



**Frontenac County Council Meeting  
Wednesday, January 18, 2017 – 9:00 a.m.  
Kingston Frontenac Rotary Auditorium  
2069 Battersea Road, Glenburnie  
Council will resolve into Closed Meeting  
and will reconvene as regular Council at 9:30 am**

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## **AGENDA**

Page

### **Call to Order**

### **Closed Session**

- a) **Resolved That** Council resolve itself into Committee of the Whole closed session as authorized under Section 239 of The Municipal Act, to consider:
1. Adoption of Closed Minutes of Meetings held November 16, 2016 and Closed Minutes of the Committee of the Whole Meeting held November 23, 2016
  2. Labour relations or employee negotiations as it relates to the Labour Relations Strategy for Union negotiations with CUPE 2290
  3. Labour relations or employee negotiations as it relates to negotiations with OPSEU 462 and CUPE 2290

### **Approval of Addendum**

### **Disclosure of Pecuniary Interest and General Nature Thereof**

### **Adoption of Minutes**

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- a) Minutes of Meeting held December 21, 2016  
**Resolved That** the minutes of the regular Council meeting held December 21, 2016 be adopted.

### **Deputations and/or Presentations**

28 - 38

- a) **Mr. Mark Segsworth**, Public Works Manager, Township of South Frontenac will present to County Council an overview of Bill 151, The Waste-Free Ontario Act, and a general overview of the state of the landfill sites.

## Proclamations

### 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.

### Briefings

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

### Unfinished Business

#### Recommend Reports from the Chief Administrative Officer

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- a) **Briefing:** Mr. Wayne Fairbrother, County Solicitor will speak to Council with respect to Report 2017-007, Complaints regarding Breaches of Confidentiality and Code of Conduct.

- b) **2017-001**  
**Corporate Services**  
**Complaints regarding Breaches of Confidentiality and Code of Conduct**

#### **Recommendation:**

**Resolved That** the Council of the County of Frontenac receive the Corporate Services – Breaches of Confidentiality and Conflict of Interest Allegations report;

**And Further That** the Council of the County of Frontenac receives the correspondence from Eric K. Gillespie Professional Corporation Barristers & Solicitors, dated December 6, 2016;

**And Further That** the Council of the County of Frontenac direct staff to advise Mr. Eric K. Gillespie that the County of Frontenac will take no further action related to his correspondence date December 6, 2016.

- c) **Briefing:** Mr. Tony Fleming, County Solicitor will speak to Council with respect to the correspondence from Kurtis R. Andrews, Farm & Animal Welfare Lawyer, dated December 12, 2016 and J.G. Cowan WeirFoulds LLC, dated December 12, 2016, as noted in Report 2016-138, Request to Reconsider Decision of the Lifting of the Heavy Vehicle Restrictions to Vehicles Supporting Agricultural Operations.
- d) **2016-138**  
**Emergency and Transportation Services**

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**Request to Reconsider Decision of the Lifting of the Heavy Vehicle Restrictions to Vehicles Supporting Agricultural Operations**

[This report was deferred from the December 21, 2016 County Council meeting]

**Recommendation:**

**Resolved That** the Council of the County of Frontenac receive the Emergency and Transportation Services – Request to Reconsider Decision of the Lifting of the Heavy Vehicle Restrictions to Vehicles Supporting Agricultural Operations report;

**And Further That** the Council of the County of Frontenac receives the correspondence from Kurtis R. Andrews, Farm & Animal Welfare Lawyer, dated December 12, 2016 and J.G. Cowan WeirFoulds LLC, dated December 12, 2016;

**And Further That** the County of Frontenac take no further action.

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- e) **2017-002**  
**Corporate Services**  
**2017 Vendor of Record List**

**Recommendation:**

**Resolved That** County Council receive this Corporate Services – Finance- 2017 Vendor of Record List report;

**And Further That** Council approve the 2017 Vendor of Record List as attached (Appendix A).

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- f) **2017-003**  
**Corporate Services**  
**2017 Temporary Borrowing Bylaw**

**Recommendation:**

**Resolved That** Council of the County of Frontenac accept the Corporate Services – Finance - 2017 Temporary Borrowing By-law report;

**And FurtherThat** the Clerk be directed to introduce a by-law later in the meeting to authorize current borrowings from time to time during 2017.

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- g) **2017-004**  
**Corporate Services**  
**2017 User Fees and Charges Bylaw**

**Recommendation:**

**Resolved That** County Council receive the Corporate Services – 2017 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 further amended by deleting Schedules A through F their entirety and replacing with Schedules A through F attached to this report.

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- h) **2017-005**  
**Corporate Services**  
**2016 Federal Gas Tax Allocation By-law Amendment**  
**Recommendation:**

**Resolved That** Council of the County of Frontenac accept the Corporate Services – 2016 Federal Gas Tax Allocation By-law Amendment report;

**And Further That** the Clerk be directed to bring forward a by-law to amend By-law 2016-0050 to authorize the revised distribution of Federal Gas Tax to the Township of North Frontenac

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- i) **2017-007**  
**Emergency and Transportation Services**  
**Canadian Safety & Security Program (CSSP) – Canadian Standard for Paramedic Ground Emergency Response Vehicles and Equipment**  
**Recommendation:**

**Be It Resolved That** the Council of the County of Frontenac accept this Emergency and Transportation Services – Canadian Safety & Security Program (CSSP) – Canadian Standard for Paramedic Ground Emergency Response Vehicles and Equipment;

**And Further That** the Council of the County of Frontenac authorize the Warden and Clerk to execute an agreement with the Government of Canada to conduct the research project as outlined in the attached Project Charter.

**And Further That** the Council of the County of Frontenac authorize the Warden and Clerk to execute an agreement with the Canadian Standards Association (CSA) to conduct the research project as outlined in the attached Project Charter.

**And Finally That** the Council of the County of Frontenac authorize the Warden and Clerk to execute an agreement with the University of

Waterloo, Office of Research, Research Partnerships to conduct the research project as outlined in the attached Appendix “A” – CSSP Project Charter.

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#### **Information Reports from the Chief Administrative Officer**

- a) **2017-006  
Planning and Economic Development  
Amendments to Ontario Regulation 221/06 Prescribing Frontenac County as Upper-Tier Municipality to Prepare Regional Community Improvement Plans**

#### **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

#### **Reports from External Boards and Committees**

- a) Kingston Frontenac Library Board Update - Warden Vandewal
- b) KFL&A Public Health Board Update - Councillor Doyle
- c) RULAC, LSR and Other Updates
- d) Algonquin Land Claim Update - Councillor Inglis
- e) Frontenac County Youth Justice Advisory Committee Update - Councillor Nossal
- f) Housing and Homelessness Committee Update - Councillor McDougall
- g) Rideau Corridor Landscape Steering Committee Update - Councillor McDougall
- h) Eastern Ontario Warden's Caucus Update - Warden & CAO
- i) Mississippi Rideau Tay Rural Health Hub Organizing Committee - Councillor Smith
- j) Food Policy Council of Kingston, Frontenac, Lennox and Addington - Councillor Doyle

#### **Reports from Advisory Committees of County Council**

#### **Return to Council**

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

**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.

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

- a) **History of K&P Trail expenses and payments made to the Townships of North Frontenac and Frontenac Islands in lieu of K&P Trail**

Moved by: Councillor Inglis

Seconded by: Councillor Doyle

**Be It Resolved That** Staff be directed to prepare a report detailing all costs and sources of funding regarding the K & P Trail development since the beginning of the project in approximately 2008, including the section from Unity Road north to Sharbot Lake;

**And Further That** the report include a list of funds allocated to the Townships of Frontenac Islands and North Frontenac in lieu of trail development in these two townships,

**And Further That** the report include an estimate of annual maintenance costs for the trail after completion.

- b) **Program Budgeting Marginal Analysis (PBMA)**

Moved by: Councillor Doyle

Seconded by: Councillor McDougall

**Whereas** for over 30 years a process called Program Budgeting Marginal Analysis (PBMA) has been available to assist in budget preparations; and,

**Whereas** PBMA is a framework designed to guide resource allocation decisions in a manner that is explicit, rigorous and transparent; and,

**Whereas** Software is available to help organizations implement the PBMA process which not only helps identify areas, or programs, that may be over funded but also often results in transferring resources to areas of higher importance that are underfunded, thus maximizing the benefit of every dollar spent by the organization;

**Now Therefore Be It Resolved That** the staff be directed to investigate the suitability of using the PBMA process to assist budget preparations

for our environment, and report back their findings at the March 2017 Council meeting.

### **Giving Notice of Motion**

#### **Communications**

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

- a) From the Association of Municipalities of Ontario (AMO) regarding its 2017-2018 Strategic Objectives.  
[Distributed to Members of County Council December 23, 2016]
- b) From the Ministry of Municipal Affairs and the Ministry of Housing response to the County's request to amend Ontario Regulation 221/07 to include the County in the list of upper-tier municipalities authorized to use Community Improvement Plan (CIP) tools under section 28 of the Planning Act.  
[Distributed to Members of County Council December 23, 2016]
- c) From the Federation of Canadian Municipalities (FCM) regarding its publication titled "This is Our Moment".  
[Distributed to Members of County Council December 23, 2016]
- d) From the Kingston Frontenac Public Library Board providing its minutes of meeting held November 23, 2016.  
[Distributed to Members of County Council December 23, 2016]
- e) From the Ministry of the Environment and Climate Change (MOECC) providing its Annual Drinking Water Report.  
[Distributed to Members of County Council January 6, 2017]
- f) From the County of Lennox & Addington providing its Media Release advising of the appointment of Warden Lowry for 2017.  
[Distributed to County Council January 6, 2017]
- g) From the Great Lakes and St. Lawrence Cities Initiative providing a Thank You letter for the County's membership.  
[Distributed to Members of County Council January 6, 2017]
- h) From the County of Wellington advising of its 2017-2018 Warden and Committee Members.  
[Distributed to Members of County Council January 13, 2017]
- i) From the Marine Club regarding invitation to its Annual Luncheon.  
[Distributed to Members of County Council January 13, 2017]
- j) From the Ministry of Citizenship and Immigration calling for Nominations for the Ontario Medal for Young Volunteers.  
[Distributed to Members of County Council January 13, 2017]

- k) From Randy Hillier, MPP, providing comments regarding Planning & Regulations for the Mississippi Valley Conservation Authority.  
[Distributed to Members of County Council January 13, 2017]
- l) From Sophie Kiwala MPP providing congratulations to Deputy Warden Ron Higgins on his appointment.  
[Distributed to Members of County Council January 13, 2017]
- m) From Sophie Kiwala MPP providing congratulations to Warden Ron Vandewal on his appointment.  
[Distributed to Members of County Council January 13, 2017]
- n) From the Howe Island Ratepayers Association regarding lifting of Farm Vehicle Restrictions on the Howe Islander Ferry.  
[Distributed to Members of County Council January 13, 2017]
- o) From Kurtis Andrews regarding Heavy Vehicle Restrictions on the Howe Islander Ferry.  
[Distributed to County Council January 13, 2017]
- p) From Ernie Hardeman MPP to The Right Honourable Kathleen Wynne, Premier of Ontario regarding Ontario Hydro Prices.  
[Distributed to Members of County Council January 13, 2017]
- q) From Jannette Amini, Manager of Legislative Service/Clerk in response to Kurtis Andrews letter dated December 15, 2016.  
[Distributed to Members of County Council January 13, 2017]
- r) From the Town of Greater Napanee to the Minister of Education regarding request for Moratorium on Accommodation Review Process.  
[Distributed to Members of County Council January 13, 2017]
- s) From the Quinte Human Society request a Donation.  
[Distributed to Members of County Council January 13, 2017]
- t) From Steve Sorensen regarding Ferry Restrictions  
 [Distributed to Members of County Council January 17, 2017]
- u) From Scott Marshall regarding Ferry Restrictions  
 [Distributed to Members of County Council January 17, 2017]

## Other Business

## Public Question Period

## 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 f) that have been circulated to all Members of County Council and that by-laws a) through f) be read a first and second time.

b) Third Reading

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

**By-Laws**

- |                  |                                                                                                                                                                                                                                                                                                                      |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>147</b>       | a) To authorize the Warden and Clerk to Execute a Data Sharing Agreement between the County of Frontenac and the Paramedic Chiefs of Canada (PCC)<br>[Proposed By-Law No. 2017-0001]                                                                                                                                 |
| <b>148 - 149</b> | b) To authorize temporary borrowing for current expenditures for the year 2017<br>[Proposed By-law No. 2017-0002]                                                                                                                                                                                                    |
| <b>150 - 158</b> | c) To amend By-law No. 2013-0010 (to impose user fees and charges for services)<br>[Proposed By-law No. 2017-0003]                                                                                                                                                                                                   |
| <b>159 - 160</b> | d) To amend By-law 2016-0050 to authorize the Corporation of the County of Frontenac to distribute the Federal Gas Tax among its four lower-tier municipalities<br>[Proposed By-law No. 2017-0004]                                                                                                                   |
| <b>161 - 172</b> | e) To Authorize Warden and Clerk to Execute an Agreement with the Government of Canada, the Canadian Standards Association (CSA), and the University of Waterloo, Office of Research, Research Partnerships to conduct the research project noted in the Canadian Safety and Security Program (CSSP) Project Charger |
| <b>173 - 174</b> | f) To Confirm the Proceedings of County Council<br>[Proposed By-law No. 2017-0006]                                                                                                                                                                                                                                   |

**Adjournment**



## Minutes of the Regular Meeting of Council December 21, 2016

A regular meeting of the Council of the County of Frontenac was held in the Kingston Frontenac Rotary Auditorium of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, December 21, 2016 and was called to order by the Clerk at 9:30 a.m.

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

Also Present:

**County:**  
Kelly Pender, Chief Administrative Officer  
Gale Chevalier, Deputy Chief of Performance Standards  
Mark Podgers, County Emergency Management  
Coordinator/Superintendent - Operations  
Joe Gallivan, Director of Planning and Economic Development  
Richard Allen, Manager of Economic Development  
Alison Vandervelde, Community Development Officer  
Marian VanBruinessen, Director of Corporate  
Services/Treasurer  
Susan Brant, Deputy Treasurer  
Lisa Hirvi, Administrator-Fairmount Home  
Jannette Amini, Manager of Legislative Services/Clerk

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

## Election of Warden and Deputy Warden

The Clerk called for nominations for the Office of Warden.

**a) Election of Warden**

Motion #: 226-16      Moved By:      Councillor Doyle  
Seconded By:      Councillor Smith

**Resolved That** Councillor Ron Vandewal be nominated for the position of Warden for the County of Frontenac for the term ending December 20, 2017.

**Carried**

Motion #: 227-16      Moved By:      Councillor Dewey  
Seconded By:      Councillor Higgins

**Resolved That** nominations for Warden of the County of Frontenac are hereby closed.

**Carried**

Councillor Vandewal accepted the nomination and was confirmed as Warden for 2017.

### **b) Election of Deputy Warden**

Motion #: 228-16      Moved By:      Councillor Vandewal  
Seconded By:      Councillor Doyle

**Resolved That** Councillor Ron Higgins be nominated for the position of Deputy Warden for the County of Frontenac for the term ending December 20, 2017.

**Carried**

Motion #: 229-16      Moved By:      Councillor McDougall  
Seconded By:      Councillor Nossal

**Resolved That** nominations for the Deputy Warden of the County of Frontenac are hereby closed.

**Carried**

Councillor Higgins accepted the nomination and was confirmed as Deputy Warden for 2017.

## Declaration of Office to Warden and Deputy Warden

The Declaration of Office of Warden and Deputy Warden was administered by the County Clerk after which, Warden Vandewal was dressed with the Chain of Office.

## Warden's Inaugural Address

I would like to thank my fellow councillors for giving me the opportunity to be Warden and represent Frontenac County.

I look forward to working with council and staff to not only bring the needs and challenges forward at this level that affect us but to the next levels of government where we need help regionally as one example being the emergency communications system that we all need and need financial help with.

We also welcome Richard Allen to see what new and exciting opportunities in economic development there are for the County.

It is with some very mixed emotions as mine and my wife's parents have passed on and that they are not here to share this with me as far as I know in Frontenac County I am the first father and son Warden, my father Rein held the position and I am wearing the engraved watch that was given to my father for serving on the County as Warden in 1983.

Thanks to my wife for being there and who has always supported me in everything that I have done.

Thank you.

### Approval of Addendum

Motion #: 230-16      Moved By:      Councillor McDougall  
Seconded By:      Councillor Dewey

**Resolved That** By-law 2013-0020 be waived to consider Deputations and/or Presentations clause b) following Public Question Period.

**Carried**

(2/3 vote was received)

Motion #: 231-16      Moved By:      Councillor McDougall  
Seconded By:      Councillor Dewey

**Resolved That** Procedural By-law 2013-0020 be waived to move Recommend Reports from the Chief Administrative Officer clause i) Corporate Services 2017 Draft Budget Revision from Committee of the Whole Council to Council to be considered after Proclamations and to consider Adoption of the Report of the Committee of the Whole Council clause b) following Proclamations and Corporate Services 2017 Draft Budget Revision.

**Carried**

(2/3 vote was received)

### Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

## Adoption of Minutes

**a) Minutes of Meeting held November 16, 2016**

Motion #: 232-16      Moved By:      Councillor Inglis  
Seconded By:      Councillor Nossal

**Resolved That** the minutes of the regular Council meeting held November 16, 2016 be adopted.

**Carried**



Motion #249-16 being Adoption of the Committee of the Whole, clause b) was considered at this time.

(Please refer to Page 12)

## Move into Committee of the Whole

Motion #: 235-16      Moved By:      Councillor Dewey  
Seconded By:      Councillor Inglis

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

**Carried**

Warden Vandewal exited the meeting at 10:20 a.m.

Councillor McDougall exited the meeting at 10:20 a.m.

## Briefings

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

## Unfinished Business



### Recommend Reports from the Chief Administrative Officer

- a) 2016-138**  
**Emergency and Transportation Services**  
**Request to Reconsider Decision of the Lifting of the Heavy Vehicle**  
**Restrictions to Vehicles Supporting Agricultural Operations**

Motion #: 236-16      Moved By: Councillor Nossal  
Seconded By: Councillor Smith

**Resolved That** the Council of the County of Frontenac receive the Emergency and Transportation Services – Request to Reconsider Decision of the Lifting of the Heavy Vehicle Restrictions to Vehicles Supporting Agricultural Operations report;

**And Further That** the Council of the County of Frontenac receives the correspondence from Kurtis R. Andrews, Farm & Animal Welfare Lawyer, dated December 12, 2016 and J.G. Cowan WeirFoulds LLC, dated December 12, 2016;

**And Further That** the County of Frontenac take no further action.

## Deferred

(See motion to Defer below which was Carried)



**And Further That** the Council of the County of Frontenac authorize the Warden and Clerk to execute the Data Sharing Agreement between the County of Frontenac and the Paramedic Chiefs of Canada (PCC).

**Carried**

**d) 2016-141  
Planning and Economic Development  
Ontario Municipal Board Review Public Consultation**

Motion #: 240-16      Moved By:      Councillor Inglis  
Seconded By:      Councillor Dewey

**Resolved That** the Council of the County of Frontenac receive the Planning and Economic Development – Frontenac County Response to the Ontario Municipal Board Review for information;

**And Further That** a copy of the Planning and Economic Development – Frontenac County Response to the Ontario Municipal Board Review report be submitted to the Ontario Municipal Board Review, Ministry of Municipal Affairs, Provincial Planning Policy Branch, 777 Bay Street, 13th Floor, Toronto, ON M5G 2E5 as the County of Frontenac's Official comments regarding the review of the Ontario Municipal Board.

**Carried**

**e) 2016-142  
Corporate Services  
2017 Tax Rate**

Motion #: 241-16      Moved By:      Councillor Doyle  
Seconded By:      Councillor Smith

**Whereas** the 2016 Assessment roll for the 2017 tax calculations was received on December 12, 2016;

**Resolved That** Council of the County of Frontenac accept this Corporate Services – 2017 Tax Rate report;

**And Further That** Council consider a By-law, introduced later in the meeting, to establish the 2017 tax rates.

**Carried**

**f) 2016-143**  
**Corporate Services**  
**2015 Fairmount Home Accounts Receivables Write-Offs**

Motion #: 242-16      Moved By:      Councillor Doyle  
Seconded By:      Councillor Inglis

**Resolved That** the Council of the County of Frontenac receive this Corporate Services – 2016 Fairmount Home Accounts Receivable Write-Offs report;

**And Further That** Council authorize the Treasurer to write off accounts totaling \$14,339.49.

**Carried**

**g) 2016-144  
Corporate Services  
2017 Tax Ratios and Tax Rate Reductions**

Motion #: 243-16      Moved By:      Councillor Nossal  
Seconded By:      Councillor Dewey

**Resolved That** Council of the County of Frontenac accept this Corporate Services – 2017 Tax Ratios and Tax Rate Reductions report;

**And Further That** Council consider a by-law, introduced later in the meeting, to re-confirm for 2017 the tax ratios and tax rate reductions currently in place;

**And Further That** staff be directed to bring back a report on tax ratios for Commercial Industrial Class allocations with other municipalities

**Carried As Amended**

(See motion to Amend below which was Carried)

## Motion to Amend

Motion #: 244-16      Moved By:      Councillor Doyle  
Seconded By:      Councillor Smith

**Be It Resolved That** the motion be amended to add an additional clause:

**And Further That** staff be directed to bring back a report on tax ratios for Commercial Industrial Class allocations with other municipalities.

**Carried**

#### **h) 2016-145 Corporate Services 2016 Federal Gas Tax Allocation**

Motion #: 245-16      Moved By: Councillor Inglis  
Seconded By: Councillor Nossal

**Resolved That** Council of the County of Frontenac accept the Corporate Services – 2016 Federal Gas Tax Distribution By-law report;

**And Further That** the Clerk be directed to bring forward a by-law to authorize the distribution of Federal Gas Tax to the Townships in 2016.

**Carried**

Council recessed at 11:05 a.m.

Council reconvened at 11:25 a.m.

Warden Vandewal re-entered the meeting at 11:25 a.m.

Councillor McDougall re-entered the meeting at 11:25 a.m.

The below motion was considered after Proclamations.

**i) 2016-146  
Corporate Services  
2017 DRAFT Budget Revision**

Motion #: 246-16      Moved By:      Councillor McDougall  
Seconded By:      Councillor Smith

**Resolved That** the Council of the County of Frontenac receive the Corporate Services – 2017 Draft Budget Revision Report;

**And Further That** Council amend the budget to reflect the adjustments outlined in the report.

**Carried**

## Information Reports from the Chief Administrative Officer

**a) 2016-147  
Corporate Services  
Status Update of Council Abeyance List**

**b) 2016-148**  
**Fairmount Home Level of Care**  
**Personal Support Worker (PSW) Shift Continuation**

c) **2016-149**  
**Planning and Economic Development**  
**Frontenac K&P Trail Update**

## Reports from Council Liaison Appointees

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

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

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

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

**c) Corporate Services - Councillor Dewey**

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

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

No Report.

**Reports from External Boards and Committees**

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

Warden Vandewal provided an update of the happenings of the Board since the last meeting.

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

Councillor Doyle provided an update of the happenings of the Board since the last meeting.

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

No Update.

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

No Update.

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

Councillor Nossal provided an update of the happenings of the Committee since the last meeting.

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

No Update.





### Motions, Notice of Which has Been Given

**a) Bill 9**

## End Age Discrimination Against Stroke Recovery Patients Act, 2016.

[See Communications, Item a)]

Motion #: 251-16      Moved By:      Deputy Warden Higgins

Seconded By: Councillor Inglis

**That** the Council of the County of Frontenac support Bill 9 which states that all stroke victims receive care regardless of their age;

**And Further That** a copy of this resolution be sent to the Honourable Eric Hoskins, Minister of Health and Long-Term Care, Lorne Coe, MPP, Whitby-Oshawa, Sophie Kiwala, MPP, Kingston and the Islands, and Randy Hillier, MPP (Lanark—Frontenac—Lennox and Addington)

**Carried**

## Giving Notice of Motion

- a) **Councillor Inglis** gave notice of a motion for the January Council meeting that will ask staff to provide a report on the history of the K&P Trail expenses to date as well as a report and review on payments made to the Townships of North Frontenac and Frontenac Islands in lieu of the K&P trail.
- b) **Councillor Doyle** gave a notice of motion for the January Council meeting that will ask staff to investigate the use of a process called Program Budgeting Marginal Analysis (PBMA) to assist Council in keeping the annual Frontenac County budget increase to the targeted level of no more than the annual increase in CPI, and report back their findings at the March Meeting

## 22 Communications

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

- a) From MPP Lorne Coe regarding Bill 9 - End Age Discrimination Against Stroke Recovery Patients Act, 2016  
[Distributed to Council on November 18, 2016]
- b) From the Ministry of Indigenous Relations and Reconciliation regarding Inaugural Treaties Recognition Week  
[Distributed to Council on November 18, 2016]

- c) From the Ministry of Transportation regarding Ontario's Climate Change Action Plan  
[Distributed to Council on November 18, 2016]
- d) Resolution from The Township of South Stormont regarding Rural Schools  
[Distributed to Council on November 18, 2016]
- e) Ontario Municipal Social Services Associations One Day Forum  
[Distributed to Council on November 18, 2016]
- f) Community Foundation of Kingston Opportunity to Partner to Fund Projects in Frontenac County in Celebration of Canada's 150th  
[Distributed to Council on November 18, 2016]
- g) Notice of Public Information Centre 2 Class Environment Assessment Study Wolfe Island Ferry Dock  
[Distributed to Council on November 18, 2016]
- h) From the Ministry of Finance regarding the 2017 Provincial Uploads  
[Distributed to Council on November 18, 2016]
- i) Ombudsman of Ontario 2015-2016 Annual Report  
[Distributed to Council on November 18, 2016]
- j) Request for Support to End Unfair Taxation on Family Business Transfers  
[Distributed to Council on November 18, 2016]
- k) Councillor McDougall's Conference Report 2016  
[Distributed to Council on November 25, 2016]
- l) November 16, 2016 Regular County Council Meeting Minutes  
[Distributed to Council on November 25, 2016]
- m) October 26, 2016 Kingston, Frontenac, Lennox and Addington Board of Health Minutes  
[Distributed to Council on November 25, 2016]
- n) October 26, 2016 Kingston, Frontenac Public Library Board Meeting Minutes  
[Distributed to Council on November 25, 2016]
- o) Town of Pelham Resolution regarding Improving Ontario Funding for Autism Support  
[Distributed to Council on November 25, 2016]

- p) Save the Date from AMO: Municipal Forum on Bill 151 - Waste Free Ontario Act  
[Distributed to Council on November 25, 2016]
- q) A Letter of Thanks from the Warden of Hastings County  
[Distributed to Council on December 2, 2016]
- r) AMO Policy Update - Report to Member Municipalities - Highlights of November Board Meeting  
[Distributed to Council on December 2, 2016]
- s) Christmas Card and Invitation From MPP Randy Hillier  
[Distributed to Council December 2, 2016]
- t) From AMO regarding the Federal Infrastructure Phase 2 Incrementality Resolution  
[Distributed to Council on December 2, 2016]
- u) From the Ministry of the Environment Releasing the Chief Drinking Water Inspector's Annual Report  
[Distributed to Council on December 2, 2016]
- v) Email Concerning Farm Vehicles on Ferry  
[Distributed to Council on December 2, 2016]
- w) Resolution from the Township of McKellar regarding The Fire Protection And Prevention Act  
[Distributed to Council on December 2, 2016]
- x) From Bruce County Announcing their 2017 Warden  
[Distributed to Council on December 2, 2016]
- y) Memo regarding 2017 Perth County Warden  
[Distributed to Council on December 2, 2016]
- z) Resolution of Support from the Town of Lakeshore regarding the Accommodation Review Process  
[Distributed to Council on December 9, 2016]
- aa) Community Foundation Fall Issue of Ripples  
[Distributed to Council on December 9, 2016]
- ab) Kingston & Frontenac Housing Corporation Public Agenda for November 30, 2016  
[Distributed to Council on December 9, 2016]

- ac) Support Resolution to Amend the Funding Formula for Municipal Homes from the Municipality of West Nipissing  
[Distributed to Council on December 9, 2016]
- ad) Thank you Letter from Mark Gerretsen M.P. for your Update Resolution regarding The Third Crossing  
[Distributed to Council on December 9, 2016]
- ae) Media Release from Middlesex County Announcing that Warden Shipway Has been Elected for 2016-2017  
[Distributed to Council on December 9, 2016]
- af) Card to County Council from Andrea Horwath MPP  
[Distributed to Council on December 16, 2016]
- ag) Christmas Card to County Council from Patrick Brown MPP  
[Distributed to Council on December 16, 2016]
- ah) Correspondence from FCM regarding Canada 150 Community Leaders Network  
[Distributed to Council on December 16, 2016]
- ai) From the Minister of Infrastructure and Communities regarding County letter of Support of the Third Crossing  
[Distributed to Council on December 16, 2016]
- aj) Joint County of Bruce and Grey Letter-Resolution regarding Rural School Closures  
[Distributed to Council on December 16, 2016]
- ak) Letter to Premier Kathleen Wynne from Zorra Township & Resolution regarding Rural Hydro Rates  
[Distributed to Council on December 16, 2016]
- al) From the Township of North Frontenac providing Notice of Passing Zoning By-Law  
[Distributed to Council on December 16, 2016]
- am) Resolution from the Township of Hornepayne Regarding Municipal Fire Service  
[Distributed to Council on December 16, 2016]
- an) Township of Havelock-Belmont-Methuen Resolution Regarding Legislative Changes Impacting Tax Registrations and Tax Sale  
[Distributed to Council on December 16, 2016]



- c) To Set Tax Ratios and Tax Rate Reductions for Prescribed Property Sub-Classes for County of Frontenac Purposes and Local Municipal Purposes for the Taxation Year 2017  
  
(Proposed By-Law No. 2016-0048)
- d) To Establish Tax Rates for the Year 2017 for the Purposes of the County of Frontenac and to Establish Rates to be Levied for Same Against the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac  
  
(Proposed By-Law No. 2016-0049)
- e) To Authorize the Corporation of the County of Frontenac to Distribute the Federal Gas Tax Amongst its Four Lower-Tier Municipalities  
  
(Proposed By-law No. 2016-0050)
- f) To Appointment Members to the Emergency Management Program Committee  
  
(Proposed By-law No. 2016-0051)
- g) Confirmation of Actions and Proceedings of Council  
  
(Proposed By-Law No. 2016-0052)

## 26 Adjournment

Motion #: 254-16      Moved By:      Councillor Doyle  
Seconded By:      Councillor Smith

**That** the meeting hereby adjourn at 12:10 p.m.

**Carried**

Ron Vandewal, Warden

---

Jannette Amini, Clerk

# A New Direction in Solid Waste Management in Ontario

Presented to Frontenac County Council

January 18, 2016

## Context for Action

**There is a need for action to increase the recovery of resources and reduce waste in Ontario.**

### CHALLENGES

- ../ Ontarians generate a significant amount of waste.
- ../ Ontario's diversion rates have stalled.
- ../ Both municipal and producer budgets to fund diversion are under pressure as costs rise.
- ../ Ontario's landfills could be filled within 20 years.
- ../ Waste Diversion Act, 2002 is flawed, resulting in an ineffective system.
- ../ Application of existing tools is limited and ineffective at encouraging productivity and the recovery of resources.

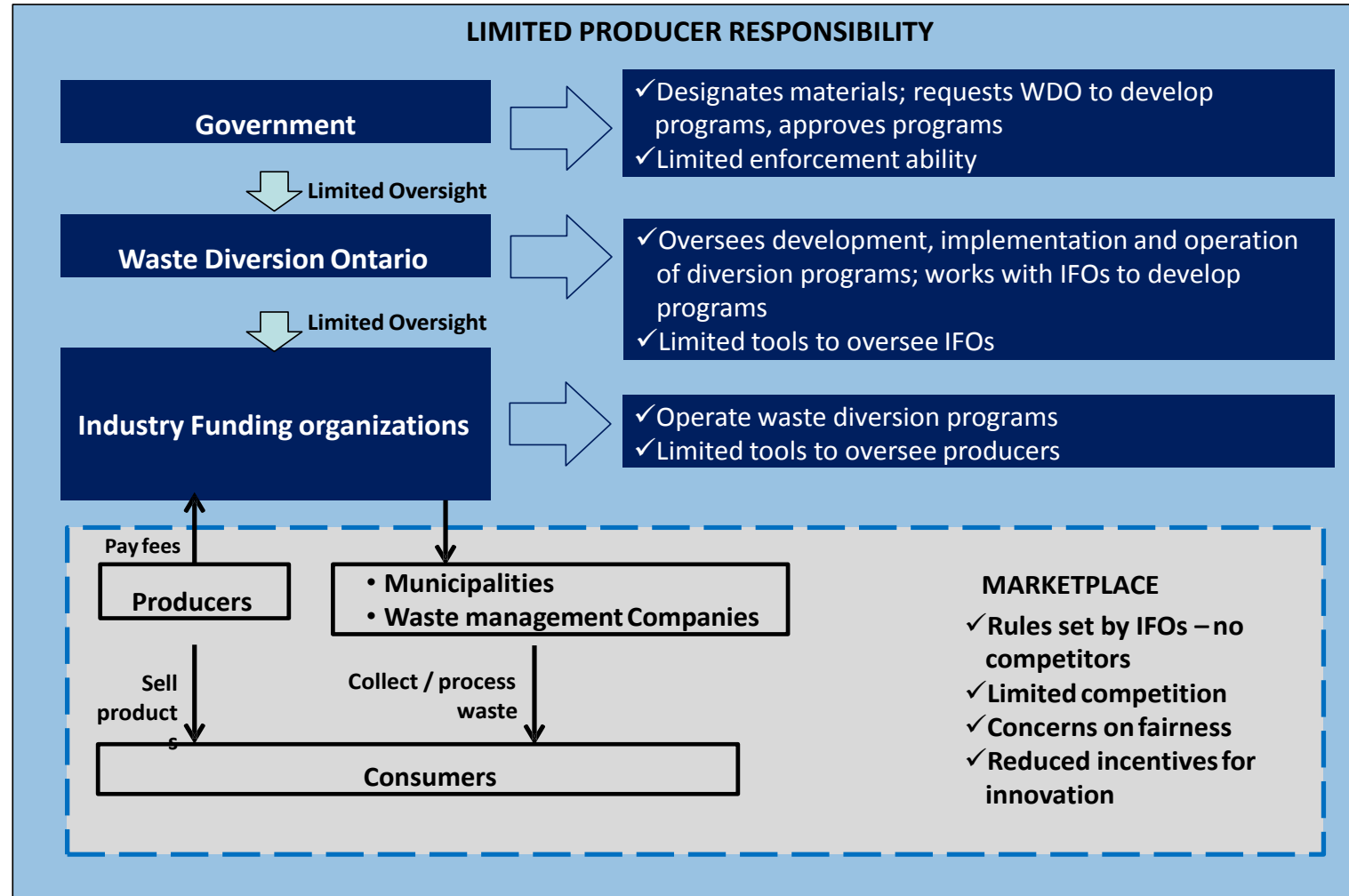
### OPPORTUNITIES

- ../ Stakeholders are calling for fundamental reform.
- ../ Reducing waste presents opportunities to reduce GHG emissions.
- ../ Improving the recovery of resources has additional environmental benefits (e.g., air and water quality, resource conservation).
- ../ Resource productivity makes good business sense.
- ../ There is a significant opportunity to recover economic value of waste. Recovered resources attracts investment, creates jobs and improves competitiveness.

## Ontario's Proposed Framework

- Ontario is transforming its existing waste diversion framework to support Ontario's vision: a circular economy.
- Ontario's goal is to move towards zero waste in the Province and zero GHG emissions from the waste sector to support a circular economy:
  - Ensuring that all resources are used and reused productively; maximizing their potential and reintegration into the economy.
- The framework includes:
  - **Proposed legislation: Waste-Free Ontario Act** that includes two Acts.
    - A proposed Resource Recovery and Circular Economy Act to set overarching provincial direction and establish a new producer responsibility regime.
    - A proposed Waste Diversion Transition Act, to replace the *Waste Diversion Act, 2002*, which would help ensure the smooth transition to the new producer responsibility regime.
  - **Draft Strategy for a Waste-Free Ontario: Building the Circular Economy** to support Ontario in achieving its goals.

# Waste Diversion Act, 2002



# Waste-Free Ontario Act

- **Provincial Interest:** including promote completion
- **Policy statements to provide further direction on provincial interests**

- **Competition Act to support open and fair marketplace**



New legislation



Outside of legislation

## FULL PRODUCER RESPONSIBILITY FRAMEWORK

**Government**

- ✓ Sets outcomes – requirements/standards
- ✓ Improved oversight

**The Authority**

- ✓ Data clearinghouse
- ✓ Compliance/enforcement
- ✓ Strong tools to address free-riders and poor performers

**Producers**

- ✓ Accountable for meeting outcomes
- ✓ Reporting on performance

Sells products

End-of-life management

**Consumers**

**Individually or Collectively**

Contract

Collect waste

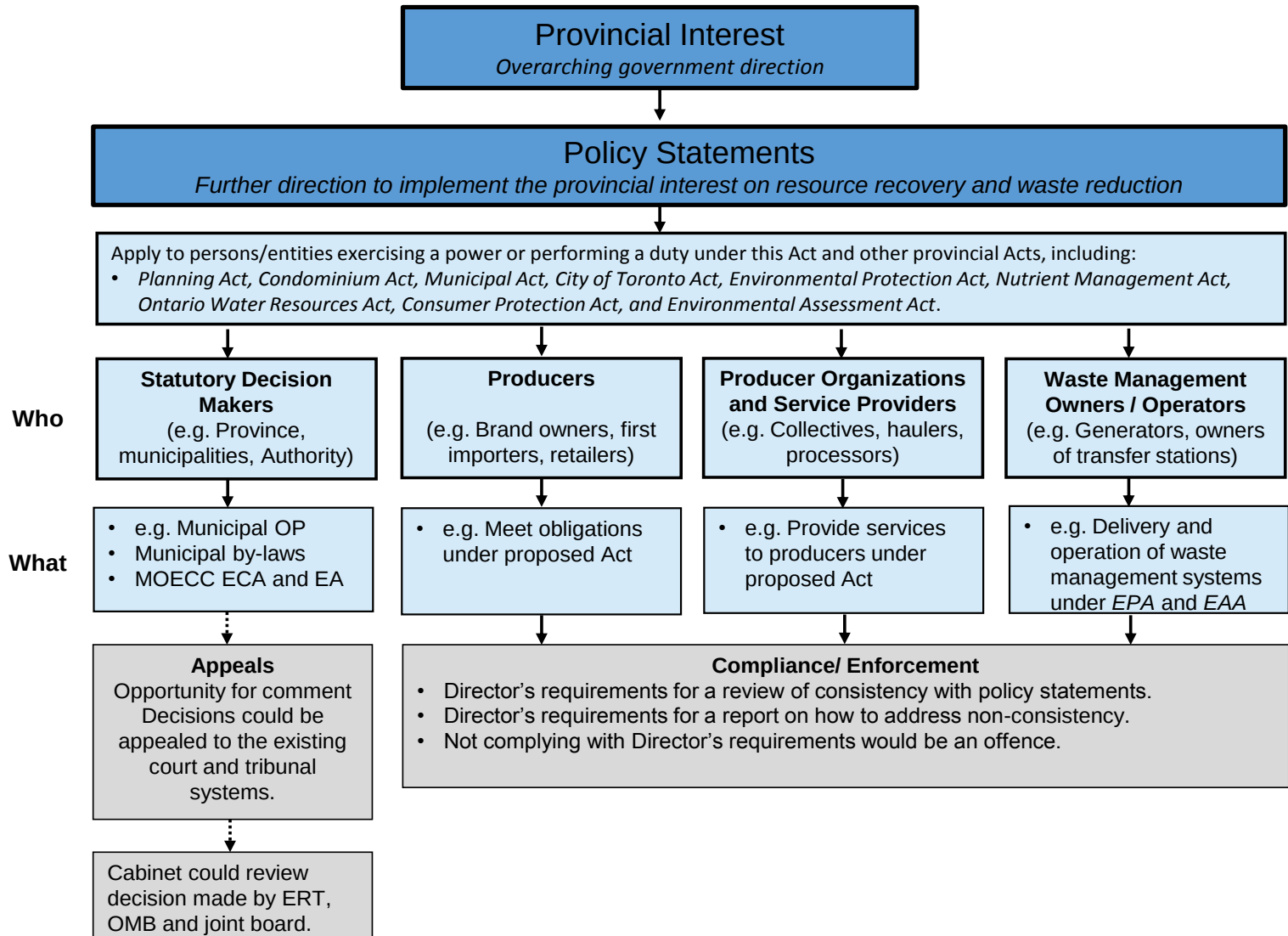
• **Municipalities**  
• **Waste Companies**

### MARKETPLACE

- ✓ Enables competition at all levels
- ✓ Provide choice for producers
- ✓ Open and fair competition and marketplace
- ✓ Level playing field

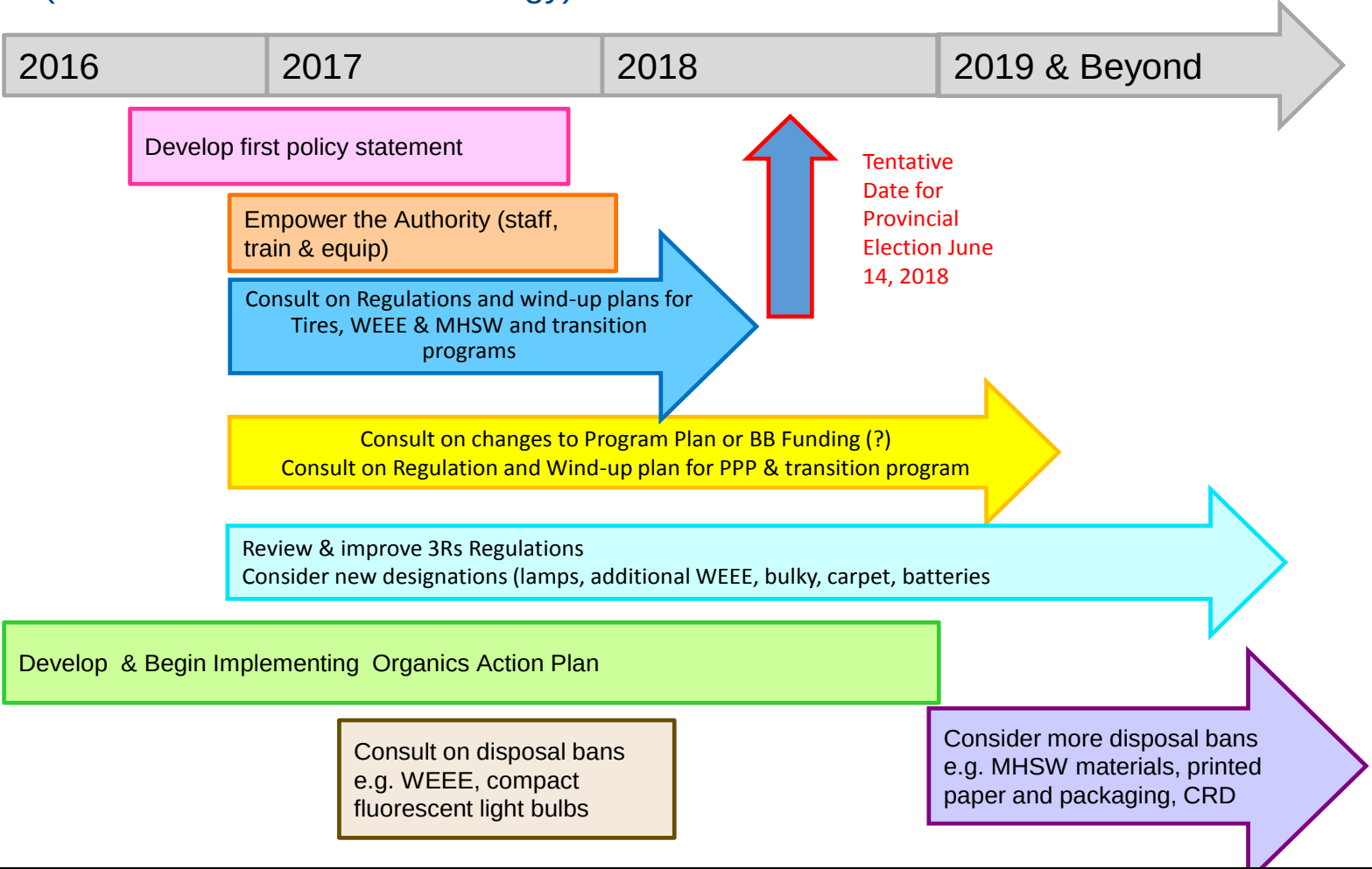
- ✓ Clear consequences with effective compliance and enforcement tools for producers' performance

- ✓ Inspection, compliance orders, administrative penalties, offence provisions

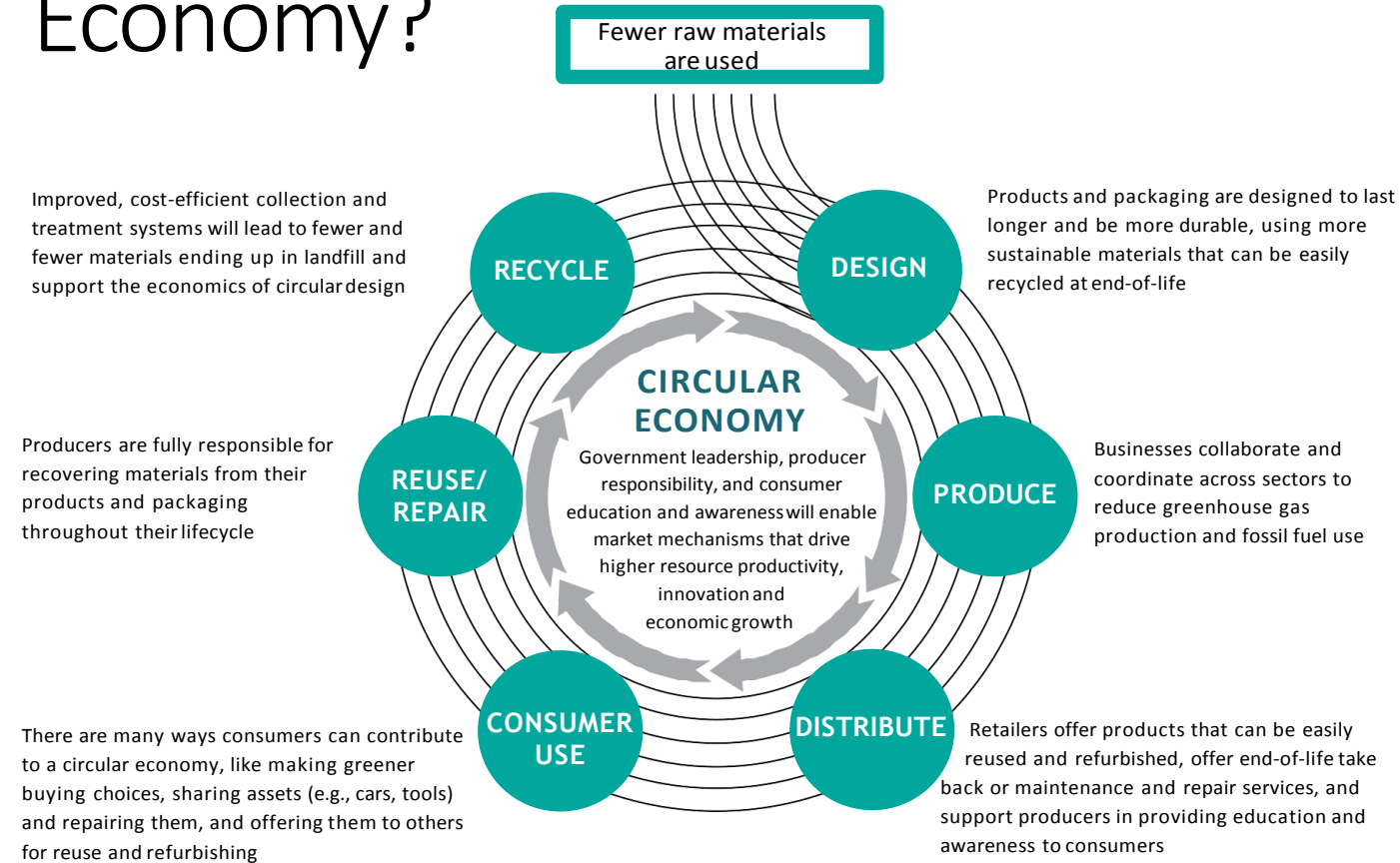


# Potential Timeline

(Based on current draft Strategy)



# What is a Circular Economy?



Transforming Ontario into a Leader

Our Strategy to Achieve a Circular Economy

For Ontario to thrive, it must take advantage of resource recovery and waste reduction as economic drivers and factors in environmental protection. Building on our new foundation, the following outlines Ontario’s strategy to achieve its transformation to a circular economy.

Vision

The vision for Ontario is one where waste is seen as a resource that can be recovered, reused and reintegrated to achieve a circular economy.

Goals

The goals are to achieve a **zero waste Ontario** and **zero greenhouse gas emissions from the waste sector**.

**Zero waste Ontario** is a visionary goal that provides the guiding principles needed to work toward the elimination of waste. It is a new approach that focuses on preventing waste in the first place rather than relying on traditional end-of-life waste management solutions.

The visionary goal of **eliminating greenhouse gases from the waste sector** will guide our priorities for resource recovery and waste reduction. It will help the province meet its climate change commitments and build a low-carbon economy while protecting Ontario’s natural environment.

Achieving our goals will require a fresh approach to waste management and resource recovery — one that accounts for the shifting global context, recognizes the opportunities in a circular, low-carbon economy, and enlists the support of all Ontarians. New product design and management thinking will help Ontario avoid the volume and toxicity of waste materials, while conserving and recovering resources.

Ontario’s resource recovery and waste reduction priorities focus on reducing, reusing, recycling and reintegrating materials into the economy.

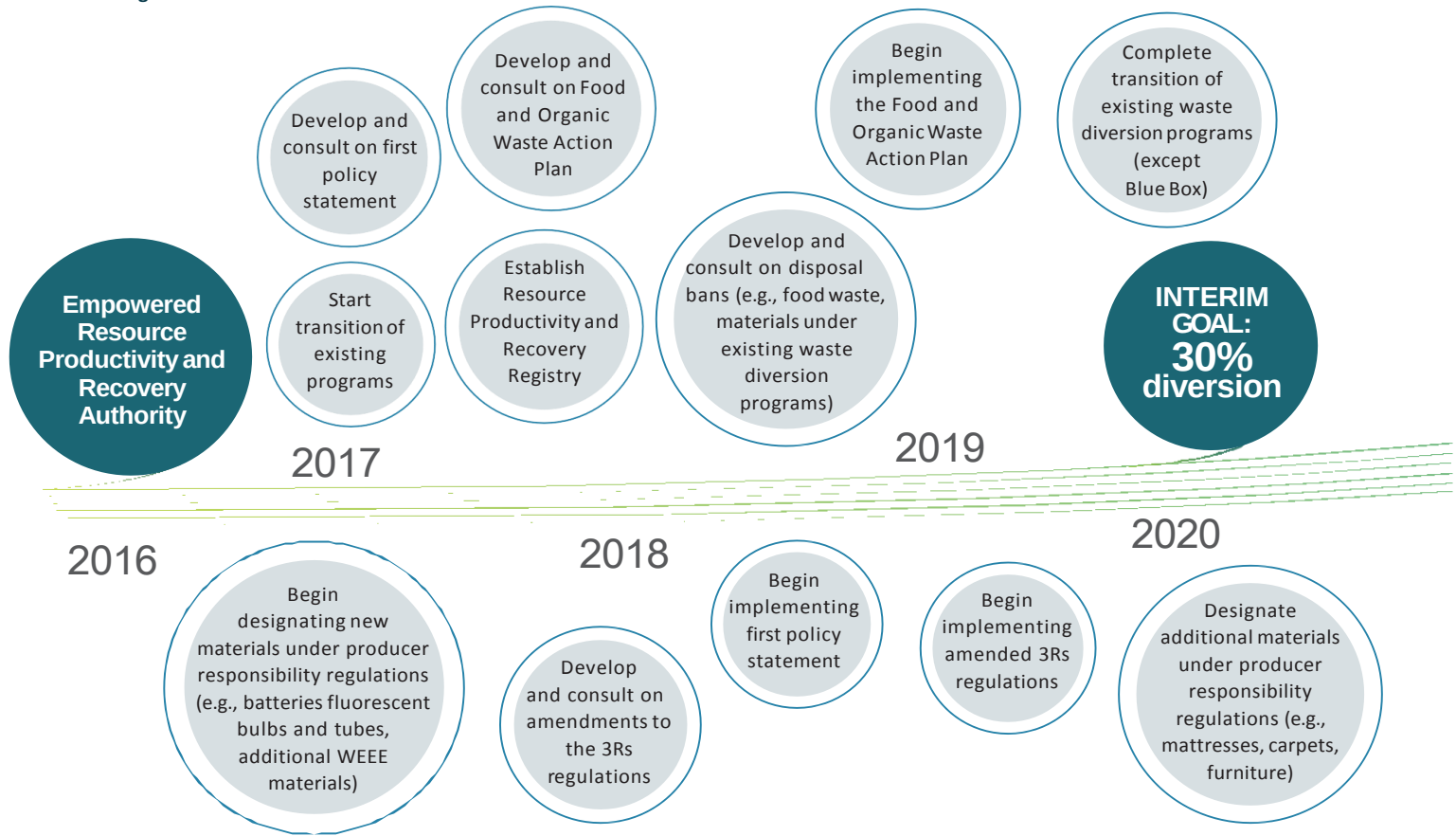


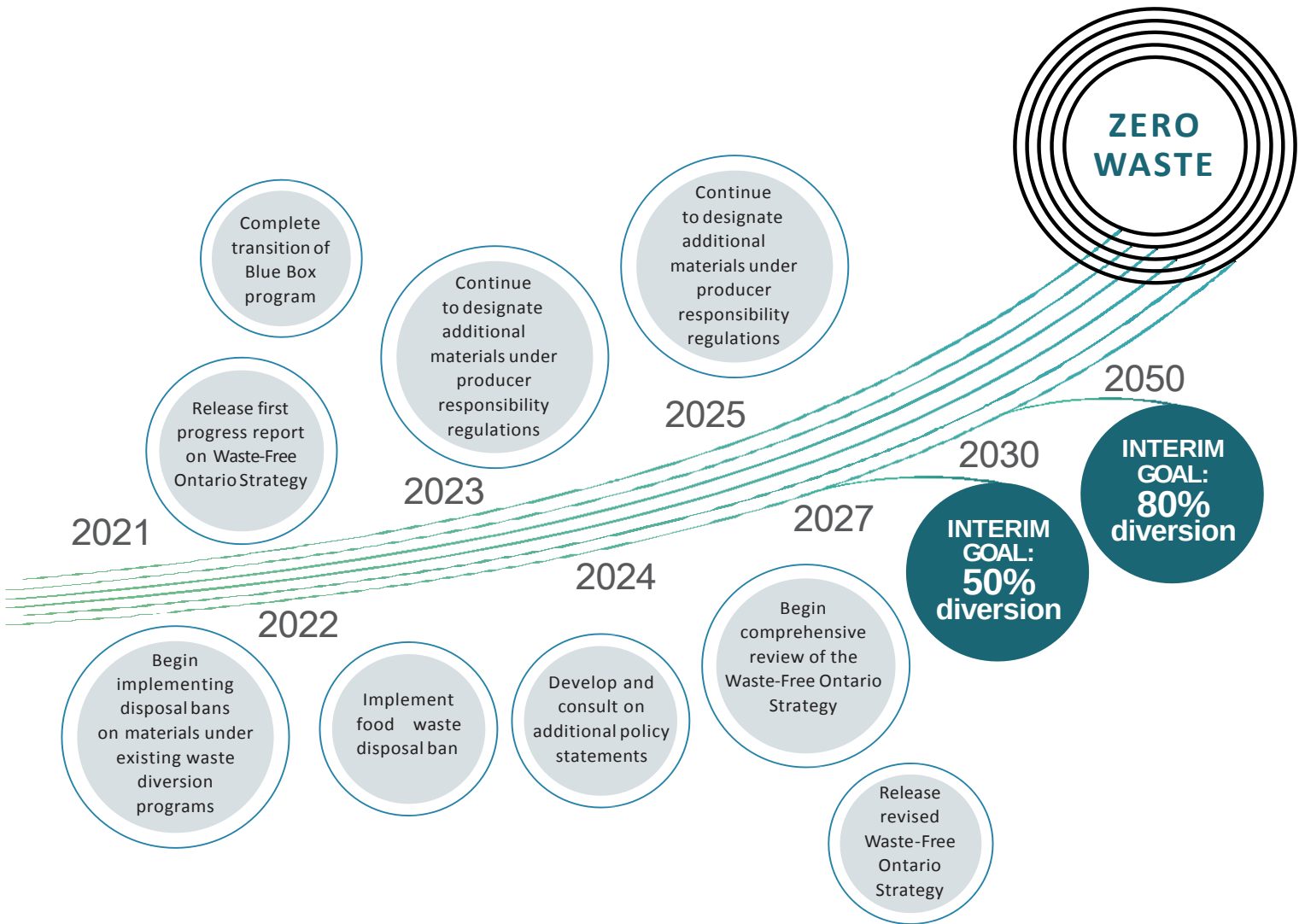
Although energy from waste and alternative fuels are permitted as waste management options, these methods will not count towards diversion in Ontario.

The first four years of this strategy are dedicated to establishing the foundation for this fundamental shift and transforming the current system. Building on a strong foundation, we anticipate significant progress in the years to come.

## Transforming Ontario into a Leader

The following timeline will guide our path toward achieving a waste-free Ontario:





# Administrative Report

January 18, 2017  
Report 2017-01 (subject to change)



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# Meeting Schedule

- January 5 and 6 – EOWC Inaugural Meeting, Kingston
- January 23 – Administrative Building Task Force
- January 23 – Frontenac CAO's meeting
- ROMA/ EOWC – January 29-31, Toronto
- Planning Advisory Committee – TBD
- February 7 – Seniors Housing Task Force for both South and Central Frontenac
- February 9 – CDAC



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## **Project Updates:**

### **Big Data for Small Places**

- Community Schools
- Trail Hub Communities
- Communal Servicing
- Rural Transportation

**Day 3 Training – January 11**

**Day 4 Training – January 25**



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## Eastern Ontario Warden's Caucus (EOWC) Update

- EOWC 2017 Inaugural Meeting, January 5 to 6, 2017, Kingston
- Warden Vandewal and Past Warden Frances Smith both attended.
- Frances Smith elected to EORN Board

## 2017 Approved EOWC Priorities



### 1) Infrastructure & Connectivity

- ✓ **EORN:** Supporting the improvement of cell networks to ensure mobile broadband services and increased public safety
- ✓ **Infrastructure:** Advocating for \$3.7 billion in new Provincial investments

### 2) Growing our Regional Economy

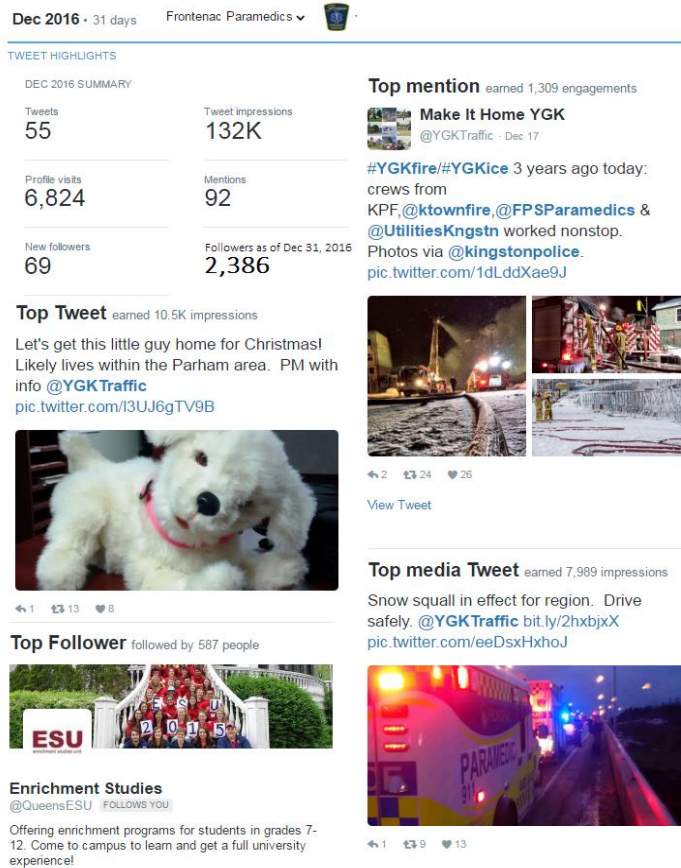
- ✓ **Natural Gas:** Advocating for its expansion to rural businesses, farms and communities as per OFA/EOWC/WOWC partnership
- ✓ **Hydro:** Expansion of distribution capacity / solution to cost issues
- ✓ **Leadership Council:** Continued implementation of Ec. Dev. Strategy
- ✓ **Key Projects:** Picton Terminals / Marmora Pump Storage

### 3) Reducing Operational Costs

- ✓ **Policing:** Advocating for a solution to costs and modernization
- ✓ **Legislation:** Advocating for Provincial solutions to joint and several liability and the interest arbitration system



# Twitter Stats FPS December





# Twitter Stats County – December

Dec 2016 - 31 days Frontenac County

## TWEET HIGHLIGHTS

### DEC 2016 SUMMARY

|                |       |                              |       |
|----------------|-------|------------------------------|-------|
| Tweets         | 67    | Tweet impressions            | 36.5K |
| Profile visits | 1,836 | Mentions                     | 44    |
| New followers  | 29    | Followers as of Dec 31, 2016 | 1,541 |

### Top Tweet earned 1,469 impressions

We wished @amyoun62 happy trails today. She retires tomorrow after 8 years of getting things done #inFrontenac. Thank you Anne Marie.  
pic.twitter.com/Wb1v6msS2C



1 6 19

### Top Follower followed by 761 people



**Deanna Clark**

@deannajclark FOLLOWS YOU

Economic Development Officer United Counties of Leeds and Grenville, communications and photography. Married to Stephen Clark, MPP Leeds Grenville.

[View profile](#)

[View followers dashboard](#)

### Top mention earned 70 engagements



**Chris Hammer**

@hammer4974 · Dec 29

@OPP\_COMM\_ER 5 mail boxes smashed on #Keeley rd last night in @SFrontenac in @FrontenacCounty including mine. Fixed for now. New one Friday  
pic.twitter.com/jW0algQTA3



2 2

[View Tweet](#)

### Top media Tweet earned 1,001 impressions

Eastern Ontario Wardens Caucus IT managers and directors meeting at our offices today #easternontario  
@EOWC\_ON pic.twitter.com/stCwTudZP1



3 4



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## **Staff Announcements**

- Richard Allen – Manager of Economic Development



**FRONTENAC**

Review

# **2017 BUDGET PROCESS – REPORT CARD**



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## Why?

- Policies were developed in response to recommendations from KPMG (#19, 20, 21, 24, 30)
- To check that we did what we said we were going to do
- To confirm it is still working, or make adjustments as necessary
- Mid point in Council term





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## What Does Our Budget Policy Say?

- **Transparency:** business plans and budget reviewed in open session
  - **ACHIEVED**
- **Fiduciary Responsibilities:** a balance of short and long term needs
  - **ACHIEVED** – e.g. phase in of Wolfe Island and additional 12 hr car
- **Identify Risk:** Risk, Caution, Advisement
  - **ACHIEVED** – included in all business plans – including mitigation strategies



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## What Does Our Budget Policy Say?

- **Alignment:** budget should support strategic priorities or legislation
  - **ACHIEVED** – strategic priorities reviewed – budgets and business plans aligned with priorities
- **Citizen Input and Customer Satisfaction:** independent survey in second year of council term
  - **ACHIEVED** – completed by Kathy Wood with input from Council Liaison



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## What Does Our Budget Policy Say?

- **TIMING:** passed by December 31<sup>st</sup> with business plans including an additional 4 yrs
  - **ACHIEVED**
- **TARGET LEVY INCREASE:** CPI from August for operations
  - **PARTIAL** – Levy increase (including phase in of WI enhancement) mitigated to CPI 1.5%
  - Increases from outside agencies (e.g. Library/Health Unit/City of Kingston Social Services) exceeded levy target
  - **Additional .4%** to recognize ongoing paramedic sick time budget requirements
  - **Service Level Adjustments ( approved by Council over base budget) .6%** - 1/3 yr for additional 12 hr shift, community paramedicine



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## What Does Our Budget Policy Say?

- **Business Planning:** 5 year time horizon incl. service level changes, funding considerations, KPIs and customer service objectives (e.g., additional paramedic resources)
  - **ACHIEVED**
- **Total Cost of Ownership:**
  - **ACHIEVED** – Incl. in project proposals and budgets where applicable.



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## What Does Our Budget Policy Say?

- **Budget Format** – policy identifies the content, type and amount of information to be presented
  - **ACHIEVED**
- **Service Level Changes** – presented to council for consideration – SLAs are the sole prerogative of Council
  - **ACHIEVED** – list of SLAs presented to Council and voted on for inclusion/exclusion from budget



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## What Does Our Budget Policy Say?

- **Capital Reserves** – Achieve sustainability by adding 0.65% annually for 10 years and utilizing borrowing (50%) for large building/land capital purchases
  - **ACHIEVED:** Year 3 of 10
- **Use of Levy Stabilization Reserve**
  - minimize levy fluctuations.
  - Push/pull from reserves to meet levy target



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## What Does Our Budget Policy Say?

- **Use of Reserves for One Time Items** – Where possible/practical use reserves for one time projects
  - **PARTIAL**: e.g., Competency Review funded by reserves, but phase some on going costs also funded from the stabilization reserve.



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## Reserve Policy

- Two reserves not meeting target:
- **CAPITAL RESERVES:** Plan in place to achieve over a ten year period. Achieving target will ensure that the County remains eligible for capital grants/gas tax
- **LEVY STABILIZATION RESERVE:** remains under target.



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## RISKS

**RISK:** an imminent or likely scenario requiring a strong change in course or a dramatic action.

**CAUTION:** a known fact or recommended change of direction that may or will have future impact on budget or future decisions.

**ADVISEMENT:** a minor change in direction or scope.



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## RISK ASSESSMENT

- **RISK:**

- As per City of Kingston, the County can expect significant increases in housing in the next 2 to 5 years. The magnitude of these costs will likely need to be mitigated outside of the levy target.

- **CAUTION:**

- Outside agencies (e.g, Library, Health Unit, City of Kingston Social Services) increases have been above Council`s levy target. Levy increases beyond Council`s target may require mitigation through a reduction in County levy or the use of reserves or push the levy beyond the target



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## RISK ASSESSMENT

- **CAUTION:**

- Budget pressures at the Provincial level may result in increased levy pressures or service level decisions.
- Provincial regulations and program requirements continue to increase pressures for reporting, record keeping and staffing
- The labour relations/arbitration system creates wage increases and service constraints
- Long Term Care costs are predicted to increase faster than Provincial grants placing pressure on the municipal levy.



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## RISK ASSESSMENT

- **CAUTION:**

- Current efforts to introduce FireMedics to Ontario may cause labour cost increases and a shift in Paramedic costs from the Province to Municipalities
- Paramedic coverage/station locations will need to be addressed. May be opportunity to cooperate with the City of Kingston
- Ontario Municipal Board hearings and related legal costs/staff time could jeopardize the County's planning program



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## RISK ASSESSMENT

- **ADVISEMENT:**

- Planning activity in the County is currently very robust and is straining current resources.
- Current level of economic development service (Manager/CDO) will be entering year 2 of 3 in August. Currently funded through reserves and grant funding.
- Cellular coverage and the addition of a Public Safety Broadband Network are key economic development/emergency response issues for the County.



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## CONCLUSION

- Current budget and reserves policies were developed in response to the KPMG report.
- The policies have served the County well.
- Recommend more focus on Business Planning process. Changing direction is slow, costly and potentially painful.
- Process improvement needs to continue to be a priority in order to continue meet budget/levy pressures plus Provincial reporting requirements.
- Shared services can be used to lower/contain costs and or improve service delivery.



**Report 2017-001**

**Recommend Report to Council**

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

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

**Prepared by:** Jannette Amini, Manager of Legislative Services/Clerk

**Date of meeting:** January 18, 2017

**Re: Corporate Services – Breaches of Confidentiality and Conflict of Interest Allegations**

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**Recommendation**

**Resolved That** the Council of the County of Frontenac receive the Corporate Services – Breaches of Confidentiality and Conflict of Interest Allegations report;

**And Further That** the Council of the County of Frontenac receives the correspondence from Eric K. Gillespie Professional Corporation Barristers & Solicitors, dated December 6, 2016;

**And Further That** the Council of the County of Frontenac direct staff to advise Mr. Eric K. Gillespie that the County of Frontenac will take no further action related to his correspondence date December 6, 2016.

**Background**

On December 6, 2016, correspondence was received from Mr. Eric K. Gillespie LL.B, who has been retained by the Hartington Community Association (HCA) in relation to the proposed Hartington subdivision and the associated Ontario Municipal Board proceedings. The correspondence alleges the perception of a breach of confidentiality, breach of solicitor-client privilege and a breach of common interest by the Mayor and Councillor of the Township of South Frontenac who sit on County Council regarding the matter. The correspondence also sights professional concerns regarding conflicts of interest when these individuals are present at meetings where this matter is raised.

As indicated in the correspondence, the Hartington Community Association has requested, at minimum, that the Township and the County require that the Mayor and Councillor recuse themselves from all future meetings and from all communications of any kind concerning this matter. Should this matter not be resolved, the Hartington Community Association has requested that this complaint be forwarded by the Township to the Ontario Ombudsman and by the County to its Integrity Commissioner well as

reserves the right to take additional steps as required to have this matter appropriately addressed through regulatory bodies and/or legal action. A copy of Mr. Gillespie's correspondence along with an accompanying affidavit by Mr. Ian Flett, solicitor in the firm of Eric K. Gillespie Professional Corporation, are attached to this report as Appendix A.

**Comment**

As noted in Mr. Gillespie's correspondence an opportunity existed to attempt to resolve these matters prior to a formal complaint being sent to the County's Integrity Commissioner. As such, Mr. Wayne Fairbrother, Solicitor representing the County of Frontenac in the upcoming Ontario Board Municipal Hearing regarding the Hartington Subdivision met with staff via a teleconference on January 4, 2017 regarding matter and options available to Council. Mr. Fairbrother's comments and response regarding these allegations are attached to this report as Appendix B for Councils consideration.

Mr. Fairbrother had advised Mr. Gillespie via email on January 4, advising that he was in the process of preparing a legal response to the matters raised in his correspondence; however noted that prior to any formally response, he would be meeting with his client (County Council) later this month to provide his advice and that he would respond formally in writing thereafter. He did make it clear in his email that there had been no waiver of solicitor client privilege in this matter and that all members of County Council have been advised that they remain bound by the County of Frontenac Code of Conduct.

On January 9, 2017, a formal complaint was filed with the Clerk for submission to the Integrity Commissioner.

**Sustainability Implications**

Good governance is critical to the sustainability of a community and provides the necessary framework to guide members of council fairly and courteously through meetings of council and committees aids good decision-making.

**Financial Implications**

There are no financial implications directly associated with this report.

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

Marian VanBruinessen, Director of Corporate Services/Treasurer



ERIC K. GILLESPIE PROFESSIONAL CORPORATION  
BARRISTERS & SOLICITORS

Eric K. Gillespie, LL.B.  
Direct Tel: 416.703.6362  
Email: [egillespie@gillespielaw.ca](mailto:egillespie@gillespielaw.ca)

December 6, 2016

**By Email and Regular Mail**

Township of South Frontenac  
4432 George Street  
Sydenham, Ontario  
K0H 2T0  
Attention: Mr. Wayne Orr,  
Chief Administrative Officer  
[worr@southfrontenac.net](mailto:worr@southfrontenac.net)

County of Frontenac  
2069 Battersea Road  
Glenburnie, Ontario  
K0H 1S0  
Attention: Mr. Kelly Pender,  
Chief Administrative Officer  
[kpender@FRONTENACCOUNTY.CA](mailto:kpender@FRONTENACCOUNTY.CA)

Dear Mr. Orr and Mr. Pender:

**Re: Complaint - Breaches of Confidentiality etc.**

We have been retained by the Hartington Community Association (“HCA”) in relation to this matter. HCA has significant concerns regarding the conduct of Mayor Ron Vandewal and Councillor John McDougall (the “Mayor and Councillor”). In addition, our review has raised concerns regarding the role of legal counsel, as well as the use of *in camera* Council meetings by both the Township and County.

It is our understand that with respect to the proposed Hartington subdivision and the associated Ontario Municipal Board (“OMB”) proceedings, the Mayor and Councillor have been and continue to attend both Township and County *in camera* sessions, notwithstanding these organizations having directly opposing interests in the OMB proceeding. From the public record, it is clear the Township and County do not have any common interest(s) based on their respective decisions of August 23 and 24, 2016, reflecting their opposing positions at the OMB and their retention of separate legal counsel.



ERIC K. GILLESPIE PROFESSIONAL CORPORATION  
BARRISTERS & SOLICITORS

The continued attendance by the Mayor and Councillor in both forums raises numerous issues. First, there is a reasonable perception and apprehension of a breach of confidentiality. In addition, there is a reasonable perception and apprehension of a breach of solicitor-client privilege. As well, there is a reasonable perception and apprehension of a breach of common interest privilege. There are also concerns regarding potential and/or actual breaches of fiduciary duties. There also appear to be specific breaches of the Township's Procedural Rules and County's Code of Conduct. These are addressed in the affidavit of Mr. Ian Flett sworn December 5, 2016, attached.

In addition, the fact that legal counsel for the Township and counsel for the County continue to allow these individuals to attend these meetings also raises issues. These include professional concerns regarding conflict of interest, as at minimum, counsel is aware that when these individuals are present they will be able to take information directly back to another forum, where that client is directly opposite in interest and represented by other counsel.

Therefore, HCA respectfully requests, at minimum, that the Township and the County require the Mayor and Councillor to recuse themselves from all future meetings and from all communications of any kind concerning this matter.

It is also HCA's position that the advert and/or inadvertent disclosure of information, particularly if it is permitted to continue following this notice, would amount to a waiver of any remaining solicitor-client privileges, common interest privileges and litigation privileges, in turn permitting at minimum full disclosure of all *in camera* discussions concerning this matter.

If it is not possible to resolve this issue as proposed, or otherwise voluntarily, then we respectfully request that this complaint be forwarded by the Township to the Ontario Ombudsman and by the County to its Integrity Commissioner. HCA further reserves the right to take additional steps as required to have this matter appropriately addressed through regulatory bodies and/or legal action.

Finally, our review suggests that numerous *in camera* sessions of the Township (detailed in the Flett affidavit) as well as meetings of the County (whose records show no *in camera* sessions regarding this issue since at least last March) have not been properly conducted, or not conducted at all. It would appear that either (a) legal counsel has been obtaining no instructions for an extended period of time (another matter of serious concern), and/or (b) that meetings have been taking place that do not meet the requirements of the *Municipal Act* for *in camera* Council discussions. This too raises issues that HCA may wish to proceed with further. At present, at minimum, HCA respectfully requests that all future *in camera* sessions be properly identified and documented accordingly.



**ERIC K. GILLESPIE PROFESSIONAL CORPORATION**  
**BARRISTERS & SOLICITORS**

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Yours truly,

**ERIC K. GILLESPIE**  
**PROFESSIONAL CORPORATION**

A handwritten signature in dark ink, appearing to read 'Eric K. Gillespie'.

**Eric K. Gillespie**  
EKG

cc: Mr. Tony Fleming,  
Solicitor for the Corporation of the  
Township of South Frontenac  
Cunningham Swan Carty Little & Bonham  
Barristers & Solicitors  
Smith Robinson Building  
300-27 Princess Street  
Kingston ON K7L 1A3  
[tfleming@cswan.com](mailto:tfleming@cswan.com)

Mr. Wayne Fairbrother  
Solicitor for the Corporation of the  
County of Frontenac  
Templeman Menninga LLP  
Barristers & Solicitors  
205 Dundas St. E., Suite 200 Box 234,  
Belleville, Ontario, K8N 5A2  
[wfairbrother@tmlegal.ca](mailto:wfairbrother@tmlegal.ca)

Client c/o Ms. Michelle Foxton  
[foxton@personainternet.com](mailto:foxton@personainternet.com)

**ONTARIO**

IN THE MATTER OF a Complaint pursuant to Rule 2.2 of the Township of South  
Frontenac Procedural By-Law 2015-56 and Section 6 of the County of  
Frontenac Code of Conduct 2013

BETWEEN:

HARTINGTON COMMUNITY ASSOCIATION

Complainant

**AFFIDAVIT OF IAN FLETT  
SWORN DECEMBER 5, 2016**

I, Ian Flett, of the City of Toronto, in the province of Ontario, Solicitor, HEREBY MAKE  
OATH AND SAY AS FOLLOWS:

1. I am a solicitor in the firm of Eric K. Gillespie Professional Corporation. Our firm is acting for the Hartington Community Association in the matter of a breach of confidentiality complaint.
2. On November 15, 2013, 1278804 Ontario Inc. made Application for a Plan of Subdivision in Hartington, Ontario, to the County of Frontenac (the "County"), the approval authority for subdivision applications in this jurisdiction, being County File No. 10T-2013/002. The Application involved an associated Zoning By-Law Amendment from the Township of South Frontenac (the "Township"), being Township File No. Z-15-03.
3. 1278804 Ontario Inc. submitted an appeal to the Ontario Municipal Board (the "OMB") on February 10, 2016, on the grounds the authority having jurisdiction had failed to decide on the subject request within 120 days of completing its Application as provided for in the *Planning Act*.

4. A Pre-Hearing conference was scheduled in the subject OMB matter for September 6, 2016.
5. In advance of the said Pre-Hearing, the Township held a Special Council meeting on August 23, 2016, to consider the position the Township would take in the subject OMB proceedings. At this meeting the majority of Township Council defeated, in a recorded vote, a resolution to forward to the County their planner's report in support of the subject subdivision application, as amended, and defeated the first and second readings of the associated Zoning By-Law. A copy of the subject Resolution, By-Law and Minutes from this Meeting are attached hereto as Exhibit "A".
6. In advance of the said Pre-Hearing, the County held a Special Council meeting on August 24, 2016, to consider the position the it would take in the subject OMB proceedings. At this meeting County Council unanimously voted to support the proposed development. A copy of this Resolution is attached hereto as Exhibit "B".
7. Township Mayor Ron Vandewal and Township Councillor John McDougall also serve on the County Council and they participated in the meetings described in paragraphs 5 and 6 above, as representatives on both councils.
8. I have been advised by my client and do verily believe that since August 23, 2016, Township Council has gone into the following in camera sessions concerning the said OMB proceeding in which Mayor Vandewal and Councillor McDougall have participated:

September 6, 2016 - only referenced on agenda as matter pertaining to litigation  
October 18, 2016 - same as above  
November 8, 2016 - same as above  
November 15, 2016 - not referenced on agenda at all but apparently raised at end of meeting by council member

9. I have reviewed the provisions of the Township of South Frontenac Procedural By-Law No. 2015-56 and the County of Frontenac Code of Conduct 2013, which are attached hereto as Exhibits "C" and "D" respectively.

10. Section 2.2(h)(i) of the Township By-Law states:

"All information, documentation or deliberations received, reviewed or taken into a closed meeting is confidential".

11. Sections 6.1 of the County Code states:

"Members of Council have a duty to hold information received at closed meetings in strict confidence for as long and as broadly as the confidence applies. They must not, either directly or indirectly, release, make public or in any way divulge any such information or any confidential aspect of the closed deliberations to anyone, unless authorized by Council or required by law."

12. Sections 6.3 of the County Code states:

"Members of Council must not release information subject to solicitor-client privilege, unless expressly authorized by Council or required by law".

13. Section 3.3 of the County Code states:

"A fiduciary relationship exists between the Council and inhabitants of the municipality."

14. Section 3.4 of the County Code states:

“Members of Council:

i. when appointed to committees and other bodies as part of their duties must make every effort to participate actively in these bodies with good faith and care,

ii. must uphold the law and conduct themselves with the highest degree of ethical behaviour and integrity,

iii. must avoid conflict of interest,...”

15. As representatives at both Township and County Councils, Mayor Vandewal and Councillor McDougall participate in decisions that direct the Township's and the County's solicitors with respect to the subject OMB proceedings. The decisions made separately by the Township and County Councils on August 23 and 24, 2016, mean the Township and the County are opposing parties to the said OMB proceeding.
16. The Township and the County are represented by separate legal counsel, with respect to the subject OMB proceeding. Tony Fleming of the law firm Cunningham Swan Carty Little & Bonham acts for the Township and Wayne Fairbrother of the law firm Templeman Menninga LLP acts for the County.
17. The Hartington Community Association therefore has reasonable and probable grounds to believe Mayor Vandewal and Councillor McDougall have breached the confidentiality provisions of, the Township of South Frontenac Procedural By-Law No. 2015-56, and the confidentiality and solicitor-client confidentiality provisions of the County of Frontenac Code of Conduct 2013, by their conduct and participation in decisions concerning the respective and opposing positions of the Township and the County in the subject OMB proceedings.



**This is Exhibit "A" referred to in the  
Affidavit of IAN FLETT sworn before  
me this 5<sup>th</sup> day of December, 2016.**

A handwritten signature in black ink, appearing to read "C. Hill", is written over a horizontal line.

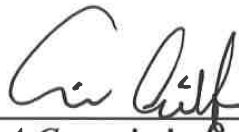
*A Commissioner, etc.*

**This is Exhibit "B" referred to in the  
Affidavit of IAN FLETT sworn before  
me this 5<sup>th</sup> day of December, 2016.**

A handwritten signature in black ink, appearing to be "A. O. L.", is written over a horizontal line.

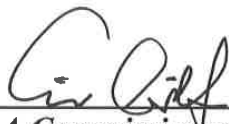
*A Commissioner, etc.*

**This is Exhibit "C" referred to in the  
Affidavit of IAN FLETT sworn before  
me this 5<sup>th</sup> day of December, 2016.**

A handwritten signature in black ink, appearing to read "G. A. Giff", is positioned above a horizontal line.

*A Commissioner, etc.*

**This is Exhibit “D” referred to in the  
Affidavit of IAN FLETT sworn before  
me this 5<sup>th</sup> day of December, 2016.**

A handwritten signature in black ink, appearing to read "G. Giff", is written over a horizontal line.

*A Commissioner, etc.*



**TEMPLEMAN • MENNINGA LLP**

BARRISTERS • SOLICITORS • TRADEMARK AGENTS

Wilfrid Menninga, B.A.(Hons.), LL.B.+\*  
Rolf M. Renz, B.A., LL.B.  
Maureen A. Houston, B.A.(Hons.), LL.B.  
Christopher J. Edwards, B.A.(Hons.), LL.B.  
Melissa Seal, B.A.(Hons.), LL.B.  
Todd D. Storms, B.A., M.A., LL.B.  
William P. H. Procter, LL.B.  
Jeffrey D. Paine, M.Sc., LL.B., P. Eng.  
Jennifer Savini, B.Sc.(Hons.), J.D.  
Mark W. Noble, B.A.(Hons.), J.D.  
Elisabeth Messner Henning, B.Sc.(Hons.), J.D.  
Claudia Cappuccitti, B.A.(Hons.), M.A., LL.B.

Ian B. Sullivan, B.A., J.D.  
Harold Van Wassen, LL.B.  
Terrence A. F. Whyte, B.A., LL.B., LL.M., CHRP  
Angela K. Brown, B.A., M.B.A., LL.B.  
Catherine A. Temple, B.Sc.N., LL.B.  
Suzanne E. Hunt, B.A., M.P.A., J.D.  
Mary-Jo Maur, B.A., LL.B., LL.M.  
Vayia Ellsworth, B.A.(Hons.), M.B.A., J.D.  
Hugh R. Hammond, B.A.(Hons.), LL.B.  
Kevin M. Cooke, B.A.(Hons.), M.Sc., J.D.  
Jennifer Ng, B.Sc.PhM.(Hons.), J.D.

D. Wayne Fairbrother, LL.B.  
David W. DeMille, B.A., LL.B.  
Nammara Dokken George, B.Comm.(Hons.), LL.B.  
Kristin A. Muszynski, B.A., LL.B.\*  
Michael D. Swindley, B.A.(Hons.), J.D.  
John R. Crouchman, B.A., LL.B.  
Kristin A. Eliot, B.A.(Hons.), LL.B., LL.M.  
Stephen Ellsworth, B.A.(Hons.), LL.B.  
Scott E.B. Harwardt, B.A., J.D.  
Samantha Foster, B.Soc.Sc.(Hons.), J.D.  
Zach Flemming-Giannotti, B.Mus.(Hons.), J.D.

+counsel

\*certified by the Law Society as a Specialist in Civil Litigation

(please respond to our **BELLEVILLE** office)

January 12, 2017

**BY E-MAIL**

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

Attention: Kelly Pender, Chief Administrative Officer

**RE: Legal Opinion – Township Participation in County Meetings  
Our File No. 04292**

You have asked us to review and provide an opinion respecting the concerns raised by the Hartington Community Association (“HCA”) in letters from the solicitor for HCA, Eric Gillespie, dated December 6, 2016 and December 23, 2016 to determine if this matter might be resolved prior to any formal complaint being made by HCA to the County’s Integrity Commissioner. Mr. Gillespie was contacted by email by our office on December 23, January 4 and again January 6. Mr. Gillespie was advised that we would provide a response to him before the end of January so that he might consider our response before deciding whether to proceed with a complaint to the County’s Integrity Commissioner. Nonetheless, we have been advised that Mr. Gillespie has decided not to wait for our response and has proceeded with filing a complaint with the County’s Integrity Commissioner. This is unfortunate as, for the reasons set up below, we believe that the factual basis upon which Mr. Gillespie’s complaint is made is simply incorrect.

**Background**

By way of brief overview, on November 15, 2013, 1278804 Ontario Inc. made an Application to the County for draft plan approval for a Plan of Subdivision (the “Hartington Application”) in Hartington. 1278804 Ontario Inc. also made an application for a Zoning By-Law Amendment to the Township of South Frontenac. 1278804 Ontario Inc. appealed both matters to the Ontario Municipal Board (the “OMB”) on the ground that the authorities having jurisdiction failed to make a decision within 120 days pursuant to the provisions of the *Planning Act*.

In advance of a Pre-Hearing Conference to be held by the OMB for the above appeal, the Township Council held a meeting to consider the position that it will take at the OMB hearing when convened. At this meeting, the Township defeated a proposed resolution to forward to the County their planner's report in support of the Hartington Application, and did not pass the requested Zoning By-Law Amendment. It is our understanding that, in fact, they instructed their legal counsel to oppose the appeals of 1278804 Ontario Inc.

Subsequently, the County Council, in open session, approved conditions of draft plan approval as recommended by staff and voted to support the Hartington Application.

Mayor Ron Vandewal and Councillor John McDougall for the Township of South Frontenac also sit on County Council and were present at the County Council meeting noted above.

On December 6, 2016, Eric Gillespie, legal counsel for the HCA raised various concerns regarding the conduct of the Township Mayor and Councillor.

In particular, the letter of December 6, 2016 alleges that *in camera* meetings were held by the County with respect to the Hartington Application. You have advised that, in fact, there have been no *in camera* meetings with respect to the Hartington Application. In our view, this fact completely removes the foundation for Mr. Gillespie's allegations.

Nonetheless, this opinion will address the concerns raised by Mr. Gillespie on behalf of HCA regarding the Township Mayor and Councillor's participation in the County Council meetings, as outlined below:

- 1) In general, does a conflict of interest arise where a member of both the lower-tier and upper-tier council attends council meetings for both regarding similar subject matter?
- 2) Specifically, are members of the Township of South Frontenac Council who sit on the County of Frontenac Council precluded from participating in County Council meetings regarding the Hartington Application?
- 3) Does attendance at a County Council meeting following a closed Township Council meeting that addresses the same subject matter constitute a waiver of privilege?
- 4) Can a member of County Council or County staff require the Township Mayor and Councillor or any member of County Council to recuse themselves?

## **LEGAL ANALYSIS**

### **1) Conflict of Interest**

Based on our review of the law, it is our legal opinion that members of councils who sit on both lower-tier and upper-tier councils are not legally precluded and thus should not be discouraged from fully participating in both councils, even where subject matter is the same or similar.

The Ontario Court of Appeal has considered this issue in *Orangeville (Town) v. Dufferin (County)*. In that case, the members of the lower-tier municipality were also *ex officio* members of the upper-tier municipality. The lower-tier municipality entered into an agreement with a third party for the sale of lands. The sale was conditional upon the upper-tier municipality selling lands that it owned to the same buyer. The lower-tier municipality brought an application for a judicial determination that their council members sitting on the upper-tier council were not precluded from participating in deliberations over the sale of the lands because of an apparent conflict of interest arising from the lower-tier's interest in the sale of the lands.

The matter ultimately proceeded to the Ontario Court of Appeal which stated that:

*"The representatives of lower-tier municipalities should not be disqualified from discussing and voting on such decisions simply because the municipalities they represent have a pecuniary interest in the result. To do so would frustrate one of the central purposes of the Municipal Act, 2001 - ensuring that the interests of lower-tier municipalities are represented on upper-tier municipal councils."*

The foregoing case was decided in a situation where there was an allegation of pecuniary interest. In this matter involving the Hartington Application there is no reasonable suggestion that there is a pecuniary interest.

It is our legal opinion that the foregoing case stands for the proposition that elected representatives from lower tier municipalities are not and should not be precluded from participating in the decisions of the upper tier Council simply because the same issue is under consideration.

In fact, in this case involving the Hartington Application, the argument can clearly be made that while the same development proposal is under consideration at both the lower tier and upper tier level, different land use planning considerations apply. It is the Township's statutory obligation to consider the zoning application. It is the statutory obligation of the County to consider the plan of subdivision application. They are two separate matters under the *Planning Act*.

The court in the *Orangeville (Town) v. Dufferin (County)*, did not have to address whether council members are required to vote in accordance with the lower-tier's position on a given issue. However, there is case law that supports the position that council members' ability to vote should not be restricted in such a manner. In *Blyth v. Northumberland (County)*, the Ontario Court of Justice stated "that members in County Council hold office by virtue of the office which they occupy in the local constituent municipality. I am not aware of any provision in the *Municipal Act* that gives local constituent municipalities a right to control councillors on the County level."

Based on the above, there is no legal basis to suggest that the Township Mayor and Councillor are required to vote on County matters in the same way the Township has voted.

**2) Privilege**

The lawyer for the HCA has alleged that the participation by both the Mayor and Councillor in both Township and County forums is a breach of privilege requiring full disclosure of all *in camera* discussions concerning the Hartington Application. We assume this allegation relates to the HCA's belief that the Township discussed matters in closed meetings which were then discussed by the Mayor and Councillor at the County council meeting. The particulars of this alleged breach are not articulated. As noted at the outset of this letter, the County Council has not held any *in camera* meetings with respect to the Hartington Application.

Based on our review, there is no case law which addresses the circumstances at hand, however, an appeal heard by the Ontario Superior Court of Justice, *Donofrio v. Vaughan (City)*, does assist. In that case, the court overturned a decision requiring production of minutes of an *in camera* meeting where the city solicitor discussed a settlement proposal with the media immediately following the closed meeting. The finding of the Court was that this did not constitute a waiver of privilege requiring disclosure was based in part on the decision in *Guelph (City) v. Super Blue Box Recycling Corp* in which it was stated that "no single councilor, including the mayor, could unilaterally waive the City's privilege. The City is the client and the holder of the privilege. Whether or not a speaker is properly authorized and acting on behalf of City Council is a determination that must be based on all the circumstances."

In our legal opinion, there is no evidence of a waiver of privilege and no basis for asserting same with respect to the Hartington Application.

**3) Recusal**

In our legal opinion, there is no authority by which the County Council or County staff can require the Mayor and Councillor to recuse themselves from future meetings and/or from communications of any kind concerning the Hartington Application.

The only direction provided in the *Municipal Act, 2001* which allows Council to impose penalties on a member of Council is found in Section 223.4(5) which states that a municipality may impose only the following penalties on a member of council if the Commissioner reports to the municipality that, in his or her opinion, the member has contravened the code of conduct:

1. A reprimand.
2. Suspension of the remuneration paid to the member in respect of his or her services as a member of council for a period of up to 90 days.

Neither of these penalties include requiring a member of Council to recuse themselves from any meetings or communications.

**CONCLUSION**

In our opinion, there is no legal basis for requiring Council members of lower-tier municipalities who sit on the Council of upper-tier municipalities to refrain from participating in discussions on the Hartington Application at both levels of government. Council members may and should continue to fulfill their statutory duties as council members for both tiers.

If you have any questions or comments, please do not hesitate to contact us.

Yours truly,

TEMPLEMAN MENNINGA LLP



Wayne Fairbrother/Samantha Foster



**Report 2016-138**

**Council Recommend Information Report**

**To:** Warden and Members of County Council  
**From:** Kelly J. Pender, Chief Administrative Officer  
**Prepared by:** Paul J. Charbonneau,  
Chief of Paramedic Services /Director of Emergency &  
Transportation Services  
**Date prepared:** December 12, 2016  
**Date of meeting:** December 21, 2016

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**Re:** **Emergency and Transportation Services – Request to  
Reconsider Decision of the Lifting of the Heavy Vehicle  
Restrictions to Vehicles Supporting Agricultural Operations**

---

**Recommendation**

**Resolved That** the Council of the County of Frontenac receive the Emergency and Transportation Services – Request to Reconsider Decision of the Lifting of the Heavy Vehicle Restrictions to Vehicles Supporting Agricultural Operations report;

**And Further That** the Council of the County of Frontenac receives the correspondence from Kurtis R. Andrews, Farm & Animal Welfare Lawyer, dated December 12, 2016 and J.G. Cowan WeirFoulds LLC, dated December 12, 2016;

**And Further That** the County of Frontenac take no further action.

**Background**

At a closed session of County Council held November 16, 2016, Council received a legal opinion from its Solicitor regarding the Howe Island Ferry Operations. As a result, Warden Smith reported in open session that staff have been directed to follow the legal opinion of Mr. Tony Fleming, the County Solicitor, with respect to the practice of restricting heavy vehicles that support agricultural operations.

**Comment**

On December 12, 2016, the County of Frontenac received correspondence from Kurtis R. Andrews, Farm & Animal Welfare Lawyer and Jeff G. Cowan, WeirFoulds LLC, representing members of Howe Island with concerns over council's recent decision to amend their practice, with regards to loading vehicles supporting agricultural operations. Both letters are appended to this report, Schedule "A".

Although the legal basis for the civil actions threatened against the County is unclear in the correspondence, Mr. Fleming notes that regarding the establishment of policy (and in this instance, the policy related to Restricting Heavy Vehicles), Part XI of the *Municipal Act* states:

**Policy decisions**

**450.** No proceeding based on negligence in connection with the exercise or non-exercise of a discretionary power or the performance or non-performance of a discretionary function, if the action or inaction results from a policy decision of a municipality or local board made in a good faith exercise of the discretion, shall be commenced against,

- (a) a municipality or local board;
- (b) a member of a municipal council or of a local board; or
- (c) an officer, employee or agent of a municipality or local board. 2001, c. 25, s. 450.

Council is entitled to consider its policy decisions in the manner it has and is within its legal rights to revise the policy with respect to loading vehicles supporting agricultural operations. Staff have received and reviewed the above request as well as sought legal counsel and it is recommended that council take no further action, thereby confirming the previous direction provided to staff.

**Sustainability Implications**

Good governance is critical to the sustainability of a community and provides the necessary framework to guide members of council fairly and courteously through meetings of council and committees aids good decision-making.

**Financial Implications**

There are no financial implications associated with this report.

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

Tony Fleming, Cunningham Swan  
Jannette Amini, Manager of Legislative Services/Clerk

**KURTIS R. ANDREWS**

Farm & Animal Welfare Lawyer

P.O. Box 12032 Main P.O., Ottawa, Ontario, K1S 3M1

tel: 613-565-3276; fax: 613-565-7192; email: kurtis@kurtisandrews.ca

---

**VIA FAX: 613 548-8460**

December 12, 2016

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

Dear Ms. Amini:

**Re: Heavy vehicle restrictions on Howe Island ferry**

---

I am writing to you regarding the decision to lift weight related restrictions on vehicles supporting farm operations on the Howe Island County ferry. I have been retained to represent residents of Howe Island who are concerned about this decision, and I respectfully ask the County to review and reverse this decision for the following reasons.

My practice happens to focus on agricultural law in Ontario. As part of my practice, I am very familiar with the *Farming and Food Production Protection Act* [FFPPA]. I know the Act's scope and limitations very well.

It is my understanding that the County decided to lift restrictions pertaining to farm-vehicles upon the belief that the subject policy was in contravention of the FFPPA. I can assure you that this interpretation of the FFPPA is incorrect. The former policy was not illegal.

The FFPPA (by way of ss. 6 & 7) pertains only to by-laws that have the effect of limiting a normal farm practice. The Act does not apply to any sort of policy or administrative decision rendered by a municipality. This is not only my opinion, but it is a fact that was recently confirmed directly to me by the Normal Farm Practices Board. The powers and jurisdiction of the Board are strictly limited to only that which are provided by the FFPPA – a principle that was confirmed by the Ontario Court of Appeal in 2011.

The purpose of the FFPPA is to protect farmers from civil and regulatory offence liability that might arise by employing a normal farm practice. It is not intended to, *per se*, act as a mechanism of quasi-judicial review with respect to administrative decisions. Put another way, if a commercial farm-vehicle was loaded onto the ferry during restricted hours, there would be no contravention of a by-law that would expose a farmer to penal consequences. By all accounts, the practice of restricting commercial travel on the Howe Island ferry was merely a policy decision. As a result, the FFPPA does not apply nor does it have any effect on the decision.

I therefore respectfully ask the County to review its decision and properly reverse it to reflect the fact that the former policy was not illegal.

If necessary, I encourage you to satisfy yourself regarding what I have stated above by contacting the Normal Farm Practices Board and put the question directly to them. If this is not enough to satisfy the County, I respectfully suggest that the County employ section 7(2) of the FFPPA (which it should have done from the beginning) and apply to the Board to determine if

the former restrictions were legal. I note that such an application is relatively straightforward and quick to resolve.

I appreciate the fact that the County simply acted in error, erroneously believing that the former policy broke the law and it had no choice but to lift the farm-vehicle restrictions. However, by making this error, the County has now exposed itself to civil court liability. While we would prefer it if the County would simply rectify its error by reversing its decision, I have instructions to commence court proceedings in the event that the County declines to do so.

I understand that there will be another opportunity for concerned citizens to be heard regarding this matter on December 21, 2016. I ask that this letter be included on the agenda. I also respectfully ask the County to reply to me and indicate if it will, at a minimum, review this matter from a legal standpoint before then.

Please also ensure that this letter is forwarded to all members of council.

Thank you and best regards,



Kurtis R. Andrews

cc.     Warden Frances Smith, via email: [mayor\\_smith@centralfrontenac.com](mailto:mayor_smith@centralfrontenac.com)  
Deputy Warden Ron Vandewal, via email: [ron.vandewal@frontenacounty.ca](mailto:ron.vandewal@frontenacounty.ca)  
Councillor John McDougall, via email: [john.mcdougall@frontenacounty.ca](mailto:john.mcdougall@frontenacounty.ca)  
Councillor Tom Dewey, via email: [tdeweyone@gmail.com](mailto:tdeweyone@gmail.com)  
Councillor Natalie Nossal, via email: [nossaln@hotmail.com](mailto:nossaln@hotmail.com)  
Councillor Denis Doyle, via email: [denisdoyl@kos.net](mailto:denisdoyl@kos.net)  
Councillor Ron Higgins, via email: [ron.higgins@xplornet.com](mailto:ron.higgins@xplornet.com)  
Councillor John Inglis, via email: [john@lwl.ca](mailto:john@lwl.ca)  
Mr. Kelly Pender, CAO, via email: [kpender@frontenacounty.ca](mailto:kpender@frontenacounty.ca)

Barristers & Solicitors

**WeirFoulds**LLP

December 12, 2016

**Jeff G. Cowan\***

T: 416-947-5007

[jcowan@weirfoulds.com](mailto:jcowan@weirfoulds.com)

\*Partner through a Professional Corporation

BY EMAIL AND FAX

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

Warden Smith and Members of Council  
c/o Jannette Amini,  
Manager of Legislative Services /Clerk,  
County of Frontenac  
2069 Battersea Road  
Glenburnie, Ontario, K0H 1S0

Dear Warden and Members of Council:

**Re: Howe Island Ferry Service Vehicle Restrictions**

We have been retained by Howe Island residents with respect to Council's decision of November 16, 2016 to lift loading restrictions on farm vehicles on the Howe Island County ferry.

We understand that Council's decision was made in the belief that the restrictions were in contravention of the *Farming and Food Production Protection Act, 1998* ("FPPA"), in response to a letter dated October 28, 2016 to Councillor Nossal from Robin Craig. Our clients were informed that Council felt that it "was breaking the law" by having the very limited restrictions on such vehicles in the first place. Our clients were not provided with any opportunity to challenge this legal basis for the decision before it was made in closed session as a result of legal advice it received, or thereafter, and the restrictions were immediately removed on the same date. Further, it appears no resolution was passed by Council to implement its decision.

A request for the basis of the legal opinion Council received was denied, on the grounds it was discussed in closed session. Accordingly, so that there is a level playing field, we request that Council waive Section 6.9 of its Procedural By-law in order to release this information to the public.

Our clients' position is that Council's interpretation of the *FFPPA*, especially regarding its scope and application, is incorrect.

4100 - 66 Wellington Street West, PO Box 35, TD Bank Tower, Toronto, Ontario, Canada. M5K 1B7

**T: 416-365-1110 F: 416-365-1876**

[www.weirfoulds.com](http://www.weirfoulds.com)

Barristers &amp; Solicitors

**WeirFoulds**LLP

The *FFPPA* has application only to municipal by-laws that have the effect of limiting a normal farm practice. The Act does not prevent or prohibit decisions rendered by a municipality other than by by-law. The Normal Farm Practices Board has no jurisdiction in such a case, and they have declined jurisdiction whenever appropriate. The Ontario Court of Appeal in its 2011 *Oakville(Town) v. Read* decision affirmed the limited application of *FFPPA*, in that case upholding a municipal zoning bylaw that actually prohibited agricultural uses.

Inquiries have been made of municipal staff for any such by-law that imposes such restrictions, and they and we have been unable to locate any such by-law. The only by-laws that relate to the ferry service deal only with fees and fares, e.g. By-laws 2015-0046 and 2016-0037.

As a result, the *FFPPA* does not apply, nor does it have a purpose to serve in these circumstances. The very purpose of the *FFPPA*, as found by the Ontario Court of Appeal, was anchored in the concern for “unduly restrictive” or “unnecessarily restrictive” municipal by-laws. The restrictions in issue were only applicable for 2 hours out of 24 hours each way, and then only if space was not otherwise available on the ferry. They have been part of the normal operation of farm equipment on Howe Island since at least 2003. There is no factual basis on which Council could have determined such restrictions are unduly restrictive, even if the *FFPPA* were applicable to ferry crossings, quite apart from the lack of a by-law.

Our information is that the limited vehicle restrictions are considered by staff to be a policy of Council, presumably enacted by resolution, and they have been in place since at least 2003. They were enacted for valid policy reasons then and which continue to be so. They are consistent with the Official Plans of both the County and the Township of Frontenac Islands, which recognize Howe Island has benefited from rapid growth in its permanent residential population, and the sustainability of that community depends on the appropriate vehicle accessibility of the ferry service. This population growth is based on in-migration and employment generation in the Kingston area for Howe Island residents, such that there is nearly total reliance on the ferry service by the residents.

Thus Council’s decision was wrong in fact and in law, and contrary to Official Plan policies.

Even if the *FFPPA* were to become applicable, given the concern in the community, and Council’s past decision in 2007 maintaining the restrictions, Council should at the very least have applied to the Normal Farm Practices Board to determine the legality of the restrictions. Such a proceeding would have permitted the many more Howe Island residents than those identified in the October 28, 2016 letter who are adversely affected by Council’s decision, to have an independent determination of the issue.

Barristers & Solicitors

**WeirFoulds**<sup>LLP</sup>

We therefore request Council to review its decision and reverse it, to reflect the fact that the former policy was not, in fact, in contravention of the law, and was an appropriate response for all residents of Howe Island, given the very limited restrictions. If necessary, our clients will take appropriate legal proceedings to set aside Council's decision of November 16, 2016.

We understand that deputations will be made concerning this issue at Council on December 21, 2016. We ask that the County, or its solicitor, reply to this letter and indicate if it will consider a review of its decision. We also ask for a copy of the resolution of Council to remove the restrictions. In any event, please confirm that this correspondence will be placed on Council's agenda for December 21, 2016, and be provided to the Warden and all members of Council.

Yours truly,

**WeirFoulds LLP**



Jeff G. Cowan

JGC/dh

cc: Mr. Kelly Pender, CAO, [ [kpender@frontenacounty.ca](mailto:kpender@frontenacounty.ca) ]  
cc: Clients  
9928580.1

**KURTIS R. ANDREWS**

Farm & Animal Welfare Lawyer

P.O. Box 12032 Main P.O., Ottawa, Ontario, K1S 3M1

tel: 613-565-3276; fax: 613-565-7192; email: kurtis@kurtisandrews.ca

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**VIA FAX & EMAIL: 613 548-8460; jamini@frontenacounty.ca**

December 15, 2016

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

Dear Ms. Amini:

**Re: Heavy vehicle restrictions on Howe Island ferry**

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This letter follows my correspondence sent to you on Monday, December 12, 2016, regarding the County's decision to lift weight related restrictions on vehicles supporting farm operations on the Howe Island County ferry. We have received no reply or acknowledgement of receipt.

Our goal is simply to see the County make things right, and we are prepared to work with the County to achieve this goal as amicably as possible. However, if the County is inclined to maintain the *status quo*, we believe that it is in the best interests of the residents of Howe Island to understand the error made by the County prior to the public meeting scheduled for December 21, 2016.

We respectfully ask that the County reply to the issues we raised in our letter no later than 3:00 p.m. on Monday, December 19, 2016. If we do not receive a satisfactory response by then, we will endeavor to raise public awareness of the County's error in advance of the public meeting.

Thank you once again for your attention, and we look forward to your reply.

Best regards,



Kurtis R. Andrews

cc. Warden Frances Smith, via email: mayor\_smith@centralfrontenac.com  
Deputy Warden Ron Vandewal, via email: ron.vandewal@frontenacounty.ca  
Councillor John McDougall, via email: john.mcdougall@frontenacounty.ca  
Councillor Tom Dewey, via email: tdeweyone@gmail.com  
Councillor Natalie Nossal, via email: nossaln@hotmail.com  
Councillor Denis Doyle, via email: denisdoyle@kos.net  
Councillor Ron Higgins, via email: ron.higgins@xplornet.com  
Councillor John Inglis, via email: john@lwl.ca  
Mr. Kelly Pender, CAO, via email: kpender@frontenacounty.ca

Barristers & Solicitors

**WeirFoulds**LLP

December 16, 2016

**Jeff G. Cowan\***

T: 416-947-5007

[jcowan@weirfoulds.com](mailto:jcowan@weirfoulds.com)

\*Partner through a Professional Corporation

BY EMAIL AND FAX

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

Warden Smith and Members of Council  
c/o Jannette Amini,  
Manager of Legislative Services /Clerk,  
County of Frontenac  
2069 Battersea Road  
Glenburnie, Ontario, K0H 1S0

Dear Warden and Members of Council:

**Re: Howe Island Ferry Service Vehicle Restrictions**

We have received no response to our letter of December 12, acknowledgment of receipt of the letter, or confirmation it will be placed on Council's agenda as requested.

Will a response be provided to us before Council meets? If not, please provide us with a copy of the November 16, 2016 resolution of Council lifting the limited restrictions.

Yours truly,

**WeirFoulds LLP**



Jeff G. Cowan

JGC/dh

cc: Mr. Kelly Pender, CAO, [kpender@frontenacounty.ca](mailto:kpender@frontenacounty.ca) ]

cc: Clients

4100 - 66 Wellington Street West, PO Box 35, TD Bank Tower, Toronto, Ontario, Canada. M5K 1B7

**T: 416-365-1110 F: 416-365-1876**

[www.weirfoulds.com](http://www.weirfoulds.com)

9944491.1



**Report 2017-002**

**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 18, 2017

**Re: Corporate Services – Finance – 2017 Vendor of Record (VOR) List**

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**Recommendation:**

**Resolved That** County Council receive this Corporate Services – Finance- 2017 Vendor of Record List report;

**And Further That** Council approve the 2017 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 2017.

**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

**2016 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                    | 12/23/2016              | 10+                                              |
| 4OFF0001         | 4 OFFICE AUTOMATION LIMITED      | COUNTY                 | 12/23/2016              | 4                                                |
| ETR00001         | 407 ETR                          | COUNTY                 | 11/1/2016               | 6                                                |
| 4IMP0001         | 4IMPRINT                         | COUNTY                 | 6/16/2016               | 5                                                |
| INFO0002         | 8020 INFO INC.                   | COUNTY                 | 12/31/2013              | 10                                               |
| APAR0001         | A PARTY CENTRE                   | FAIRMOUNT              | 12/5/2016               | 4                                                |
| 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              | 10/18/2016              | 7                                                |
| AQUA0002         | A. QUALITY PAINTING AND HANDYMAN | COUNTY                 | 12/12/2013              | 4                                                |
| A1LO0001         | A-1 LOCKSMITHS                   | FAIRMOUNT              | 4/22/2015               | 5                                                |
| AABE0001         | AABEN WINDOWS AND DOORS LTD      | FAIRMOUNT              | 12/29/2016              | 9                                                |
| ACCA0001         | ACCARA INC.                      | DEFAULT                | 12/30/2016              | 4                                                |
| ACCE0002         | ACCESSIBILITY EXPERTS LTD.       | FPS                    | 6/8/2015                | 5                                                |
| ACCL0001         | ACCLAIM ABILITY MANAGEMENT       | COUNTY                 | 12/5/2016               | 4                                                |
| ACKL0001         | ACKLANDS GRAINGER INC.           | FPS                    | 12/19/2016              | 10+                                              |
| ACME0001         | ACME SPORTS & PROMOTIONS         | FPS                    | 2/23/2015               | 3                                                |
| ACTI0003         | ACTIVE HEALTH SERVICES LTD.      | FAIRMOUNT              | 12/30/2016              | 4                                                |
| ACTI0005         | ACTIVE ORTHOPEDIC SOLUTIONS      | FAIRMOUNT              | 11/28/2016              | 1                                                |
| ACTI0004         | ACTIVITY PRO                     | FAIRMOUNT              | 4/13/2016               | 2                                                |
| ADAM0003         | ADAMS, REBECCA (Entertainer)     | FAIRMOUNT              | 7/22/2016               | 1                                                |
| ADVA0004         | ADVANCED PATIENT N.E.T.          | FAIRMOUNT              | 7/23/2013               | 10+                                              |
| AFTE0001         | AFTER THE NEWS                   | COUNTY                 | 8/21/2015               | 2                                                |
| AGCF0001         | AGC FLAT GLASS NORTH AMERICA     | COUNTY                 | 10/17/2016              | 10+                                              |
| AIRL0001         | AIR LIQUIDE CANADA INC.          | FPS                    | 12/23/2016              | 8                                                |
| AIRD0001         | AIRD & BERLIS LLP                | COUNTY                 | 11/26/2015              | 2                                                |
| AIRR0001         | AIR-RESP MEDICAL INC.            | FPS                    | 9/26/2016               | 9                                                |
| AIRT0002         | AIRTRON CANADA                   | FAIRMOUNT              | 9/9/2014                | 3                                                |
| ALEX0001         | ALEX MCCOY PLUMBING AND HEAT     | FAIRMOUNT              | 12/30/2016              | 10+                                              |
| ALLA0001         | ALLAN & PARTNERS LLP             | COUNTY                 | 5/9/2016                | 2                                                |
| ALLA0001         | ALLAN CHARTERED ACCOUNTANT       | COUNTY                 | 6/24/2013               | 4                                                |
| ALLA0003         | ALLAN GRAPHICS                   | COUNTY                 | 10/3/2016               | 4                                                |
| ALLI0002         | ALLIED MEDICAL                   | FPS                    | 12/12/2016              | 10+                                              |
| AMBA0001         | AMBASSADOR CONFERENCE RESO       | COUNTY                 | 11/30/2012              | 5                                                |
| AMBE0002         | AMBERGER, HERMAN (Entertainer)   | FAIRMOUNT              | 10/2/2015               | 2                                                |

**2016 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> |
|------------------|---------------------------------|------------------------|-------------------------|--------------------------------------------------|
| AMEY0001         | AMEY'S GREENWOOD TAXI           | FAIRMOUNT              | 11/1/2016               | 1                                                |
| AMHE0002         | AMHERST DRIVEWAY SEALING        | FAIRMOUNT              | 7/4/2014                | 3                                                |
| AMHE0001         | AMHERST ROOFING & SHEETMETAL    | COUNTY                 | 12/2/2013               | 4                                                |
| ANDE0002         | ANDERSON EQUIPMENT SALES        | FAIRMOUNT              | 2/12/2013               | 4                                                |
| ANGL0001         | ANGLIN GROUP LTD.               | COUNTY                 | 10/28/2013              | 5                                                |
| ANYT0001         | ANYTHING ELECTRIC               | FAIRMOUNT              | 8/18/2014               | 4                                                |
| MAGN0001         | AQUALIBRIUM WATER TECHNOLOG     | FAIRMOUNT              | 1/20/2014               | 8                                                |
| ARAW0001         | ARAWN THERRIEN MEDICINE PRO     | FPS                    | 12/6/2016               | 2                                                |
| ARCH0001         | ARCHER PUMPS LTD                | FAIRMOUNT              | 2/25/2016               | 10                                               |
| ARGU0001         | ARGUE CONSTRUCTION LTD.         | FPS                    | 10/5/2015               | 4                                                |
| ARJO0001         | ARJO                            | FAIRMOUNT              | 9/26/2016               | 8                                                |
| ARMS0002         | ARMSTRONG, JACKIE (Entertainer) | FAIRMOUNT              | 3/15/2016               | 1                                                |
| ARTO0001         | ART OF THERAPY                  | FAIRMOUNT              | 7/4/2016                | 1                                                |
| ATTE0001         | ATTENTION GETTERS               | FAIRMOUNT              | 12/12/2016              | 10                                               |
| AUDI0001         | AUDIO CINE FILMS INC.           | COUNTY                 | 8/21/2015               | 2                                                |
| AUST0002         | AUSTCO MARKETING & SERVICE (C   | DEFAULT                | 11/21/2016              | 4                                                |
| BABC0003         | BABCOOK, TOM (K&P Weed Spray)   | COUNTY                 | 12/22/2016              | 1                                                |
| BARD0002         | BARDON SUPPLIES LTD             | FAIRMOUNT              | 11/28/2016              | 9                                                |
| BATT0003         | BATTAM, STARK                   | FPS                    | 1/12/2016               | 5                                                |
| BAYR0001         | BAYRIDGE PRINTER PRO            | COUNTY                 | 12/19/2016              | 6                                                |
| BAYV0001         | BAYVIEW AUTO SALES              | COUNTY                 | 7/11/2016               | 1                                                |
| BEAU0002         | BEAUDETTE, EILEEN (Entertainer) | FAIRMOUNT              | 3/29/2016               | 2                                                |
| BEEH0001         | BEEHLER BROS. ELECTRICAL        | FAIRMOUNT              | 12/19/2016              | 9                                                |
| BELL0001         | BELL CANADA                     | COUNTY                 | 11/14/2016              | 10+                                              |
| BELL0002         | BELL MOBILITY                   | COUNTY                 | 12/7/2016               | 10+                                              |
| BELL0003         | BELL MOBILITY RADIO DIVISION    | COUNTY                 | 9/6/2016                | 1                                                |
| BENS0002         | BENSON COMMERCIAL TIRE          | FPS                    | 12/12/2016              | 9                                                |
| BENS0001         | BENSON TRUCK & TRAILER          | FPS                    | 12/12/2016              | 9                                                |
| BACK0001         | BFD BACKYARD FENCE & DECK       | COUNTY                 | 11/28/2016              | 1                                                |
| BGMM0001         | BGM METALWORKS                  | FAIRMOUNT              | 8/1/2016                | 10+                                              |
| VISA             | BIDIBIDI                        | FPS                    |                         | 1                                                |
| BIOP0001         | BIO PED FOOT CARE CENTRE        | FAIRMOUNT              | 3/7/2014                | 9                                                |
| BLIN0001         | BLINDS BY AGNES                 | FAIRMOUNT              | 11/16/2016              | 1                                                |
| BLUE0001         | BLUE CROSS                      | COUNTY                 | 12/5/2016               | 8                                                |
| NUMA0001         | BMC SOFTWARE CANADA INC.        | COUNTY                 | 2/18/2016               | 10                                               |
| BMDO0001         | BMDODO STRATEGIC DESIGN         | COUNTY                 | 11/18/2013              | 6                                                |
| BOYD0001         | BOYD ELECTRIC                   | FAIRMOUNT              | 10/17/2016              | 10                                               |

**2016 Vendor of Record**

| Vendor ID | Vendor Name                     | Vendor Class ID | Last Cheque Date | Years Associated with County of Frontenac |
|-----------|---------------------------------|-----------------|------------------|-------------------------------------------|
| BRAD0001  | BRAD'S AUTO GLASS & CANVAS      | FPS             | 6/27/2016        | 5                                         |
| BRAF0001  | BRAFASCO                        | FAIRMOUNT       | 5/11/2015        | 8                                         |
| BRIA0001  | BRIAN'S PAINTING & DECORATING   | FPS             | 3/7/2013         | 8                                         |
| BROU0001  | BROUGH SHEET METAL CO. LTD.     | FAIRMOUNT       | 1/29/2013        | 4                                         |
| BROW0003  | BROWN'S FINE FOOD               | FAIRMOUNT       | 11/21/2016       | 7                                         |
| BUBB0001  | BUBBLES CLEANING SERVICES       | FAIRMOUNT       | 7/27/2016        | 10+                                       |
| BUTT0001  | BUTTERWORTHS                    | FAIRMOUNT       | 3/13/2015        | 10                                        |
| CPWI0001  | C.P. WILMS CONSULTING           | COUNTY          | 12/22/2016       | 2                                         |
| CSCO0001  | C/S CONSTRUCTION SPECIALTIES    | FAIRMOUNT       | 12/12/2016       | 8                                         |
| CABA0001  | CABAM                           | FAIRMOUNT       | 6/12/2013        | 4                                         |
| CADU0001  | CADUCEON ENVIRONMENTAL LABO     | FAIRMOUNT       | 12/19/2016       | 5                                         |
| CALD0001  | CALDWELL & MOORE BARRISTERS     | COUNTY          | 9/15/2015        | 2                                         |
| CALL0001  | CALLIGARIS SATELLITE ELECTRON   | COUNTY          | 12/5/2016        | 9                                         |
| CAME0001  | CAMERA KINGSTON LIMITED         | FAIRMOUNT       | 11/28/2016       | 7                                         |
| CAME0002  | CAMERON & ASSOCIATES INSURAN    | COUNTY          | 12/22/2016       | 1                                         |
| CAMP0002  | CAMPBELL'S SEPTIC SERVICE       | COUNTY          | 11/1/2016        | 5                                         |
| CAMS0001  | CAM'S LOCK 'N STORE             | FAIRMOUNT       | 3/10/2015        | 2                                         |
| CANA0048  | CANADA MUNICIPAL JOBS INC.      | COUNTY          | 10/31/2016       | 2                                         |
| CANA0016  | CANADIAN BEARINGS LTD           | FAIRMOUNT       | 12/19/2016       | 6                                         |
| CANA0020  | CANADIAN CLEANING SERVICES & J  | FPS             | 12/23/2016       | 4                                         |
| CANA0041  | CANADIAN LINEN AND UNIFORM SE   | FPS             | 12/23/2016       | 6                                         |
| CANA0005  | CANADIAN PARAMEDICINE           | FPS             | 2/25/2016        | 6                                         |
| CANA0047  | CANADIAN SAFETY EQUIPMENT INC   | FPS             | 9/26/2016        | 3                                         |
| CANA0034  | CANADIAN SMALL ENGINES          | FAIRMOUNT       | 10/19/2015       | 5                                         |
| CANA0008  | CANADIAN TIRE - Ed Derbyshire   | FPS             | 12/19/2016       | 9                                         |
| CANA0009  | CANADIAN TIRE - Princess & Bath | FAIRMOUNT       | 12/19/2016       | 10+                                       |
| CANP0001  | CANPAR TRANSPORT L.P.           | COUNTY          | 7/4/2014         | 6                                         |
| CAPI0002  | CAPITAL MOVERS & STORAGE        | COUNTY          | 12/18/2012       | 5                                         |
| FUTU0001  | CARDINAL HEALTH                 | FAIRMOUNT       | 10/17/2016       | 8                                         |
| CARD0002  | CARDS BAKERY                    | FAIRMOUNT       | 5/16/2013        | 4                                         |
| CARE0002  | CARE STREAM MEDICAL LTD.        | FPS             | 12/12/2016       | 5                                         |
| CARL0001  | CARLETON UNIFORMS INC.          | FPS             | 12/30/2016       | 5                                         |
| CARS0001  | CARSWELL                        | COUNTY          | 8/18/2014        | 8                                         |
| CASE0001  | CASEMENT, JOYCE (Caterer)       | COUNTY          | 3/15/2016        | 5                                         |
| MEDA0001  | CASTLE & COOPER INC.            | FAIRMOUNT       | 12/12/2016       | 4                                         |
| CATA0002  | CATARAQUI REGION CONSERVATIO    | COUNTY          | 12/31/2015       | 8                                         |

**2016 Vendor of Record**

| Vendor ID | Vendor Name                   | Vendor Class ID | Last Cheque Date | Years Associated with County of Frontenac |
|-----------|-------------------------------|-----------------|------------------|-------------------------------------------|
| CBCI0002  | CBCI TELECOM INC.             | COUNTY          | 6/3/2013         | 5                                         |
| CDWC0001  | CDW CANADA                    | COUNTY          | 12/30/2016       | 5                                         |
| CELE0001  | CELEBRATE WITH A CAKE         | DEFAULT         | 6/24/2013        | 4                                         |
| CENT0004  | CENTENNIAL ENGRAVERS AND TRC  | COUNTY          | 5/30/2016        | 5                                         |
| CENT0008  | CENTRE FOR STUDIES IN AGING & | FAIRMOUNT       | 5/16/2013        | 4                                         |
| CENT0011  | CENTRIC HEALTH CORPORATION    | FAIRMOUNT       | 1/11/2016        | 4                                         |
| CENT0007  | CENTURY MANUFACTURING CORP    | FPS             | 6/12/2013        | 5                                         |
| CHEC0001  | CHECKERS FUN FACTORY INC.     | COUNTY          | 8/21/2015        | 2                                         |
| CHIC0003  | CHICO AND THE MACHINE         | COUNTY          | 11/26/2015       | 2                                         |
| CHOQ0001  | CHOQUETTE CKS                 | FAIRMOUNT       | 12/30/2016       | 5                                         |
| CHRI0002  | CHRISTIE WALTHER              | FPS             | 12/30/2015       | 9                                         |
| CINT0001  | CINTAS DOCUMENT MANAGEMENT    | FPS             | 4/28/2014        | 5                                         |
| CIRC0001  | CIRCLE SQUARE RANCH           | COUNTY          | 10/27/2014       | 3                                         |
| CITR0001  | CITRIX SYSTEMS INC.           | COUNTY          | 3/14/2012        | 6                                         |
| CLAY0001  | CLAYTON FLOORING INC.         | FAIRMOUNT       | 4/18/2016        | 8                                         |
| CLEA0001  | CLEANING SOLUTIONS 2000       | FAIRMOUNT       | 6/29/2015        | 5                                         |
| CLEA0002  | CLEARWATER                    | FAIRMOUNT       | 9/23/2013        | 4                                         |
| COLL0001  | COLLINS                       | FPS             | 12/23/2016       | 8                                         |
| COMM0006  | COMMERCIAL PRINTERS           | FPS             | 2/14/2012        | 5                                         |
| COMM0010  | COMMISSIONAIRES SECURITY SOL  | COUNTY          | 10/22/2015       | 2                                         |
| COMM0007  | COMMUNICATION CONNECTIONS     | FAIRMOUNT       | 3/10/2015        | 2                                         |
| COMM0011  | COMMUNITY INGENUITY           | COUNTY          | 12/22/2016       | 1                                         |
| COMM0009  | COMMUNITY SCHOOLS ALLIANCE    | COUNTY          | 7/14/2015        | 2                                         |
| CONC0001  | CONCEPTS DU SABLIER           | FAIRMOUNT       | 2/14/2012        | 6                                         |
| CONF0001  | CONFLICT MANAGEMENT ASSOCIA   | FPS             | 3/3/2014         | 4                                         |
| VISA      | CONSTANT CONTACT              | COUNTY          |                  | 5                                         |
| CONS0002  | CONSTRUCT IT LTD.             | FPS             | 12/12/2016       | 6                                         |
| CORE0001  | COREY, REG (Entertainer)      | FAIRMOUNT       | 9/6/2016         | 2                                         |
| CORN0001  | CORNERSTONE MEDICAL           | FAIRMOUNT       | 11/28/2016       | 4                                         |
| COTA0002  | COTA'S MOBILE CATERING        | COUNTY          | 12/22/2016       | 1                                         |
| COUN0017  | COUNCIL ON AGING/SENIORS CENT | COUNTY          | 10/10/2013       | 3                                         |
| COVE0001  | COVERTITE KINGSTON LTD.       | COUNTY          | 3/28/2014        | 9                                         |
| CRAI0001  | CRAIN'S CONSTRUCTION LIMITED  | COUNTY          | 10/24/2016       | 5                                         |
| CREA0002  | CREATIVE ART COMPANY          | FAIRMOUNT       | 6/16/2016        | 1                                         |
| CREA0001  | CREATIVE GFTS & BASKETS       | FAIRMOUNT       | 7/23/2013        | 5                                         |
| CRES0001  | CRESTLINE COACH LTD.          | FPS             | 12/30/2016       | 10+                                       |
| CRIM0001  | CRIMSON RIVER (Entertainer)   | DEFAULT         | 10/18/2016       | 2                                         |
| CRIN0002  | CRINTEC LTD.                  | FPS             | 12/6/2016        | 8                                         |
| CROW0001  | CROWN COLLISION SERVICE LTD.  | FPS             | 12/22/2016       | 8                                         |

**2016 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> |
|------------------|-----------------------------------|------------------------|-------------------------|--------------------------------------------------|
| CULL0002         | CULLIGAN WATER CONDITIONING       | FPS                    | 12/30/2016              | 8                                                |
| CUNN0001         | CUNNINGHAM SWAN CARTY LITTLE      | COUNTY                 | 12/30/2016              | 10+                                              |
| DACO0002         | DA COSTA MILLWORK & CARPENTRY     | FPS                    | 10/20/2014              | 6                                                |
| DALT0001         | DALTCO ELECTRIC AND SUPPLY LTD    | FAIRMOUNT              | 11/28/2016              | 8                                                |
| DAVI0003         | DAVID STONE & ASSOCIATES          | FPS                    | 6/5/2015                | 6                                                |
| DBAE0001         | DBA ENGINEERING LTD               | COUNTY                 | 5/24/2012               | 5                                                |
| DELA0001         | DE LAGE LANDEN                    | FPS                    | 2/25/2013               | 6                                                |
| DELT0003         | DELTA KINGSTON WATERFRONT HO      | COUNTY                 | 11/26/2015              | 2                                                |
| DELT0002         | DELTA PARTNERS INC.               | COUNTY                 | 1/29/2013               | 5                                                |
| DELT0001         | DELTA PRINTING LTD.               | COUNTY                 | 3/18/2013               | 6                                                |
| DEME0002         | DEMENTIABILITY ENTERPRISES INC    | FAIRMOUNT              | 2/13/2014               | 4                                                |
| DESE0001         | DESERT LAKE GARDENS               | COUNTY                 | 7/4/2016                | 1                                                |
| DESE0001         | DESERT LAKE GARDENS               | COUNTY                 | 12/7/2015               | 4                                                |
| DIAM0002         | DIAMOND MUNICIPAL SOLUTIONS IN    | COUNTY                 | 7/18/2016               | 10                                               |
| DIGN0001         | DIG 'N DIRT LTD                   | FAIRMOUNT              | 8/8/2012                | 4                                                |
| DIGI0001         | DIGIGRAPHICS a div of DELTA PRINT | FAIRMOUNT              | 12/22/2016              | 8                                                |
| DIGI0004         | DIGITAL BOUNDARY GROUP            | FPS                    | 9/6/2013                | 4                                                |
| DIGI0005         | DIGITAL MEDIA GROUP               | COUNTY                 | 11/26/2015              | 2                                                |
| DIGI0002         | DIGITAL OFFICE SYSTEMS            | All Departme           | 12/30/2015              | 5                                                |
| DILL0001         | DILLON CONSULTING                 | COUNTY                 | 5/27/2013               | 5                                                |
| DIRE0003         | DIRECT ENERGY BUSINESS SERVICE    | FAIRMOUNT              | 11/18/2013              | 5                                                |
| DISC0003         | DISCOUNT AUTO GLASS               | FPS                    | 10/18/2016              | 5                                                |
| DISC0002         | DISCOUNT CAR AND TRUCK RENTA      | COUNTY                 | 12/19/2016              | 5                                                |
| DONG0001         | DON GRANT CONSULTING INC.         | COUNTY                 | 10/24/2013              | 4                                                |
| DONA0001         | DONALD GORDON CONFERENCE C        | COUNTY                 | 9/15/2015               | 5                                                |
| DONN0001         | DONNELLY, NEIL, QMED              | DEFAULT                | 10/6/2014               | 3                                                |
| DOOR0001         | DOOR DOCTOR                       | FPS                    | 12/12/2014              | 8                                                |
| DOOR0002         | DOORNEKAMP CONTRACTORS            | COUNTY                 | 3/28/2014               | 5                                                |
| BARN0001         | DOUG BARNES (Entertainer)         | FAIRMOUNT              | 9/6/2016                | 2                                                |
| DOUG0001         | DOUG'S ANTENNA SALES & SERVICE    | FPS                    | 7/4/2014                | 6                                                |
| DOWN0003         | DOWN UNDER IRRIGATION             | FAIRMOUNT              | 8/23/2016               | 2                                                |
| DRKR0001         | DR. KRIS BOKSMAN & ASSOCIATES     | FPS                    | 10/22/2015              | 2                                                |
| DRAP0001         | DRAPEAU AUTOMATIC SPRINKLER       | FAIRMOUNT              | 7/27/2015               | 6                                                |
| DRAP0002         | DRAPER DOORS                      | FPS                    | 11/21/2016              | 4                                                |
| VISA             | DRONES PLUS                       | COUNTY                 | 12/12/2016              | 1                                                |
| DUCT0001         | DUCTWORX                          | COUNTY                 | 4/29/2015               | 2                                                |
| ICIP0001         | DULUX PAINTS                      | FAIRMOUNT              | 12/12/2016              | 10+                                              |
| ESOL0001         | E SOLUTIONS GROUP                 | COUNTY                 | 12/5/2016               | 6                                                |
| ERTR0001         | E.R.TROUGHT DESIGN                | FPS                    | 10/2/2015               | 5                                                |

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|------------------|-------------------------------|------------------------|-------------------------|--------------------------------------------------|
| ESFO0002         | E.S.FOX LIMITED               | FAIRMOUNT              | 12/12/2016              | 10+                                              |
| EAST0004         | EASTERN COWBOY HORSEBACK AL   | COUNTY                 | 6/5/2015                | 2                                                |
| EAST0005         | EASTERN ONTARIO TRAILS ALLIAN | COUNTY                 | 1/12/2016               | 1                                                |
| ECOL0001         | ECOLAB                        | FAIRMOUNT              | 3/21/2016               | 9                                                |
| ECON0002         | ECONOMIC DEVELOPERS ASSOCIA   | COUNTY                 | 12/22/2016              | 1                                                |
| ELBO0001         | ELBOW LAKE ENVIRONMENTAL ED   | COUNTY                 | 12/22/2015              | 1                                                |
| ELOR0001         | ELORIN                        | COUNTY                 | 6/19/2009               | 8                                                |
| RECO0001         | EMC YOUR COMMUNITY NEWSPAP    | COUNTY                 | 1/5/2015                | 8                                                |
| EMMO0001         | EMMONS & MITCHELL CONSTRUCT   | COUNTY                 | 6/6/2016                | 6                                                |
| ENDO0001         | END OF THE ROLL               | COUNTY                 | 2/25/2013               | 4                                                |
| ENVI0003         | ENVIRO PLUS DUCT CLEANING LTD | FAIRMOUNT              | 8/18/2015               | 4                                                |
| ENVI0001         | ENVIRO-GUARD                  | FPS                    | 12/19/2016              | 10+                                              |
| ESKE0001         | ESKEROD SIGNS                 | FPS                    | 2/18/2016               | 10+                                              |
| ESRI0001         | ESRI CANADA                   | COUNTY                 | 5/24/2016               | 5                                                |
| ESSE0001         | ESSENTIAL IMPACTS COACHING IN | FPS                    | 1/11/2012               | 5                                                |
| EVAC0001         | EVACUCHECK                    | FAIRMOUNT              | 3/15/2016               | 5                                                |
| EVER0003         | EVERGREEN POWER LTD           | COUNTY                 | 12/16/2011              | 7                                                |
| EWIN0001         | EWING FLAGPOLE CO. INC.       | DEFAULT                | 7/4/2014                | 7                                                |
| EXCA0001         | EXCALIBUR                     | FAIRMOUNT              | 5/24/2012               | 5                                                |
| FAMI0001         | FAMILY SERVICES EAP           | FAIRMOUNT              | 12/19/2016              | 10+                                              |
| FARG0001         | FARGO'S GENERAL STORE         | FPS                    | 2/18/2016               | 6                                                |
| FEDE0002         | FEDEX EXPRESS CANADA LTD.     | FPS                    | 12/22/2016              | 5                                                |
| FEDE0001         | FEDEX TRADE NETWORKS          | FAIRMOUNT              | 7/23/2013               | 5                                                |
| FEED0001         | FEED THE BEAR DESIGN          | FPS                    | 11/5/2014               | 5                                                |
| FERN0001         | FERNO                         | FPS                    | 12/30/2016              | 7                                                |
| FIND0001         | FIND YOUR VOICE MUSIC THERAPY | FAIRMOUNT              | 12/22/2016              | 2                                                |
| FIRE0003         | FIRETECH MANUFACTURING LTD.   | FPS                    | 7/22/2016               | 4                                                |
| FIRE0001         | FIREWORKS FX                  | COUNTY                 | 8/21/2015               | 2                                                |
| FIRS0001         | FIRST (HEALTHCARE) PRODUCT IN | FAIRMOUNT              | 10/5/2016               | 1                                                |
| FIRS0003         | FIRST CAPITAL CONSTRUCTION    | FPS                    | 5/26/2016               | 1                                                |
| VISA             | FISHERS REGALIA               | FPS                    |                         | 1                                                |
| FLAG0002         | FLAG OUTLET                   | FPS                    | 10/24/2016              | 6                                                |
| FLAG0001         | FLAGHOUSE INC                 | COUNTY                 | 2/14/2012               | 5                                                |
| FORM0001         | FORMAN FARMS                  | FAIRMOUNT              | 7/4/2014                | 4                                                |
| FORT0001         | FORT GLASS INC.               | FAIRMOUNT              | 8/10/2015               | 7                                                |
| FOTE0001         | FOTENN CONSULTANTS INC.       | COUNTY                 | 12/30/2016              | 7                                                |
| FOUR0001         | FOUR POINTS BY SHERATON       | FPS                    | 8/30/2013               | 6                                                |
| FRAM0001         | FRAMEWORKS                    | COUNTY                 | 5/26/2016               | 4                                                |
| FRAN0002         | FRANK COWAN COMPANY           | COUNTY                 | 3/30/2015               | 7                                                |

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| Vendor ID | Vendor Name                    | Vendor Class ID | Last Cheque Date | Years Associated with County of Frontenac |
|-----------|--------------------------------|-----------------|------------------|-------------------------------------------|
| FRAN0004  | FRANK'S TIRE SUPPLY LIMITED    | COUNTY          | 9/25/2012        | 5                                         |
| FRAN0003  | FRANK'S WORLDWIDE MOVING       | FPS             | 11/14/2014       | 5                                         |
| FRED0002  | FRED DEAN BARRISTER AND SOLIC  | COUNTY          | 5/19/2015        | 5                                         |
| FRON0006  | FRONTENAC ARCH BIOSPHERE       | COUNTY          | 6/27/2016        | 3                                         |
| FRON0010  | FRONTENAC AUTO BODY SERVICE    | DEFAULT         | 7/30/2014        | 3                                         |
| FRON0001  | FRONTENAC NEWS                 | COUNTY          | 12/30/2016       | 8                                         |
| FRON0011  | FRONTENAC STEWARDSHIP FOUN     | COUNTY          | 9/22/2014        | 4                                         |
| GHME0001  | G.H. METAL STAMPING CORPORAT   | FPS             | 11/1/2012        | 6                                         |
| GTAI0001  | G.T. AIR SYSTEMS INC.          | DEFAULT         | 12/30/2015       | 4                                         |
| GAN0001   | GANANOQUE CHEVROLET BUICK G    | FPS             | 3/26/2013        | 5                                         |
| GARD0001  | GARDINER'S HEATING & COOLING   | FPS             | 7/28/2015        | 2                                         |
| GART0001  | GARTH S. JOHNS HUMAN RECOUR    | DEFAULT         | 3/24/2015        | 2                                         |
| GAZD0001  | GAZDA, HOULNE & ASSOCIATES IN  | COUNTY          | 8/18/2015        | 6                                         |
| GECO0001  | GECO INDUSTRIES                | FPS             | 11/3/2014        | 5                                         |
| GENE0003  | GENESIS SYSTEMS CORPORATION    | COUNTY          | 1/18/2016        | 4                                         |
| GENI0001  | GENIVAR CONSULTANTS LIMITED P  | DEFAULT         | 8/2/2013         | 5                                         |
| GEOR0003  | GEORGE BRACKEN LIMITED         | FPS             | 6/24/2013        | 5                                         |
| GEOR0001  | GEORGE COUREY INC              | FAIRMOUNT       | 3/16/2015        | 6                                         |
| GENA0001  | GERIATRIC PSYCHIATRY PROGRAM   | FAIRMOUNT       | 4/10/2012        | 4                                         |
| GERR0001  | GERRY LEE & ASSOCIATES         | COUNTY          | 12/18/2012       | 5                                         |
| GILM0002  | GILMORE PRINTING SERVICES INC. | COUNTY          | 3/15/2016        | 1                                         |
| GILM0001  | GILMORE REPRODUCTIONS          | COUNTY          | 8/30/2013        | 5                                         |
|           | GILMOURS MEATS                 | COUNTY          |                  | 3                                         |
| GKRC0001  | GKR CONSULTING                 | COUNTY          | 12/22/2016       | 1                                         |
| GLEN0002  | GLEN SUPPLY CO. LTD            | FAIRMOUNT       | 8/1/2016         | 10+                                       |
| GLEN0001  | GLENBURNIE GROCERY             | FAIRMOUNT       | 12/6/2016        | 10+                                       |
| GLOB0001  | GLOBAL EQUIPMENT COMPANY       | FPS             | 7/16/2012        | 5                                         |
| GLOB0002  | GLOBE CONSULT                  | DEFAULT         | 10/27/2014       | 4                                         |
| GLOC0001  | GLOCCA MORRA FARMS             | FAIRMOUNT       | 2/12/2013        | 4                                         |
| GOCO0001  | GO CONTROL INC.                | FAIRMOUNT       | 2/18/2016        | 2                                         |
| GOLD0001  | GOLDEN LINKS CLUB              | COUNTY          | 7/11/2016        | 2                                         |
| GOOD0002  | GOODFELLOWS FLOWERS            | COUNTY          | 11/28/2016       | 5                                         |
| GORW0001  | GORWAY GROUP INCORPORATED      | COUNTY          | 12/30/2016       | 8                                         |
| GRAN0008  | GRANITE TRANSFORMATIONS        | DEFAULT         | 9/12/2016        | 3                                         |
| GRAN0006  | GRANT CUSTOM                   | FPS             | 8/10/2015        | 6                                         |
| GRE0004   | GREAT LAKES AND ST LAWRENCE    | COUNTY          | 11/28/2016       | 1                                         |
| GREE0004  | GREEK TOWN GRILL AND TAKEOUT   | COUNTY          | 11/1/2016        | 3                                         |
| GREE0001  | GREEN ACRES INN                | FPS             | 10/2/2015        | 5                                         |
| GREE0005  | GREEN TRACTORS                 | FPS             | 3/29/2016        | 1                                         |

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|-----------|--------------------------------|-----------------|------------------|-------------------------------------------|
| GREE0003  | GREENSHIELD PEST CONTROL       | FAIRMOUNT       | 11/28/2016       | 6                                         |
| GROU0001  | GROUNDWORK ENGINEERING LIMIT   | COUNTY          | 11/19/2015       | 2                                         |
| GUAR0001  | GUARDIAN BRIDGE RAPID CONSTR   | COUNTY          | 8/21/2015        | 2                                         |
| GUIN0001  | GUINDON HVAC                   | DEFAULT         | 1/12/2015        | 2                                         |
| HALL0001  | HALLMAN, TIM (Entertainer)     | FAIRMOUNT       | 4/13/2016        | 5                                         |
| HAMI0001  | HAMILTON SMITH LTD             | FAIRMOUNT       | 12/19/2016       | 9                                         |
| HANN0001  | HANNAH ENVIRONMENTAL EQUIPM    | FAIRMOUNT       | 1/12/2016        | 4                                         |
| HARR0002  | HARROWSMITH & DISTRICT SOCIAL  | COUNTY          | 11/16/2016       | 2                                         |
| HART0002  | HARTINGTON EQUIPMENT           | FAIRMOUNT       | 11/28/2016       | 9                                         |
| HAST0001  | HASTINGS MANOR                 | FAIRMOUNT       | 9/6/2016         | 1                                         |
| HAVE0001  | HAVE TENTS WILL TRAVEL         | FPS             | 8/18/2015        | 2                                         |
| HDSU0001  | HD SUPPLY CONSTRUCTION & INDU  | FAIRMOUNT       | 9/6/2016         | 2                                         |
| HEAL0004  | HEALTH SCIENCES NORTH CENTRE   | FPS             | 5/5/2016         | 1                                         |
| HEAL0003  | HEALTH SUPPORTS & FITTING SER  | FAIRMOUNT       | 12/12/2016       | 10+                                       |
| HEAR0004  | HEART OF THE MATTER CONSULTIN  | FPS             | 12/6/2016        | 1                                         |
| HEAR0003  | HEARTHMAKERS ENERGY COOPER     | DEFAULT         | 7/22/2014        | 4                                         |
| HEND0002  | HENDRIX HOTEL & RESTAURANT E   | FAIRMOUNT       | 12/19/2016       | 8                                         |
| HICK0001  | HICKS MORLEY HAMILTON STEWAR   | FPS             | 12/19/2016       | 10+                                       |
| HILL0001  | HILLARY'S DRY CLEANERS         | FAIRMOUNT       | 1/12/2015        | 2                                         |
| HIPS0001  | HIPSAVER CANADA                | FAIRMOUNT       | 12/30/2016       | 6                                         |
| HOEK0001  | HOEKSTRA CONSTRUCTION LTD.     | FAIRMOUNT       | 7/4/2014         | 4                                         |
| HOLI0001  | HOLIDAY INN                    | COUNTY          | 10/5/2016        | 4                                         |
| HOLL0002  | HOLLINGSWORTH SUPPLY SERVICE   | FPS             | 8/8/2016         | 6                                         |
| HOLS0001  | HOLSAG CANADA                  | FAIRMOUNT       | 6/6/2016         | 7                                         |
| HOLW0001  | HOLWAY & HUTCHINSON            | COUNTY          | 10/5/2016        | 8                                         |
| HOME0001  | HOMESTYLE DELI                 | FPS             | 3/15/2016        | 1                                         |
| HOPK0002  | HOPKINS & CORMIER SURVEYING L  | FPS             | 3/28/2014        | 4                                         |
| HOTE0002  | HOTEL DIEU HOPSITAL - HOME CAR | FAIRMOUNT       | 10/26/2015       | 4                                         |
| HOTE0001  | HOTEL DIEU HOSPITAL            | FPS             | 12/19/2016       | 9                                         |
| HRSY0001  | HR SYSTEMS STRATEGIES INC.     | COUNTY          | 11/26/2015       | 8                                         |
| ANDE0001  | HUBBY'S HOUSE                  | FPS             | 12/12/2016       | 5                                         |
| HUGH0002  | HUGHES DOWNEY ARCHITECTS       | COUNTY          | 11/22/2013       | 6                                         |
| HUGH0001  | HUGHES, B.J. (Entertainer)     | FAIRMOUNT       | 10/2/2015        | 6                                         |
| HULT0001  | HULTON'S CONSTRUCTION LTD.     | FPS             | 5/5/2016         | 4                                         |
| VISA      | HUMAN RESOURCES PROFESSIONA    | COUNTY          |                  | 1                                         |
| HUMA0002  | HUMANSIZE CANADA CORPORAT      | FPS             | 12/3/2015        | 2                                         |
| HYDR0001  | HYDRO ONE                      | All Departme    | 12/3/2016        | 10+                                       |
| ICOM0001  | ICOMPASSS TECHNOLOGIES INC.    | COUNTY          | 7/4/2016         | 6                                         |

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|------------------|----------------------------------|------------------------|-------------------------|--------------------------------------------------|
| IDPG0001         | IDP GROUP INC.                   | FPS                    | 12/6/2016               | 2                                                |
| IMAG0002         | IMAGEWEAR A DIVISION OF MARK'S   | FPS                    | 11/19/2015              | 2                                                |
| IMPE0001         | IMPERIAL OIL                     | FPS                    | 12/12/2016              | 10+                                              |
| VISA             | INDEED                           | COUNTY                 |                         | 1                                                |
| INDE0001         | INDEPENDENT TELEPHONE SERVICE    | COUNTY                 | 12/30/2016              | 2                                                |
| INDU0001         | INDUSTRIAL ALLIANCE              | COUNTY                 |                         | 0                                                |
| INFIO001         | INFITRAK INC.                    | FPS                    | 12/12/2014              | 4                                                |
| INFO0001         | INFOSAT TELECOMMUNICATIONS       | FPS                    | 11/16/2016              | 4                                                |
| INSI0001         | INSIGHT CANADA INC.              | COUNTY                 | 10/2/2015               | 2                                                |
| INSP0001         | INSPEC-SOL INC.                  | FAIRMOUNT              | 9/9/2014                | 10+                                              |
| INTE0003         | INTERDEV TECHNOLOGIES INC.       | FPS                    | 11/21/2016              | 10                                               |
| INTE0006         | INTERFLEET INC.                  | FPS                    | 9/17/2012               | 7                                                |
| INTE0004         | INTERNATIONAL COAT OF ARMS       | COUNTY                 | 11/1/2016               | 10+                                              |
| INTE0005         | INTERPROVINCIAL INSULATION INC   | COUNTY                 | 6/18/2014               | 6                                                |
| INVE0004         | INVERARY SEPTIC PUMPING          | COUNTY                 | 8/21/2015               | 5                                                |
| IPAC0001         | IPAC - EASTERN ONTARIO           | COUNTY                 | 4/13/2016               | 3                                                |
| ISOL0001         | ISOLARA SOLAR POWER              | COUNTY                 | 4/28/2014               | 5                                                |
| JHAR0001         | J. HARRISON EXCAVATING & PIPEL   | FPS                    | 4/27/2015               | 3                                                |
| JSTR0001         | J. STRUPAT TECHNOLOGIES LTD.     | DEFAULT                | 3/29/2016               | 2                                                |
| JWAT0001         | J. WATKINS AND ASSOCIATES (INC.  | FPS                    | 10/17/2016              | 3                                                |
| JJEX0002         | J.J. EXPRESS                     | FPS                    | 12/5/2016               | 10+                                              |
| JLRI0001         | J.L. RICHARDS & ASSOCIATES LIMIT | FAIRMOUNT              | 2/23/2015               | 6                                                |
| JACK0003         | JACK KNOX WELL DRILLING LTD.     | FAIRMOUNT              | 6/3/2013                | 5                                                |
| JACO0001         | JACOBS BUSINESS SOFTWARE INC     | COUNTY                 | 6/27/2016               | 4                                                |
| JANA0001         | JANAM PUBLICATIONS INC.          | COUNTY                 | 4/29/2013               | 4                                                |
| JAYN0001         | JAYNES PLUMBING & HEATING        | DEFAULT                | 6/28/2013               | 5                                                |
| JEMS0001         | JEMS                             | FPS                    | 11/22/2013              | 4                                                |
| JESS0001         | JESSUP FOOD & HERITAGE LTD.      | FPS                    | 10/18/2016              | 4                                                |
| JETS0001         | JET SIGNS                        | COUNTY                 | 3/7/2013                | 5                                                |
| JIFF0001         | JIFFY AUTO SERVICE               | FPS                    | 12/29/2014              | 9                                                |
| JIMT0001         | JIM THOMPSON CHRYSLER            | FAIRMOUNT              | 10/17/2016              | 4                                                |
| CURT0001         | JOHN CURTIS LAWYER, MEDIATOR,    | FPS                    | 8/26/2014               | 4                                                |
| JONA0001         | JON ALLISON DESIGN               | COUNTY                 | 12/23/2016              | 1                                                |
| JOSE0001         | JOSEPH POWER VACUUM SERVICE      | FPS                    | 8/25/2015               | 4                                                |
| JP2G0001         | JP2G CONSULTANTS INC.            | COUNTY                 | 11/1/2016               | 2                                                |
| JUBI0001         | JUBILATE SINGERS (Entertainer)   | FAIRMOUNT              | 11/16/2016              | 5                                                |

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|-----------|-------------------------------|-----------------|------------------|-------------------------------------------|
| JULI0001  | JULIA'S WINDOW FASHIONS       | FPS             | 7/4/2014         | 7                                         |
| K3CC0001  | K3C COMMUNITY COUNSELLING CE  | COUNTY          | 11/28/2016       | 5                                         |
| KAAA0001  | KAAAV                         | FAIRMOUNT       | 6/16/2016        | 1                                         |
| KALT0001  | KAL TIRE (CALTRAC ENTERPRISES | FPS             | 5/19/2015        | 2                                         |
| KAPS0001  | KAPS KINGSTN AREA PATIENT SHU | FAIRMOUNT       | 3/21/2016        | 8                                         |
| KEPL0001  | KEPLER BELL                   | FPS             | 1/29/2013        | 3                                         |
| KILP0002  | KILPATRICK, KATHERINE         | FAIRMOUNT       | 12/30/2016       | 1                                         |
| KING0028  | KINGS TOWN CLEANERS           | FPS             | 2/25/2013        | 5                                         |
| KING0019  | KINGSTON ACCESS BUS           | FAIRMOUNT       | 12/30/2016       | 9                                         |
| KING0014  | KINGSTON AND AMHERST TAXI     | FAIRMOUNT       | 11/10/2014       | 10                                        |
| KING0016  | KINGSTON HOME HEATING         | FAIRMOUNT       | 12/2/2014        | 5                                         |
| KING0047  | KINGSTON INJURY MANAGEMENT C  | FPS             | 12/30/2016       | 10                                        |
| KING0043  | KINGSTON MONUMENTS            | FAIRMOUNT       | 1/29/2013        | 10                                        |
| KING0008  | KINGSTON ONLINE SERVICES      | FPS             | 9/1/2016         | 10+                                       |
| KING0029  | KINGSTON OXYGEN               | FAIRMOUNT       | 12/12/2016       | 10+                                       |
| KING0051  | KINGSTON POPPY TRUST FUND     | FPS             | 12/6/2016        | 2                                         |
| KING0009  | KINGSTON REGIONAL HOSPITAL LA | FPS             | 12/30/2016       | 8                                         |
| KING0034  | KINGSTON SELF STORAGE SYSTEM  | FPS             | 11/30/2012       | 5                                         |
| KING0037  | KINGSTON SOUND WORKS - HO     | COUNTY          | 8/21/2015        | 2                                         |
| KING0011  | KINGSTON THIS WEEK            | FPS             | 6/3/2013         | 8                                         |
| KING0024  | KINGSTON TOYOTA               | FPS             | 9/13/2016        | 6                                         |
| KING0004  | KINGSTON U-LOCK STORAGE       | FAIRMOUNT       | 1/29/2013        | 4                                         |
| DACO0001  | KINGSTOWN INVESTMENTS INC     | FPS             | 1/2/2017         | 10+                                       |
| KING0040  | KINGSWAY TRANSPORT            | FPS             | 9/23/2013        | 7                                         |
| KNOW0001  | KNOWLES LEADERSHIP GROUP      | COUNTY          | 12/30/2016       | 1                                         |
| KOST0001  | KOSTER CONSULTING & ASSOCIAT  | FAIRMOUNT       | 1/12/2016        | 6                                         |
| KPMG0002  | KPMG ACCOUNTING SERVICE CENT  | COUNTY          | 1/27/2014        | 10+                                       |
| KRAC0001  | KRACKLES THE PARTY PEOPLE     | COUNTY          | 8/21/2015        | 2                                         |
| KREC0001  | KRECKLO MUNICIPAL CONSULTANT  | DEFAULT         | 5/11/2015        | 2                                         |
| KROW0001  | KROWN BODY MAINTENANCE        | FPS             | 10/5/2015        | 8                                         |
| VISA      | KS SIRENS                     | FPS             |                  | 1                                         |
| LABO0001  | L.A. BOB'S SMOKEHOUSE RESTAUR | COUNTY          | 6/29/2015        | 5                                         |
| LABO0002  | LABOUR RELATIONS SERVICES     | DEFAULT         | 5/19/2015        | 2                                         |
| LADY0001  | LADY PAINTERS                 | COUNTY          | 1/13/2014        | 4                                         |
| LAER0001  | LAERDAL MEDICAL CANADA LTD.   | FPS             | 8/22/2016        | 9                                         |
| VISA      | LEATHERSMITH DESIGNS          | FPS             |                  | 1                                         |
| LANC0001  | LANCASTER HOUSE               | COUNTY          | 5/19/2015        | 4                                         |

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|------------------|--------------------------------|------------------------|-------------------------|--------------------------------------------------|
| LAND0002         | LAND O' LAKES TOURIST ASSOCIAT | COUNTY                 | 2/25/2016               | 10                                               |
| LCMS0001         | LCM SECURITY                   | COUNTY                 | 7/18/2016               | 6                                                |
| LEAR0001         | LEARNING BRICK                 | FPS                    | 12/3/2015               | 2                                                |
| LENN0001         | LENNOX SNOW FENCE CO LTD.      | FPS                    | 10/20/2011              | 6                                                |
| LENS0001         | LEN'S CONTROLS LTD             | COUNTY                 | 3/21/2016               | 8                                                |
| LEON0001         | LEONARD FUELS LTD.             | FPS                    | 12/30/2016              | 6                                                |
| LEON0003         | LEONARD, PHIL                  | COUNTY                 | 10/26/2015              | 4                                                |
| LEON0004         | LEON'S                         | FPS                    | 8/23/2016               | 4                                                |
| LEVA0004         | LEVAC PROPANE                  | COUNTY                 | 12/30/2016              | 10+                                              |
| LEVA0001         | LEVAC SUPPLY LTD               | FAIRMOUNT              | 8/10/2015               | 5                                                |
| LEVI0001         | LEVITT SAFETY                  | FPS                    | 3/21/2016               | 6                                                |
| LEXI001          | LEXIS NEXIS CANADA INC.        | DEFAULT                | 4/18/2016               | 1                                                |
| MDSL0001         | LIFELABS LP                    | FAIRMOUNT              | 12/30/2016              | 8                                                |
| LIME0001         | LIMESTONE HEALTH CONSULTANTS   | FPS                    | 1/21/2013               | 5                                                |
| WATS0001         | LINDA SILVER "SUNSHINE SOULS"  | FAIRMOUNT              | 11/16/2016              | 5                                                |
| BOCC0001         | LINDE CANADA                   | FPS                    | 12/19/2016              | 10+                                              |
| LITT0003         | LITTLE RAY'S REPTILE ZOO       | DEFAULT                | 5/16/2016               | 1                                                |
| LLOY0001         | LLOYD, STEVEN (Entertainer)    | FAIRMOUNT              | 9/6/2016                | 4                                                |
| LOND0002         | LONDRIY ALARMS                 | COUNTY                 | 5/26/2016               | 10+                                              |
| LOUI0001         | LOUISA DAVIE ARBITRATIONS      | DEFAULT                | 5/16/2016               | 10+                                              |
| LOYA0002         | LOYALIST TRAINING & KNOWLEDGE  | COUNTY                 | 6/6/2016                | 2                                                |
| LTS0001          | LTS CONSULTING                 | FAIRMOUNT              | 12/5/2016               | 5                                                |
| LUNM0001         | LUNMAN, ALF                    | COUNTY                 | 12/29/2016              | 1                                                |
| MCHE0001         | M.C. HEALTHCARE PRODUCTS       | FAIRMOUNT              | 12/30/2016              | 5                                                |
| MACL0002         | MACLELLAN WATER TECHNOLOGY     | FAIRMOUNT              | 8/1/2016                | 10+                                              |
| MAGN0002         | MAGNACHARGE                    | FPS                    | 12/12/2016              | 10+                                              |
| MAGN0001         | MAGNUS                         | FAIRMOUNT              | 12/19/2016              | 2                                                |
| MALL0002         | MALLORY'S FIRE SYSTEMS LTD     | FPS                    | 1/5/2015                | 10                                               |
| MALR0001         | MALROZ                         | COUNTY                 | 12/5/2016               | 6                                                |
| MALV0001         | MALVERN CONTRACT INTERIORS L   | FAIRMOUNT              | 12/19/2013              | 5                                                |
| MANN0001         | MANNING, JOHN (Entertainer)    | FPS                    | 10/18/2016              | 4                                                |
| MANP0001         | MANPOWER                       | FPS                    | 5/9/2016                | 5                                                |
| MANR0001         | MANREX LTD. MEDICATION         | FAIRMOUNT              | 6/2/2014                | 10                                               |
| MAPL0001         | MAPLE LANE FARMS               | FAIRMOUNT              | 7/4/2014                | 8                                                |
| MARC0002         | MARCHANT MARKING DEVICES       | FAIRMOUNT              | 10/3/2016               | 5                                                |
| VEPS0001         | MARI VEPSALAINEN (Entertainer) | FAIRMOUNT              | 12/3/2015               | 5                                                |

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|------------------|--------------------------------|------------------------|-------------------------|--------------------------------------------------|
| MARI0002         | MARIA STEBELSKY & ASSOCIATES   | FAIRMOUNT              | 3/29/2012               | 7                                                |
| MARI0001         | MARILYN'S CLEANING SERVICES    | FPS                    | 12/23/2016              | 10+                                              |
| MARK0002         | MARK'S COMMERCIAL              | FPS                    | 12/22/2016              | 5                                                |
| MARK0001         | MARKS, LAURENCE (Entertainer)  | FAIRMOUNT              | 9/13/2016               | 9                                                |
| MART0001         | MARTIN & LEVESQUE INC.         | FPS                    | 6/16/2014               | 5                                                |
| MAUN0001         | MAUNCO                         | FAIRMOUNT              | 1/25/2016               | 10                                               |
| MCIM0001         | MC IMAGING TECHNOLOGIES LIMIT  | COUNTY                 | 1/27/2014               | 5                                                |
| MCAR0001         | MCARTHUR MEDICAL SALES INC.    | FPS                    | 5/9/2016                | 4                                                |
| MCCL0001         | MCCLEMENT ELECTRIC LTD.        | FAIRMOUNT              | 5/6/2014                | 4                                                |
| MCKE0001         | MCKENNA'S LOCK & KEY           | COUNTY                 | 12/30/2015              | 6                                                |
| MCKE0003         | MCKEOWN & WOOD FUELS           | FAIRMOUNT              | 12/12/2016              | 6                                                |
| MCNE003          | MCNEELY, MURRAY (Entertainer)  | FAIRMOUNT              | 8/9/2016                | 1                                                |
| MCNE0002         | MCNEIL, BILLIE (Entertainer)   | FAIRMOUNT              | 2/12/2015               | 6                                                |
| MEDE0002         | MED E-CARE HEALTH CARE SOLUT   | FAIRMOUNT              | 12/5/2016               | 4                                                |
| MEDI0003         | MEDICAL ARTS PHARMACY          | FAIRMOUNT              | 12/29/2014              | 6                                                |
| MEDI0001         | MEDICAL MART                   | FAIRMOUNT              | 12/12/2016              | 10+                                              |
| MEDI0006         | MEDIGAS - DIV OF PRAXAIR CANAD | FAIRMOUNT              | 11/28/2016              | 10+                                              |
| MEDI0008         | MED-I-PANT INC.                | FAIRMOUNT              | 12/30/2016              | 8                                                |
| MEDT0003         | MEDTECH TECHNOLOGY INC.        | FPS                    | 5/23/2014               | 5                                                |
| MEDT0001         | MEDTRONIC OF CANADA LTD.       | FPS                    | 3/8/2012                | 6                                                |
| MELO0001         | MELODY MAGIC                   | FAIRMOUNT              | 8/18/2015               | 5                                                |
| MEMO0001         | MEMORY LANE FLOWERS            | COUNTY                 | 6/3/2013                | 5                                                |
| MENT0001         | MENTAL HEALTH COMMISSION OF    | FPS                    | 12/6/2016               | 1                                                |
| METR0002         | METROLAND MEDIA                | COUNTY                 | 12/30/2016              | 2                                                |
| MICH0002         | MICHAEL RIDDELL & ASSOCIATES   | COUNTY                 | 5/19/2015               | 5                                                |
| MICR0002         | MICRO MARKET BUSINESS CENTRE   | COUNTY                 | 11/22/2013              | 6                                                |
| MICR0001         | MICROAGE KINGSTON              | COUNTY                 | 12/30/2016              | 8                                                |
| MINI0018         | MINISTRY OF NATURAL RESOURCE   | COUNTY                 | 3/13/2015               | 2                                                |
| MINO0002         | MINOS TAKEOUT (BARRIE STREET)  | COUNTY                 | 12/20/2011              | 7                                                |
| MINO0001         | MINOS VILLAGE LIMITED          | COUNTY                 | 12/4/2013               | 6                                                |
| MMMG0001         | MMM GROUP                      | COUNTY                 | 11/21/2016              | 3                                                |
| MOBI0001         | MOBILITY CARE CO.              | FAIRMOUNT              | 12/29/2016              | 5                                                |
| MODE0003         | MODERN CITY TAXI               | FAIRMOUNT              | 12/22/2016              | 1                                                |
| VISA             | MOORES CLOTHING FOR MEN        | FPS                    |                         | 1                                                |
| MOTI0001         | MOTION SPECIALTIES             | FAIRMOUNT              | 12/30/2016              | 9                                                |
| MOUN0001         | MOUNTAIN EQUIPMENT CO-OP       | FPS                    | 4/13/2016               | 2                                                |
| MRRE0001         | MR REFILL                      | FPS                    | 12/3/2015               | 2                                                |

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|------------------|--------------------------------|------------------------|-------------------------|--------------------------------------------------|
| MULT0002         | MULTIDEAS INC.                 | COUNTY                 | 8/10/2015               | 6                                                |
| MULT0001         | MULTIGEN HEALTHCARE            | FAIRMOUNT              | 10/5/2016               | 6                                                |
| MUNI0001         | MUNICIPAL FINANCE OFFICER'S AS | COUNTY                 | 1/12/2016               | 6                                                |
| MUNI0005         | MUNICIPAL INFORMATION SYSTEMS  | COUNTY                 | 3/30/2015               | 5                                                |
| MUNI0003         | MUNICIPAL WORLD INC            | COUNTY                 | 7/18/2016               | 5                                                |
| MUSI0001         | MUSIC CARE                     | FAIRMOUNT              | 11/1/2012               | 5                                                |
| MYER0001         | MYERS, MIKE                    | FAIRMOUNT              | 1/29/2013               | 5                                                |
| NATI0003         | NATIONAL SYSTEMS COMPANY       | FAIRMOUNT              | 12/18/2012              | 5                                                |
| NATU0001         | NATURAL CAPITAL RESOURCES      | COUNTY                 | 4/29/2015               | 2                                                |
| NEBS0001         | NEBS BUSINESS FORMS LTD        | COUNTY                 | 6/6/2014                | 10+                                              |
| NEDC0003         | NEDCO KINGSTON                 | FPS                    | 11/14/2016              | 8                                                |
| NEIL0001         | NEIL'S FLOWERS                 | FAIRMOUNT              | 12/19/2016              | 10+                                              |
| NELS0002         | NELSCO MAILBOXES INC.          | FPS                    | 5/23/2014               | 3                                                |
| NEOP0001         | NEOPOST CANADA                 | COUNTY                 | 9/19/2016               | 5                                                |
| NESB0001         | NESBITT ENGINEERING            | COUNTY                 | 7/6/2015                | 10                                               |
| NEWL0001         | NEW LEAF LINK                  | COUNTY                 | 12/29/2014              | 3                                                |
| NEXU0001         | NEXUS ACTUARIAL CONSULTANTS    | COUNTY                 | 1/18/2016               | 8                                                |
| NINE0001         | NINE ONE ONE OUTERWEAR         | FPS                    | 6/25/2012               | 10+                                              |
| NORM0001         | NORMAN, DON (Entertainer)      | FAIRMOUNT              | 12/22/2016              | 7                                                |
| NORT0005         | NORTH FRONTENAC FOOD BANK      | COUNTY                 | 11/16/2016              | 1                                                |
| NORT0004         | NORTH FRONTENAC TELEPHONE C    | COUNTY                 | 11/25/2016              | 8                                                |
| NORT0008         | NORTHWAY HARDWARE              | FAIRMOUNT              | 7/4/2014                | 9                                                |
| NOVA0001         | NOVACK'S UNIFORM GROUP         | FPS                    | 3/30/2015               | 10+                                              |
| OFFI0001         | OFFICE CART INC.               | FPS                    | 11/21/2016              | 2                                                |
| GRAN0001         | OFFICE MAX GRAND & TOY         | COUNTY                 | 8/8/2016                | 10+                                              |
| OLIV0001         | OKR CONSULTING ARBORIST-ECOL   | FAIRMOUNT              | 10/24/2013              | 5                                                |
| ONLI0001         | ONLINE LEARNING ENTERPRISES    | COUNTY                 | 5/19/2015               | 2                                                |
| ONLI0002         | ONLINE PAVEMENT MARKINGS & M   | FAIRMOUNT              | 6/16/2016               | 2                                                |
| ONTA0016         | ONTARIO ASSOCIATION OF PARAM   | FPS                    | 9/15/2015               | 8                                                |
| ONTA0019         | ONTARIO ASSOCIATION OF RESIDE  | FAIRMOUNT              | 7/11/2016               | 2                                                |
| ONTA0001         | ONTARIO EAST ECONOMIC DEVELC   | COUNTY                 | 4/26/2016               | 1                                                |
| ONTA0030         | ONTARIO HERITAGE TRUST         | COUNTY                 | 12/18/2014              | 2                                                |
| ONTA0007         | ONTARIO LAUNDRY SYSTEMS INC.   | FAIRMOUNT              | 1/5/2015                | 5                                                |
| ONTA0017         | ONTARIO MEDICAL SUPPLY INC     | DEFAULT                | 11/2/2015               | 2                                                |
| ONTA0027         | ONTARIO MUNICIPAL ADMINISTRAT  | COUNTY                 | 2/16/2016               | 2                                                |
| ONTA0023         | ONTARIO MUNICIPAL H.R. ASSOCIA | COUNTY                 | 11/9/2015               | 7                                                |

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|------------------|--------------------------------|------------------------|-------------------------|--------------------------------------------------|
| ONTA0006         | ONTARIO MUNICIPAL HEALTH AND   | COUNTY                 | 1/28/2015               | 2                                                |
| ONTA0005         | ONTARIO PROFESSIONAL PLANNER   | COUNTY                 | 11/2/2015               | 2                                                |
| ONTA0012         | ONTARIO TRAILS COUNCIL         | COUNTY                 | 12/22/2016              | 2                                                |
| ORMS0001         | ORMSBEE'S MERCANTILE           | FPS                    | 12/23/2016              | 5                                                |
| OPRE0001         | OSPREY MEDIA GROUP INC.        | FAIRMOUNT              | 1/17/2011               | 10+                                              |
| OSSO0001         | OSSO ELECTRIC SUPPLIES INC.    | FAIRMOUNT              | 1/14/2014               | 8                                                |
| OTTA0001         | OTTAWA BUSINESS INTERIORS      | COUNTY                 | 12/19/2016              | 6                                                |
| OTWO0001         | O-TWO MEDICAL TECHNOLOGIES IN  | FPS                    | 10/31/2016              | 6                                                |
| P&DS0001         | P & D SEALING AND LINES        | FAIRMOUNT              | 7/28/2015               | 4                                                |
| PANA0001         | PANASONIC SERVICE CENTRE       | FPS                    | 4/16/2012               | 7                                                |
| PARA0002         | PARACHUTE                      | COUNTY                 | 6/3/2013                | 5                                                |
| PARA0001         | PARAMEDIC ASSOCIATION          | FPS                    | 12/18/2014              | 10+                                              |
| PARM0001         | PARMAR ARBITRATION & MEDIATIO  | FPS                    | 3/10/2015               | 2                                                |
| PATR0001         | PAT ROGERS TOWING SERVICE      | FPS                    | 10/31/2016              | 10                                               |
| PATT0001         | PATTERSON MEDICAL              | FAIRMOUNT              | 7/4/2016                | 1                                                |
| PAUL0002         | PAULA KNOPF ARBITRATIONS LTD.  | FPS                    | 12/22/2016              | 1                                                |
| PAUL0005         | PAUL'S SIGN SERVICE LIMITED    | FAIRMOUNT              | 9/6/2016                | 5                                                |
| PERC0001         | PERCY SNIDER                   | COUNTY                 | 8/23/2016               | 5                                                |
| PERF0002         | PERFORMANCE CONCEPTS CONSU     | FPS                    | 7/14/2014               | 5                                                |
| EDWA0001         | PETRIE FORD (KINGSTON)         | FPS                    | 3/21/2016               | 10+                                              |
| PETR0001         | PETRO CANADA                   | FPS                    | 12/7/2016               | 10+                                              |
| PLCO0001         | PHIL LEONARD - 1684504 ONTARIO | FPS                    | 11/14/2016              | 6                                                |
| PHYS0001         | PHYSIO-CONTROL CANADA SALES    | FPS                    | 11/7/2016               | 5                                                |
| PHYS0002         | PHYSIOTHERAPY KINGSTON & SPIN  | FPS                    | 6/5/2015                | 4                                                |
| PICK0001         | PICKET FENCES                  | FAIRMOUNT              | 11/16/2016              | 6                                                |
| PINC0001         | PINCHIN ENVIRONMENTAL          | DEFAULT                | 2/24/2014               | 5                                                |
| PLEA0001         | PLEASANT VIEW, 8113238 CANADA  | FAIRMOUNT              | 12/22/2016              | 1                                                |
| POSI0001         | POSITIVE PROMOTIONS            | FAIRMOUNT              | 5/24/2012               | 6                                                |
| POST0002         | POSTAGE SOLUTIONS INC.         | COUNTY                 | 3/28/2014               | 4                                                |
| POST0003         | POSTMEDIA NETWORK INC.         | COUNTY                 | 12/30/2016              | 1                                                |
| PREM0001         | PREMERGENCY INC.               | FPS                    | 12/30/2015              | 3                                                |
| PREM0002         | PREMIER TECH AQUA              | FPS                    | 2/18/2016               | 1                                                |
| PRIC0001         | PRICE, RON                     | DEFAULT                | 11/1/2016               | 1                                                |
| PRIN0001         | PRINCESS AUTO                  | FAIRMOUNT              | 8/29/2016               | 5                                                |
| PRIN0002         | PRINTERS PLUS (+)              | COUNTY                 | 12/30/2016              | 2                                                |

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|-----------|-----------------------------------|-----------------|------------------|-------------------------------------------|
| GRAP0001  | PRINTFUSION INC.                  | FPS             | 12/12/2016       | 5                                         |
| PROF0002  | PROFORMA URBAN PEDDLER PRO        | COUNTY          | 12/22/2016       | 5                                         |
| PROG0002  | PROGRESSIVE WASTE SOLUTIONS       | FAIRMOUNT       | 12/30/2016       | 1                                         |
| PUBL0002  | PUBLIC SERVICES HEALTH & SAFE     | FPS             | 3/10/2015        | 2                                         |
| PURO0001  | PUROLATOR COURIER LTD.            | FPS             | 12/23/2016       | 10+                                       |
| PVBR0001  | PVB ROOFING CONSULTANTS INC       | COUNTY          | 11/18/2013       | 8                                         |
| PYKE0001  | PYKE FARMS LANDSCAPING PRODI      | FAIRMOUNT       | 7/14/2015        | 2                                         |
| QUAL0003  | QUALITY CARE HEALTH SERVICES      | FAIRMOUNT       | 2/28/2012        | 6                                         |
| QUAL0001  | QUALITY LIFE SERVICES INC.        | FAIRMOUNT       | 11/7/2016        | 8                                         |
| QUAL0002  | QUALITY PATIENT TRANSFER SERV     | FAIRMOUNT       | 9/26/2016        | 9                                         |
| QUEE0005  | QUEENS UNIVERSITY - CENTRE FO     | DEFAULT         | 11/26/2015       | 10+                                       |
| QUEE0006  | QUEEN'S UNIVERSITY - RESEARCH     | FPS             | 5/5/2016         | 10+                                       |
| QUEE0002  | QUEEN'S UNIVERSITY LIBRARY        | COUNTY          | 5/5/2016         | 10+                                       |
| QUIC0001  | QUICK SEW                         | FPS             | 1/25/2016        | 6                                         |
| QUIN0002  | QUINTE CRANE RENTALS INCORPO      | FPS             | 12/1/2016        | 2                                         |
| QUIN0005  | QUINTE DOOR SYSTEMS               | FAIRMOUNT       | 12/6/2016        | 1                                         |
| RNIC0001  | R. NICHOLLS DISTRIBUTORS INC.     | FPS             | 4/7/2014         | 5                                         |
| RHER0001  | R.HERMAN ARBITRATION/MEDIATIO     | COUNTY          | 7/29/2013        | 10                                        |
| RACS0001  | RAC SOFTWARE INC.                 | COUNTY          | 6/6/2016         | 2                                         |
| RACK0001  | RACKAIR INC.                      | FPS             | 9/26/2016        | 8                                         |
| RAIN0001  | RAINBOW AWNINGS & CANVAS          | FAIRMOUNT       | 6/16/2016        | 8                                         |
| RAME0001  | RAMEKINS FOOD SERVICES            | COUNTY          | 12/29/2016       | 1                                         |
| RAND0001  | RANDY THE MENTALIST (Entertainer) | FAIRMOUNT       | 3/13/2015        | 2                                         |
| RANG0001  | RANGER SUPPLY-OPS                 | FPS             | 8/1/2016         | 8                                         |
| RAVE0001  | RAVENHILL GROUP INC.              | COUNTY          | 9/8/2014         | 4                                         |
| RAYM0002  | RAYMOND DISPUTE RESOLUTION II     | FPS             | 9/15/2015        | 6                                         |
| RECO0002  | RECOVERY ABATEMENT & INSULAT      | FAIRMOUNT       | 1/13/2014        | 4                                         |
| UNIO0002  | RELIANCE HOME COMFORT             | FPS             | 9/19/2016        | 10+                                       |
| RENA0001  | RENAISSANCE MUSIC LTD             | FAIRMOUNT       | 12/18/2012       | 5                                         |
| RENT0001  | RENTOKIL PEST CONTROL             | FPS             | 1/5/2015         | 9                                         |
| RESI0001  | RESIDENCE INN BY MARIOTT KINGS    | FPS             | 5/26/2016        | 1                                         |
| REVE0001  | REVELL FORD LINCOLN               | FPS             | 9/9/2016         | 8                                         |
| RIGN0001  | RIGNEY BUILDING SUPPLIES LTD.     | FPS             | 11/14/2016       | 5                                         |
| RISE0001  | RISE TO THE OCCASION TENT AND     | COUNTY          | 12/22/2015       | 2                                         |
| RIVE0001  | RIVETT ARCHITECTURAL HARDWAR      | FAIRMOUNT       | 12/12/2016       | 8                                         |
| RIVI0001  | RIVINGTON ASSOCIATES COMMERC      | COUNTY          | 12/23/2016       | 1                                         |
| RNAW0001  | RNA WIRELESS TECHNOLOGY INC       | FAIRMOUNT       | 11/21/2016       | 8                                         |
| ROBI0002  | ROBINSON EXCAVATING               | COUNTY          | 10/22/2015       | 3                                         |

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|-----------|--------------------------------|-----------------|------------------|-------------------------------------------|
| ROGE0002  | ROGERS MEDIA INC.              | COUNTY          | 10/2/2015        | 2                                         |
| RONA0001  | RONA HOME & GARDEN             | FAIRMOUNT       | 12/20/2016       | 10+                                       |
| RICA0001  | ROOF & BUILDING SERVICE INTERN | COUNTY          | 12/12/2016       | 4                                         |
| ROSE0003  | ROSEN FUELS                    | FPS             | 12/12/2014       | 10+                                       |
| ROWL0002  | ROWLAND EMERGENCY VEHICLE P    | FPS             | 11/21/2016       | 8                                         |
| RUBI0001  | RUBINO & CHAPLIN               | FPS             | 5/14/2013        | 5                                         |
| SING0002  | S. INGO MEDICINE PROFESSIONAL  | DEFAULT         | 8/26/2014        | 3                                         |
| SAFE0001  | SAFE STEP BUILDING TREATMENTS  | DEFAULT         | 8/26/2014        | 3                                         |
| SAFE0002  | SAFEDESIGN APPAREL LTD.        | FPS             | 7/4/2016         | 8                                         |
| SAFE0003  | SAFETY MEDIA INC.              | FAIRMOUNT       | 2/12/2015        | 2                                         |
| SAIN0002  | SAINT ELIZABETH HEALTHCARE     | FAIRMOUNT       | 12/23/2016       | 5                                         |
| SAIN0001  | SAINT JAMES MAJOR PARISH       | COUNTY          | 11/1/2016        | 1                                         |
| SAMC0001  | SAM CHEMICAL SPECIALITIES      | FAIRMOUNT       | 12/30/2016       | 6                                         |
| SAMM0001  | SAMMONS PRESTON ROLYAN CANA    | FAIRMOUNT       | 4/26/2016        | 8                                         |
| SAND0001  | SANDS CANADA INC/ANGUS         | FPS             | 7/4/2016         | 8                                         |
| SCHM0001  | SCHMIDT DISPUTE RESOLUTION     | FPS             | 8/3/2016         | 1                                         |
| SCOT0004  | SCOTT, WAYNE (Entertainer)     | FAIRMOUNT       | 11/28/2016       | 1                                         |
| SCOT0002  | SCOTT'S TRUCKING & EXCAVATION  | FPS             | 11/14/2016       | 10+                                       |
| SEED0001  | SEED TO SAUSAGE CORPORATION    | COUNTY          | 3/7/2013         | 4                                         |
| SELE0001  | SELECT DOOR AND FRAME          | FAIRMOUNT       | 3/3/2014         | 10                                        |
| SERV0002  | SERVANTS HEART CATERING CO.    | COUNTY          | 3/15/2016        | 1                                         |
| SERV0001  | SERVE PRO - KINGSTON           | FPS             | 12/23/2016       | 5                                         |
| RGHE0001  | SERVICE IN MOTION KINGSTON LTD | FAIRMOUNT       | 8/23/2016        | 8                                         |
| COLL0003  | SG COLLABORATIVE SOLUTIONS LL  | FPS             | 12/1/2015        | 2                                         |
| SHAD0001  | SHADES OF RHYTHM TRIO          | FAIRMOUNT       | 12/22/2015       | 2                                         |
| SHAR0001  | SHARBOT LAKE LAWN SERVICE      | FPS             | 12/12/2016       | 8                                         |
| STAR0001  | SHAW DIRECT                    | COUNTY          | 11/19/2016       | 9                                         |
| SHEA0001  | SHEA CONSTRUCTION              | FAIRMOUNT       | 4/29/2013        | 5                                         |
| SHEE0001  | SHEEHAN ARBITRATION MEDIATION  | COUNTY          | 10/3/2016        | 5                                         |
| SHEL0001  | SHELDON'S PROPERTY MAINTENAN   | FPS             | 12/18/2014       | 5                                         |
| SHOP0002  | SHOPPERS DRUG MART             | FAIRMOUNT       | 12/23/2016       | 10+                                       |
| SHOP0001  | SHOPPERS HOME HEALTH CARE      | FAIRMOUNT       | 4/25/2016        | 1                                         |
| SHOP0001  | SHOPPERS HOME HEALTH CARE      | FAIRMOUNT       | 9/21/2015        | 10+                                       |
| SHRE0001  | SHRED-IT INTERNATIONAL ULC     | COUNTY          | 11/16/2016       | 2                                         |
| SHSC0001  | SHS CONSULTING                 | COUNTY          | 7/6/2015         | 7                                         |

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|------------------|---------------------------------|------------------------|-------------------------|--------------------------------------------------|
| SIEM0001         | SIEMENS CANADA LTD.             | FAIRMOUNT              | 12/6/2016               | 10                                               |
| SILK0001         | SILKWOOD LAWN AND GARDEN        | FPS                    | 11/1/2016               | 10+                                              |
| SILV0002         | SILVER MERIDIAN                 | FAIRMOUNT              | 10/24/2013              | 5                                                |
| SILV0003         | SILVERT'S STORE                 | FAIRMOUNT              | 12/23/2016              | 8                                                |
| SIMO0001         | SIM ONE                         | FPS                    | 4/10/2012               | 5                                                |
| SIMP0001         | SIMPLEX GRINNELL                | FAIRMOUNT              | 7/25/2012               | 6                                                |
| SKIL0001         | SKILLPATH SEMINARS              | COUNTY                 | 10/27/2014              | 4                                                |
| SMIT0002         | SMITH'S SEPTIC TANK SERVICE     | FPS                    | 12/6/2016               | 1                                                |
| SODE0001         | SODEXO SERVICES CANADA          | FPS                    | 11/23/2016              | 10+                                              |
| SONN0001         | SONNY'S AUTOMOTIVE CENTRE       | FAIRMOUNT              | 7/4/2016                | 8                                                |
| SONO0001         | SONOPTIC MEDIA & COMMUNICATION  | COUNTY                 | 12/23/2016              | 1                                                |
| SOUL0001         | SOUL SURVIVORS                  | COUNTY                 | 8/21/2015               | 2                                                |
| SPAC0001         | SPACE AGE SHELVING              | FPS                    | 5/19/2015               | 6                                                |
| SPAD0001         | SPADA TILE (BELLEVILLE) LIMITED | FAIRMOUNT              | 9/15/2015               | 6                                                |
| SPAN0001         | SPAN MEDICAL PRODUCTS CANADA    | FAIRMOUNT              | 11/1/2016               | 1                                                |
| SPEC0002         | SPECIALTY FURNITURE             | FAIRMOUNT              | 7/4/2014                | 3                                                |
| TROP0002         | SPECIALTY TROPHIES              | FPS                    | 12/19/2016              | 8                                                |
| SPEC0001         | SPECTRUM NASCO                  | FPS                    | 11/9/2012               | 10                                               |
| SPEE0001         | SPEEDY GLASS                    | FPS                    | 1/13/2014               | 4                                                |
| VISA             | SPOT GPS                        | COUNTY                 |                         | 4                                                |
| STLA0002         | ST LAWRENCE POOLS               | FAIRMOUNT              | 7/28/2015               | 5                                                |
| STJO0001         | ST. JOHN AMBULANCE              | FPS                    | 11/21/2016              | 4                                                |
| STAF0001         | STAFFSTAT INC.                  | FAIRMOUNT              | 8/23/2016               | 1                                                |
| STAP0001         | STAPLES                         | COUNTY                 | 12/29/2016              | 10+                                              |
| STEA0005         | STEAMATIC OF KINGSTON LTD.      | FPS                    | 12/23/2016              | 8                                                |
| STER0001         | STERICYCLE INC.                 | FPS                    | 12/29/2016              | 8                                                |
| STOK0001         | STOKES INTERNATIONAL            | COUNTY                 | 7/22/2016               | 2                                                |
| STOR0001         | STORRING SEPTIC SERVICE LTD.    | FPS                    | 6/16/2016               | 1                                                |
| STOR0002         | STORRINGTON LIONS HALL          | FAIRMOUNT              | 11/22/2013              | 4                                                |
| STOU0001         | STOUT DISPUTE RESOLUTION INC.   | COUNTY                 | 1/26/2012               | 6                                                |
| STRA0001         | STRADWICK CARPET ONE            | FAIRMOUNT              | 3/29/2012               | 6                                                |
| STRA0002         | STRATHROY SENIOR'S HYMN BOOK    | FAIRMOUNT              | 9/6/2016                | 3                                                |
| STRY0001         | STRYKER CA LP                   | FPS                    | 11/14/2014              | 3                                                |
| CONN0001         | SUGAR WOODS FARM (HANK CONN     | COUNTY                 | 6/5/2015                | 2                                                |
| SUNL0001         | SUN LIFE ASSURANCE COMPANY O    | COUNTY                 | 12/23/2016              | 10+                                              |
| SUNM0001         | SUN MEDIA CORPORATION           | COUNTY                 | 8/29/2016               | 10+                                              |
| SUNH0001         | SUNHARVEST GREENHOUSES          | FAIRMOUNT              | 11/16/2016              | 6                                                |
| SUPE0004         | SUPERIOR VENDING MACHINE        | FAIRMOUNT              | 2/14/2012               | 8                                                |
| SURG0002         | SURGE LEARNING                  | FAIRMOUNT              | 11/7/2016               | 1                                                |

**2016 Vendor of Record**

| Vendor ID | Vendor Name                   | Vendor Class ID | Last Cheque Date | Years Associated with County of Frontenac |
|-----------|-------------------------------|-----------------|------------------|-------------------------------------------|
| SURG0001  | SURGO SURGICAL SUPPLY         | FAIRMOUNT       | 5/16/2016        | 1                                         |
| SWIS0001  | SWISH MAINTENANCE LTD         | COUNTY          | 12/23/2016       | 10+                                       |
| SWIT0001  | SWITCH                        | COUNTY          | 6/2/2014         | 4                                         |
| SWYR0001  | SWYRICH CORPORATION INTERNA   | COUNTY          | 6/13/2016        | 9                                         |
| SYDE0003  | SYDENHAM LANDSCAPE PRODUCT    | FAIRMOUNT       | 7/23/2013        | 5                                         |
| SYDE0001  | SYDENHAM LEGION               | COUNTY          | 4/10/2012        | 6                                         |
| SYDE0004  | SYDENHAM LIONS CLUB           | COUNTY          | 8/21/2015        | 2                                         |
| TASC0001  | T.A.S.COMMUNICATIONS          | COUNTY          | 1/28/2015        | 10                                        |
| TRMA0001  | T.R. MACMUNN & SONS           | COUNTY          | 12/22/2016       | 1                                         |
| TWBE0001  | T.W. BEDFORD CONSULTING       | FPS             | 11/21/2012       | 6                                         |
| TACK0001  | TACKABERRY HEATING & REFRIGE  | FAIRMOUNT       | 6/2/2014         | 5                                         |
| TAYL0001  | TAYLOR CHEVROLET CADILLAC     | FPS             | 12/30/2016       | 5                                         |
| TAYL0002  | TAYLOR STUDIOS                | COUNTY          | 8/23/2016        | 5                                         |
| VISA      | TEDDY BEARS PERSONALIZED      | FPS             |                  | 2                                         |
| TELE0001  | TELEFLEX MEDICAL CANADA INC.  | DEFAULT         | 12/12/2016       | 4                                         |
| TEMP0002  | TEMPLEMAN MENNINGA LLP        | COUNTY          | 12/22/2016       | 1                                         |
| TERA0001  | TERANET ENTERPRISES INC.      | COUNTY          | 12/19/2016       | 5                                         |
| TEXT0001  | TEXT HELP (BROWSE ALOUD)      | COUNTY          | 6/5/2015         | 6                                         |
| THEC0008  | THE CANADIAN MENTAL HEALTH AS | COUNTY          | 11/1/2016        | 1                                         |
| THEC0009  | THE CREEKSIDE BAR & GRILL     | COUNTY          | 12/29/2016       | 1                                         |
| THEF0004  | THE FLAG SHOP                 | FPS             | 12/6/2016        | 5                                         |
| THEF0001  | THE FRONTENAC NEWS            | COUNTY          | 11/28/2014       | 8                                         |
| THEG0002  | THE GREER GALLOWAY GROUP INC  | COUNTY          | 10/19/2015       | 6                                         |
| THEI0002  | THE INFORMATION PROFESSIONAL  | COUNTY          | 10/3/2016        | 3                                         |
| THEK0004  | THE KINGSTON WHIG             | COUNTY          | 12/23/2016       | 10+                                       |
| THEM0002  | THE MAPLES PIZZA & SUBS       | COUNTY          | 3/31/2011        | 6                                         |
| THEM0005  | THE MEDIATION CENTRE OF SOUTH | COUNTY          | 10/5/2016        | 1                                         |
| THEP0002  | THE PUBLIC SECTOR DIGEST INC. | COUNTY          | 12/19/2016       | 5                                         |
| THES0004  | THE SCOTT WENTWORTH LANDSCA   | COUNTY          | 10/17/2016       | 6                                         |
| THET0002  | THE TEMA CONTER MEMORIAL TRU  | FPS             | 12/3/2015        | 6                                         |
| THEY0001  | THE YOUNG COMPANY - THOUSAN   | FAIRMOUNT       | 6/30/2015        | 2                                         |
| THER0001  | THERMOPATCH (CANADA) INC.     | FAIRMOUNT       | 12/5/2016        | 10                                        |
| THIN0001  | THINKDOX INC.                 | COUNTY          | 12/30/2016       | 2                                         |
| THOM0005  | THOMAS LEMMON & SONS (1973) L | FAIRMOUNT       | 12/12/2016       | 6                                         |
| THOM0007  | THOMAS TOWING & RECOVERY      | FPS             | 4/13/2015        | 5                                         |
| THOM0002  | THOMPSON CONSTRUCTION MANA    | COUNTY          | 3/16/2015        | 10                                        |
| THOM0006  | THOMPSON ELECTRIC             | FPS             | 12/12/2016       | 10+                                       |
| THYE0001  | THYSSEN KRUPP ELEVATOR        | FAIRMOUNT       | 11/7/2016        | 10+                                       |
| TILL0001  | TILLEY ENDURABLES             | FPS             | 12/6/2016        | 8                                         |

**2016 Vendor of Record**

| Vendor ID | Vendor Name                            | Vendor Class ID | Last Cheque Date | Years Associated with County of Frontenac |
|-----------|----------------------------------------|-----------------|------------------|-------------------------------------------|
| TIMB0001  | TIMBER TREES O/C 901641 ONTARIO        | FAIRMOUNT       | 10/17/2016       | 5                                         |
| TOML0001  | TOMLINSON ENVIRONMENTAL SERVICES       | FAIRMOUNT       | 11/7/2016        | 1                                         |
| TREV0001  | TREVOR OWEN LTD.                       | FPS             | 10/28/2013       | 9                                         |
| TRIT0001  | TRI TONES                              | FAIRMOUNT       | 12/22/2016       | 3                                         |
| TRIM0001  | TRIM-LINE OF SOUTH EASTERN ONTARIO     | FPS             | 12/19/2016       | 10+                                       |
| TROP0001  | TROPHY HOUSE                           | COUNTY          | 12/29/2016       | 10                                        |
| TROU0001  | TROUSDALE HOME HARDWARE                | FPS             | 3/21/2016        | 6                                         |
| TROY0001  | TROY LIFE & FIRE SAFETY LTD.           | FPS             | 12/23/2016       | 2                                         |
| TRUE0002  | TRUE COMFORT HEATING & COOLING         | COUNTY          | 7/13/2015        | 8                                         |
| TSSA0001  | TSSA - TECHNICAL STANDARDS ASSOCIATION | FAIRMOUNT       | 1/18/2016        | 8                                         |
| TURR0001  | TURRIS COMMUNICATIONS LTD.             | FPS             | 12/22/2016       | 1                                         |
| TWOM0001  | TWO MEN AND A TRUCK                    | FAIRMOUNT       | 12/4/2013        | 4                                         |
| ULIN0001  | ULINE                                  | COUNTY          | 4/13/2015        | 8                                         |
| UNIO0001  | UNION GAS                              | FPS             | 12/5/2016        | 10+                                       |
| UNIS0001  | UNISYNC GROUP LTD                      | FPS             | 1/12/2016        | 1                                         |
| UPPE0001  | UPPER CANADA OFFICE SYSTEMS            | COUNTY          | 8/24/2015        | 5                                         |
| UTIL0001  | UTILITIES KINGSTON                     | FPS             | 12/1/2016        | 10+                                       |
| VAND0003  | VANDERLAAND THE BARNYARD ZOO           | COUNTY          | 8/21/2015        | 2                                         |
| VAND0002  | VANDERVOORT HOLDINGS LTD.              | DEFAULT         | 12/6/2016        | 5                                         |
| VANS0001  | VAN'S MOBILE WASH                      | FAIRMOUNT       | 12/12/2016       | 9                                         |
| VANZ0001  | VANZUYLEN ALIGNMENT SERVICE INC.       | FPS             | 9/21/2015        | 5                                         |
| VENT0001  | VENTREX                                | FAIRMOUNT       | 3/3/2014         | 5                                         |
| VERA0001  | VERATHON MEDICAL                       | FAIRMOUNT       | 8/11/2014        | 3                                         |
| VERO0001  | VERONA LIONS CLUB                      | COUNTY          | 4/13/2016        | 6                                         |
| VERS0001  | VERSUS BUSINESS FORMS AND LA           | FPS             | 12/12/2016       | 6                                         |
| VESE0001  | VESEY'S BULBS                          | FAIRMOUNT       | 4/29/2013        | 4                                         |
| VIDA0001  | VIDACARE                               | FPS             | 10/6/2014        | 7                                         |
| VIVA0001  | VIVA PRODUCTIONS                       | FPS             | 8/8/2012         | 6                                         |
| WMUR0001  | W. MURRAY COTTON                       | COUNTY          | 12/12/2013       | 6                                         |
| WIVI0001  | W.I. VILLAGER LTD.                     | FPS             | 11/21/2016       | 6                                         |
| WRBR0001  | W.R. BRIGHTMAN & SON LTD               | FPS             | 12/12/2016       | 8                                         |
| WAGA0001  | WAGAR BALANCING CO.                    | FAIRMOUNT       | 3/3/2014         | 2                                         |
| WALK0001  | WALKERTON CLEAN WATER CENTRE           | FAIRMOUNT       | 4/27/2015        | 10+                                       |
| WALL0001  | WALLACK'S ART SUPPLY                   | FAIRMOUNT       | 11/10/2014       | 5                                         |
| WALM0001  | WALMART CREDIT DEPT.                   | FAIRMOUNT       | 11/28/2016       | 8                                         |
| CANA0037  | WASTE MANAGEMENT                       | FAIRMOUNT       | 12/23/2016       | 8                                         |
| WATS0002  | WATSON & ASSOCIATES ECONOMIC           | COUNTY          | 5/11/2015        | 8                                         |
| WATS0004  | WATSON BAIN SIGNS & DESIGNS            | COUNTY          | 12/22/2016       | 2                                         |
| WECA0001  | WE CARE HEALTH SERVICES INC.           | FAIRMOUNT       | 12/27/2013       | 8                                         |

**2016 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> |
|------------------|---------------------------------|------------------------|-------------------------|--------------------------------------------------|
| WEBB0001         | WEBBER TRAINING INC.            | FAIRMOUNT              | 2/14/2012               | 6                                                |
| WEMP0001         | WEMP & SMITH CONSTRUCTION LT    | COUNTY                 | 11/16/2012              | 7                                                |
| WEST0006         | WEST CONNECTIONS                | COUNTY                 | 7/11/2016               | 3                                                |
| WEST0004         | WEST WINDS RANCH                | FAIRMOUNT              | 7/11/2016               | 6                                                |
| WEST0002         | WESTBURNE/RUDDY ELECTRIC        | FAIRMOUNT              | 12/30/2016              | 8                                                |
| WEST0005         | WESTENDORP DEMOLITION           | FAIRMOUNT              | 3/26/2013               | 5                                                |
| WEST0009         | WESTENDORP DISPOSAL SERVICE     | FPS                    | 12/22/2016              | 2                                                |
| WEST0008         | WESTERN CUT PRODUCTIONS         | FPS                    | 6/16/2016               | 2                                                |
| WEST0007         | WESTERN LANDSCAPE SERVICES      | FAIRMOUNT              | 7/14/2015               | 2                                                |
| REDT0001         | WHITEROCK REID INC (OPERATING   | COUNTY                 | 8/8/2016                | 1                                                |
| WILF0001         | WILF HALL & SONS WELL DRILLING  | FPS                    | 6/24/2013               | 5                                                |
| WILK0002         | WILKINSON CHUTES CANADA         | FAIRMOUNT              | 4/23/2014               | 10                                               |
| WINM0001         | WINMAR                          | COUNTY                 | 3/10/2015               | 2                                                |
| WINT0001         | WINTERGREEN STUDIOS             | COUNTY                 | 6/5/2015                | 6                                                |
| WLYK0001         | WLYK-FM ROGERS MEDIA INC.       | COUNTY                 | 10/2/2015               | 2                                                |
| WOLS0001         | WOLSELEY MECHANICAL GROUP       | FAIRMOUNT              | 3/21/2016               | 8                                                |
| WORK0003         | WORKPLACE SAFETY & PREVENTIO    | FPS                    | 12/22/2016              | 1                                                |
| VISA             | WORKOPOLIS                      | COUNTY                 |                         | 1                                                |
| CBCI0001         | WORLDLYNX WIRELESS              | COUNTY                 | 12/5/2016               | 9                                                |
| VISA             | WOWJOBS                         | COUNTY                 |                         | 1                                                |
| WSPC0001         | WSP CANADA INC.                 | FAIRMOUNT              | 12/1/2015               | 2                                                |
| WTCC0001         | WTC COMMUNICATIONS              | COUNTY                 | 11/16/2016              | 8                                                |
| XPER0001         | XPERA RISK MITIGATION & INVESTI | FPS                    | 2/2/2016                | 2                                                |
| YOUN0001         | YOUNG SIGNS                     | FPS                    | 7/30/2014               | 8                                                |



**Report 2017-003**

**Recommend Report to Council**

**To:** Warden and Council Members of the County of Frontenac  
**From:** Kelly J. Pender, Chief Administrative Officer  
**Prepared by:** Marian VanBruinessen, Director of Corporate Services/Treasurer  
**Date of meeting:** January 18, 2017

**Re: Corporate Services – Finance - 2017 Temporary Borrowing Bylaw**

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**Recommendation**

**Resolved That** Council of the County of Frontenac accept the Corporate Services – Finance - 2017 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 2017.

**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 2017 estimates, unpaid temporary borrowings should not exceed \$19,397,278 for the first three-quarters of the year and \$9,698,639 for the final quarter of 2017.

**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 2017-004**

**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 18, 2017

**Re: Corporate Services – 2017 User Fees and Charges Bylaw**

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**Recommendation:**

**Resolved That** County Council receive the Corporate Services – 2017 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 further 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 to the current fees; however fees charged with respect to requests made under the *Municipal Freedom of Information and Protection of Privacy Act* are found in Ontario Regulation 460/823 and are identified as a separate fee. (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. At the September 17, 2014 Council Meeting, Council adopted a County Land Use Policy in response to citizen land use requests on County owned property. Fees for certain types of land use were added to the Fees and Fares by-law noted below as Schedule F. These fees were for the application and inspection process which were based upon 4 to 8 hours for pre and post inspection and administration by County staff. These types of land use agreements are required to be registered with the Land Registry Office which is done by the County solicitor. Schedule F has been amended to note that this cost is to be borne by the requester.

**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 (2017 rates are set in By-law No. 2016-0037) and are not included in this report.

Changes made in 2017 are highlighted in Schedule A.

**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 2017 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, Administrator of Fairmount Home

Joe Gallivan, Director of Planning and Economic Development

David Millard, Manager of Information Services

**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 |
| Document Searches (pursuant to MFIPPA) <sup>1</sup> per hour | \$30.00 |

**Geographic Information System (GIS)****And Map-Related Products**

Digital True Colour Ortho-Photography for 2008 and 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) \$50.00

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

<sup>1</sup> – *Municipal Freedom of Information and Protection of Privacy Act*

### Schedule B

#### 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)

|                                                                                                                                                                                                  | The Bud Clayton Memorial Room                                                                                                                                                                                                                                                                                                                    | Frontenac Room                                                                                                                                                                                                                                                                                                                                   | Kingston Frontenac Rotary Auditorium                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 <u>or</u> 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> |

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**

---

**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 \$84.00/hour

Community Planner \$48.00/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

WiFi for Residents \$12.00/month

\$5.00 one-time set up fee

**External Catering**

See attached External Catering Form

| sodexo<br>HEALTH CARE                                                                                     |                 | CATERING ORDER FORM<br>County of Frontenac |                        | FRONTENAC |           |
|-----------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------|------------------------|-----------|-----------|
| Name of event:                                                                                            |                 | Date of event:                             |                        |           |           |
| Time of Delivery                                                                                          | Requested by:   | Location                                   |                        |           |           |
| Telephone:                                                                                                | Number of staff | Number of residents                        |                        |           |           |
| Department:                                                                                               | Cost Centre     | Number of invitees                         |                        |           |           |
| External billing:                                                                                         |                 |                                            |                        |           |           |
| Name and address for external billing must be provided by Department                                      |                 |                                            |                        |           |           |
| <b>ITEMS REQUESTED</b>                                                                                    |                 |                                            | <b>ITEMS REQUESTED</b> |           |           |
| <b>Beverages</b>                                                                                          | Serving         | Unit Cost                                  |                        | Servings  | Unit Cost |
| Coffee, sma Serves 8                                                                                      |                 | \$ 8.00                                    | \$ -                   |           |           |
| Percolator/L 30-40                                                                                        |                 | 35.00                                      | -                      |           |           |
| Thermal container, lrg                                                                                    |                 | 70.00                                      | 0                      |           |           |
| Coffee, decaffeinated                                                                                     |                 | 0.65                                       | -                      |           |           |
| Tea bag and hot water                                                                                     |                 | 1.00                                       | -                      |           |           |
| Juice, bottle                                                                                             |                 | 1.85                                       | -                      |           |           |
| Pop, can                                                                                                  |                 | 1.00                                       | -                      |           |           |
| Punch bowl, 35-40                                                                                         |                 | 8.00                                       | -                      |           |           |
| Punch bowl, 50                                                                                            |                 | 12.00                                      | -                      |           |           |
| Bottled water, 330 ML                                                                                     |                 | 1.50                                       | -                      |           |           |
| Milk, 250 ML 2%                                                                                           |                 | 1.00                                       | -                      |           |           |
| <b>Subtotal Beverages</b>                                                                                 |                 |                                            | \$ -                   |           |           |
| <b>Bakeshop</b>                                                                                           |                 |                                            |                        |           |           |
| Muffins                                                                                                   |                 | 1.20                                       | 0                      |           |           |
| Baked cookies                                                                                             |                 | 0.60                                       | 0                      |           |           |
| Croissants                                                                                                |                 | 1.00                                       | 0                      |           |           |
| Squares, 2 Each                                                                                           |                 | 0.80                                       | 0                      |           |           |
| Cake, slab 60-80                                                                                          |                 | 44.00                                      | 0                      |           |           |
| Cake, 1/2 slab                                                                                            |                 | 22.00                                      | 0                      |           |           |
| Pie, fruit Serves 8                                                                                       |                 | 12.00                                      | 0                      |           |           |
| Pie, cream... Serves 8                                                                                    |                 | 10.00                                      | 0                      |           |           |
| <b>Subtotal Bakeshop</b>                                                                                  |                 |                                            |                        |           |           |
| Yogurt                                                                                                    |                 | 1                                          | -                      |           |           |
| Pickle bowl                                                                                               |                 | 2.95                                       | -                      |           |           |
| Soup of the day, bowl                                                                                     |                 | 1.5                                        | -                      |           |           |
| Fruit, each                                                                                               |                 | 0.5                                        | -                      |           |           |
| <b>Subtotal Paper Products</b>                                                                            |                 |                                            |                        |           |           |
| <b>Combined subtotals</b>                                                                                 |                 |                                            |                        |           |           |
| Applicable Labour                                                                                         |                 |                                            |                        | 23.93     | 0         |
| Goods and Services Tax                                                                                    |                 |                                            |                        | 8%        | -         |
| Provincial Sales Tax                                                                                      |                 |                                            |                        | 7%        | -         |
| <b>GRAND TOTAL</b>                                                                                        |                 |                                            |                        |           |           |
| Recommend Report -Corporate Services – 2017 User Fees and Charges for Services By-law<br>January 18, 2017 |                 |                                            |                        |           |           |

**Schedule E****Fees 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 **\$972.00**

Additional Charges:

For each hour or portion thereof **\$243.00**

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 \$155.00

**Schedule F**

**Fees for Citizen Land Use on County Owned Property**

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**Certificate of Permission**

Application and Inspection Fee ..... \$250\*

(Based upon 4 to 8 hours for pre and post inspection and administration)

**License of Occupation**

Application and Inspection Fee ..... \$250\*

for the duration of the agreement.....+ \$100/year

(Based upon 4 to 8 hours for pre and post inspection and administration)

**Encroachment Agreement**

Application Fee ..... \$250\*

(Based upon 4 to 8 hours for pre and post inspection and administration)

**Right of Way (RoW)**

Application Fee ..... \$250\*

(Based upon 4 to 8 hours for pre and post inspection and administration)

**Sale**

Application Fee ..... \$250\*

(Based upon 4 to 8 hours for pre and post inspection and administration)

All sales in must be in accordance with the County's Sale of Real Property By-law.

\* Plus related disbursements.



**Report 2017-005**

**Recommend Report to Council**

**To:** Warden and Council Members of the County of Frontenac  
**From:** Kelly J. Pender, Chief Administrative Officer  
**Prepared by:** Marian VanBruinessen, Director of Corporate Services/Treasurer  
**Date of meeting:** January 18, 2017

**Re: Corporate Services – 2016 Federal Gas Tax Allocation Bylaw Amendment**

**Recommendation**

**Resolved That** Council of the County of Frontenac accept the Corporate Services – 2016 Federal Gas Tax Allocation By-law Amendment report;

**And Further That** the Clerk be directed to bring forward a by-law to amend By-law 2016-0050 to authorize the revised distribution of Federal Gas Tax to the Township of North Frontenac

**Background**

The County is bound by the terms and conditions of the Federal Gas Tax Agreement with the Association of Municipalities of Ontario (AMO).

**Comment**

Through the 2016 budget process, the Federal Gas Tax received in 2016, \$801,884, was to be distributed to the Township by weighted assessment.

In addition, other Federal Gas Tax funds are forwarded to the Townships for Community Improvement Plans, Eco-tourism projects and Smaller Scale sustainability projects. As the total amounts of those distributions are not known until later in the year the Bylaw must include those additional transfers.

The invoice forwarded to the County by North Frontenac for inclusion under the Eco Tourism program originally exceeded the Township's allocation and has the distribution has been revised from \$59,243.8 to \$38,674.

**Sustainability Implications**

Governance – appropriate stewardship of County resources.

**Financial Implications**

A transfer from the Federal Gas Tax Reserve to the Townships as identified in the bylaw is required.

**County Of Frontenac Distribution of Federal Gas Tax to Eligible Municipalities  
For 2016**

| <b>Municipality</b>                                       | <b>Weighted<br/>Assessment<br/>%</b> | <b>Distribution<br/>based on<br/>Weighted<br/>Assessment</b> | <b>Additional<br/>Distributions</b> | <b>Federal Gas Tax<br/>Total Distribution</b> |
|-----------------------------------------------------------|--------------------------------------|--------------------------------------------------------------|-------------------------------------|-----------------------------------------------|
|                                                           | <b>2016</b>                          |                                                              |                                     | <b>2016</b>                                   |
| Township of Frontenac Islands                             | 9.86%                                | \$79,093                                                     | \$ 6,415                            | \$ 85,508                                     |
| Township of South Frontenac                               | 57.89%                               | \$464,189                                                    | \$ 30,500                           | \$ 494,689                                    |
| Township of Central Frontenac                             | 16.35%                               | \$131,141                                                    | \$10,000                            | \$ 141,141                                    |
| Township of North Frontenac                               | 15.90%                               | \$127,461                                                    | \$38,674                            | \$ 166,135                                    |
| <b>Total Federal Gas Tax Distribution from the County</b> |                                      |                                                              |                                     | <b>\$887,473</b>                              |

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

Township Treasurers



**Report 2017-007**

**Recommend Report to Council**

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

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

**Prepared by:** Paul J. Charbonneau, Director of Emergency and Transportation Services/Chief of Paramedic Services

**Date of meeting:** January 18, 2017

**Re:** **Emergency and Transportation Services – Canadian Safety & Security Program (CSSP) – Canadian Standard for Paramedic Ground Emergency Response Vehicles and Equipment**

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**Recommendation**

**Be It Resolved That** the Council of the County of Frontenac accept this Emergency and Transportation Services – Canadian Safety & Security Program (CSSP) – Canadian Standard for Paramedic Ground Emergency Response Vehicles and Equipment;

**And Further That** the Council of the County of Frontenac authorize the Warden and Clerk to execute an agreement with the Government of Canada to conduct the research project as outlined in the attached Project Charter.

**And Further That** the Council of the County of Frontenac authorize the Warden and Clerk to execute an agreement with the Canadian Standards Association (CSA) to conduct the research project as outlined in the attached Project Charter.

**And Finally That** the Council of the County of Frontenac authorize the Warden and Clerk to execute an agreement with the University of Waterloo, Office of Research, Research Partnerships to conduct the research project as outlined in the attached Appendix “A” – CSSP Project Charter.

**Background**

The Canadian Safety and Security Program (CSSP) is a federally-funded program, led by Defence Research and Development Canada’s Centre for Security Science (DRDC CSS), in partnership with Public Safety Canada.

Launched in 2012, CSSP's collaborative model fosters, through different mechanisms, innovative science and technology advancements that contribute to the safety and security of Canadians. In order to sustain growth in our fields of interest, increase capabilities and respond to a changing environment, DRDC CSS works domestically and internationally in partnership with government, industry, and academia.

### *Vision*

"A safe and secure Canada through science and technology leadership"

### *Mission*

The Canadian Safety and Security Program's (CSSP) mission is to strengthen Canada's ability to anticipate, prevent, mitigate, prepare for, respond to, and recover from natural disasters, serious accidents, crime and terrorism through the convergence of science and technology (S&T) with policy, operations, and intelligence.

The CSSP is led by DRDC's Centre for Security Science (DRDC CSS), in partnership with Public Safety Canada, and supports academic, first responders, federal, provincial or municipal government-led projects in collaboration with response and emergency management organizations, non-governmental agencies, industry and academia.

### **Comment**

The County of Frontenac, the Canadian Standards Association (CSA) and the University of Waterloo, Office of Research, Research Partnerships will lead a research effort (details attached as Appendix "A", CSSP Project Charter), to enhance our understanding of vehicle and equipment design and its effect on paramedic wellness:

"Ergonomics (also known as Human Factors Engineering) is the science and practice that seeks to maximize both health and performance. The paramedic sector is in critical need of standards to help protect health and improve performance which will result in an elevated quality of care to Canadians. Paramedics suffer considerably more lost time injuries per worker hour than nearly any other employment sector. Approximately 1 in 2 paramedics report pain and discomfort in the low back, shoulders and neck (Aasa et al., 2005), while 1 in 3 report suffering an injury (Heick et al., 2009). In Canada, paramedics suffer lost time injuries six times more often than any other rate group (Workplace Safety and Insurance Board of Ontario). Further, early retirement on medical grounds represents a real problem, affecting the long-term viability of a healthy paramedic workforce (Rodgers, 1998). Reduced response capabilities on account of a diminishing healthy workforce pose a severe threat to public safety. Also, poor access to well-designed equipment or an inability to provide pre-hospital emergency care to the patient due to cramped spaces or an ill-placed stretcher could have serious threats to patient health and wellbeing. The provision of standards that address these concerns will advance paramedics' ability to provide critical care.

Considering these challenges, and the stated need to consider ergonomics in the design of the ambulance and paramedic equipment, a joint collaboration between the County of Frontenac, CSA group, PAC, PCC, Dessercom Inc. (a respected leading paramedic service in the adoption and use of next generation vehicles and equipment) and the Centre of Research Expertise for the Prevention of Musculoskeletal Disorders (CRE-MSD), hosted at the University of Waterloo, will develop and promote a Canadian Standard that identifies the minimum human factors/ergonomics design and usage requirements for vehicles and equipment with consideration to paramedic and patient safety and infection control.”

The Council of the County of Frontenac has demonstrated its commitment to paramedic wellness in its support of leading edge research on vehicle construct and design Integrated Patient Transport System (IPTS) and power stretcher project.

**Financial Implications**

There is in-kind administrative overhead associated with this project.

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

Defence Research and Development Canada's Centre for Security Science (DRDC CSS)  
Canadian Safety and Security Program (CSSP)  
Paramedic Chiefs of Canada (PCC)  
Paramedic Association of Canada (PAC)  
Canadian Standards Association (CSA)  
University of Waterloo, Office of Research, Research Partnerships  
Centre of Research Expertise for the Prevention of Musculoskeletal Disorders (CRE-MSD)

# Unclassified

Schedule A to By-law 2017-0005

## **Canadian Safety and Security Program (CSSP) Project Charter**

### **Canadian Standard for Paramedic Ground Emergency Response Vehicles and Equipment CSSP-2016-CP-2285**

Version: 1.0

Project #: CSSP-2016-CP-2285

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## RECORD OF AMENDMENTS

Record major changes between final Charter versions; commencing at Version 1, initial Charter.

| Charter Version No. | Amendment / Section Amended | Entered By   | Amendment Date  |
|---------------------|-----------------------------|--------------|-----------------|
| Version 1.0         | Initial Charter             | Michel Ruest | 24 October 2016 |
|                     |                             |              |                 |
|                     |                             |              |                 |
|                     |                             |              |                 |
|                     |                             |              |                 |
|                     |                             |              |                 |

Charter Revision: Project changes that impact scope, budget or schedule require a full Charter revision and sign off by all participants. Charter Amendment: Project changes that are minor and do not impact scope, budget (with no impact to FY Cash flow) or schedule require a Charter Amendment and sign off by the Lead Government Department and DRDC CSS.

## **INTRODUCTION**

### **1. Purpose**

The Project Charter is established between Defence Research and Development Canada, Centre for Security Science (DRDC CSS) and Project participants to acknowledge the existence of a project. The Charter outlines the parameters and structure of the project and includes project objectives; outcomes; impact; risks; schedule; resources; budget; and project organization. The Charter, itself, is not a contract. A contract or Memorandum of Agreement (MOA) must be issued through Public Works and Government Services Canada (PWGSC) to non-federal government partners prior to the commencement of any project activities. In case of conflict, any resultant contract/MOA takes precedence over the Charter.

### **2. Summary**

This Project Charter hereby establishes the Canadian Standard for Paramedic Ground Emergency Response Vehicles and Equipment as a Project in accordance with the Canadian Safety and Security Program (CSSP) managed through DRDC CSS. This Call for Proposals project is being conducted primarily for the Paramedic Services Portfolio.

### **3. CSSP Outcomes**

This project contributes to the following CSSP Outcomes:

- Strong Communities
- Evidence-based Policy
- CSS Management Objectives

### **4. Background**

Strengthening the capacity of the paramedic community through the generation of evidence and development of standards pertaining to the design and use of next generation ambulances and equipment is an important S&T challenge identified by CSSP. Addressing this challenge is also a key priority for our project partners: The Canadian Standard Association (operating as the CSA Group), Paramedic Chiefs of Canada (PCC) and Paramedic Association of Canada (PAC) in addition to service providers including our partner Dessercom Inc. In their 2014 Canadian Paramedic Services Standards Report: A Strategic Planning Report (CSSP-2012-CD-1044) our partners identified critical gaps, such as a lack of consideration of ergonomic issues in ambulance design, in the existing standards landscape. This prompted their recommendations that ambulance design, equipment and supplies should be considered as priority areas for future standards work.

At the 2016 PCC annual conference, held in Saskatoon, Saskatchewan, the PCC board of directors reaffirmed the need to address the “standards gap” in upcoming years. Our proposed three-year Research and Development project will directly address this need by developing a Canadian Standard pertaining to ambulance design, equipment and supplies. This project aligns with a Technology Readiness Level of 4, where existing research, expertise and standards will be reviewed and integrated into the development of a standard targeting the design and use of the ambulance and paramedic equipment.

### **5. Objective(s)**

Ergonomics (also known as Human Factors Engineering) is the science and practice that seeks to maximize both health and performance. The paramedic sector is in critical need of standards to help protect health and improve performance which will result in an elevated quality of care to Canadians. Paramedics suffer considerably more lost time injuries per worker hour than nearly any other employment sector. Approximately 1 in 2 paramedics report pain and discomfort in the low back, shoulders and neck (Aasa et al., 2005), while 1 in 3 report suffering an injury (Heick et al., 2009). In Canada, paramedics suffer lost time injuries six times more often than any other rate group (Workplace Safety and Insurance Board of Ontario). Further, early retirement on medical grounds represents a real problem, affecting the long-term viability of a healthy paramedic workforce (Rodgers, 1998). Reduced response capabilities on account of a diminishing healthy workforce pose a severe threat to public safety. Also, poor access to well-designed equipment or an inability to provide pre-hospital emergency care to the patient due to cramped spaces or an ill-placed stretcher could have serious threats to

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patient health and wellbeing. The provision of standards that address these concerns will advance paramedics' ability to provide critical care.

Considering these challenges, and the stated need to consider ergonomics in the design of the ambulance and paramedic equipment, a joint collaboration between the County of Frontenac, CSA group, PAC, PCC, Dessercom Inc. (a respected leading paramedic service in the adoption and use of next generation vehicles and equipment) and the Centre of Research Expertise for the Prevention of Musculoskeletal Disorders (CRE-MSD), hosted at the University of Waterloo, will develop and promote a Canadian Standard that identifies the minimum human factors/ergonomics design and usage requirements for vehicles and equipment with consideration to paramedic and patient safety and infection control.

## **6. Impact on the CSSP Outcome(s)**

This study will generate valuable information to facilitate future policy development and will strengthen the capacity of the paramedic community through the generation of evidence and development of standards pertaining to the design and use of next generation ambulances and equipment.

## **PROJECT SCOPE**

The scope of our proposed work is to develop and promote a Canadian Standard that identifies the minimum human factors/ergonomics design and usage requirements for emergency response vehicles and equipment with consideration to paramedic and patient safety and infection prevention and control. The proposed Standard will provide guidelines to:

1. Support manufacturers in designing emergency response vehicles and/or equipment in accordance with evidence-based practices;
2. Support the procurement of appropriately designed emergency response vehicles and/or equipment in accordance with evidence-based practices;
3. Direct paramedics in the safe and responsible usage of emergency response vehicles and/or equipment;
4. Protect the health, safety and wellbeing of paramedic personnel (i.e., preventing musculoskeletal disorders (MSD), preventing the spread of communicable diseases); and,
5. Protect public safety by improving patient safety and improving the capacity of emergency responders.

The proposed standard will facilitate paramedic services in continually updating and monitoring response vehicles and/or equipment to maintain the best level of protection for the public, patients and paramedics.

## **7. Included Work**

In accordance with CSA Group's accredited standards development process, we will develop this standard by working through four phases.

Phase 1 – Preparatory Tasks Develop the Charter with CSSP for the project. Establish contracts with CSA and CRE-MSD; Recruit core research team to include expertise in ergonomics/human factors, ambulance vehicle design, infection control, and manufacturing; and Establish a terms of reference.

Phase 2 – Research Tasks Conduct an environmental scan of existing standards & guidelines, leveraging from the Canadian Paramedic Services Standards Report: A Strategic Planning Report Annex A (CSSP-2012-CD-1044; Complete a systematic review of the academic literature concerning ambulance vehicle design, paramedic equipment design and usage, and infection control for mobile health care settings; and Conduct a needs assessment to identify issues, gaps and needs of key stakeholders (e.g. labour, management, procurement, regulators, manufacturers), including a vehicle and equipment survey to identify equipment and vehicles currently in operation across Canada.

Phase 3 – Standards Development, Approval and Publication Tasks: Develop evidence-informed seed document. Identify stakeholder and establish the Technical Committee (TC). Hold TC meetings to develop the draft standard based on Seed Document. Facilitate a 60-day public review period. Obtain TC consensus to proceed to vote. Facilitate a 30-day TC vote on the draft standard. Address comments received with the goal of obtaining final committee consensus and approval. The final draft standard will be finalized, edited, translated and prepared for publication. Following approval, the standard will be published and made available through free view-access. The transition and implementation plan will be finalized and executed.

Phase 4 – Knowledge Translation An integrated knowledge translation (iKT) strategy will be applied in this project, maximizing the potential for uptake and adoption of the proposed standard. We will execute our iKT strategy by recruiting key stakeholders (e.g., from labour, management, procurement, regulators, manufacturers) to participate throughout this project (see operational support letters).

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## 8. Excluded Work

This study will not set service levels for the municipality or any of the partners; rather, this study will strengthen the capacity of the paramedic community through the generation of evidence and development of standards that may inform policy for paramedic services.

## 9. Assumptions

The assumption is that there will be engagement with the paramedic community and other key stakeholders to form a Technical Committee. Further, it is assumed that participation in both the development of the standard and completion of the public review process will be undertaken by paramedic stakeholders.

## 10. Constraints

The following constraints may affect our ability to conduct the project:

1. Timing of contracting signing to meet the agreed-upon deadlines;
2. Lack of continued support and active and timely participation of partners, contractors and volunteer TC members;
3. Lack of consensus achieved, and associated CSA and Standards Council of Canada policy and procedures may affect the timeframe for completion of the standards development phases.

## 11. Related Projects

This project is related to CSSP-2015-CP-2108 [Canadian Paramedic Health and Wellness Project, and CSSP 2015-TI-2180 [CSA Community Paramedic Standards].

# PROJECT PLAN

## 12. Schedule and Work Breakdown Structure

### 12.1 Schedule: The Project will start on 1 January 2017 and will be completed by 31 March 2020.

For Contract(s) or MOA(s) established under this project, the project activities will start upon issuance of Contract or MOA.

### 12.2 Work Breakdown Structure (WBS):

The schedule shows the planned start and stop dates for each task in the WBS and appropriate milestones and/or delivery dates. The total Project period of performance is indicated in months from the start date through the completion date.

| Task # | Description                          | Deliverable(s)                                   | Performed By    | Start Date | End Date |
|--------|--------------------------------------|--------------------------------------------------|-----------------|------------|----------|
| 1      | Phase 1 - Preparatory                | Signed Charter and contracts, terms of reference | CRE-MSD and CSA | 01/17      | 02/17    |
| 2      | Phase 2a – Environmental Scan        | Technical Report                                 | CRE-MSD         | 03/17      | 12/17    |
| 3      | Phase 2b – Literature Review         | Technical Report                                 | CRE-MSD         | 04/17      | 01/18    |
| 4      | Phase 2c – Needs Assessment          | Technical Report                                 | CRE-MSD         | 05/17      | 02/18    |
| 5      | Phase 3a – Seed Document Development | Technical Report                                 | CRE-MSD and CSA | 05/17      | 07/17    |
| 6      | Phase 3b – Standards                 | TC minutes and draft standard; collation         | CRE-MSD         | 06/17      | 02/19    |

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|   | Development                      | of comments received and proposed resolutions to address the comments   | and CSA         |       |       |
|---|----------------------------------|-------------------------------------------------------------------------|-----------------|-------|-------|
| 7 | Phase 3c – Standards Approval    | TC ballot of draft standard; comment summary with proposed resolutions. | CRE-MSD and CSA | 03/19 | 06/19 |
| 8 | Phase 3d – Standards Publication | Publication in both official languages                                  | CRE-MSD and CSA | 07/19 | 09/19 |
| 9 | Phase 4 – Knowledge Transfer     | Communications Plan                                                     | CRE-MSD and CSA | 09/19 | 12/19 |

The Project will provide DRDC CSS with the following outputs (templates to be provided by DRDC CSS):

- Signed Project Charter
- Quad Chart
- Progress Reports (per schedule provided by DRDC CSS)
- YE Financial Report (for other government departments)
- Project Completion Report
- Record of Decision of Project Review Committee (PRC) meeting, if/when a PRC is held.

### 12.3 Project Gantt chart (Optional)

N/A

## 13. Budget

### 13.1 CSSP Funds – as provided to the project by DRDC CSS

| Organization funds will be distributed to | General Ledger | CSSP Funds FY 16/17 | CSSP Funds FY 17/18 | CSSP Funds FY 18/19 | CSSP Funds FY 19/20 | CSSP Funds TOTAL |
|-------------------------------------------|----------------|---------------------|---------------------|---------------------|---------------------|------------------|
| Frontenac County                          | 4927           | \$19,300.00         | \$278,900.00        | \$229,800.00        | \$108,600.00        | \$636,600.00     |
| <b>Total</b>                              |                | \$19,300.00         | \$278,900.00        | \$229,800.00        | \$108,600.00        | \$636,600.00     |

### 13.2 In-Kind Co-Investment

| Organization Providing | General Ledger | FY 16/17    | FY 17/18     | FY 18/19     | FY 19/20    | TOTAL        |
|------------------------|----------------|-------------|--------------|--------------|-------------|--------------|
| CRE-MSD                | 4926           | \$7,500.00  | \$105,000.00 | \$27,500.00  | 34,500.00   | \$174,500.00 |
| Frontenac County       | 4926           | \$1,000.00  | \$4,000.00   | \$23,600.00  | \$6,200.00  | \$34,800.00  |
| CSA                    | 4926           | \$2,000.00  | \$0.00       | \$144,750.00 | \$44,700.00 | \$191,450.00 |
| PCC                    | 4926           | \$1,000.00  | \$4,000.00   | \$20,000.00  | \$5,000.00  | \$30,000.00  |
| PAC                    | 4926           | \$1,000.00  | \$4,000.00   | \$20,000.00  | \$5,000.00  | \$30,000.00  |
| <b>Total</b>           |                | \$12,500.00 | \$117,000.00 | \$235,850.00 | \$95,400.00 | \$460,750.00 |

### 13.3 Cash Co-Investment

| Organization Providing | General Ledger | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 | TOTAL  |
|------------------------|----------------|----------|----------|----------|----------|--------|
| <b>Total</b>           |                | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00 |

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## 14. Resource Requirements

### 14.1 Personnel (DRDC CSS and Lead)

| Name/Role                                 | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 | Total |
|-------------------------------------------|----------|----------|----------|----------|-------|
| Michel Ruest, Paramedic Portfolio Manager | 0.1      | 0.1      | 0.1      | 0.1      | 0.4   |

### 14.2 Facilities and Equipment

The following equipment and facilities will be required for the Project:

n/a

## 15. Risks

| Risk                                                                                                 | Probability (H/M/L) | Impact (H/M/L) | Type      | Mitigation Strategy                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------|---------------------|----------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Charter not signed                                                                                   | L                   | H              | Scope     | Early engagement with stakeholders will ensure all concerns and issues are addressed prior to the establishing the Charter.                                                                                                                                                                         |
| Contracts not signed                                                                                 | L                   | H              | Scope     | Early engagement with stakeholders will ensure all concerns and issues are addressed prior to the establishing the Contracts.                                                                                                                                                                       |
| Terms of Reference not approved                                                                      | L                   | H              | Scope     | Early engagement with stakeholders will ensure all concerns and issues are addressed prior to the establishing the Terms of Reference.                                                                                                                                                              |
| Research is incomplete and results are inconclusive                                                  | L                   | M              | Technical | The content of the standard will be based on current knowledge                                                                                                                                                                                                                                      |
| Lack of continued support and timely participation of partners, contractors and volunteer TC members | L                   | M              | Technical | The partners have already demonstrated support from key stakeholders. In accordance with CSA accredited P&P, members would be reminded of their roles, responsibilities, and conduct, and if necessary the structure and membership of the TC would be changed and Working Groups would be created. |
| Non-completion of the Standard Development phases within the allotted timeframe                      | L                   | L              | Schedule  | The project plan would be changed to undertake more work electronically and through Working Groups.                                                                                                                                                                                                 |
| Consensus not achieved                                                                               | L                   | H              | Technical | With CSA's extensive knowledge of, and experience in, standards development process, methodology for attaining consensus and managing multi-stakeholder projects, possible areas of non-consensus will be identified and resolved during the standards development phase prior to                   |

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|                                                     |   |   |           |                                                                                                                                                                              |
|-----------------------------------------------------|---|---|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                     |   |   |           | issuing the ballot.                                                                                                                                                          |
| Non-compliances raised during the procedural review | L | M | Technical | CSA's extensive knowledge of, and experience in, standards development process will ensure that all requirements will be reviewed prior to submission of the draft standard. |

Note 1: (H/M/L) = high, medium or low

Note 2: Examples of 'Risk Type' include: financial, schedule, scope, technical

## 16. Evaluation of Project Success

The project will be deemed a success if there is an update in the operational practices and policies related to paramedic ground emergency response vehicles and equipment based on the information gained from the study and the evidence-informed standard.

## 17. Procurement Strategy

This project was approved through the call for proposal process. A MOA between DRDC CSS and County of Frontenac will be the contract for payment. A direct contract will be established with County of Frontenac. Payments will be firm fixed price with milestone payments. County of Frontenac will arrange for payment if any subcontracted work is completed.

## 18. Transition Strategy

The guideline would complement existing standards for protection of Paramedics, and would be used by regulatory authorities and contribute to the development of additional research and technologies. Key elements include: the final standard being made publically available in French/English, promotion of the standard through CSA Group's Communities of Interest, a link to the standard being made available on the Paramedic Chiefs of Canada and Paramedic Association of Canada websites, and promotion via outreach to Communities of Practice.

# PROJECT SUPPORT

## 19. Project Organization

Describe the overall structure of the project team, including DRDC CSS oversight or leadership, and other government department requirements and leadership. Indicate named personnel in the table below.

| Role                  | Name            | Organization                                                                           | Phone Number         | Email Address                    |
|-----------------------|-----------------|----------------------------------------------------------------------------------------|----------------------|----------------------------------|
| Project Leader        | Mark Williamson | DRDC CSS                                                                               | 613-944-8195         | Mark.Williamson@forces.gc.ca     |
| Project Director      | Michel Ruest    | DRDC CSS                                                                               | 613-943-0720         | Michel.Ruest@forces.gc.ca        |
| Project Champion      | David Gemmill   | Frontenac County Paramedic Service                                                     | 613-389-7790 x 410   | dgemmill@frontenacounty.ca       |
| Project Manager       | Amin Yazdani    | Centre of Research Expertise for the Prevention of Musculoskeletal Disorders (CRE-MSD) | 519-888-4567 x 36376 | ayazdani@uwaterloo.ca            |
| Contracting Authority | Heather Palmer  | PWGSC                                                                                  | 873-469-4812         | Heather.Palmer@tpsgc-pwgsc.gc.ca |

Project #: CSSP-2016-CP-2285

**UNCLASSIFIED****20. Relevant Agreements/Arrangements**

Intellectual Property (IP) will be managed in accordance with the General Conditions – Research & Development 2040 and specific clauses. These will be outlined in the Contract General Conditions.

Relevant to the terms and conditions set out in the MOA between the Government of Canada (Public Works and Government Services Canada) and the *County of Frontenac*.

**21. Other Information**

NA

**22. Communications**

DRDC CSS reserves the right to disclose and/or use information from projects for which it provides funding, including the publication of a short project description on science.gc.ca. Should you have any concerns about project information being posted on the website, please discuss them with your DRDC CSS Project Director during the charter development stage. Additionally, the use and publication of information related to this Project will require review by DRDC CSS to ensure proper acknowledgement of DRDC CSS/CSSP support/contribution. In order to achieve this, Project participants will provide copies of any reports, articles, or publications to DRDC CSS at least 30 days, where possible, prior to any release, distribution or planned publication. No public announcements concerning this Project will be made without providing advance notification to DRDC CSS. Project Managers and Directors should ensure that communications are executed through a coordinated approach that favours the development of joint products and activities. DRDC CSS must receive a copy of all reports generated under the Project.

**23. Publication/Security/Controlled Goods/Distribution**

The highest level of security to be applied to information generated or exchanged by or in this Project will be Unclassified; a Security Requirements Check List (SRCL) will not be required.

The information and/or material(s) from this Project will be subject to the following Controlled Goods (CG) category: Non-CG - DMC A. The distribution of information resulting from this Project is Unlimited.

**24. Project/Charter Amendments**

Any revision to or extension of this Project will be made through a formal amendment to this Project Charter, as concurred in writing by the participants.

**25. Project Termination**

DRDC CSS, in consultation with the Lead Government Department, will make recommendations regarding the termination of a Project, whose decision will be final.

Some conditions that may lead to termination could include:

- Charter has not been signed by project participants within three (3) months of project award.
- Deliverables / Milestones not met (non-performance).
- Forecast inability to deliver (for example, key personnel have left the department or Project).
- Failure of a participant to meet contractual obligations or PSTP MOU reporting requirements.
- Change in CSSP strategic priorities or science and technology requirements.
- Lead Government Department no longer leading the research study.

Project #: CSSP-2016-CP-2285

**UNCLASSIFIED**

## **SIGNATURES**

This Project Charter will enter into effect on the date of the last signature, and will remain in effect until the completion of the project as outlined in Section 12.1, Schedule.

\_\_\_\_\_  
Kelly Pender, CAO Corporation of the County of Frontenac

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mark Williamson, Director General, DRDC CSS

\_\_\_\_\_  
Date



Report 2017-006

## Council Information Report

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

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

**Prepared by:** Joe Gallivan, Director of Planning & Economic Development

**Date of meeting:** January 18, 2017

**Re:** Planning and Economic Development – Amendments to Ontario Regulation 221/06 Prescribing Frontenac County as upper-tier municipality to prepare regional Community Improvement Plans

## Recommendation

This report is for information purposes only.

## Background

At the regular Council meeting held April 20, 2016, County Council passed the following resolution:

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

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

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

Correspondence was sent to the Ministry of Municipal Affairs and Housing on April 26, 2016 advising of the Council resolution. On December 13, 2016, at County Council's request, the Minister of Municipal Affairs amended Ontario Regulation 221/06 to include Frontenac County as a prescribed upper-tier municipality to prepare regional Community Improvement Plans. A copy of this confirmation from the Ministry of Municipal Affairs is attached to this report as Appendix A. Frontenac is the first County to receive this permission; all other upper tier governments that have this ability are regional governments in the Greater Toronto Area.

County Council recognized the value of having the ability by adopting a special policy in the County Official Plan:

***“4.5.4.1 Special Policy – Regional Community Improvement Plans***

*There a number of planning and sustainability issues that may be better addressed at a regional level to allow for greater participation in a CIP program and to deal with cross-boundary community improvement issues (e.g., trails, renewable energy projects, transportation corridors).*

*County Council shall seek to become a prescribed municipality for the purposes of Section 28 of the Planning Act immediately following approval of this Plan.”*

Section 28 (4.0.1) of the *Planning Act* limits the CIP of an upper-tier municipality to deal only with prescribed matters. Ontario Regulation 550/06 sets out those matters:

- 1) Infrastructure within the upper-tier municipality's jurisdiction:
- 2) Land and buildings within or next to planned transit corridors that have the potential to provide a higher density of development or redevelopment; and
- 3) Affordable housing.

“Infrastructure” as defined in O.Reg. 550/06 means physical structures and facilities that form the foundation of development, including communication systems, transportation corridors and facilities, waste management systems, as well as waterworks, sewage works and associated facilities. In the case of Frontenac County, the K&P Trail network would meet this definition.

For Council's information, Ontario Regulation 550/06 is attached to this report - Appendix B.

**Comment**

With the Minister's approval, County Council is now in a position to allow for the development of a regional Community Improvement Plan (CIP) that can be aligned with the County's broader social and/or economic development goals as set out in Council's strategic plan, the economic development charter, the County Official Plan, and *Directions for Our Future*. Staff will bring forward options for Council's consideration later this year.

**Sustainability Implications**

Community Improvement Plans are a key planning tool used to encourage redevelopment and investment in a community. They can also be used for cultural, social, economic and environmentally-related projects such as enhancing heritage resources, the creation of affordable housing, and the promotion of green buildings. The process to develop a CIP takes principles from the Integrated Community Sustainability Plan and from local residents and business owners in order to develop a plan that incorporates all four pillars of sustainability.

**Financial Implications**

There are no financial implications associated with this report.

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

Ministry of Municipal Affairs

Ministry of  
Municipal Affairs

Ministère des  
Affaires municipales

Ministry of  
Housing

Ministère du  
Logement

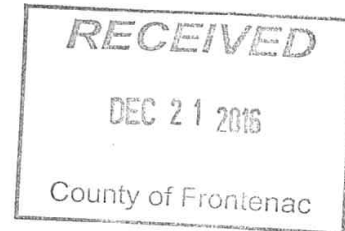


Municipal Services Office  
(Eastern Ontario)  
Rockwood House  
8 Estate Lane  
Kingston, ON K7M 9A8

Bureau des services aux municipalités  
de l'Est de l'Ontario  
Maison Rockwood  
8 ruelle Estate  
Kingston ON K7M 9A8

Phone: (613) 545-2100  
Facsimile: (613) 548-6822  
Toll Free: 1-800-267-9438

Téléphone: (613) 545-2100  
Télécopieur: (613) 548-6822  
Sans frais: 1-800-267-9438



December 15, 2016

Your Worship  
Mayor Frances Smith  
Warden, Frontenac County  
2069 Battersea Road  
Glenburnie, ON KOH 1S0

Dear Warden Smith:

Further to your request of April 26, 2016 to amend Ontario Regulation 221/07 to include the County in the list of upper-tier municipalities authorized to use Community Improvement Plan (CIP) tools under section 28 of the *Planning Act*, I wish to inform you that Ontario Regulation 451/16, amending O. Reg. 221/07, was filed on December 14, 2016 (see copy attached). The Regulation came into force on the day it was filed.

Should you have any questions, please feel free to contact me at 613-545-2132 or you can reach me via e-mail at [michael.elms@ontario.ca](mailto:michael.elms@ontario.ca). Alternatively, you may wish to contact Morgan Alger, Planner, at 613-545-2118 or via e-mail at [morgan.alger@ontario.ca](mailto:morgan.alger@ontario.ca)

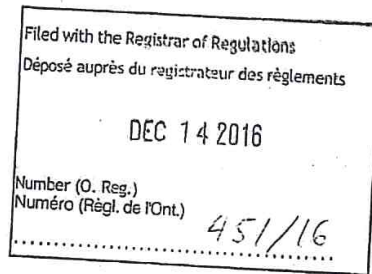
Sincerely,

A handwritten signature in black ink, appearing to read "Michael Elms".

Michael Elms, MURP  
Manager – Community Planning & Development

c: Kelly Pender, CAO, Frontenac County  
Joe Gallivan, Director of Planning and Economic Development, Frontenac County

**CONFIDENTIAL**  
Until filed with the  
Registrar of Regulations



**Bilingual**

**ONTARIO REGULATION**  
made under the  
**PLANNING ACT**  
Amending O. Reg. 221/07  
(COMMUNITY IMPROVEMENT PLANS - PRESCRIBED UPPER-TIER  
MUNICIPALITIES).

1. Paragraphs 1 to 6 of section 1 of Ontario Regulation 221/07 are revoked and the following substituted:

1. County of Frontenac.
2. Regional Municipality of Durham.
3. Regional Municipality of Halton.
4. Regional Municipality of Niagara.
5. Regional Municipality of Peel.
6. Regional Municipality of Waterloo.
7. Regional Municipality of York.

**Commencement**

2. This Regulation comes into force on the day it is filed.

1/13/2017

O. Reg. 550/06: PRESCRIBED MATTERS - UPPER-TIER COMMUNITY IMPROVEMENT PLANS

[HOME PAGE](#) / [LAWS](#) / O. REG. 550/06: PRESCRIBED MATTERS - UPPER-TIER COMMUNITY IMPROVEMENT PLANS**Planning Act****ONTARIO REGULATION 550/06****PRESCRIBED MATTERS — UPPER-TIER COMMUNITY IMPROVEMENT PLANS**

**Consolidation Period:** From January 1, 2007 to the e-Laws currency date.

No amendments.

*This is the English version of a bilingual regulation.*

**Definition**

1. In this Regulation,

"infrastructure" means physical structures and associated facilities that form the foundation of development, including,

- (a) communications systems,
- (b) electric power systems, oil and gas pipelines, alternative energy systems and renewable energy systems,
- (c) transportation corridors and facilities,
- (d) waste management systems, and
- (e) water works, wastewater works, stormwater works and associated facilities. O. Reg. 550/06, s. 1.

**Matters that may be dealt with in upper-tier community improvement plans**

2. For the purposes of subsection 28 (4.0.1) of the Act, the community improvement plan of an upper-tier municipality may deal only with the following matters:

1. Infrastructure that is within the upper-tier municipality's jurisdiction.
2. Land and buildings within and adjacent to existing or planned transit corridors that have the potential to provide a focus for higher density mixed-use development and redevelopment.
3. Affordable housing. O. Reg. 550/06, s. 2.
3. Omitted (provides for coming into force of provisions of this Regulation). O. Reg. 550/06, s. 3.

**By-Law Number 2017-0001**

**of**

**The Corporation of the County of Frontenac**

being a by-law to authorize the Warden and Clerk to Execute a Data Sharing Agreement between the County of Frontenac and the Paramedic Chiefs of Canada (PCC)

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**Whereas** the Paramedic Chiefs of Canada (PCC) moved forward with the initiation of various strategies outlined in a white paper titled, "Defining the Road Ahead", including the development of a proposed set of performance measures for EMS; and,

**Whereas** the PCC developed and operated a Paramedic National Research Database Pilot Project, containing non-identifying EMS incident data from fourteen (14) participating Ontario emergency medical service providers that has been utilized by PCC, emergency service providers and others for approved planning, quality improvement and research purposes; and,

**Whereas** the Database was created with the intention of sharing non-identifying EMS data with PCC, and emergency services providers throughout Canada and third party organizations for development of Key Performance Indicators for Canadian EMS; and

**Whereas** the County of Frontenac is now being requested to sign an ongoing agreement to continue its participation in the Paramedic National Research Database;

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

1. **That** the Warden and Clerk are hereby authorized to execute a Data Sharing Agreement between the County of Frontenac and the Paramedic Chiefs of Canada (PCC).
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 18<sup>th</sup> day of January, 2017.

Read a Third Time, Signed, Sealed and Finally Passed this 18<sup>th</sup> day of January, 2017.

**The Corporation of the County of Frontenac**

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Ron Vandewal, Warden

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Jannette Amini, Clerk

**By-Law No. 2017-0002**

**of**

**The Corporation of the County of Frontenac**

being a by-law to authorize temporary borrowing for current expenditures for the year 2017

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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 2017 is \$38,794,555, 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 \$19,397,278 from January 1, 2017 to September 30, 2017 and \$9,698,639 from October 1, 2017 to December 31, 2017 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 2017, 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 18<sup>th</sup> day of January, 2017.

Read a Third Time and Finally Passed, Signed and Sealed this 18<sup>th</sup> day of January, 2017.

**The Corporation of the County of Frontenac**

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Ron Vandewal, Warden

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Jannette Amini, Clerk

**By-Law No. 2017-0003**

**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 18<sup>th</sup> day of January, 2017.

Read a Third Time, Signed, Sealed and Finally Passed this 18<sup>th</sup> day of January, 2017.

**The Corporation of the County of Frontenac**

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Ron Vandewal, Warden

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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 |
| Document Searches (pursuant to MFIPPA) <sup>1</sup> per hour | \$30.00 |

**Geographic Information System (GIS)****And Map-Related Products**

Digital True Colour Ortho-Photography for 2008 and 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) \$50.00

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

<sup>1</sup> – *Municipal Freedom of Information and Protection of Privacy Act*

**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><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 <u>or</u> Not For Profit</b><br><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**

---

**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 | \$84.00/hour |
|-----------------------------------------------|--------------|

|                   |              |
|-------------------|--------------|
| Community Planner | \$48.00/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

WiFi for Residents \$12.00/month

\$5.00 one-time set up fee

**External Catering**

See attached External Catering Form

| sodexo<br>HEALTH CARE          |         | CATERING ORDER FORM<br>County of Frontenac                           |      | FRONTENAC           |           |
|--------------------------------|---------|----------------------------------------------------------------------|------|---------------------|-----------|
| Name of event:                 |         | Date of event:                                                       |      |                     |           |
| Time of Delivery               |         | Requested by:                                                        |      | Location            |           |
| Telephone:                     |         | Number of staff                                                      |      | Number of residents |           |
| Department:                    |         | Cost Centre                                                          |      | Number of invitees  |           |
| External billing:              |         | Name and address for external billing must be provided by Department |      |                     |           |
| <b>ITEMS REQUESTED</b>         |         | <b>ITEMS REQUESTED</b>                                               |      |                     |           |
| <b>Beverages</b>               | Serving | Unit Cost                                                            |      | Servings            | Unit Cost |
| Coffee, sma Serves 8           |         | \$ 8.00                                                              | \$ - |                     |           |
| Percolator/L 30-40             |         | 35.00                                                                | -    |                     |           |
| Thermal container, lrg         |         | 70.00                                                                | 0    |                     |           |
| Coffee, decaffeinated          |         | 0.65                                                                 | -    |                     |           |
| Tea bag and hot water          |         | 1.00                                                                 | -    |                     |           |
| Juice, bottle                  |         | 1.85                                                                 | -    |                     |           |
| Pop, can                       |         | 1.00                                                                 | -    |                     |           |
| Punch bowl, 35-40              |         | 8.00                                                                 | -    |                     |           |
| Punch bowl, 50                 |         | 12.00                                                                | -    |                     |           |
| Bottled water, 330 ML          |         | 1.50                                                                 | -    |                     |           |
| Milk, 250 ML 2%                |         | 1.00                                                                 | -    |                     |           |
| <b>Subtotal Beverages</b>      |         | \$ -                                                                 |      |                     |           |
| <b>Bakeshop</b>                |         |                                                                      |      |                     |           |
| Muffins                        |         | 1.20                                                                 | 0    |                     |           |
| Baked cookies                  |         | 0.60                                                                 | 0    |                     |           |
| Croissants                     |         | 1.00                                                                 | 0    |                     |           |
| Squares, 2 Each                |         | 0.80                                                                 | 0    |                     |           |
| Cake, slab 60-80               |         | 44.00                                                                | 0    |                     |           |
| Cake, ½ slab                   |         | 22.00                                                                | 0    |                     |           |
| Pie, fruit Serves 8            |         | 12.00                                                                | 0    |                     |           |
| Pie, cream.. Serves 8          |         | 10.00                                                                | 0    |                     |           |
| <b>Subtotal Bakeshop</b>       |         |                                                                      |      |                     |           |
| Yogurt                         |         | 1                                                                    | -    |                     |           |
| Pickle bowl                    |         | 2.95                                                                 | -    |                     |           |
| Soup of the day, bowl          |         | 1.5                                                                  | -    |                     |           |
| Fruit, each                    |         | 0.5                                                                  | -    |                     |           |
| <b>Subtotal Paper Products</b> |         |                                                                      |      |                     |           |
| <b>Combined subtotals</b>      |         |                                                                      |      |                     |           |
| Applicable Labour              |         |                                                                      |      | 23.93               | 0         |
| Goods and Services Tax         |         |                                                                      |      | 8%                  | -         |
| Provincial Sales Tax           |         |                                                                      |      | 7%                  | -         |
| <b>GRAND TOTAL</b>             |         |                                                                      |      |                     | -         |

\*\* Indicate special requirements

**Schedule E****Fees for Services for Frontenac Paramedic Services**

---

**Special Events**

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

Basic Charge:

|                                 |          |
|---------------------------------|----------|
| 4 hours coverage minimum charge | \$972.00 |
|---------------------------------|----------|

Additional Charges:

|                                  |          |
|----------------------------------|----------|
| For each hour or portion thereof | \$243.00 |
|----------------------------------|----------|

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 | \$155.00 |
|----------|----------|

**Schedule F**

**Fees for Citizen Land Use on County Owned Property**

---

**Certificate of Permission**

Application and Inspection Fee .....\$250\*

(Based upon 4 to 8 hours for pre and post inspection and administration)

**License of Occupation**

Application and Inspection Fee .....\$250\*

for the duration of the agreement ..... + \$100/year

(Based upon 4 to 8 hours for pre and post inspection and administration)

**Encroachment Agreement**

Application Fee.....\$250\*

(Based upon 4 to 8 hours for pre and post inspection and administration)

**Right of Way (RoW)**

Application Fee.....\$250\*

(Based upon 4 to 8 hours for pre and post inspection and administration)

**Sale**

Application Fee.....\$250\*

(Based upon 4 to 8 hours for pre and post inspection and administration)

All sales in must be in accordance with the County's Sale of Real Property By-law.

\* Plus related disbursements.

**By-Law No. 2017-0004**

**Of**

**The Corporation of the County of Frontenac**

being a by-law to amend By-law 2016-0050 to authorize the Corporation of the County of Frontenac to distribute the Federal Gas Tax amongst its four lower-tier municipalities

---

**Whereas** the Corporation of the County of Frontenac (the Recipient) adopted By-law 2010-0015 which authorized the Warden and Clerk to execute an agreement with AMO regarding the Federal Gas Tax since the execution of that agreement is mandatory if the County of Frontenac wanted to participate in the transfer of federal gas tax revenue;

**And Whereas** Section 6.2 of the Agreement permits the Recipient to allocate funds to another Eligible Municipality;

**And Whereas** Council passed By-law 2016-0050 at its regular meeting held December 21, 2016 which authorizes the distribution of Federal Gas Tax Funds amongst the County's four lower tier municipalities for 2016;

**And Whereas** the Council of the County of Frontenac deems it expedient to amend By-law 2016-0050;

**Now Therefore Be It Resolved That** the Council of the Corporation of the County of Frontenac hereby orders and enacts:

1. **That** By-law 2016-0050 be amended by deleting in its entirety the County of Frontenac Distribution of Federal Gas Tax for 2016 Schedule and replace with the County of Frontenac Distribution of Federal Gas Tax for 2016 Schedule attached to this by-law;
2. **That** this By-law shall come into force and have effect upon the final passing thereof.

Read a First and Second Time this 18<sup>th</sup> day of January, 2017.

Read a Third Time and Finally Passed, Signed and Sealed this 18<sup>th</sup> day of January, 2017.

**The Corporation of the County of Frontenac**

\_\_\_\_\_  
Ron Vandewal, Warden

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

**County Of Frontenac Distribution of Federal Gas Tax to Eligible Municipalities  
For 2016**

| <b>Municipality</b>                                                                  | <b>Weighted<br/>Assessment<br/>%</b> | <b>Distribution based<br/>on Weighted<br/>Assessment</b> | <b>Additional<br/>Distributions</b> | <b>Federal Gas Tax Total<br/>Distribution</b> |
|--------------------------------------------------------------------------------------|--------------------------------------|----------------------------------------------------------|-------------------------------------|-----------------------------------------------|
|                                                                                      | <b>2016</b>                          |                                                          |                                     | <b>2016</b>                                   |
| Township of Frontenac<br>Islands                                                     | 9.86%                                | \$79,093                                                 | \$ 6,415                            | \$ 85,508                                     |
| Township of South<br>Frontenac                                                       | 57.89%                               | \$464,189                                                | \$ 30,500                           | \$ 494,689                                    |
| Township of Central<br>Frontenac                                                     | 16.35%                               | \$131,141                                                | \$10,000                            | \$ 141,141                                    |
| Township of North<br>Frontenac                                                       | 15.90%                               | \$127,461                                                | \$38,674                            | \$ 166,135                                    |
| <b>Total Federal Gas Tax Distribution from the County to Eligible Municipalities</b> |                                      |                                                          |                                     | <b>\$887,473</b>                              |

**By-Law Number 2017-0005**

**of**

**The Corporation of the County of Frontenac**

being a by-law to Authorize Warden and Clerk to Execute an Agreement with the Government of Canada, the Canadian Standards Association (CSA), and the University of Waterloo, Office of Research, Research Partnerships to conduct the research project noted in the Canadian Safety and Security Program (CSSP) Project Charter

---

**Whereas** the Canadian Safety and Security Program (CSSP) is a federally-funded program led by Defence Research and Development Canada's Centre for Security Science (DRDC CSS), in partnership with Public Safety Canada; and,

**Whereas** funding for the Paramedic Health and Wellness Program must flow through a government partner; and,

**Whereas** the County of Frontenac and the Canadian Standards Association (CSA), and the University of Waterloo, Office of Research, Research Partnerships will partner to lead a research effort, to enhance the understanding of health and wellness indicators for paramedics across Canada to help inform operational and staffing decisions; and,

**Whereas** the County of Frontenac wishes to enter into Agreement with the Government of Canada, the Canadian Standards Association (CSA), and the University of Waterloo, Office of Research, Research Partnerships, in order to participate in the Canadian Safety and Security Program (CSSP) funding opportunity:

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

1. **That** the Warden and Clerk are authorized to execute an agreement with the Government of Canada to conduct the research project as outlined in the attached Schedule "A" CSSP Project Charter
2. **That** the Warden and Clerk are authorized to execute an agreement with the Canadian Standards Association (CSA) to conduct the research project as outlined in the attached Schedule "A" CSSP Project Charter.
3. **That** the Warden and Clerk are authorized to execute an agreement with the University of Waterloo, Office of Research, Research Partnerships to conduct the research project as outlined in the attached Schedule "A" CSSP Project Charter.
4. **That** *Schedule "A"* shall form part of this by-law.

5. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 18<sup>th</sup> day of January, 2017.

Read a Third Time, Signed, Sealed and Finally Passed this 18<sup>th</sup> day of January, 2017.

**The Corporation of the County of Frontenac**

\_\_\_\_\_  
Ron Vandewal, Warden

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

\_\_\_\_\_  
By-law 2017-0005 – to Authorize Warden and Clerk to Execute Agreement with the Government of Canada, the Canadian Standards Association (CSA), and the University of Waterloo, Office of Research, Research Partnerships  
January 18, 2017

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# **Unclassified**

**Schedule A to By-law 2017-0005**

## **Canadian Safety and Security Program (CSSP) Project Charter**

### **Canadian Standard for Paramedic Ground Emergency Response Vehicles and Equipment CSSP-2016-CP-2285**

Version: 1.0

Project #: CSSP-2016-CP-2285

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## RECORD OF AMENDMENTS

Record major changes between final Charter versions; commencing at Version 1, initial Charter.

| Charter Version No. | Amendment / Section Amended | Entered By   | Amendment Date  |
|---------------------|-----------------------------|--------------|-----------------|
| Version 1.0         | Initial Charter             | Michel Ruest | 24 October 2016 |
|                     |                             |              |                 |
|                     |                             |              |                 |
|                     |                             |              |                 |
|                     |                             |              |                 |
|                     |                             |              |                 |

Charter Revision: Project changes that impact scope, budget or schedule require a full Charter revision and sign off by all participants. Charter Amendment: Project changes that are minor and do not impact scope, budget (with no impact to FY Cash flow) or schedule require a Charter Amendment and sign off by the Lead Government Department and DRDC CSS.

## **INTRODUCTION**

### **1. Purpose**

The Project Charter is established between Defence Research and Development Canada, Centre for Security Science (DRDC CSS) and Project participants to acknowledge the existence of a project. The Charter outlines the parameters and structure of the project and includes project objectives; outcomes; impact; risks; schedule; resources; budget; and project organization. The Charter, itself, is not a contract. A contract or Memorandum of Agreement (MOA) must be issued through Public Works and Government Services Canada (PWGSC) to non-federal government partners prior to the commencement of any project activities. In case of conflict, any resultant contract/MOA takes precedence over the Charter.

### **2. Summary**

This Project Charter hereby establishes the Canadian Standard for Paramedic Ground Emergency Response Vehicles and Equipment as a Project in accordance with the Canadian Safety and Security Program (CSSP) managed through DRDC CSS. This Call for Proposals project is being conducted primarily for the Paramedic Services Portfolio.

### **3. CSSP Outcomes**

This project contributes to the following CSSP Outcomes:

- Strong Communities
- Evidence-based Policy
- CSS Management Objectives

### **4. Background**

Strengthening the capacity of the paramedic community through the generation of evidence and development of standards pertaining to the design and use of next generation ambulances and equipment is an important S&T challenge identified by CSSP. Addressing this challenge is also a key priority for our project partners: The Canadian Standard Association (operating as the CSA Group), Paramedic Chiefs of Canada (PCC) and Paramedic Association of Canada (PAC) in addition to service providers including our partner Dessercom Inc. In their 2014 Canadian Paramedic Services Standards Report: A Strategic Planning Report (CSSP-2012-CD-1044) our partners identified critical gaps, such as a lack of consideration of ergonomic issues in ambulance design, in the existing standards landscape. This prompted their recommendations that ambulance design, equipment and supplies should be considered as priority areas for future standards work.

At the 2016 PCC annual conference, held in Saskatoon, Saskatchewan, the PCC board of directors reaffirmed the need to address the “standards gap” in upcoming years. Our proposed three-year Research and Development project will directly address this need by developing a Canadian Standard pertaining to ambulance design, equipment and supplies. This project aligns with a Technology Readiness Level of 4, where existing research, expertise and standards will be reviewed and integrated into the development of a standard targeting the design and use of the ambulance and paramedic equipment.

### **5. Objective(s)**

Ergonomics (also known as Human Factors Engineering) is the science and practice that seeks to maximize both health and performance. The paramedic sector is in critical need of standards to help protect health and improve performance which will result in an elevated quality of care to Canadians. Paramedics suffer considerably more lost time injuries per worker hour than nearly any other employment sector. Approximately 1 in 2 paramedics report pain and discomfort in the low back, shoulders and neck (Aasa et al., 2005), while 1 in 3 report suffering an injury (Heick et al., 2009). In Canada, paramedics suffer lost time injuries six times more often than any other rate group (Workplace Safety and Insurance Board of Ontario). Further, early retirement on medical grounds represents a real problem, affecting the long-term viability of a healthy paramedic workforce (Rodgers, 1998). Reduced response capabilities on account of a diminishing healthy workforce pose a severe threat to public safety. Also, poor access to well-designed equipment or an inability to provide pre-hospital emergency care to the patient due to cramped spaces or an ill-placed stretcher could have serious threats to

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patient health and wellbeing. The provision of standards that address these concerns will advance paramedics' ability to provide critical care.

Considering these challenges, and the stated need to consider ergonomics in the design of the ambulance and paramedic equipment, a joint collaboration between the County of Frontenac, CSA group, PAC, PCC, Dessercom Inc. (a respected leading paramedic service in the adoption and use of next generation vehicles and equipment) and the Centre of Research Expertise for the Prevention of Musculoskeletal Disorders (CRE-MSD), hosted at the University of Waterloo, will develop and promote a Canadian Standard that identifies the minimum human factors/ergonomics design and usage requirements for vehicles and equipment with consideration to paramedic and patient safety and infection control.

## **6. Impact on the CSSP Outcome(s)**

This study will generate valuable information to facilitate future policy development and will strengthen the capacity of the paramedic community through the generation of evidence and development of standards pertaining to the design and use of next generation ambulances and equipment.

## **PROJECT SCOPE**

The scope of our proposed work is to develop and promote a Canadian Standard that identifies the minimum human factors/ergonomics design and usage requirements for emergency response vehicles and equipment with consideration to paramedic and patient safety and infection prevention and control. The proposed Standard will provide guidelines to:

1. Support manufacturers in designing emergency response vehicles and/or equipment in accordance with evidence-based practices;
2. Support the procurement of appropriately designed emergency response vehicles and/or equipment in accordance with evidence-based practices;
3. Direct paramedics in the safe and responsible usage of emergency response vehicles and/or equipment;
4. Protect the health, safety and wellbeing of paramedic personnel (i.e., preventing musculoskeletal disorders (MSD), preventing the spread of communicable diseases); and,
5. Protect public safety by improving patient safety and improving the capacity of emergency responders.

The proposed standard will facilitate paramedic services in continually updating and monitoring response vehicles and/or equipment to maintain the best level of protection for the public, patients and paramedics.

## **7. Included Work**

In accordance with CSA Group's accredited standards development process, we will develop this standard by working through four phases.

Phase 1 – Preparatory Tasks Develop the Charter with CSSP for the project. Establish contracts with CSA and CRE-MSD; Recruit core research team to include expertise in ergonomics/human factors, ambulance vehicle design, infection control, and manufacturing; and Establish a terms of reference.

Phase 2 – Research Tasks Conduct an environmental scan of existing standards & guidelines, leveraging from the Canadian Paramedic Services Standards Report: A Strategic Planning Report Annex A (CSSP-2012-CD-1044; Complete a systematic review of the academic literature concerning ambulance vehicle design, paramedic equipment design and usage, and infection control for mobile health care settings; and Conduct a needs assessment to identify issues, gaps and needs of key stakeholders (e.g. labour, management, procurement, regulators, manufacturers), including a vehicle and equipment survey to identify equipment and vehicles currently in operation across Canada.

Phase 3 – Standards Development, Approval and Publication Tasks: Develop evidence-informed seed document. Identify stakeholder and establish the Technical Committee (TC). Hold TC meetings to develop the draft standard based on Seed Document. Facilitate a 60-day public review period. Obtain TC consensus to proceed to vote. Facilitate a 30-day TC vote on the draft standard. Address comments received with the goal of obtaining final committee consensus and approval. The final draft standard will be finalized, edited, translated and prepared for publication. Following approval, the standard will be published and made available through free view-access. The transition and implementation plan will be finalized and executed.

Phase 4 – Knowledge Translation An integrated knowledge translation (iKT) strategy will be applied in this project, maximizing the potential for uptake and adoption of the proposed standard. We will execute our iKT strategy by recruiting key stakeholders (e.g., from labour, management, procurement, regulators, manufacturers) to participate throughout this project (see operational support letters).

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## 8. Excluded Work

This study will not set service levels for the municipality or any of the partners; rather, this study will strengthen the capacity of the paramedic community through the generation of evidence and development of standards that may inform policy for paramedic services.

## 9. Assumptions

The assumption is that there will be engagement with the paramedic community and other key stakeholders to form a Technical Committee. Further, it is assumed that participation in both the development of the standard and completion of the public review process will be undertaken by paramedic stakeholders.

## 10. Constraints

The following constraints may affect our ability to conduct the project:

1. Timing of contracting signing to meet the agreed-upon deadlines;
2. Lack of continued support and active and timely participation of partners, contractors and volunteer TC members;
3. Lack of consensus achieved, and associated CSA and Standards Council of Canada policy and procedures may affect the timeframe for completion of the standards development phases.

## 11. Related Projects

This project is related to CSSP-2015-CP-2108 [Canadian Paramedic Health and Wellness Project, and CSSP 2015-TI-2180 [CSA Community Paramedic Standards].

# PROJECT PLAN

## 12. Schedule and Work Breakdown Structure

### 12.1 Schedule: The Project will start on 1 January 2017 and will be completed by 31 March 2020.

For Contract(s) or MOA(s) established under this project, the project activities will start upon issuance of Contract or MOA.

### 12.2 Work Breakdown Structure (WBS):

The schedule shows the planned start and stop dates for each task in the WBS and appropriate milestones and/or delivery dates. The total Project period of performance is indicated in months from the start date through the completion date.

| Task # | Description                          | Deliverable(s)                                   | Performed By    | Start Date | End Date |
|--------|--------------------------------------|--------------------------------------------------|-----------------|------------|----------|
| 1      | Phase 1 - Preparatory                | Signed Charter and contracts, terms of reference | CRE-MSD and CSA | 01/17      | 02/17    |
| 2      | Phase 2a – Environmental Scan        | Technical Report                                 | CRE-MSD         | 03/17      | 12/17    |
| 3      | Phase 2b – Literature Review         | Technical Report                                 | CRE-MSD         | 04/17      | 01/18    |
| 4      | Phase 2c – Needs Assessment          | Technical Report                                 | CRE-MSD         | 05/17      | 02/18    |
| 5      | Phase 3a – Seed Document Development | Technical Report                                 | CRE-MSD and CSA | 05/17      | 07/17    |
| 6      | Phase 3b – Standards                 | TC minutes and draft standard; collation         | CRE-MSD         | 06/17      | 02/19    |

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|   | Development                      | of comments received and proposed resolutions to address the comments   | and CSA         |       |       |
|---|----------------------------------|-------------------------------------------------------------------------|-----------------|-------|-------|
| 7 | Phase 3c – Standards Approval    | TC ballot of draft standard; comment summary with proposed resolutions. | CRE-MSD and CSA | 03/19 | 06/19 |
| 8 | Phase 3d – Standards Publication | Publication in both official languages                                  | CRE-MSD and CSA | 07/19 | 09/19 |
| 9 | Phase 4 – Knowledge Transfer     | Communications Plan                                                     | CRE-MSD and CSA | 09/19 | 12/19 |

The Project will provide DRDC CSS with the following outputs (templates to be provided by DRDC CSS):

- Signed Project Charter
- Quad Chart
- Progress Reports (per schedule provided by DRDC CSS)
- YE Financial Report (for other government departments)
- Project Completion Report
- Record of Decision of Project Review Committee (PRC) meeting, if/when a PRC is held.

### 12.3 Project Gantt chart (Optional)

N/A

## 13. Budget

### 13.1 CSSP Funds – as provided to the project by DRDC CSS

| Organization funds will be distributed to | General Ledger | CSSP Funds FY 16/17 | CSSP Funds FY 17/18 | CSSP Funds FY 18/19 | CSSP Funds FY 19/20 | CSSP Funds TOTAL |
|-------------------------------------------|----------------|---------------------|---------------------|---------------------|---------------------|------------------|
| Frontenac County                          | 4927           | \$19,300.00         | \$278,900.00        | \$229,800.00        | \$108,600.00        | \$636,600.00     |
| <b>Total</b>                              |                | \$19,300.00         | \$278,900.00        | \$229,800.00        | \$108,600.00        | \$636,600.00     |

### 13.2 In-Kind Co-Investment

| Organization Providing | General Ledger | FY 16/17    | FY 17/18     | FY 18/19     | FY 19/20    | TOTAL        |
|------------------------|----------------|-------------|--------------|--------------|-------------|--------------|
| CRE-MSD                | 4926           | \$7,500.00  | \$105,000.00 | \$27,500.00  | 34,500.00   | \$174,500.00 |
| Frontenac County       | 4926           | \$1,000.00  | \$4,000.00   | \$23,600.00  | \$6,200.00  | \$34,800.00  |
| CSA                    | 4926           | \$2,000.00  | \$0.00       | \$144,750.00 | \$44,700.00 | \$191,450.00 |
| PCC                    | 4926           | \$1,000.00  | \$4,000.00   | \$20,000.00  | \$5,000.00  | \$30,000.00  |
| PAC                    | 4926           | \$1,000.00  | \$4,000.00   | \$20,000.00  | \$5,000.00  | \$30,000.00  |
| <b>Total</b>           |                | \$12,500.00 | \$117,000.00 | \$235,850.00 | \$95,400.00 | \$460,750.00 |

### 13.3 Cash Co-Investment

| Organization Providing | General Ledger | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 | TOTAL  |
|------------------------|----------------|----------|----------|----------|----------|--------|
| <b>Total</b>           |                | \$0.00   | \$0.00   | \$0.00   | \$0.00   | \$0.00 |

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## 14. Resource Requirements

### 14.1 Personnel (DRDC CSS and Lead)

| Name/Role                                 | FY 16/17 | FY 17/18 | FY 18/19 | FY 19/20 | Total |
|-------------------------------------------|----------|----------|----------|----------|-------|
| Michel Ruest, Paramedic Portfolio Manager | 0.1      | 0.1      | 0.1      | 0.1      | 0.4   |

### 14.2 Facilities and Equipment

The following equipment and facilities will be required for the Project:

n/a

## 15. Risks

| Risk                                                                                                 | Probability (H/M/L) | Impact (H/M/L) | Type      | Mitigation Strategy                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------|---------------------|----------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Charter not signed                                                                                   | L                   | H              | Scope     | Early engagement with stakeholders will ensure all concerns and issues are addressed prior to the establishing the Charter.                                                                                                                                                                         |
| Contracts not signed                                                                                 | L                   | H              | Scope     | Early engagement with stakeholders will ensure all concerns and issues are addressed prior to the establishing the Contracts.                                                                                                                                                                       |
| Terms of Reference not approved                                                                      | L                   | H              | Scope     | Early engagement with stakeholders will ensure all concerns and issues are addressed prior to the establishing the Terms of Reference.                                                                                                                                                              |
| Research is incomplete and results are inconclusive                                                  | L                   | M              | Technical | The content of the standard will be based on current knowledge                                                                                                                                                                                                                                      |
| Lack of continued support and timely participation of partners, contractors and volunteer TC members | L                   | M              | Technical | The partners have already demonstrated support from key stakeholders. In accordance with CSA accredited P&P, members would be reminded of their roles, responsibilities, and conduct, and if necessary the structure and membership of the TC would be changed and Working Groups would be created. |
| Non-completion of the Standard Development phases within the allotted timeframe                      | L                   | L              | Schedule  | The project plan would be changed to undertake more work electronically and through Working Groups.                                                                                                                                                                                                 |
| Consensus not achieved                                                                               | L                   | H              | Technical | With CSA's extensive knowledge of, and experience in, standards development process, methodology for attaining consensus and managing multi-stakeholder projects, possible areas of non-consensus will be identified and resolved during the standards development phase prior to                   |

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|                                                     |   |   |           |                                                                                                                                                                              |
|-----------------------------------------------------|---|---|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                     |   |   |           | issuing the ballot.                                                                                                                                                          |
| Non-compliances raised during the procedural review | L | M | Technical | CSA's extensive knowledge of, and experience in, standards development process will ensure that all requirements will be reviewed prior to submission of the draft standard. |

Note 1: (H/M/L) = high, medium or low

Note 2: Examples of 'Risk Type' include: financial, schedule, scope, technical

## 16. Evaluation of Project Success

The project will be deemed a success if there is an update in the operational practices and policies related to paramedic ground emergency response vehicles and equipment based on the information gained from the study and the evidence-informed standard.

## 17. Procurement Strategy

This project was approved through the call for proposal process. A MOA between DRDC CSS and County of Frontenac will be the contract for payment. A direct contract will be established with County of Frontenac. Payments will be firm fixed price with milestone payments. County of Frontenac will arrange for payment if any subcontracted work is completed.

## 18. Transition Strategy

The guideline would complement existing standards for protection of Paramedics, and would be used by regulatory authorities and contribute to the development of additional research and technologies. Key elements include: the final standard being made publically available in French/English, promotion of the standard through CSA Group's Communities of Interest, a link to the standard being made available on the Paramedic Chiefs of Canada and Paramedic Association of Canada websites, and promotion via outreach to Communities of Practice.

# PROJECT SUPPORT

## 19. Project Organization

Describe the overall structure of the project team, including DRDC CSS oversight or leadership, and other government department requirements and leadership. Indicate named personnel in the table below.

| Role                  | Name            | Organization                                                                           | Phone Number         | Email Address                    |
|-----------------------|-----------------|----------------------------------------------------------------------------------------|----------------------|----------------------------------|
| Project Leader        | Mark Williamson | DRDC CSS                                                                               | 613-944-8195         | Mark.Williamson@forces.gc.ca     |
| Project Director      | Michel Ruest    | DRDC CSS                                                                               | 613-943-0720         | Michel.Ruest@forces.gc.ca        |
| Project Champion      | David Gemmill   | Frontenac County Paramedic Service                                                     | 613-389-7790 x 410   | dgemmill@frontenacounty.ca       |
| Project Manager       | Amin Yazdani    | Centre of Research Expertise for the Prevention of Musculoskeletal Disorders (CRE-MSD) | 519-888-4567 x 36376 | ayazdani@uwaterloo.ca            |
| Contracting Authority | Heather Palmer  | PWGSC                                                                                  | 873-469-4812         | Heather.Palmer@tpsgc-pwgsc.gc.ca |

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**UNCLASSIFIED****20. Relevant Agreements/Arrangements**

Intellectual Property (IP) will be managed in accordance with the General Conditions – Research & Development 2040 and specific clauses. These will be outlined in the Contract General Conditions.

Relevant to the terms and conditions set out in the MOA between the Government of Canada (Public Works and Government Services Canada) and the *County of Frontenac*.

**21. Other Information**

NA

**22. Communications**

DRDC CSS reserves the right to disclose and/or use information from projects for which it provides funding, including the publication of a short project description on science.gc.ca. Should you have any concerns about project information being posted on the website, please discuss them with your DRDC CSS Project Director during the charter development stage. Additionally, the use and publication of information related to this Project will require review by DRDC CSS to ensure proper acknowledgement of DRDC CSS/CSSP support/contribution. In order to achieve this, Project participants will provide copies of any reports, articles, or publications to DRDC CSS at least 30 days, where possible, prior to any release, distribution or planned publication. No public announcements concerning this Project will be made without providing advance notification to DRDC CSS. Project Managers and Directors should ensure that communications are executed through a coordinated approach that favours the development of joint products and activities. DRDC CSS must receive a copy of all reports generated under the Project.

**23. Publication/Security/Controlled Goods/Distribution**

The highest level of security to be applied to information generated or exchanged by or in this Project will be Unclassified; a Security Requirements Check List (SRCL) will not be required.

The information and/or material(s) from this Project will be subject to the following Controlled Goods (CG) category: Non-CG - DMC A. The distribution of information resulting from this Project is Unlimited.

**24. Project/Charter Amendments**

Any revision to or extension of this Project will be made through a formal amendment to this Project Charter, as concurred in writing by the participants.

**25. Project Termination**

DRDC CSS, in consultation with the Lead Government Department, will make recommendations regarding the termination of a Project, whose decision will be final.

Some conditions that may lead to termination could include:

- Charter has not been signed by project participants within three (3) months of project award.
- Deliverables / Milestones not met (non-performance).
- Forecast inability to deliver (for example, key personnel have left the department or Project).
- Failure of a participant to meet contractual obligations or PSTP MOU reporting requirements.
- Change in CSSP strategic priorities or science and technology requirements.
- Lead Government Department no longer leading the research study.

Project #: CSSP-2016-CP-2285

**UNCLASSIFIED**

## **SIGNATURES**

This Project Charter will enter into effect on the date of the last signature, and will remain in effect until the completion of the project as outlined in Section 12.1, Schedule.

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Kelly Pender, CAO Corporation of the County of Frontenac

Date

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Mark Williamson, Director General, DRDC CSS

Date

**By-Law No. 2017-0006**

**of**

**The Corporation of the County OF Frontenac**

being a by-law to confirm all actions and proceedings of County Council on  
January 18, 2017

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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 18, 2017 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 18, 2017 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 18, 2017 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 18<sup>th</sup> day of January 2017.

Read a Third Time and Finally Passed, Signed and Sealed this 18<sup>th</sup> day of January 2017.

**The Corporation of the County Of Frontenac**

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Ron Vandewal, Warden

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Jannette Amini, Clerk