |
| Peritoneal Dialysis (PD)              |                  | X  |                      |    |                           |
| Support for hemodialysis (HD)         |                  | X  |                      |    |                           |
| French Language Services              |                  | X  |                      |    |                           |
| Secure residential home area(s)       | X                |    |                      |    |                           |

**2016-2019 Description of Home and Services**

**LTCH Name:**

|                                                                  |   |   |  |  |                         |
|------------------------------------------------------------------|---|---|--|--|-------------------------|
| Specialized Dementia Care unit(s)                                | X |   |  |  |                         |
| <b>A.4 Additional Services Provided (cont'd)</b>                 |   |   |  |  |                         |
| Designated smoking room(s)                                       |   | X |  |  |                         |
| Specialized unit for younger physically disabled adults          |   | X |  |  |                         |
| Support for Feeding Tubes                                        | X |   |  |  |                         |
| Specialized Behavioural treatment unit(s)                        |   | X |  |  |                         |
| Transportation Services                                          |   | X |  |  | Can access if necessary |
| Additional service commitments for new bed awards (1987 to 1998) |   | X |  |  |                         |
| Other (specify)                                                  |   |   |  |  |                         |
| Other (specify)                                                  |   |   |  |  |                         |
| Other (specify)                                                  |   |   |  |  |                         |
| Other (specify)                                                  |   |   |  |  |                         |

**A.5 Specialized Designations – Please note whether designation is official (e.g. MOHLTC, CCAC)**

|                                     | Designated |    | Comments |
|-------------------------------------|------------|----|----------|
|                                     | Yes        | No |          |
| Religious                           |            | X  |          |
| Ethnic                              |            | X  |          |
| Linguistic                          |            | X  |          |
| French Language Service Designation |            | X  |          |
| Aboriginal                          |            | X  |          |
| Other (specify)                     |            |    |          |
| Other (specify)                     |            |    |          |
| Other (specify)                     |            |    |          |

**A.6 Community Linkages**

|                       | Service Provided |    | Comments |
|-----------------------|------------------|----|----------|
|                       | Yes              | No |          |
| Volunteer program     | x                |    |          |
| Service groups        | x                |    |          |
| Language interpreters |                  | x  |          |
| Cultural interpreters |                  | x  |          |
| Advisory council      | x                |    |          |
| Community board       |                  | x  |          |
| Faith communities     |                  | x  |          |
| Other (specify)       |                  |    |          |
| Other (specify)       |                  |    |          |
| Other (specify)       |                  |    |          |
| Other (specify)       |                  |    |          |

**2016-2019 Description of Home and Services**

**LTCH Name:**

**A.7 Services Provided to the Community**

|                          | Service Provided |    | Comments |
|--------------------------|------------------|----|----------|
|                          | Yes              | No |          |
| Meal Services            |                  | x  |          |
| Social Congregate Dining |                  | x  |          |
| Supportive Housing /SDL  |                  | x  |          |
| Adult Day Program        |                  | x  |          |
| Retirement living        |                  | x  |          |
| Other (specify)          |                  |    |          |
| Other (specify)          |                  |    |          |
| Other (specify)          |                  |    |          |
| Other (specify)          |                  |    |          |

**A.8 Quality Improvement Practices – Please Include a Summary of the LTCH’s Quality Improvement Initiatives**

| <i>Initiative</i>                         | <i>Comments</i>                                                                                                                                                                                                                                                        |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Residents First Quality Improvement Teams | <b>A variety of teams have been established to regularly review quality improvement and use a variety of tools to track QI initiatives.</b>                                                                                                                            |
| Annual Workplan                           | <b>A workplan is in place for managers which establish dates for program and policy review throughout the year. The plan also establishes dates for reporting, training, strategic planning and testing of operational plans such as the fire and emergency plans.</b> |
| Lean Methodology                          | <b>Staff have been trained in the LEAN methodology through Residents First. Currently two managers are participating in a LEAN program for leadership training through a County of Frontenac initiative.</b>                                                           |
|                                           |                                                                                                                                                                                                                                                                        |
|                                           |                                                                                                                                                                                                                                                                        |

**2016-2019 Long-Term Care Home Accountability Submission (LAPS)  
Service Plan Narrative**

|                         |                |
|-------------------------|----------------|
| <b>LTCH Name:</b>       | Fairmount Home |
| <b>Facility Number:</b> | H11094         |

**Service Plan Narrative – Part A: 2016-19**

1. Strategic Goals and Priorities:

**Strategic Goals and Priorities:**

Fairmount Home, owned and operated by the County of Frontenac, provides long-term care to all of our 128 residents through our Gentlecare™ philosophy. We received a four-year “Exemplary” accreditation in 2015 through Accreditation Canada. Resident-focused services include recreation, spiritual, nursing, medical, housekeeping, laundry, dietary, maintenance and administrative. We are pleased to have an Occupational Therapist, Nurse Practitioner and Restorative Care Nurse on staff. We have 168 staff. We also have a strong volunteer base providing over 7,000 hours each year. We operate a volunteer staffed café which provides services to residents, staff, family members, volunteers and tenants at Country Pines Apartments (located next door). Physiotherapy services are provided by Centric Health. Social work services are provided by K3C. The management of Environmental and Food Services as well as the dietitian services are provided by Sodexo. Residents also are served by a mobile dental clinic. A renovated auditorium was opened in October 2014.

Fairmount’s strategic plan was approved by Council in 2012 ( to be updated in 2016) as follows:

**Our Vision**

Fairmount is recognized as a home of choice thanks to our Gentlecare™ philosophy; the dedication of staff, volunteers, students and community partners; our sustainable practices and our quest for continuous quality improvement.

**Our Mission**

Members of the Fairmount community are treated with dignity and respect in a creative and responsive environment in which all members are dedicated to promoting the individual strengths and abilities of each other.

**Our Values**

- |                                               |                                     |
|-----------------------------------------------|-------------------------------------|
| <b>C</b> - Caring and Compassionate           | <b>C</b> – Community-Oriented       |
| <b>R</b> - Responsive and Respectful          | <b>O</b> – Opportunity and Openness |
| <b>E</b> – Expertise, Enabling                | <b>M</b> – Meaningful and Mindful   |
| <b>A</b> – Acceptance, Advocacy, Appreciation | <b>M</b> – Motivated                |
| <b>T</b> – Team Work                          | <b>U</b> – Unique                   |
| <b>I</b> – Independent and Innovative         | <b>N</b> – Neighbourly              |
| <b>V</b> – Vibrant, Visionary                 | <b>I</b> – Inclusive                |
| <b>E</b> – Ethical                            | <b>T</b> – Togetherness             |
|                                               | <b>Y</b> – <b>YOU</b> – our focus   |

**2016-2019 Long-Term Care Home Accountability Submission (LAPS)  
Service Plan Narrative**

---

**Service Plan Narrative – Part A: 2016-19**

**Our Priorities**

**Our Residents**

Fairmount will ensure a holistic lifestyle for all residents by responding to their unique needs and wishes related to learning and desired experiences to satisfy their physical, social, emotional, spiritual, mental and cultural needs and by ensuring that all members of the Fairmount community are knowledgeable and accepting of our Mission, Vision and Values and put them into practice all day, every day.

**Our Staff & Volunteers**

Fairmount will be a positive learning environment based on best practices and mutual respect, creativity and innovation and will maintain a strategy for recruitment, training and retention to ensure an exceptional group of staff and volunteers.

**Our Community**

Fairmount will continue seeking the involvement of the wider community by bringing members into Fairmount through the sharing of our expertise, our location and our excellent programming and by reaching out to members as a leader and a participant, sharing our knowledge and resources to plan and implement activities that will improve the lives of the elderly throughout the entire area.

**Our Relationships**

Fairmount will continue to develop new relationships, while recognizing the value of our current ones, to ensure the highest quality of care and programming for Fairmount and the long-term care sector.

**Our Communications**

Fairmount will maintain an open and accountable program of accessible communications with its residents, staff, volunteers, family members and members of its greater community.

**Our Infrastructure**

Fairmount will ensure that its activities are supported by good quality, well maintained, well managed and, where required, accessible infrastructure.

**Our Sustainability**

Fairmount will strive to become a sustainable organization by seeking out opportunities and resources that will allow us to reduce our financial and environmental impact upon our community.

**For 2016-2019 we have identified several projects to be undertaken as follows:**

- a) Strategic Plan update
- b) Implementation of computerized mandatory staff training software
- c) Implementation of new purchase order system
- d) Access to internet for residents and their families
- e) Public outreach programs
- f) Establishment of a "Friends of Fairmount" volunteer group

**2016-2019 Long-Term Care Home Accountability Submission (LAPS)  
Service Plan Narrative**

**Service Plan Narrative – Part A: 2016-19**

**2. Advancement of the IHSP:**

We recognize the value of Nurse Practitioners in long-term care and are pleased to have a full-time NP on staff. She has alleviated some of the responsibilities from the attending physician which allows the Dr. more time to see our residents. Having an in house NP has: provided a quicker response to medical concerns of residents; provided preventative health information to staff, residents and volunteers; was successful in bringing telemedicine to the home in the hopes of reducing resident hospital/doctor's office visits; developed end-of-life decision-making and pain and symptom management toolkits which have been shared with other homes; provided IV therapy/hyperdermoclysis training to RNs for antibiotic therapy, hydration, etc. She provides guidance to NP students and 4<sup>th</sup> year nursing students when placed at Fairmount. All of these activities support advancement of the LHIN's IHSP, particularly in reducing visits to the ER and hospital admissions.

Telemedicine is available at Fairmount and presently it is used by FMT staff and community partners primarily for education and meeting purposes. It has also been used for clinic appointments such as dermatology and access to geriatric specialties. Again this service helps support the advancement of the IHSP in reducing visits to the ER and hospital admissions. We plan to investigate the possibility of making this service available to the community when not in use for Fairmount residents.

We are consistent in meeting the established targets for responding to LTC admission applications.

Staff at Fairmount continues to participate on a variety of committees, task forces and collaborative organizations. Through these venues we have the opportunity to network with our peers to identify further opportunities to work together.

We have a vibrant volunteer program and have partnered with other LTC homes to provide education on a variety of topics to our volunteers and are currently working with other homes to provide activities to our younger resident population.

The auditorium renovation project has provided a modern accessible space to not only the residents of the home but the community as a whole.

**3. Partnership/Integration Opportunities:**

As we cannot do it all in LTC, we have a variety of partnerships with other organizations in order to meet our resident needs. These include, but are not limited to, PC Mental Health Services, Alzheimer Society of Kingston, Diabetes Society, CNIB, Veterans' Affairs, etc. We also reach out to other LTC homes for assistance in policy and program development. We are a member of OANHSS and are active participants in OANHSS Region VI.

**2016-2019 Long-Term Care Home Accountability Submission (LAPS)  
Service Plan Narrative**

**Service Plan Narrative – Part A: 2016-19**

**4. Situation Analysis:**

We anticipate that our bed occupancy will remain consistent as there is a very long waiting list (up to two years) for Fairmount and a true need for LTC services in our community.

In developing budgets it is unfortunate that we do not know what is in store for us in regard to CMI, funding or resident accommodation fees. Over the past few years our CMI has increased slightly but we never know what type of residents will be admitted and given the fact that the CMI used for funding purposes is not current, it results in a challenge. We cannot anticipate MOHLTC acuity increases and changes in resident accommodation fees. We continue to budget conservative increases in acuity and accommodation funding and we are now concerned with how the changes to the high intensity needs fund has impacted the home.

It's important to note that without the proper staffing levels it is a challenge to meet performance targets. The following are several risks that need to be considered:

The current average age of our employees is 43 years. 24% of our employees are between the ages of 50 and 70 years with 8 of them over the age of 60. In two years 41%, almost half, of our employees will be between the ages of 50 and 70. Succession planning and recruitment must be a priority for Fairmount.

The implementation of the *Long-Term Care Homes Act* has resulted in a tremendous impact on the workflow of the management team. Many hours are now being spent reviewing documentation, conducting program evaluations, developing and monitoring indicators, developing and scheduling emergency exercises and staff education. While much of this was in place in some form or another prior to 2010, the specificity of the *Act* and the need for detailed documentation has required the managers to pull back from being on the floors with the staff and the residents in order to administrate the requirements.

Changes to the Ministry of Health & Long-Term Care High Intensity Needs funding have resulted in additional pressures on our budget. People are funded for high intensity needs such as bi-pap and tube feeding while living in the community, however full funding ceases once the person is admitted to Fairmount. The 2015 budget for HIN totaled \$35,000 which will be over spent. The current funding envelope is not sufficient to care for older residents now entering the home with a variety of high intensity needs. This is now having an effect on our admission discussions with the CCAC. It will be an ever increasing financial and staffing burden should we be forced through legislation to admit multiple residents with conditions requiring these specialized services. We describe the reality of the health care needs of our residents as now being at a "long term care hospital" level while the funding has not kept up to the care needs.

Resident Behaviors - there has been a paradigm shift in Long term Care facilities. We are no longer dealing with just the elderly frail population. The lack of community and psychiatric beds and nursing care resources has also played a significant role in the changes to Long Term Care. The Residents are entering our facilities much younger with the diagnosis of neuromuscular disease, Acute Brain Injury and unstable Dementia with aggressive responsive behaviors.

**2016-2019 Long-Term Care Home Accountability Submission (LAPS)  
Service Plan Narrative**

**Service Plan Narrative – Part A: 2016-19**

5. Evaluation of Prior Year Performance (optional):

County Council has recently adopted a business plan for Fairmount. Part of the plan includes the following indicators for 2016-2020:

**Objective 1** – Improve quality of care to our residents and build on Fairmount’s excellent reputation by maintaining exemplary accreditation status and limited exposure to Ministry orders.

**Indicators:**

- |                                              |                                            |                                                                           |
|----------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------|
| • Reduction in the number of resident falls  | <b>Goal:</b> Below Provincial average      |                                                                           |
| • Reduction of the number of restraints used | <b>Goal:</b> Below Provincial average      |                                                                           |
| • Resident Length of Stay                    |                                            | <b>Goal:</b> Monitor Resident length of stay as a level of care indicator |
| • Resident/family satisfaction survey        | <b>Goal:</b> Obtain 95% satisfaction level |                                                                           |
| • Accreditation level awarded                | <b>Goal:</b> Maintain “Exemplary” level    |                                                                           |
| • Annual compliance audit                    | <b>Goal:</b> Receive no written orders     |                                                                           |

**Objective 2** – To reduce the occurrence and effect of illness and injury on workforce productivity, to promote employee attachment and reduce/manage costs by continuing to encourage a safe and respectful work environment resulting in a reduction to sick time, overtime and labour administration costs (grievances, arbitrations etc.).

**Indicators:**

- |                          |                                                                     |
|--------------------------|---------------------------------------------------------------------|
| • Reduce sick time costs | <b>Goal:</b> 80% of employees meeting the target for absenteeism    |
|                          | • Nursing (CUPE 2290) – no more than 10 days in a 12 month period   |
|                          | • Non-nursing/Non-Union - no more than 7 days in a 12 month period; |

**Objective 3 & 4** – Continue to focus on charting resident care to improve the case mix index score generating additional non-municipal revenue.

**Indicators:**

- |                                                                                                                       |                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| • Increased Case Mix Index revenue                                                                                    | <b>Goal:</b> increase CMI revenue by 1%                                                                                                     |
| • Increased other revenue sources resulting in municipal contributions increasing by less than the rate of inflation. | <b>Goal:</b> obtain special project funding<br><b>Goal:</b> coordinate the creation of a “Friends of Fairmount” fundraising community group |

**2016-2019 Long-Term Care Home Accountability Submission (LAPS)  
Service Plan Narrative**

**Service Plan Narrative – Part A: 2016-19**

**Objective 5** – Development and implementation of an outreach program regarding seniors issues.

**Indicator:**

Host a spring and fall community information session focusing on relevant seniors issues  
Invite the community to participate in future strategic planning sessions.

**Goal:** to reach 50 participants.

Provide and advertise community access to the tele-medicine equipment/system which is in place  
Offer advice, knowledge and support to community groups seeking to assist seniors through the sharing of information and coordinating communications

**Goal:** to increase community awareness and use of the tele-medicine service

**Goal:** reach out to 6 community groups annually.

6. Changes to Operations Summary (optional):

7. Risks & Mitigations:

| Type of Risk<br>(i.e. Financial, Program, Operational, etc.) | Level of Potential Risk<br>(low, medium, high) | Mitigating Strategy                                                                                                                                                   |
|--------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Infrastructure – well and septic systems                     | <b>high</b>                                    | Prepare detailed studies on life span and redevelopment options. Ensure sufficient reserves are in place.                                                             |
| Staffing levels vs. Increased care levels                    | <b>medium</b>                                  | Establish “Quality Improvement Champions” in each unit. Monitoring of employee attendance. Review staffing models. Lobby for additional funding to reflect care need. |
| Staffing retention                                           | <b>low</b>                                     | Staff attraction/retention - review number of years of experience for positions posted.                                                                               |



**Report 2016-010**

**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 and Susan Brant, Deputy Treasurer  
**Date of meeting:** January 20, 2016

**Re: Corporate Services - Finance - Capital Asset Management Review**

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**Recommendation:**

This Report is for information purposes only.

**Background**

In April 2014 Council received the capital asset report from Public Sector Digest in which it was identified that the County had an annual funding deficit of \$851,000.

In September 2014, Council considered options to address this shortfall over the next ten years. It was recognized that planning for capital asset replacement and funding the capital deficit is a prudent financial strategy. The direction provided by Council was;

1. An annual dedicated levy of .65%
2. Fund 50% of the cost of building and land improvement replacement through debt.

For the September 2014 report the net deficit was estimated at \$947,927. However it was also recognized that work was required to review asset condition and refine the replacement schedule.

The 2015 budget provided for a capital asset condition assessment, which was presented to Council in October 2015.

**Comment**

First it must be reiterated that this capital asset management plan direction only provides for replacement of current assets and does not include new assets that might be added to the complement. The lifecycle costs of a new asset will be presented to Council along with the annual allocation required to replace that new asset, outside of the current capital asset replacement requirements, prior to Council approval of the new asset.

With the completion of the condition assessment and refined engineering estimates the total annual deficit has been revised to \$851,537.

The following table outlines the changes in the annual deficit:

| <b>Change in Annual Requirement Deficit</b>                                                                                                                         | <b>Change in Annual Requirement</b> | <b>Change in City Contribution</b> | <b>Total</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------------------------|--------------|
| <b>Land Improvements</b>                                                                                                                                            |                                     |                                    |              |
| K&P Trail expansion annual requirement overestimated 2015                                                                                                           | (21,187)                            |                                    |              |
| Condition assessment changed the useful life of parking lot/sidewalks for Fairmount/County to a replacement in 2020 from 2039                                       | 2,146                               |                                    |              |
| K&P bridges previously had a 15 year useful life, Greer Galloway provided 25 years for timber deck portion, 75 years for bridge structure and 50 years for abutment | (44,511)                            |                                    | (\$63,552)   |
| <b>Buildings</b>                                                                                                                                                    |                                     |                                    |              |
| - Condition assessment changed Old House components as follows:                                                                                                     |                                     |                                    |              |
| - Electrical increased to 40 years from 25 years                                                                                                                    | (1,805)                             |                                    |              |
| - Interior flooring increased to 20 years from 15 years                                                                                                             | (905)                               |                                    |              |
| - County Entrance increased to 30 years from 20 years                                                                                                               | (1,415)                             |                                    |              |
| North Frontenac Ambulance Base annual requirement overestimated 2015                                                                                                | (548)                               |                                    |              |
| - Condition assessment changed the useful life on Fairmount flat roof from 45 years to 20 years as well as significant decrease in replacement costs                | (7,492)                             |                                    | (\$12,165)   |
| <b>Equipment</b>                                                                                                                                                    |                                     |                                    |              |
| FPS new stretcher increased the annual replacement requirement                                                                                                      | 98,575                              |                                    |              |
| FPS new defibs decreased the annual replacement requirement                                                                                                         | (3,159)                             |                                    |              |
| FMT generator replacement cost updated due to asset condition assessment                                                                                            | 8,463                               |                                    |              |
| Goldcare software not being replaced                                                                                                                                | (9,876)                             |                                    |              |
| Computer servers not being replaced                                                                                                                                 | (7,439)                             |                                    |              |
| Sentryfile software not being replaced                                                                                                                              | (4,450)                             |                                    |              |
| Increase in annual equipment reserve contribution                                                                                                                   | (59,672)                            | (59,530)                           | (\$37,088)   |
| <b>Vehicles</b>                                                                                                                                                     |                                     |                                    |              |
| Additon of Planning vehicle                                                                                                                                         | 10,030                              |                                    |              |
| FPS ambulance annual requirement increase with inflation projected at 1% and 4 refurbished vehicles                                                                 | 58,649                              |                                    |              |
| Increase in annual vehicle reserve contribution                                                                                                                     | (14,586)                            | (37,680)                           | \$16,414     |

Dedicated annual tax levy: The County currently does allocate reserve funds annually for capital replacement. However, as outlined in the Public Sector Digest report, the County is not reserving an adequate amount annually to provide for all its current requirements. The following table outlines the annual levy requirement as \$664,733.

|                          | <b>A</b>   | <b>B</b>       | <b>C</b>         | <b>D</b>                         | <b>E</b>                                |
|--------------------------|------------|----------------|------------------|----------------------------------|-----------------------------------------|
|                          | % Financed | Annual Deficit | Add Assess Shift | Annual debt requirement<br>B x A | Annual amount of levy required<br>B+C-D |
| Vehicles                 | 0.00%      | 176,013        |                  | 0                                |                                         |
| Buildings                | 50.00%     | 402,039        |                  | 201,020                          |                                         |
| Mach. & Equip. <10 years | 0.00%      | 64,737         |                  | 0                                |                                         |
| Mach. & Equip. >10 years | 0.00%      | 133,259        |                  | 0                                |                                         |
| Land Improvements        | 50.00%     | 75,488         |                  | 37,744                           |                                         |
|                          |            | 851,537        | 51,960           | 238,764                          | 664,733                                 |

**Column A:** Council direction to levy 50% of building and land improvement replacement requirements

**Column B:** Annual deficit – or the additional amount that needs to be levied annually to bring the County to a sustainable capital asset replacement position

**Column C:** As the County shares the capital replacement of Land Ambulance and Fairmount assets with the City of Kingston, the change in weighted assessment over time results in an additional annual burden on the County of Frontenac

**Column D:** The share of the annual deficit that will be provided for through debt

**Column E:** The annual levy target for the County.

The intent of the dedicated levy is to incrementally increase the levy contribution, such that by year 10 (2024) the full amount of \$664,733 is funded through the tax levy. In 2014 the dedicated annual levy was \$53,761, but with an annual inflation factor added the target should be reached by 2024.

As a result of the condition assessment and revised annual deficit, it is anticipated that a reduced amount will be required in 2024 to meet this target. However is not recommended to change the annual dedicated levy.

**Fairmount Home Debenture:** The Fairmount Home debenture will be completed by mid-2022. The County's annual net contribution to this debenture is \$210,295 (\$335,295 less a reserve transfer of \$125,000). In 2022 the debenture will be completed mid-year so Council could choose to use this tax room to apply to the dedicated capital levy in 2022 and subsequent years.

County Council has directed that 50% of building and land improvements be covered by debt. In 2022 Council will be in a better position to evaluate its possible new debt requirements and might use some of the tax room provided by the completion of the Fairmount debenture to support new annual debt requirements.

This analysis will be completed annually to ensure that funding targets are being achieved. At this time, it is not recommended to reduce the dedicated levy from the .65% until 2022, should the situation warrant.

### **Sustainability Implications**

Developing a plan for the timely replacement of capital assets is a critical step in the County's LRFPP. Sustainable, predictable and timely funding of capital assets, combined with a reasonable borrowing policy will assist future generations by spreading tax burden and ensuring that vital community assets are maintained and replaced.

It is important to ensure that the correct amount is being **levied annually** for capital replacement.

### **Financial Implications**

A dedicated levy of .65% for capital replacement was provided in the 2016 budget.

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

Senior Leadership Team



**Report 2016-011**

**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:** January 20, 2016

**Re: Corporate Services – 2016 Budget – Council Survey Results**

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**Recommendation:**

This Report is for information purposes only.

**Background**

Council adopted a budget policy in June 2015. The 2016 budget process followed the policy and the 2016 budget was adopted in November 2015.

Council was asked to provide feedback on the budget process and documentation.

**Comment**

Attached is a summary of the results of the survey provided to Council in December (Appendix A).

**Financial Implications**

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

Senior Leadership Team

**Council Satisfaction Survey Results - Budget 2016**

| Question #1 In general, the Business Plan and Project Proposal presentations on October 14 & 21: |   |                               |   |      |                |            |            |
|--------------------------------------------------------------------------------------------------|---|-------------------------------|---|------|----------------|------------|------------|
| Question #1                                                                                      | 1 | Was far below my expectations |   |      |                |            |            |
|                                                                                                  | 2 | Was below my expectations     |   |      |                |            |            |
|                                                                                                  | 3 | Met my expectations           | 3 | ■■■  |                |            |            |
|                                                                                                  | 4 | Was above my expectations     | 4 | ■■■■ |                |            |            |
|                                                                                                  | 5 | Far exceeded my expectations  |   |      |                |            |            |
|                                                                                                  |   |                               |   |      | <b>Average</b> | <b>Max</b> | <b>Min</b> |
|                                                                                                  |   |                               |   |      | 3.57           | 4          | 3          |

| Question #2 There was value in the Council Liaison presentation prior to the formal presentations: |   |     |   |         |  |  |  |
|----------------------------------------------------------------------------------------------------|---|-----|---|---------|--|--|--|
| Question #2                                                                                        | 1 | Yes | 7 | ■■■■■■■ |  |  |  |
|                                                                                                    | 2 | No  | 0 |         |  |  |  |

| Question #3 The Department business plan presentations by Directors and Managers: |   |                                    |   |         |                |            |            |
|-----------------------------------------------------------------------------------|---|------------------------------------|---|---------|----------------|------------|------------|
| Question #3                                                                       | 1 | Should have included far more Info |   |         |                |            |            |
|                                                                                   | 2 | Could have been more detailed      |   |         |                |            |            |
|                                                                                   | 3 | Met my needs                       | 7 | ■■■■■■■ |                |            |            |
|                                                                                   | 4 | Somewhat too Detailed              |   |         |                |            |            |
|                                                                                   | 5 | Included Far Too Much Info         |   |         |                |            |            |
|                                                                                   |   |                                    |   |         | <b>Average</b> | <b>Max</b> | <b>Min</b> |
|                                                                                   |   |                                    |   |         | 3.00           | 3          | 3          |

| Question #4 The Department project proposal presentations by Directors and Manager: |   |                                    |   |         |                |            |            |
|-------------------------------------------------------------------------------------|---|------------------------------------|---|---------|----------------|------------|------------|
| Question #4                                                                         | 1 | Should have included far more Info |   |         |                |            |            |
|                                                                                     | 2 | Could have been more detailed      |   |         |                |            |            |
|                                                                                     | 3 | Met my needs                       | 7 | ■■■■■■■ |                |            |            |
|                                                                                     | 4 | Somewhat too Detailed              |   |         |                |            |            |
|                                                                                     | 5 | Included Far Too Much Info         |   |         |                |            |            |
|                                                                                     |   |                                    |   |         | <b>Average</b> | <b>Max</b> | <b>Min</b> |
|                                                                                     |   |                                    |   |         | 3.00           | 3          | 3          |

| Question #5 The Department presentation by Directors and Managers: |   |                               |   |      |                |            |            |
|--------------------------------------------------------------------|---|-------------------------------|---|------|----------------|------------|------------|
| Question #5                                                        | 1 | Was far below my expectations |   |      |                |            |            |
|                                                                    | 2 | Was below my expectations     |   |      |                |            |            |
|                                                                    | 3 | Met my expectations           | 4 | ■■■■ |                |            |            |
|                                                                    | 4 | Was above my expectations     | 2 | ■■   |                |            |            |
|                                                                    | 5 | Far exceeded my expectations  |   |      |                |            |            |
|                                                                    |   |                               |   |      | <b>Average</b> | <b>Max</b> | <b>Min</b> |
|                                                                    |   |                               |   |      | 3.33           | 4          | 3          |

**Notes:**

- Average, max and min refer to the score received as referenced on the left side of each category.

**Council Satisfaction Survey Results - Budget 2016**

| Question #6 In general, the Council base budget presentation on November 12: |   |                               |   |       |                |            |            |
|------------------------------------------------------------------------------|---|-------------------------------|---|-------|----------------|------------|------------|
| Question #6                                                                  | 1 | Was far below my expectations |   |       |                |            |            |
|                                                                              | 2 | Was below my expectations     |   |       |                |            |            |
|                                                                              | 3 | Met my expectations           | 5 | ■■■■■ |                |            |            |
|                                                                              | 4 | Was above my expectations     | 2 | ■■    | <b>Average</b> | <b>Max</b> | <b>Min</b> |
|                                                                              | 5 | Far exceeded my expectations  |   |       | 3.29           | 4          | 3          |

| Question #7 The presentation related to budget context, general economic conditions, municipal comparators and budget cost drivers: |   |                                    |   |       |                |            |            |
|-------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------------|---|-------|----------------|------------|------------|
| Question #7                                                                                                                         | 1 | Should have included far more info |   |       |                |            |            |
|                                                                                                                                     | 2 | Could have been more detailed      |   |       |                |            |            |
|                                                                                                                                     | 3 | Met my needs                       | 6 | ■■■■■ |                |            |            |
|                                                                                                                                     | 4 | Somewhat too detailed              | 1 | ■     | <b>Average</b> | <b>Max</b> | <b>Min</b> |
|                                                                                                                                     | 5 | Included Far Too Much Info         |   |       | 3.14           | 4          | 3          |

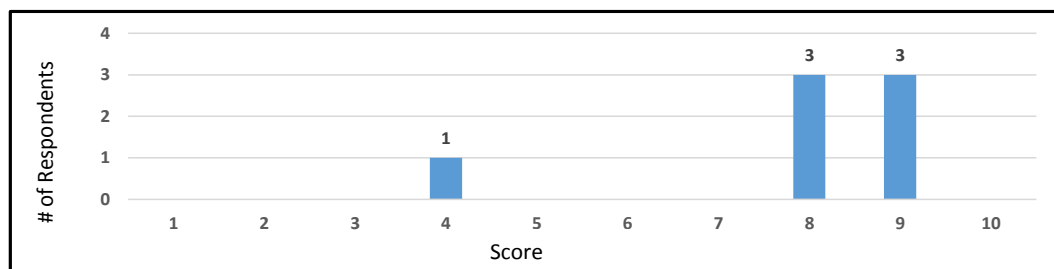
| Question #8 The explanation of status quo budget, variance highlights and service delivery changes: |   |                                    |   |        |                |            |            |
|-----------------------------------------------------------------------------------------------------|---|------------------------------------|---|--------|----------------|------------|------------|
| Question #8                                                                                         | 1 | Should have included far more info |   |        |                |            |            |
|                                                                                                     | 2 | Could have been more detailed      |   |        |                |            |            |
|                                                                                                     | 3 | Met my needs                       | 7 | ■■■■■■ |                |            |            |
|                                                                                                     | 4 | Somewhat too detailed              |   |        | <b>Average</b> | <b>Max</b> | <b>Min</b> |
|                                                                                                     | 5 | Included Far Too Much Info         |   |        | 3.00           | 0          | 0          |

**Notes:**

- Average, max and min refer to the score received as referenced on the left side of each category.

**Question #10**

**On a scale of one to 10, with one being the worst possible experience and 10 being the highest level of professionalism possible, please rate the 2015 budget experience and process:**



**Council Satisfaction Survey Results - Budget 2016**

**General Notes:**

- 1 Councillors were advised that the submissions were confidential.
- 2 Seven of eight Councillors responded to the survey
- 3 Only the CAO reviewed individual responses. Only one response was signed.
- 4 Aggregate results were shared with the senior leadership team.

**Comments from Councillors:**

Q1 No Comments

Q2 *"Much appreciated" • "Liaison reports are a new dimension. I'd like to hear a bit more critical analysis." • "Provided a dry run for staff and enabled staff to obtain feedback on presentation content clarity." • "Value in providing dry run and opportunity for small edits/ feedback to presenters."*

Q3 *"A good balance of detail" • "Excellent"*

Q4 No Comments

Q5 *"Binders were very helpful and well organized." • "Do not need a binder" • "Don't do binders, needs to be not as much detail, show the implications"*

Q6 No Comments

Q7 No Comments

Q8 *"Very clear outline of options"*

Q9 *"I found these sessions very informative and cohesive - allowed me to get both a macro and micro context of the overall budget and its many components. I think the clarity it lent Council was the prime reason that the budget was passed so "early" and without any concerns." • "If Council gives direction on increase then the list of add on proposals if it is felt that important or critical should be included in the increase direction or other option's of cost savings" • "I would like to see a deadline for project proposals and/or request for funding at least one month prior to budget deliberations. e.g. Pine Meadows came up way too late to give proper time for research + analysis." • "Councillors really aren't given a lot of choice by staff about options other than accepting the presented budget." • "A careful well-planned presentation with 5 yr. projections and business plans."*



**Report 2016-012**

**Information Report**

**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

**Date of meeting:** January 20, 2016

**Re: Corporate Services – County of Frontenac Accessibility Compliance Audit**

**Recommendation:**

This report is for information purposes only.

**Background**

2015 was a reporting year for all Public Sector organizations as defined under the *Accessibility for Ontarians with Disabilities Act (AODA)*. This includes municipalities.

**Comment**

The County of Frontenac's 2015 AODA Compliance report was completed and sent to the Accessibility Directorate of Ontario on September 22, 2015 which indicated that the County of Frontenac was in compliance with all of its legislative requirements under the AODA. A copy of the AODA Self-Certified Accessibility Report is attached as Appendix A.

The Accessibility Directorate of Ontario periodically conducts file reviews on selected organizations to confirm that they are in compliance with the Act and its standards. Such reviews are conducted under the authority of sections 16 and 17 of the Act. On January 7, 2016, the Accessibility Directorate of Ontario advised the County of Frontenac that it had been selected for a file review based on its 2015 AODA Self-Certified Accessibility Report.

As part of the file review, the Accessibility Directorate requested the following documentation, to be provided to them within 15 business days:

**Integrated Accessibility Standards:**

- A copy of the County of Frontenac multi-year Accessibility Plan (including the link to its website, if applicable) as required under section 4(1);

- Document(s) identifying that appropriate training is provided to all persons on accessibility standards and the Human Rights Code, as required under section 7(1-4);
- Document(s) describing how the County of Frontenac meets the requirements of section 12(3), providing accessible formats and communication supports, including a description of where the information is posted and/or a hyperlink to its location on the County's website;
- Document(s) confirming that the County of Frontenac provides public notification of the availability of accommodation in its recruitment processes, as required under section 22;
- Document(s) identifying that the County of Frontenac will provide individualized workplace emergency response information to employees who have a disability (if necessary), as required under section 27(1).

In response to this review, on January 12, 2016, the following information was provided to the Accessibility Directorate of Ontario:

1. A copy of the County of Frontenac Joint Multi-Year Accessibility Plan 2013-2017 which may be found on the Accessibility page of the County of Frontenac's website at [Accessibility](#)
2. A copy of the County of Frontenac Accessible Customer Service Policy which identifies (page 4 Training for Staff) that appropriate training is provided to all persons on accessible Customer Service. This policy may also be found on the Accessibility page of the County of Frontenac's website via the link noted in bullet 1.
3. A copy of the County of Frontenac Integrated Accessibility Standards Regulation (IASR) Policy which identifies under Section 1.4 Training, that training is provided to persons on the IASR Standard, and which identifies under section 2.2 how the County will meet the requirements under Section 12(3) of the Integrated Accessibility Standards, O'Reg 191/11. This information, as noted in the Policy, may be found on the Accessibility page of the County of Frontenac's website via the link noted in bullet 1.
4. A copy of the County of Frontenac Recruitment Policy which identifies for both internal and external recruitment that the County provides notification of the availability of accommodation in its recruitment processes, as required under section 22.
5. A copy of the County of Frontenac Accommodation Policy which identifies how the County will provide individualized workplace emergency response information to employees who have a disability (if necessary), as required under section 27(1).

The County of Frontenac was advised that it was not in compliance with Accessible Formats and Communication Supports requirement as per s. 12(3) of the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11), given that the Accessible Formats statement on its website only provided one avenue for a person to contact the County to request accessible formats, that being via the telephone, which itself creates a barrier for persons who do not use a telephone. Staff took immediate action to rectify the issue by updating the Accessible Formats statement on the County's website to include multiple avenues in which the public may contact the County,

including email, regular mail and in-person. Staff have also taken steps to have this information available at both of its reception counters, those being at the main entrance of the Administration Building and at Fairmount Home.

Staff were advised on January 13, 2016 by the Accessibility Directorate that it had concluded its file review process for the County of Frontenac. A copy of this confirmation is attached to this report at Appendix B.

Throughout the review process, it was reiterated to the Accessibility Directorate of Ontario that the County of Frontenac takes seriously its responsibilities regarding accessibility and ensuring the services that it provides are accessible to all citizens and welcomes any additional feedback it may have.

Staff have further been advised by AODA Compliance Ontario that it would like to profile the County of Frontenac and provide it recognition for its commitment to accessibility and of its compliance with the AODA. When speaking with AODA Compliance Ontario on its thoughts about how the AODA has improved the lives of persons with disabilities, staff highlighted that Frontenac County is a rural municipality and that accessibility in rural areas is equally important and just as much required as in urban centres and paid tribute to the tireless work and effort put forth by its Accessibility Advisory Committee.

### **Sustainability Implications**

Creating barrier-free communities through accessibility planning will enhance the County's goal of sustainability in both the social and economic pillars of the County's sustainability plan. As stated in *Directions for Our Future*, social sustainability is based on equity, diversity, connectivity, democracy and a good quality of life. It further states that economic development takes health, community, education, and environmental and social objectives into account.

### **Financial Implications**

There are no direct financial implications associated with this report.

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

Candace Keller, Human Resources Generalist  
David Millard, Manager of Information Services  
Marco Smits, Communications Officer

|    | Question                                                                                                                                                                                                                                                        | Answer |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1  | Do your new internet websites and the content on them conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0 Level A? (IASR s. 14)                                                                                            | YES    |
| 2  | Is your organization providing ongoing training as required under the Customer Service Standard and are you continuing to meet the Customer Service Standard and Integrated Accessibility Standards Regulations that have come into effect prior to the report? | YES    |
| 3  | Does your organization provide the required training on the IASR and the Human Rights Code as it pertains to persons with a disability? (IASR s. 7)                                                                                                             | YES    |
| 4  | Does your organization ensure that its feedback processes are accessible to persons with disabilities by providing or arranging accessible formats or communication supports upon request? (IASR s. 11)                                                         | YES    |
| 5  | Does your organization have a process to provide accessible formats and communication supports for persons with disabilities in a timely manner and at no more than the cost for other persons who ask for the same information? (IASR s. 12)                   | YES    |
| 6  | Does your organization provide its emergency procedures, plans or public safety information that it makes available to the public, in an accessible format upon request? (IASR s. 13)                                                                           | YES    |
| 7  | Does your organization provide individualized emergency response information for employees that require it and does it review the information in accordance with the Employment Standards? (IASR s. 27)                                                         | YES    |
| 8  | Does your organization incorporate accessibility features into its procurement or acquisition of goods, services or facilities or provide an explanation if doing so is not practicable? (IASR s. 5)                                                            | YES    |
| 9  | Does your organization notify its employees and the public about the availability of accommodations in its recruitment processes? (IASR s. 22-24)                                                                                                               | YES    |
| 10 | Does your organization provide its employees with updated information about its policies to support its employees with disabilities? (IASR s. 25)                                                                                                               | YES    |
| 11 | When requested, does your organization provide employees with disabilities information in an accessible format or with communication supports? (IASR s. 26)                                                                                                     | YES    |
| 12 | Does your organization develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities? (IASR s.28)                                                                                | YES    |
| 13 | Does your organization have a documented return to work process for employees who were absent due to a disability or require disability-related accommodations in order to return to work? (IASR s. 29)                                                         | YES    |

## Rapport sur l'accessibilité autocertifié pour la LAPHO

|    | Question                                                                                                                                                                                                                                                                                                                              | Réponse |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1  | Vos nouveaux sites Web et leur contenu sont-ils conformes aux Règles pour l'accessibilité des contenus Web (WCAG) 2.0 (Niveau A)? (Normes d'accessibilité intégrées, art. 14)                                                                                                                                                         | OUI     |
| 2  | Votre organisation offre-t-elle de la formation continue conformément à la Norme d'accessibilité pour les services à la clientèle, et respecte-t-elle la Norme d'accessibilité pour les services à la clientèle et le règlement sur les normes d'accessibilité intégrées qui sont entrés en vigueur avant la présentation du rapport? | OUI     |
| 3  | Votre organisation fournit-elle la formation requise sur les Normes d'accessibilité intégrées et les dispositions du Code des droits de la personne qui s'appliquent aux personnes handicapées? (Normes d'accessibilité intégrées, art. 7)                                                                                            | OUI     |
| 4  | Votre organisation veille-t-elle à ce que ses processus de rétroaction soient accessibles aux personnes handicapées en fournissant ou en faisant fournir sur demande des formats accessibles ou des aides à la communication? (Normes d'accessibilité intégrées, art. 11)                                                             | OUI     |
| 5  | Votre organisation dispose-t-elle d'un processus permettant d'offrir des formats accessibles et des aides à la communication aux personnes handicapées en temps opportun et à un coût qui n'est pas supérieur au coût ordinaire demandé aux autres personnes? (Normes d'accessibilité intégrées, art. 12)                             | OUI     |
| 6  | Sur demande, votre organisation fournit-elle dans un format accessible les renseignements sur les mesures et les plans d'urgence ainsi que sur la sécurité publique qui sont destinés au public? (Normes d'accessibilité intégrées, art. 13)                                                                                          | OUI     |
| 7  | Votre organisation offre-t-elle des renseignements individualisés relatifs aux interventions d'urgence pour les employés qui en ont besoin? Examine-t-elle cette information conformément aux normes d'emploi? (Normes d'accessibilité intégrées, art. 27)                                                                            | OUI     |
| 8  | Votre organisation tient-elle compte des options d'accessibilité lors de l'obtention ou de l'acquisition de biens, de services ou d'installations? Fournit-elle une explication lorsque cela n'est pas matériellement possible? (Normes d'accessibilité intégrées, art. 5)                                                            | OUI     |
| 9  | Votre organisation avise-t-elle ses employés et le public de la disponibilité de mesures d'adaptation durant son processus de recrutement? (Normes d'accessibilité intégrées, art. 22 à 24)                                                                                                                                           | OUI     |
| 10 | Votre organisation fournit-elle à son personnel des renseignements à jour sur ses politiques visant à aider les employés handicapés? (Normes d'accessibilité intégrées, art. 25)                                                                                                                                                      | OUI     |
| 11 | Sur demande, votre organisation fournit-elle aux employés handicapés de l'information dans un format accessible ou avec des aides à la communication? (Normes d'accessibilité intégrées, art. 26)                                                                                                                                     | OUI     |
| 12 | Votre organisation élabore-t-elle et dispose-t-elle d'un processus écrit régissant l'élaboration de plans d'adaptation individualisés et documentés pour les employés handicapés? (Normes d'accessibilité intégrées, art. 28)                                                                                                         | OUI     |
| 13 | Votre organisation a-t-elle un processus écrit de retour au travail pour les employés qui se sont absentés en raison d'un handicap et qui ont besoin de mesures d'adaptation liées à leur handicap pour reprendre le travail? (Normes d'accessibilité intégrées, art. 29)                                                             | OUI     |

AODA Self-Certified Accessibility Report

General Comment/Commentaires généraux:

No comment was entered. Aucun commentaire n'a été saisi.

**Jannette Amini**

---

**From:** AODA Compliance (MEDEI/MRI) <AODA.compliance@ontario.ca>  
**Sent:** Wednesday, January 13, 2016 3:00 PM  
**To:** Jannette Amini  
**Cc:** Kelly Pender; Marian VanBruinessen  
**Subject:** AODA File Review

**Ministry of Economic  
Development, Employment and  
Infrastructure**

**Standards, Policy and  
Compliance Branch  
Accessibility Directorate  
of Ontario**

6<sup>th</sup> floor, Suite 601a & 601b  
777 Bay Street  
Toronto ON M7A 2J4  
Fax: 416-325-9620

**Ministère du Développement  
économique, de l'Emploi et de  
l'Infrastructure**

**Direction des normes, des  
politiques et de la conformité  
Direction générale de  
l'accessibilité  
pour l'Ontario**

6<sup>e</sup> étage, bureau 601a & 601b  
777, rue Bay  
Toronto ON M7A 2J4  
Télécopieur: 416-325-9620



January 13, 2016

Ref #: 207-3828184

Jannette Amini  
Accessibility Report Certifier  
County of Frontenac  
2069 Battersea Road  
Glenburnie ON K0H 1S0

Dear Jannette Amini

**RE: File Review – Accessibility for Ontarians with Disabilities Act, 2005**

Thank you for providing the information requested in our previous correspondence dated January 7, 2016. We have completed our file review and will not be requesting any further information at this time. This letter therefore concludes our file review process.

Private sector and non-profit organizations are required to file an accessibility report in 2017. For details on how to file your report in 2017 and learn about your organization's requirements, please visit <https://www.ontario.ca/page/accessibility-laws>

If you have any further questions or concerns regarding accessibility or future requirements, please contact Service Ontario at 1-866-515-2025 or 416-849-8276.

Thank you for helping to make Ontario accessible.

Sincerely,



Rory Burke  
Director, Accessibility for Ontarians with Disabilities Act

---

**From:** Jannette Amini [mailto:jamini@FRONTENACCOUNTY.CA]  
**Sent:** January 12, 2016 4:42 PM  
**To:** AODA Compliance (MEDEI/MRI)  
**Cc:** Kelly Pender; Marian VanBruinessen  
**Subject:** RE: Ref #: 207-3828184 - Compliance Plan

Good Afternoon Ms. Chung,

Further to our telephone conversation earlier today and the below noted email advising that the County of Frontenac is currently not in compliance with Accessible Formats and Communication Supports requirement as per s. 12(3) of the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11), please accept this email as formal documentation that the Accessible Format statement on the County of Frontenac website has been amended to include that these documents may also be requested through other means other than telephone, including via email, in person or via regular email.

The County's Accessible Format statement now reads:

## **Accessible Information**

If you require information in an alternate format you may contact the County of Frontenac by calling 613-548-9400, or by emailing Jannette Amini, Manager of Legislative Services/Clerk at [jamini@frontenacounty.ca](mailto:jamini@frontenacounty.ca). We will work with you to understand your specific information and accessibility needs and to provide for them within a reasonable timeframe.

You may also visit the County of Frontenac in person or mail your request and concerns at its office located at 2069 Battersea Road, Glenburnie, K0H 1S0. County Administration hours are Monday to Friday, 8:30 a.m. to 4:00 p.m.

I would also advise that this statement is also being placed at the County's reception counters at its Administrative Office as well as Fairmount Home, its Long Term Care facility.

I trust this addresses the issues raised regarding our non-compliance; however please advise if there is anything further required of the County. The County of Frontenac takes its responsibilities regarding accessibility and ensuring the services that it provides are accessible to all citizens and looks forward to any additional feedback you may have.

Sincerely,

Jannette Amini, Dipl.M.M., CMO  
Manager of Legislative Services/Clerk  
County of Frontenac - Corporate Services  
2069 Battersea Road  
Glenburnie ON K0H 1S0  
Phone: 613-548-9400 x 302

Fax: 613-548-8460  
Email: [jamini@frontenacounty.ca](mailto:jamini@frontenacounty.ca)

---

**From:** AODA Compliance (MEDEI/MRI) [<mailto:AODA.compliance@ontario.ca>]  
**Sent:** Tuesday, January 12, 2016 1:45 PM  
**To:** Jannette Amini <[jamini@FRONTENACCOUNTY.CA](mailto:jamini@FRONTENACCOUNTY.CA)>  
**Subject:** RE: Ref #: 207-3828184 - Compliance Plan  
**Importance:** High

Hello,

Thanks for the phone conversation. Please review and complete by end of today.

**Compliance Plan**

|                                   |
|-----------------------------------|
| Date: January 12, 2016            |
| Organization: County of Frontenac |
| Reference #: 207-3828184          |

The purpose of this Compliance Plan is to establish an agreement between the Accessibility Directorate of Ontario and your organization to meet the requirements under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Your organization is not in compliance with Accessible Formats and Communication Supports requirement and the Information and Communications Standards Regulation (Ontario Regulation 191/11). As discussed on January 12, 2016, your organization has agreed to complete the compliance activities identified in this Compliance Plan.

**Required Compliance Improvement:**

Document(s) describing how your organization meets the requirements of section 12(3) including a description of where the information is posted and/or a hyperlink to its location on your organization's website.

Upon successful completion of the required compliance improvement activity **you are required to provide** written confirmation to the Accessibility Directorate representative listed below.

Please contact your Directorate Representative immediately if for any reason you are not able to complete the activity by the due date.

Once your organization has provided acceptable written confirmation and documents, this Compliance Plan will be considered complete.

Failure to successfully implement the activity outlined in this Compliance Plan may result in enforcement action by the Accessibility Directorate, which can include inspections, Director's orders, and orders to pay administrative penalties.

If you require further clarification on your obligations and responsibilities, please contact the Directorate representative by email to [AODA.compliance@ontario.ca](mailto:AODA.compliance@ontario.ca).

**Organization Representative**

Name: Jannette Amini  
Title: Manager of Legislative Services/Clerk  
Telephone #: 613-548-9400 extension 302  
Date: January 12, 2016

**Directorate Representative**

Name: Melain Chung  
Title: Senior Compliance Analyst  
Telephone #: 416-850-0546 or 1-844-519-8515 by pressing 1  
Date: January 12, 2016

---

**From:** Jannette Amini [<mailto:jamini@FRONTENACCOUNTY.CA>]  
**Sent:** January 12, 2016 8:58 AM  
**To:** AODA Compliance (MEDEI/MRI)  
**Cc:** Kelly Pender; Marian VanBruinessen  
**Subject:** Ref #: 207-3828184 - AODA File Review  
**Importance:** High

Dear Sir/Madame:

Further to the below email, I provide for you the following information regarding the file review of the County of Frontenac:

1. A copy of the County of Frontenac Joint Multi-Year Accessibility Plan 2013-2017 which may be found on the Accessibility page of the County of Frontenac’s website [http://www.frontenacounty.ca/en/corporate/accessibility.asp?\\_mid\\_=1449](http://www.frontenacounty.ca/en/corporate/accessibility.asp?_mid_=1449)
2. A copy of the County of Frontenac Accessible Customer Service Policy which identifies (page 4 Training for Staff) that appropriate training is provided to all persons on accessible Customer Service. This policy may also be found on the Accessibility page of the County of Frontenac’s website via the link noted in bullet 1.
3. A copy of the County of Frontenac Integrated Accessibility Standards Regulation (IASR) Policy which identifies under Section 1.4 Training, that training is provided to persons on the IASR Standard, and which identifies under section 2.2 how the County will meet the requirements under Section 12(3) of the Integrated Accessibility Standards, O’Reg 191/11. This information, as noted in the Policy, may be found on the Accessibility page of the County of Frontenac’s website via the link noted in bullet 1.
4. A copy of the County of Frontenac Recruitment Policy which identifies for both internal and external recruitment that the County provides notification of the availability of accommodation in its recruitment processes, as required under section 22.

5. A copy of the County of Frontenac Accommodation Policy which identifies how the County will provide individualized workplace emergency response information to employees who have a disability (if necessary), as required under section 27(1).

I trust you will find this information in order; however should you require further documentation, or have any questions or concerns, please do not hesitate to contact me.

Regards,

Jannette Amini, Dipl.M.M., CMO  
Manager of Legislative Services/Clerk  
County of Frontenac - Corporate Services  
2069 Battersea Road  
Glenburnie ON K0H 1S0  
Phone: 613-548-9400 x 302  
Fax: 613-548-8460  
Email: [jamini@frontenacounty.ca](mailto:jamini@frontenacounty.ca)

---

**From:** AODA Compliance (MEDEI/MRI) [<mailto:AODA.compliance@ontario.ca>]  
**Sent:** Thursday, January 07, 2016 9:49 AM  
**To:** Jannette Amini <[jamini@FRONTENACCOUNTY.CA](mailto:jamini@FRONTENACCOUNTY.CA)>  
**Cc:** Kelly Pender <[kpender@FRONTENACCOUNTY.CA](mailto:kpender@FRONTENACCOUNTY.CA)>  
**Subject:** AODA File Review  
**Importance:** High

**Ministry of Economic  
Development, Employment  
and Infrastructure**

**Standards, Policy and  
Compliance Branch  
Accessibility Directorate  
of Ontario**

6<sup>th</sup> floor, Suite 601a & 601b  
777 Bay Street  
Toronto ON M7A 2J4  
Fax: 416-325-9620

**Ministère du Développement  
économique, de l'Emploi et de  
l'Infrastructure**

**Direction des normes, des  
politiques et de la conformité  
Direction générale de  
l'accessibilité  
pour l'Ontario**

6e étage, bureau 601a & 601b  
777, rue Bay  
Toronto ON M7A 2J4  
Télécopieur: 416-325-9620



January 7, 2016

Ref #: 207-3828184

Jannette Amini  
Accessibility Report Certifier  
County of Frontenac  
2069 Battersea Road  
Glenburnie ON K0H 1S0

Dear Jannette Amini

**Re: Notice - Request for Documentation**

**File Review – Accessibility for Ontarians with Disabilities Act, 2005**

Thank you for filing your 2015 Accessibility Compliance Report in accordance with the [Accessibility Standards for Customer Service, Ontario Regulation 429/07](#) (Customer Service Standard) and [Integrated Accessibility Standards, Ontario Regulation 191/11](#) under the [Accessibility for Ontarians with Disabilities Act, 2005 \( the Act\)](#).

The Accessibility Directorate of Ontario periodically conducts file reviews on selected organizations to confirm that they are in compliance with the Act and its standards. The review is being conducted under the authority of sections 16 and 17 of the Act.

We are requesting the following documentation within **15 business days** from the date on this letter by e-mail at [AODA.compliance@ontario.ca](mailto:AODA.compliance@ontario.ca) or by fax at (416) 325-9620 (please quote your reference number above in the e-mail or fax).

**Integrated Accessibility Standards:**

- A copy of your multi-year Accessibility Plan (including the link to your website, if applicable) required under section 4(1).
- Document(s) identifying that appropriate training is provided to all persons on accessibility standards and Human Rights Code, as required under section 7(1-4).
  - In addition to the requirements of section 7(1-4), document(s) identifying that the school board, educational, or training institution provides educators with accessibility awareness training related to accessible program or course delivery and instruction, as required under section 16(1), if applicable.
- Document(s) describing how your organization meets the requirements of section 12(3) including a description of where the information is posted and/or a hyperlink to its location on your organization's website.
- Document(s) confirming that you provide public notification of the availability of accommodation in your recruitment processes, as required under section 22.
- Document(s) identifying that your organization will provide individualized workplace emergency response information to employees who have a disability (if necessary), as required under section 27(1).

We may contact you to request additional documentation or information not outlined in this letter.

The Accessibility Directorate of Ontario is not responsible for and does not assume any risks associated with misdirected e-mails or faxes, or incomplete or illegible documents because of the nature of fax services.

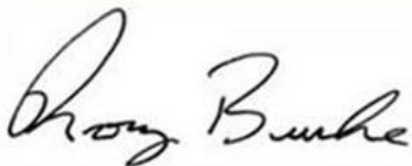
All information you provide is subject to the Freedom of Information and Protection of Privacy Act.

A Senior Compliance Analyst has been assigned to review your documentation and assist you with any questions you may have. If you require clarification of your obligations or have any questions or concerns, contact Melain Chung at 416-850-0546 or 1-844-519-8515 by pressing 1 after the greeting

and language prompt or send an e-mail to [AODA.compliance@ontario.ca](mailto:AODA.compliance@ontario.ca). Please quote the reference number on this notice.

Thank you for helping to make Ontario accessible.

Sincerely,

A handwritten signature in black ink that reads "Rory Burke". The signature is written in a cursive style with a large initial "R".

Rory Burke  
Director, Accessibility for Ontarians with Disabilities Act

---

Think about our environment. Print only if necessary.

Confidential: This email and any attachments transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you received this email in error, please notify the sender by return email and delete the email immediately. If you are not the intended recipient, be aware that disclosing, copying, distributing or using the content of this transmission is strictly prohibited.

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**By-Law No. 2016-0001**

**of**

**The Corporation of the County of Frontenac**

Being a By-Law to Adopt an Investment Policy

---

**Whereas** the County of Frontenac has supported the development of a long range financial plan;

**And Whereas** an Investment policy is important to the implementation of a long range financial strategy;

**And Whereas** the Council of the County of Frontenac deems it expedient to pass an Investment policy;

**Now Therefore Be It Resolved That** the Council of the Corporation of the County of Frontenac authorizes the following:

1. **That** Council hereby adopts the Investment Policy for the County of Frontenac attached hereto as Schedule "A" to this by-law;
2. **That** By-law 2007 -0031 be hereby repealed;
2. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 20<sup>th</sup> day of January, 2016.

Read a Third Time, Signed, Sealed and Finally Passed this 20<sup>th</sup> day of January, 2016.

**The Corporation of the County Of Frontenac**

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

\_\_\_\_\_  
Jannette Amini, Clerk



**Finance Policy & Procedure Manual**

**Subject: Investment Policy**

**Index Number: FIN-15-01**

**Page 2 of 6**

**Approved:**

**Effective: January 20, 2016**

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**Policy:**

The purpose of this investment policy is to establish and maintain practices and procedures to invest public funds with the highest return on investment with the maximum security and appropriate liquidity while meeting daily cash flow demands and conforming to all legislation governing the investment of public funds. This policy applies to the investment activities of the Operating, Capital, Trust, Reserves and Reserve Funds.

**Objective:**

1. The intent of the investment policy is to invest all available funds of the Municipality in a prudent manner so as to maximize the rate of return, while minimizing the degree of risk.

The strategies of this objective involve:

- a) Portfolio distribution that achieves stability of income through the maintenance of a substantial portion of near risk-free investments;
  - b) Credit analysis of the issuer or guarantor of securities which involves analyzing the credit quality for each issuer deemed eligible under Ontario Regulation 438/97; and
  - c) Portfolio distribution that achieves diversification to the extent that it maximizes the safety of principal through limitation of exposure to any one investment vehicle.
2. To abide by the regulatory framework, all investment activities shall be governed by the Municipal Act as amended. The Treasurer shall only invest surplus monies in investments deemed eligible under Ontario Regulation 438/97 or as authorized by subsequent provincial regulations, unless limited further by Council.
  3. The Treasurer shall maintain sufficient liquidity to meet all operating or cash flow requirements that may be reasonably anticipated. This shall be done where possible by structuring the portfolio so that securities mature concurrent with anticipated cash demands. The portfolio should consist largely of securities with active secondary or resale markets since all possible cash



**Finance Policy & Procedure Manual**

**Subject: Investment Policy**

**Index Number: FIN-15-01**

**Page 3 of 6**

**Approved:**

**Effective: January 20, 2016**

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demands cannot be anticipated. A portion of the portfolio may also be placed in local government investment pools that offer liquidity for short-term funds.

4. To maintain an accountability framework, the Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials as required. The Treasurer shall determine the amount of funds and terms for which placements can be arranged. The Treasurer shall contact the Investment Manager and purchase or sell the appropriate investments. Those investments governed by the provisions of the "ONE – The Public Sector Group of Funds" agreement shall be deemed delegated to that Agent. No person may engage in an investment transaction except as provided under the terms of this policy.

**Standards of Care**

5. **Prudence:** Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. When investing surplus monies, the Treasurer shall do so in a prudent manner that ensures the preservation of capital and maintains the liquidity of the Corporation. To this end, portfolio diversification shall be employed when possible. Safety of principal is the foremost objective of the investment program.

The Treasurer shall obtain legal and financial advice on an investment when the Treasurer, or Council, deems it to be appropriate.

6. **Ethics and conflicts of interest:** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Material interests in financial institutions with which they conduct business should be disclosed. Further, any personal financial/investment positions that could be related to the performance of the investment portfolio shall be disclosed. Officers and employees shall not undertake personal investment transactions with the same individual with whom business is conducted on behalf of the County.



**Finance Policy & Procedure Manual**

**Subject: Investment Policy**

**Index Number: FIN-15-01**

**Page 4 of 6**

**Approved:**

**Effective: January 20, 2016**

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If a staff member of the Finance Department is party to, or has a direct or indirect beneficial interest in an investment transaction of the County of Frontenac, he or she must provide full disclosure of that interest to the Treasurer. The Treasurer will determine whether the County of Frontenac's investment is to continue to be retained or sold forthwith.

7. Competitive selection: The purchase and sale of securities shall be transacted through a competitive process only with financial institutions approved by the Treasurer. The County will accept the offer that has the highest rate of return within the maturity required and optimizes the investment objectives of the portfolio. Where the County does not ask for competitive quotations, it shall obtain some evidence, verbal or written, that the rate of return agreed is fair and reasonable. Note that this guideline does not apply to ONE Funds or to bank account balances.
8. Safekeeping and Custody: All securities shall be held for safekeeping at a financial institution approved by the Municipality. Individual accounts shall be maintained for each portfolio. All securities shall be held in the name of the municipality.

The investment organization shall issue a confirmation receipt to the County of Frontenac listing specific instrument, rate, maturity and other pertinent information. On a monthly basis, the Investment firm will also provide reports which list all securities held for the County of Frontenac, the book value of holdings and the market value as of month-end.

**Delegation of Authority**

9. The Treasurer has overall responsibility for prudent investment of the County of Frontenac's portfolio. In the absence of that individual, staff approval may be given by the Deputy Treasurer or CAO. Authority to manage and implement the investment program may be granted for all or a portion of the municipality's overall investment portfolio, to an external investment Agent, to act as an Investment Manager on behalf of the municipality, as determined through an independent and competitive bidding process. That Agent shall act in accordance with the established procedures and internal controls consistent with this investment policy and under the direction of the Treasurer. Those



**Finance Policy & Procedure Manual**

**Subject: Investment Policy**

**Index Number: FIN-15-01**

**Page 5 of 6**

**Approved:**

**Effective: January 20, 2016**

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investments governed by the provisions of the “ONE – The Public Sector Group of Funds” agreement shall be deemed delegated to that Agent.

**Investment Parameters**

10. The investments shall be diversified by;
  - a) Limiting investments to avoid over-concentration in securities from a specific issuer or sector ( excluding Government of Canada securities)
  - b) Limiting investment in securities to those that have higher credit ratings
  - c) Investing in securities with varying maturities
  - d) Investing in mainly liquid, marketable securities which have an active secondary market to ensure that appropriate liquidity is maintained in order to meet ongoing obligations

Diversification, as well as ensuring safety of principle by limiting exposure to credit, sector or term risks, also provides opportunities to enhance the investment returns of the County of Frontenac’s portfolio by means of prudent and timely adjustments to the asset mix.

11. Competitive rate of return: Without compromising other objectives, the County of Frontenac shall maximize the rate of return earned on its portfolio by implementing a wise investment strategy as part of its investment program. Trends in economic variables will be monitored including interest rates and inflation.

**Maximum Maturities**

12. To the extent possible, the municipality shall attempt to match investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the municipality will not directly invest in securities maturing more than ten (10) years from the date of purchase. Reserve and Trust funds with longer-term horizons may be invested in securities exceeding ten (10) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.



**Finance Policy & Procedure Manual**

**Subject: Investment Policy**

**Index Number: FIN-15-01**

**Page 6 of 6**

**Approved:**

**Effective: January 20, 2016**

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**Performance Benchmarks**

13. The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return throughout budgetary and economic cycles that is commensurate with the investment risk constraints and cash flow needs of the municipality. Market yields should be higher than the rate given by the County's bank for the various bank accounts.

**Internal Controls**

14. Record keeping: It will be the responsibility of the staff involved with each purchase/sale to produce and retain written records of each transaction including the name of the financial institutions solicited, rate quoted, description of the security, investment selected, and any special considerations that had an impact on the decision
15. Reporting: The Treasurer shall report annually to council on investment activities as per the requirements of Ontario Regulation 438/97 as amended.
16. Review: The Treasurer shall establish an annual process of independent review by the municipality's auditor. This review will provide assurance of compliance with governing legislation, this investment policy and procedures established by the Treasurer.
17. Amendments: This policy shall be reviewed on a regular basis. Amendments may be made at any time at the recommendation of the Treasurer and approved by Council.

**Exemption**

18. Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of the policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

**By-Law No. 2016-0002**

**of**

**The Corporation of the County of Frontenac**

being a by-law to amend By-law No. 2013-0010 (to impose user fees and charges for services)

---

**Whereas** Sections 391 (1) and (3) of the *Municipal Act, 2001 S.O. 2001, c. 25, as amended* authorize a municipality to impose fees or charges including costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets, on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- (c) for the use of its property including property under its control.

**And Whereas** the Council of the County of Frontenac adopted By-law No. 2013-0010, being a by-law to impose user fees and charges for services, on March 20, 2013;

**And Whereas** the Council deems it expedient to amend By-law No. 2013-0010;

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

1. **That** By-law 2013-0010, as amended be further amended by deleting Schedules A through F in their entirety and replacing with Schedules A through F attached hereto; and
2. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 20<sup>th</sup> day of January, 2016.

Read a Third Time, Signed, Sealed and Finally Passed this 20<sup>th</sup> day of June, 2016.

**The Corporation of the County of Frontenac**

---

Frances Smith, Warden

---

Jannette Amini, Clerk

**Schedule A**

**Fees for Services for County Administration and Geographic Information System (GIS) Mapping**

**Administration**

|                                        |         |
|----------------------------------------|---------|
| Photocopying (per copy)                | \$0.25  |
| Faxing (per page)                      | \$1.00  |
| Archival Material Search – Hourly Rate | \$35.00 |

**Geographic Information System (GIS)**

**And Map-Related Products**

Digital True Colour Ortho-Photography for 2008 a& 2014 (1km x 1km tiles - MrSID, JPEG2000, GeoTIFF); \$50.00 per tile

**Printed Map Products**

|                                                                                                                       |                  |
|-----------------------------------------------------------------------------------------------------------------------|------------------|
| County of Frontenac Street Atlas (printed and bound)                                                                  | \$50.00 per copy |
| Individual Township Street Atlas (printed and bound)                                                                  | \$15.00 per copy |
| Small Basic Map (8½” x 11”; no customization)                                                                         |                  |
| Black and white                                                                                                       | \$6.00           |
| Colour                                                                                                                | \$8.00           |
| Medium Basic Map (11” x 17”; no customization)                                                                        |                  |
| Black and white                                                                                                       | \$10.00          |
| Colour                                                                                                                | \$12.00          |
| Large Basic Map (no customization, exceeds 11” x 17” and up to 42” wide; requires the use of large scale GIS plotter) | \$30.00          |

**Custom Map Products**

Hourly Rate (includes mapping/analysis/consultation; does not include printed final product or shipping charges; minimum fee of 1 hour) \$40.00

Note: These fees are not applicable to services provided to the Townships within the County of Frontenac.

**SCHEDULE B  
FEES FOR FACILITY RENTALS**

|                                                                                                                                                                                                  | <b>The Bud Clayton Memorial Room</b>                                                                                                                                                                                                                                                                                                             | <b>Frontenac Room</b>                                                                                                                                                                                                                                                                                                                            | <b>Kingston Frontenac Rotary Auditorium</b>                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>County Use ( includes member Townships)</b><br>(Must have staff sponsor or assigned designate who will be present for the meeting and will be responsible for clean-up/close down procedures) | <ul style="list-style-type: none"> <li>No Charge</li> </ul>                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>No Charge</li> </ul>                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>No Charge *Including Fairmount Home sponsored residents/family events*</li> </ul>                                                                                                                                                                                                                          |
| <b>County Affiliate or Not For Profit</b><br>(Must have affiliate/association sponsor who will be present for the meeting and will be responsible for clean-up/close down procedures)            | <ul style="list-style-type: none"> <li>50% Deposit Required (Non Refundable if cancelled within 48 hours)</li> <li>\$30/half day (4 hours)</li> <li>\$50/day (8 hours)</li> <li>After hours charge (\$40/hr.)</li> <li>Stand-by Tech Support charge is (\$40/hr.)</li> <li>Damage Deposit (\$250)</li> </ul>                                     | <ul style="list-style-type: none"> <li>50% Deposit Required (Non Refundable if cancelled within 48 hours)</li> <li>\$60/half day (4 hours)</li> <li>\$100/day (8 hours)</li> <li>After hours charge (\$40/hr.)</li> <li>Stand-by Tech Support charge is (\$40/hr.)</li> <li>Damage Deposit (\$250)</li> </ul>                                    | <ul style="list-style-type: none"> <li>50% Deposit Required (Non Refundable if cancelled within 48 hours)</li> <li>\$120/half day (4 hours)</li> <li>\$200/day (8 hours)</li> <li>After hours charge (\$40/hr.)</li> <li>Stand-by Tech Support charge is (\$40/hr.)</li> <li>Damage Deposit (\$250)</li> </ul>                                    |
| <b>For Profit Company</b>                                                                                                                                                                        | <ul style="list-style-type: none"> <li>50% Deposit Required (Non Refundable if cancelled within 48 hours)</li> <li>Proof of insurance required</li> <li>\$45/half day (4 hours)</li> <li>\$75/day (8 hours)</li> <li>After hours charge (\$40/hr)</li> <li>Stand-by Tech Support charge is (\$40/hr.)</li> <li>Damage Deposit (\$250)</li> </ul> | <ul style="list-style-type: none"> <li>50% Deposit Required (Non Refundable if cancelled within 48 hours)</li> <li>Proof of insurance required</li> <li>\$90/half day (4 hours)</li> <li>\$150/day (8 hours)</li> <li>After hours charge (\$40/hr)</li> <li>Stand-by Tech Support charge is (\$40/hr)</li> <li>Damage Deposit (\$250)</li> </ul> | <ul style="list-style-type: none"> <li>50% Deposit Required (Non Refundable if cancelled within 48 hours)</li> <li>Proof of insurance required</li> <li>\$150/half day (4 hours)</li> <li>\$250/day (8 hours)</li> <li>After hours charge (\$40/hr)</li> <li>Stand-by Tech Support charge is (\$40/hr)</li> <li>Damage Deposit (\$250)</li> </ul> |

**Notes:**

After hour charges are applicable outside of normal County hours of operation (8:30 am to 4:00 pm, Monday to Friday)

Multiple day rates may be discounted up to 30% depending upon availability and set up/break down requirements.

No onsite catering is available. A list of recommended local caterers is available upon request.

No charge to the City of Kingston for the Kingston Frontenac Rotary Auditorium.

**SCHEDULE C**

**TARIFF OF FEES FOR LAND USE PLANNING**

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**Subdivisions/Condominiums**

Initial Application Fee

For any proposed plan of subdivision submitted to the County of Frontenac for approval:

|                                            |         |
|--------------------------------------------|---------|
| Up to 20 developable lots/blocks/units     | \$3,000 |
| 21 to 50 developable lots/blocks/units     | \$4,500 |
| More than 50 developable lots/blocks/units | \$6,000 |

Refund

Sixty per cent (60%) of the Initial Application Fee shall be returned if an application is rejected by the County of Frontenac as being deemed incomplete or is withdrawn prior to circulation

Major Plan Revision (re-circulation) \$1,250

Minor Revision \$500

For minor revisions to the draft plan and/or draft conditions, which do not require major re-circulation

Draft Approval Extension

For each one (1) year extension of draft approval beyond the usual three (3) years draft approval

\$500

Final Plans for Registration \$600

**Condominiums Exemption**

Application Fee \$1,000

For any plan of condominium submitted to the County of Frontenac for exemption under Section 50 of *The Condominium Act, R.S.O. 1990, C26, as amended.*

**Part Lot Control**

Final Approval \$300

Payable prior to the by-law being given final approval by the Council of the County of Frontenac.

**Official Plan Amendment**

County Official Plan Amendment \$1,000

County or Local Official Plan Amendment Initiated by Municipality No fee

**Other Charges**

The applicant shall provide the County of Frontenac, upon request, a deposit against which the County may, from time to time, charge any professional fees and expenses incurred related to peer review. If such fees and expenses exceed the deposit, the Applicant shall pay the difference upon being billed by the County with interest at a rate of 1.25% per month on accounts overdue more than thirty (30) days.

**Municipal Planning Services Fees**

Preparation of all planning reports associated with a private application

Director of Planning and Economic Development \$74.00/hour

Community Planner \$40/hour

**SCHEDULE D**

**FEES FOR SERVICES FOR FAIRMOUNT HOME**

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**Other Charges**

Satellite Television for Residents .....\$5.00/month

Telephone for Residents .....\$7.00/month plus long distance charges

**External Catering**

See attached External Catering Form

|                                                                                   |  |                                            |           |                 |                                                                                     |                                          |           |          |
|-----------------------------------------------------------------------------------|--|--------------------------------------------|-----------|-----------------|-------------------------------------------------------------------------------------|------------------------------------------|-----------|----------|
|  |  | CATERING ORDER FORM<br>County of Frontenac |           |                 |  |                                          |           |          |
| <b>Name of event:</b>                                                             |  |                                            |           |                 | of                                                                                  |                                          |           |          |
| Time of delivery:                                                                 |  | Delivery location:                         |           |                 |                                                                                     |                                          |           |          |
| <b>Requested by:</b>                                                              |  | Telephone:                                 |           | Number of staff |                                                                                     | Number of residents                      |           |          |
| <b>Department:</b>                                                                |  | <b>Cost Centre #</b>                       |           | No. of visitors |                                                                                     | Number of invitees                       |           |          |
| <b>External billing:</b>                                                          |  |                                            |           |                 |                                                                                     |                                          |           |          |
| <i>Name and address for external billing must be provided by Department</i>       |  |                                            |           |                 |                                                                                     |                                          |           |          |
| <b>ITEMS REQUESTED</b>                                                            |  |                                            |           |                 |                                                                                     | <b>ITEMS REQUESTED</b>                   |           |          |
|                                                                                   |  | #                                          | Unit Cost | Extended        |                                                                                     | #                                        | Unit Cost | Extended |
| <b>Beverages</b>                                                                  |  | Servings                                   |           | Cost            |                                                                                     | Servings                                 |           | Cost     |
| Coffee, small pot                                                                 |  | Serves 8                                   | \$ 8.00   | \$ -            |                                                                                     | Yogurt                                   | \$ 1.00   | \$ -     |
| Percolator/Urn                                                                    |  | Serves 30-40                               | 35.00     | -               |                                                                                     | Pickle bowl                              | 2.95      | -        |
| Thermal container, large                                                          |  |                                            | 70.00     | -               |                                                                                     | Soup of the day, bowl                    | 1.50      | -        |
| Coffee envelopes, decaffeinated                                                   |  |                                            | 0.65      | -               |                                                                                     | Fruit, each                              | 0.50      | -        |
| Tea bag and hot water                                                             |  |                                            | 1.00      | -               |                                                                                     |                                          |           | -        |
| Juice, bottle                                                                     |  |                                            | 1.85      | -               |                                                                                     | <b>Subtotal Miscellaneous</b>            |           | \$ -     |
| Pop, can                                                                          |  | Diet/Regular                               | 1.00      | -               |                                                                                     | <b>Buffet Trays</b>                      |           |          |
| Punch bowl, small                                                                 |  | Serves 35-40                               | 8.00      | -               |                                                                                     | Choice of salads - Caesar, Garden, Greek |           |          |
| Punch bowl, large                                                                 |  | Serves 50                                  | 12.00     | -               |                                                                                     | Salad, small                             |           | 10.00    |
| Bottled water, 330 ml                                                             |  |                                            | 1.50      | -               |                                                                                     | Salad, medium                            |           | 15.00    |
| Milk, 250 ML 2%, Skim, Chocolate                                                  |  |                                            | 1.00      | -               |                                                                                     | Salad, large                             |           | 25.00    |
|                                                                                   |  |                                            |           |                 |                                                                                     | Vegetables with dip, small               |           | 18.00    |
|                                                                                   |  |                                            |           |                 |                                                                                     | Vegetables with dip, medium              |           | 32.00    |

|  |  |  |  |  |                                     |       |      |  |
|--|--|--|--|--|-------------------------------------|-------|------|--|
|  |  |  |  |  | Vegetables with dip, large          | 50.00 | -    |  |
|  |  |  |  |  | Cheese, fruit and crackers, small   | 30.00 | -    |  |
|  |  |  |  |  | <b>Subtotal Beverages</b> \$ -      |       |      |  |
|  |  |  |  |  | Cheese, fruit and crackers, medium  | 52.00 | -    |  |
|  |  |  |  |  | Cheese, fruit and crackers, large   | 70.00 | -    |  |
|  |  |  |  |  | Fruit tray, small                   | 15.00 | -    |  |
|  |  |  |  |  | Fruit tray, medium                  | 30.00 | -    |  |
|  |  |  |  |  | Fruit tray, large                   | 45.00 | -    |  |
|  |  |  |  |  | Platter, sandwiches, tea cut, each  | 2.95  | -    |  |
|  |  |  |  |  | Platter, sandwiches, gourmet, each  | 3.25  | -    |  |
|  |  |  |  |  | <b>Subtotal Buffet Trays</b> \$ -   |       |      |  |
|  |  |  |  |  | <b>Paper Products*</b>              |       |      |  |
|  |  |  |  |  | Plates, small, 6"                   | 0.10  | -    |  |
|  |  |  |  |  | Plates, large, 9"                   | 0.05  | -    |  |
|  |  |  |  |  | Knives                              | 0.03  | -    |  |
|  |  |  |  |  | Forks                               | 0.03  | -    |  |
|  |  |  |  |  | Spoons                              | 0.03  | -    |  |
|  |  |  |  |  | Napkins                             | -     | -    |  |
|  |  |  |  |  | <b>Subtotal Bakeshop</b> \$ -       |       |      |  |
|  |  |  |  |  | Styrofoam cups                      | 0.02  | -    |  |
|  |  |  |  |  | Straws                              | 0.02  | -    |  |
|  |  |  |  |  | <b>Subtotal Paper Products</b> \$ - |       |      |  |
|  |  |  |  |  | <b>Other Items**</b>                |       |      |  |
|  |  |  |  |  | Ice water, jug <i>no charge</i>     |       |      |  |
|  |  |  |  |  | Bag lunch, staff                    |       | -    |  |
|  |  |  |  |  | Bag lunch, resident                 |       | -    |  |
|  |  |  |  |  | <b>Subtotal Other</b> \$ -          |       |      |  |
|  |  |  |  |  | <b>Combined subtotals</b> .....     |       | \$ - |  |
|  |  |  |  |  | Applicable Labour                   | 23.93 | -    |  |
|  |  |  |  |  | Goods and Services Tax.....         | 8%    | -    |  |
|  |  |  |  |  | Provincial Sales Tax.....           | 7%    | -    |  |
|  |  |  |  |  | <b>GRAND TOTAL</b> .....            |       | \$ - |  |
|  |  |  |  |  | ** Indicate special requirements    |       |      |  |

**SCHEDULE E**

**FEEES FOR SERVICES FOR FRONTENAC PARAMEDIC SERVICES**

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**Special Events**

Attendance of one (1) Ambulance and Paramedic crew at Special Events

Basic Charge:

4 hours coverage minimum charge \$960

Additional Charges:

For each hour or portion thereof \$240

The deposit amount is due prior to the event and any adjustment/refund will be resolved after the special event.

**Retrieving an Ambulance Call Report**

Per report \$35.00

**Physical Fitness Test**

Per Test \$155

**By-Law No. 2016-0003**

**of**

**The Corporation of the County of Frontenac**

being a by-law to authorize temporary borrowing for current expenditures for the year 2016

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**WHEREAS** per Section 407(1) of the *Municipal Act, 2001, S.O. 2001, c. 25 as amended* ("the Act"), at any time during a fiscal year, a municipality may authorize temporary borrowing, until the taxes are collected and other revenues are received, of the amounts that the municipality considers necessary to meet the current expenditures of the municipality for the year;

**AND WHEREAS** the Corporation of the County of Frontenac ("the County") deems it necessary to borrow from time to time until other revenues are collected;

**AND WHEREAS** per Section 407(2) of the *Act*, except with the approval of the Ontario Municipal Board, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed:

- (a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and,
- (b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.

**AND WHEREAS** per Section 407(4) of the *Act* estimated revenues of the County as set forth in the estimates adopted for the year 2016 is \$37,452,746, which does not include revenues derivable or derived from:

- (a) arrears of taxes, fees or charges; or
- (b) a payment from a reserve fund of the municipality, whether or not the payment is for a capital purpose.

**NOW THEREFORE** the Corporation of the County of Frontenac enacts as follows:

1. **THAT** the Warden and Treasurer are hereby authorized, on behalf of the County, to borrow from time to time, by way of promissory note or banker's acceptance, from the TD Canada Trust (the "Bank"), any municipality or school board, a sum or sums not to exceed the aggregate of \$18,726,373 from January 1, 2016 to September 30, 2016 and \$9,363,186 from October 1, 2016 to December 31, 2016 less the amount of similar borrowings which are still unpaid to meet, until the taxes are collected, the current expenditures of the County for the year 2016, including the amounts required for the purposes mentioned in Sub-section (1) of the said Section 407 and to give, on behalf of the County, to the said Bank, a promissory note(s) or banker's acceptance(s), sealed with the corporate seal and signed by the Warden and Treasurer for the monies so borrowed with interest, in the case of borrowing from the Bank at the Bank's prime interest rate less one-quarter per cent which shall be as notified by the Bank to the Treasurer from time to time, or in the case of borrowing from a municipality or school board at a rate to be negotiated with the municipality or school board but not to exceed the Bank's prime lending rate at the time of borrowing.
2. **THAT** all sums borrowed pursuant to the authority of this by-law as well as all other sums borrowed in this year and in previous years from the said Bank, municipality or school board for any or all of the purposes mentioned in the said Section 407 of the *Act* shall, with interest thereon, be a charge upon the whole of the revenues of the County for the current year and for all preceding years, as and when such revenues are received.
3. **THAT** the Treasurer is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies hereafter collected or received either on account or realized in respect of the taxes levied for the current year and preceding years, or from any other source, which may lawfully be applied for such purposes.
4. **THAT** this by-law shall come into force and effect on the final passing thereof.

Read a First and Second Time this 20<sup>th</sup> day of January, 2016.

Read a Third Time and Finally Passed, Signed and Sealed this 20<sup>th</sup> day of January, 2016.

**The Corporation of the County of Frontenac**

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

\_\_\_\_\_  
Jannette Amini, Clerk

**By-Law No. 2016-0004**

of

**The Corporation of the County OF Frontenac**

being a by-law to confirm all actions and proceedings of County Council on January 20, 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 January 20, 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 January 20, 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 January 20, 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 20<sup>th</sup> day of January 2016.

Read a Third Time and Finally Passed, Signed and Sealed this 20<sup>th</sup> day of January 2016.

**The Corporation of the County Of Frontenac**

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

\_\_\_\_\_  
Jannette Amini, Clerk