



**Frontenac County Council Meeting
Wednesday, June 21, 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 a.m.**

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 May 17, 2017;
2. A proposed or pending acquisition or disposition of land by the municipality or local board - as it relates to current negotiations of the acquisition of lands for the K&P Trail;
3. Personal matters about an identifiable individual, including municipal or local board employees - as it relates to certain employees of the Corporation;
4. Labour relations or employee negotiations as it relates to certain positions within the CUPE bargaining unit.

Approval of Addendum

- a) **Resolved That** the addendum for the June 21, 2017 meeting of the Council of the County of Frontenac be approved; and further,

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

Disclosure of Pecuniary Interest and General Nature Thereof

Adoption of Minutes

- a) Minutes of Meeting held May 17, 2017

Resolved That the minutes of the regular Council meeting held May 17, 2017 be adopted.

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Deputations and/or Presentations

- 20 - 42 a) **Mr. Sheldon Laidman**, Director, Housing & Social Services Department, City of Kingston, will present to County Council the completed review of the homelessness services offered in the County, including the attached report of the Rural Housing and Homelessness Service Delivery Report from OrgCode Consulting.
- 43 - 56 b) **Ms. Denise Cumming**, President and CEO, and **Mr. Mike McDonald** of the University Hospitals Kingston Foundation speak to County Council to present a thank you and update on the impact of Frontenac's 10 years of support, as well as a brief look-ahead at hospital capital redevelopment projects on the horizon.
[See Communications o)]
- c) **Demonstration by Frontenac Paramedic Services - The Anatomy of a 911 Response, PCP with ACP Back Up**

This presentation will be made following the Public Question Period.

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

- 57 - 69 a) **Mr. Kelly Pender**, Chief Administrative Officer, will provide Council with his monthly CAO briefing.

Report will be distributed under separate cover.

Unfinished Business

Recommend Reports from the Chief Administrative Officer

- 70 - 83 a) **2017-081**
Planning & Economic Development
Extension of Approval of Draft Plan of Subdivision – 2292 Sands Road Township of South Frontenac – County File #10T-2011/002

Recommendation:

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

And Further That the Council of the County of Frontenac extend the draft approval for the plan of subdivision for 2292 Sands Road, Battersea, to July 17, 2018, based on the attached conditions detailed in Appendix B, approved by County Council July 17, 2013.

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- b) **2017-082**
Planning & Economic Development
Extension of Approval of Draft Plan of Condominium – Cranberry Cove – County File 10CD-2012/002

Recommendation:

Resolved That the Council of the County of Frontenac receive the Planning & Economic Development – Extension of Approval of Draft Plan of Condominium – Cranberry Cove – County File 10CD-2012/002;

And Further That the Council of the County of Frontenac extend the draft approval for the plan of condominium for Cranberry Cove, to July 16, 2018, based on the attached conditions detailed in Appendix B, approved by County Council July 16, 2014.

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- c) **2017-083**
Planning and Economic Development
Seniors Housing Business Plan Proposal for the Township of Central Frontenac

Resolved That the Council of the County of Frontenac receive report 2017-083 - Seniors Housing Business Plan Proposal for the Township of Central Frontenac;

And Further That Council authorize staff to request SHS Consulting to complete a Business Plan for the Central Frontenac Senior's Housing Business Plan, (to a maximum upset of \$7,500 + HST);

And Further That funding for the business plan be taken from monies allocated by County Council for Senior's projects based upon the formula noted in the report;

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- d) **2017-084**
Office of the Chief Administrative Officer
Waste Management Opportunities – Regional Approach to Optimize Waste Diversion in Frontenac County

Recommendation:

Be It Resolved That the Council of the County of Frontenac receives the Office of the Chief Administrative Officer – Waste Management Opportunities - Regional Approach to Optimize Waste Diversion in

Frontenac County report;

And Further That Council approves retaining Cambium Inc. to submit a final grant submission to the Continuous Improvement Fund (CIF) for funding a study to identify opportunities to develop a regional approach to optimize waste diversion in Frontenac County.

And Further That should the grant submission be approved by CIF a final work plan and cost estimate be provided to County Council for their consideration prior to proceeding with the project, including Phase I and a potential Phase II.

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- e) **2017-085**
Corporate Services
Amendment to Frontenac-Howe Islander Ferry Fees and Fares Schedule

Recommendation:

Resolved That the Council of the County of Frontenac receive the Corporate Services – Amendment to 2017 Frontenac-Howe Islander Ferry Fees and Fares Schedule report;

And Further That a by-law be introduced later in the meeting to adopt the amended 2017 Frontenac-Howe Islander Ferry Fees and Fares Schedule.

Information Reports from the Chief Administrative Officer

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) Mississippi Rideau Tay Rural Health Hub Organizing Committee - Councillor Smith
- i) 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) **Support for the Sydenham Lakes and Trails Festival**

Moved by: Warden Vandewal

Seconded by: Councillor McDougall

Be It Resolved That the County of Frontenac provide a financial contribution to the Sydenham Lakes and Trails Festival in the amount of Five Hundred (\$500.00) Dollars;

And Further That this expenditure be taken from the Working Fund Reserve.

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 Township of Champlain regarding Resolution that it is Not a willing host for wind turbines.
[Distributed to Members of County Council May 19, 2017]
- b) Letter of Support from Adjala-Tosorontio regarding Waive Taxes on Canada Flags for the 150th Anniversary.

- [Distributed to Members of County Council May 19, 2017]
- c) From the Ministry of Municipal Affairs regarding Septic Tank Maintenance Records.
[Distributed to Members of County Council May 19, 2017]
- d) From the Township of Cavan Monaghan to AMO regarding Resolution distribution.
[Distributed to Members of County Council May 19, 2017]
- e) From the Township of Cavan Monaghan to Premier Wynne regarding cost of Electricity.
[Distributed to Members of County Council May 19, 2017]
- f) From the Township of Essa regarding New Driver Sign
[Distributed to Members of County Council May 19, 2017]
- g) From Deputy Warden Higgins providing his 2017-05-19 RMFEO Update.
[Distributed to Members of County Council May 26, 2017]
- h) From Lisa Hirvi. Administrator, Fairmount Home regarding follow up to Report 2017-073 FMT Q1 Report-Response.
[Distributed to Members of County Council May 26, 2017]
- i) From the Ministry of Seniors Affairs regarding June as Seniors Month in Ontario.
[Distributed to Members of County Council May 26, 2017]
- j) From Mayor Ron Higgins to Jeff Green, Frontenac News regarding the 2015 Residential Waste Diversion Rates.
[Distributed to Members of County Council June 2, 2017]
- k) From the Kingston Frontenac Housing Corporation providing its Meeting Minutes of April 24, 2017.
[Distributed to Members of County Council June 2, 2017]
- l) From the Kingston Frontenac Lennox & Addington Board of Health providing its Meeting Minutes of April 26, 2017.
[Distributed to Members of County Council June 2, 2017]
- m) From the Ministry of Municipal Affairs regarding Proposed Changes to the 2012 Ontario Building Code.
[Distributed to Members of County Council June 2, 2017]
- n) From the Sydenham Lakes and Trails Festival thanking Council for its generous donation.
[Distributed to Members of County Council June 2, 2017]
- o) From the University Hospitals Kingston Foundation providing its May 2017 report on the County of Frontenac.
[Distributed to Members of County Council June 2, 2017]
- p) Unconfirmed May 29, 2017 Accessibility Advisory Committee Minutes

[Distributed to Members of County Council June 9, 2017]

- q) From AMO regarding Critical Matters that Impact Municipalities
[Distributed to Members of County Council June 9, 2017]
- r) Unconfirmed May 17, 2017 Regular County Council Meeting Minutes
[Distributed to Members of County Council June 9, 2017]
- s) Kingston, Frontenac, Public Library Boards' 2016 Financial Statements
– Period Ending, December 31, 2016
[Distributed to Members of County Council June 16, 2017]
- t) From the College of Physicians & Surgeons of Ontario regarding the
Outstanding Ontario Physician Award.
[Distributed to Members of County Council June 16, 2017]
- u) From the Minister of Seniors Affairs thanking County Council for
proclaiming June as Seniors Month in Frontenac County.
[Distributed to Members of County Council June 16, 2017]
- v) From the Ministry of Tourism, Culture and Sport announcing the launch
of the OMCC Cycling Program.
[Distributed to Members of County Council June 16, 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 c) that have been circulated to all Members of County Council and that by-laws a) through c) be read a first and second time.
- b) Third Reading
Resolved That by-laws a) through c) be read a third time, signed, sealed and finally passed.

By-Laws

- a) To Authorize the Warden and Clerk to Execute an Agreement of Purchase and Sale with (K&P Trail Acquisition)
[Proposed By-Law No. 2017-0024]
To be distributed under separate cover

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- b) To establish a fees and fares schedule for the Frontenac-Howe Islander Ferry operation for the year 2017 and to rescind By-law 2016-0037
[Proposed By-law No. 2017-0025]

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- c) To Confirm All Actions and Proceedings of Council
[Proposed By-Law No. 2017-0026]

Adjournment

10 Recommend Reports from the Chief Administrative Officer

**a) 2017-069
Office of the Chief Administrative Office
Waste Management Opportunities - Regional Approach to Optimize
Waste Diversion in Frontenac County**

Motion #: 85-17 Moved By: Councillor Inglis
Seconded By: Warden Vandewal

Be It Resolved That the Council of the County of Frontenac receives the Office of the Chief Administrative Officer – Waste Management Opportunities - Regional Approach to Optimize Waste Diversion in Frontenac County report;

And Further That Council supports retaining Cambium Inc. to submit a Request for Expressions of Interest to the Continuous Improvement Fund for funding a study to identify opportunities to develop a regional approach to optimize waste diversion in Frontenac County.

Carried As Amended

(See motion to amend below which was Carried)

Motion to Amend

Motion #: 86-17 Moved By: Councillor Doyle
Seconded By: Councillor Nossal

Be It Resolved That the word "approve" be replaced with the word "supports".

Carried

**b) 2017-070
Corporate Services
Support for the Eastern Ontario Regional Network submission of a
business case to support improvement and expansion of cellular
networks and mobile broadband services across Eastern Ontario**

Motion #: 87-17 Moved By: Councillor Nossal
Seconded By: Councillor Smith

Be It Resolved That the Council of the County of Frontenac receive the Office of the Chief Administrative Officer – Support for the Eastern Ontario Regional Network submission of a business case to support improvement and expansion of cellular networks and mobile broadband services across Eastern Ontario report;

And Further that the Corporation of the County of Frontenac hereby strongly supports the submission of the Eastern Ontario Regional Network's submission of a business case to support improvement and expansion of cellular networks and mobile broadband services across Eastern Ontario; and

And Further that member municipalities be requested to consider support for this initiative.

Carried

11 Information Reports from the Chief Administrative Officer

- a) **2017-073
Fairmount Home
Quarterly Update Activity Report**
- b) **2017-074
Emergency and Transportation Services
Post-Traumatic Stress Disorder (PTSD) Prevention Plan**
- c) **2017-075
Corporate Services
2017 First Quarter Financial Summary**

12 Reports from Council Liaison Appointees

a) Emergency and Transportation Services - Councillor Nossal

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

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

Councillor Inglis provided an overview of the Fairmount Home liaison activities since the last Council meeting.

c) Corporate Services - Councillor Dewey

No Report.

d) Planning and Economic Development - Councillor McDougall

No Report.

13 Reports from External Boards and Committees

a) Kingston Frontenac Library Board Update - Warden Vandewal

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

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

Councillor Doyle provided an update of the happenings of the KFL&A Public Health Board since the last meeting.

c) RULAC, LSR and Other Updates

No Report

d) Algonquin Land Claim Update - Councillor Inglis

Councillor Inglis provided an update of the happenings of the Algonquin Land Claim since the last meeting.

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

Councillor Nossal provided an update of the happenings of the Frontenac County Youth Justice Advisory Committee since the last meeting.

f) Housing and Homelessness Committee Update - Councillor McDougall

No Report.

g) Rideau Corridor Landscape Steering Committee Update - Councillor McDougall

Councillor McDougall provided an update of the happenings of the Rideau Corridor Landscape Steering Committee since the last meeting.

h) Eastern Ontario Warden's Caucus Update – Warden & COA

No report as this is covered under the CAO monthly briefing. This will be removed from future agendas.

i) Mississippi Rideau Tay Rural Health Hub Organizing Committee - Councillor Smith

No Report.

j) Food Policy Council of Kingston, Frontenac, Lennox and Addington - Councillor Doyle

No Report.

14 Reports from Advisory Committees of County Council



15 Return to Council

Motion #: 91-17 Moved By: Councillor Smith
Seconded By: Councillor Doyle

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

Carried

Council recessed at 11:10 a.m.

Council reconvened at 11:20 a.m.

16 Adoption of the Report of the Committee of the Whole Council

Motion #: 92-17 Moved By: Deputy Warden Higgins
Seconded By: Councillor Nossal

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

Carried

17 Motions, Notice of Which has Been Given



18 Giving Notice of Motion

- a) **Deputy Warden Higgins** will bring forward a motion to the next meeting of Council regarding addressing invasive species.
- b) **Warden Vandewal** will bring forward a motion to the next meeting of Council regarding a financial contribution to support the Lakes and Trails Festival in South Frontenac.

19 Communications

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

- a) Call for Nominations for the Inaugural Champion of Diversity Award
[Distributed to Council on April 21, 2017]
- b) Forests Ontario are Celebrating Ontario150 by Establishing Future Forests
[Distributed to Council on April 21, 2017]

- c) Township of Frontenac Islands Ground breaking Ceremony Invitation
[Distributed to Council on April 21, 2017]
- d) Ministry of Indigenous Relations & Reconciliation Information on the Williams Treaties First Nations Litigations in Federal Court
[Distributed to Council on April 21, 2017]
- e) Paramedic Chiefs of Canada Promoting the National Leadership Competency Profile Framework
[Distributed to Council on April 21, 2017]
- f) Minister Responsible for Seniors Affairs Proclamation of Seniors Month 2017
[Distributed to Council on April 21, 2017]
- g) Resolution from the Township of Adjala-Tosorontio Wanting no Taxes on the Canadian Flag for 2017
[Distributed to Council on April 21, 2017]
- h) Resolution From the Township of Lake of Bays to Minister of Education regarding the Accommodation Review Process
[Distributed to Council on April 21, 2017]
- i) Kingston & Frontenac Housing Corporation April 24, 2017 Public Agenda
[Distributed to Council on April 28, 2017]
- j) Lanark County's Provincial Request regarding Opioid Strategy
[Distributed to Council on April 28, 2017]
- k) March 22, 2017 Kingston Frontenac, Lennox & Addington Board of Health Meeting Minutes
[Distributed to Council on April 28, 2017]
- l) University Hospitals of Kingston Foundation Invite to Circle of Care Luncheon for the Warden
[Distributed to Council on April 28, 2017]
- m) From Deputy Warden Higgins Providing Information on Wild Parsnips and Clearview Herbicide
[Distributed to Council on May 5, 2017]
- n) Invitation to Warden to the Celebration of Giving from UHKF
[Distributed to Council on May 12, 2017]



**Review of Housing and Homeless Service Delivery in
the County of Frontenac**

Recommendations for Preventing & Ending Rural Homelessness

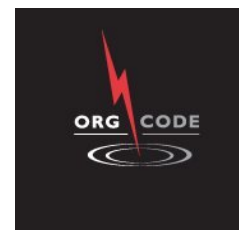
June 16, 2017

Report prepared for:

City of Kingston's Housing Division

Report prepared by:

OrgCode Consulting Inc.



Background

Rural communities in Canada are not immune to the challenges related to homelessness and the communities that make up the County of Frontenac certainly experience the suffering and costs related to housing instability and homelessness. The same structural factors that contribute to urban homelessness – lack of affordable housing options, especially rental housing stock, and inadequate income – remain the primary drivers for homelessness in rural communities. Insufficient incomes, lack of affordable housing options, high poverty rates, and poor or non-existent transportation options also wreak havoc on efforts to gain housing stability. However, for many rural communities, the over-arching challenge of housing instability is further compounded by a lack of access to appropriate services. This lack of local infrastructure to effectively identify, respond, prevent and end homelessness often results in residents of Frontenac County needing to leave their home communities to access shelter and emergency services within the City of Kingston where their lack of social supports, knowledge of the city service landscape and connection with the important sense of “home” further adds to the trauma of homelessness and the challenge of returning to housing stability.

As the Consolidated Municipal Service Manager (CMSM) for the implementation of housing and homelessness initiatives in the County of Frontenac, the City of Kingston’s Housing Division is dedicated to ensuring that the rural homelessness strategy implemented is evidence informed, effective and customized, where possible, to align with the current realities, opportunities and challenges encountered in South, Central and North Frontenac. In February 2017, the City of Kingston’s Housing Division, as the Service Manager, contracted with OrgCode Consulting to complete a review of current homelessness prevention and re-housing services provided throughout the County and to examine opportunities to enhance service delivery and access to supports for individuals and families experiencing housing instability and homelessness in Frontenac County. It is OrgCode’s hope that this review of rural homelessness approaches in Frontenac County will provide the City of Kingston with the information and recommendations to create a more unified system of service delivery espouses the principles of Housing First and fosters the person-centred responses that reflects the challenges and strengths of all communities within its region – urban and rural alike.

It should be noted that while the County of Frontenac includes the Frontenac Islands, due to proximity, most Island residents choose to access services in the City of Kingston rather than the Country of Frontenac. To achieve a client centric service delivery model, the funded homeless service providers in both rural and urban areas allow the client to choose their service provider/area of service and all agencies participating in the Kingston-Frontenac Housing & Homelessness Services system complete a Coordinated Intake with all clients presenting for services at which time, if applicable, area of service is discussed.

This review of current rural homelessness approaches and strategies involved an analysis of available Homelessness Individuals and Families Information System (HIFIS)



data, stakeholder interviews with the City of Kingston staff, Home Base Housing staff that fulfill service coordination roles with rural staff and the leaders of the three partner agencies in Frontenac County. In addition to this data review and interviews, site visits were also facilitated with the 2 housing staff employed by the Southern Frontenac Community Services Corporation (SFCSC) and tasked with delivering a blended model of homelessness prevention and re-housing services in South, Central and North Frontenac. SFCSC currently has a Memorandum of Understanding (MOU) with two partner agencies to enhance “the provision of sustainable, consistent Prevention Diversion, Rapid Re-Housing and Homelessness Prevention Fund supports”. The Northern Frontenac Community Services Corporation (NFCSC) and the Addictions and Mental Health Services of Kingston Frontenac Lennox & Addington (AMHS KFLA) are partners in the delivery of this blended service delivery model and provide office space and community connections for SFCSC staff in their communities of Verona and Sharbot Lake.

Although this initial project could never be considered a thorough analysis of all aspects of the rural homelessness prevention and re-housing services throughout the County, it is hoped that this initial review will provide both an examination of the opportunities and promising practices for enhancing service delivery for the individuals and families experiencing housing instability and homelessness throughout Frontenac County. With this goal in mind, this report is generated to provide not only reflections of the current state of service but to highlight options for improved collaboration, support provision and access to emergency and permanent housing options for residents that require such assistance.

Although the enhancements reflected in this report will be challenging to implement and may involve a departure from current approaches to the delivery of funded services in the County, they are critical to understand that there is an immense cost to not acting to improve service orientation and implementation. There are over-arching community and capacity benefits associated with acting to prevent and end homelessness through a focus on service integration and increased access to housing options that are safe, stable and affordable.

Introduction

Opinions and debates about rural homelessness include such statements that “all services provided in urban settings must be provided in all communities, including rural and remote” to “true homelessness is so uncommon in rural communities that developing a coordinated system of care is a huge waste of taxpayers money”. It is the opinion of this OrgCode team member that the correct response to service delivery rests in the adoption of Housing First practice that not only endorses the philosophies of service provision that is person-centred, strength based, recovery oriented and evidence informed but that is committed to progressive engagement efforts for service delivery and breaking down access barriers to supports that can enhance stability and wellness. The role of innovation and true collaboration remain hallmarks for the implementation and adaptation of efforts dedicated to preventing and ending homelessness in all

communities – regardless of population size, economic factors and industry drivers or infrastructure. Preventing and ending homelessness in rural communities, however, actually demands increased efforts to innovate, engage and commit to the eradication of access barriers due to the lack of resource-rich environments in rural regions separated by vast geography and limited transportation options. For most communities that commit to ending homelessness through systemic transformation, regular approaches tied to colocation and cooperative agreements prove to be insufficient within a rural landscape. Perhaps the greatest opportunity available throughout the County of Frontenac to fully generate rural-based solutions to such issues as a lack of emergency housing and affordable housing stock rests in the self sufficient and innovative spirit of the communities and people that call rural communities home. The recent participation in local summits and “town hall” events provide one such barometer of the communities’ desire to tackle the housing, health and poverty issues negatively impacting their neighbours. It must also be realized that, as is the case for all communities, no external entity can dictate or predict what can and should work for the communities throughout Frontenac County. However, evidence informed practices regarding homelessness prevention and re-housing efforts, a housing aligned service orientation and capacity building within professionals and community partners will assist in improving services and supports in the County.

Myths that Impede Our Progress

- There are no homeless people in rural areas.
- There’s no affordable housing.
- Housing people is more challenging in rural areas.
- Shelter space will solve rural homelessness.
- Case management is harder here.
- It’s impossible to find people.
- “I don’t want to set them up for failure”
- Once you access shelter in the city, you can never return home.
- All services provided in the city must be provided in each rural community.

~ From OrgCode’s “Effective Practices in Rural Homelessness Service Delivery” Learning Clinic

Key Challenges Impacting Efforts to Prevent and End Homelessness in the County of Frontenac

From the data analysis, key informant interviews and the site visits, the following challenges are identified as the primary impediments to progress in efforts in addressing homelessness in the County of Frontenac that spans almost 3200 square kilometers where approximately 25,000 individuals call home:

1. With 34% of local staff time spent travelling between South, Central and North Frontenac¹, efforts and activities dedicated to preventing and ending homelessness in the County currently looks markedly different than the provision of service in an urban area.
2. At present the relationship between SFCSC, NFCSC and AMHS KFLA is more closely aligned with a co-located model of service – not as collaborative as it could be and not demonstrating as much service integration as possible. Adoption of an integrated service hub model that serves individuals and families effectively in South, Central and North Frontenac could greatly increase the effectiveness and efficiency of needs assessment and efforts to prevent and end homelessness.
3. The current lack of emergency housing options (including motel voucher options) and the required migration to the City of Kingston for access to emergency shelter was certainly identified by the community partners as a barrier to service for local residents. It was also identified by NFCSC that based on their experience; the movement to Kingston for emergency shelter and supports does not accurately reflect the natural migration of people experiencing a housing crisis in North Frontenac. Based on anecdotal information shared by partner agencies, there was a perception that, for many households, reliance on service provision in Perth is more prevalent than migration south. Follow-up with the County of Lanark Service Manager performed by the City of Kingston however identified that no County residents had accessed emergency shelter beds or limited motel vouchers in the Perth area.

Opportunities to improve access, staff support, clinical supervision and technical assistance to service providers in the County of Frontenac must be optimized.

¹ The identification of the staff time dedicated to travel was identified by AMHS KFLA reviews of internal operations.



4. Naturally, with both funded Homelessness Prevention & Re-Housing Staff based out of the home base of Southern Frontenac Community Service Corporation, more services and improved accessibility to supports are available for residents living in the South Frontenac area than in Central or North. Given the demographics, economic and social realities for Central and North Frontenac, however, it is anticipated that there will likely be an increasing need for housing and homelessness needs in Central and Northern Frontenac in the future. With improved access to housing assistance, the true housing and homelessness needs impacting Central and North Frontenac would be better understood;

One full time equivalent Support Worker that is housed in the North and dedicated to serving North and Central Frontenac would better serve the housing needs of the local population and alleviate the inefficiencies in service caused by geography.

5. Given the fact that finite resources are a reality for all Service Managers throughout the Province, it may not currently be possible to increase the staffing resources available in the County. If the opportunity to enhance the County-based system of care exists, an additional FTE that is housed in the North and dedicated to serving North and Central Frontenac would better serve the population needs due to the large geographical region to be covered. The current staffing resources could then continue to be housed in South Frontenac and also support Central Frontenac. Such an addition would provide flexibility to ensure that landlord liaison and outreach activities could be better accomplished. See Appendix 1 to view a proposed staffing model for the County of Frontenac.
6. Staff support and clinical supervision of housing based case management is limited for the staff operating in the County of Frontenac. The Service Manager funds a Service Coordinator, operating out of Home Base Housing. This Coordinator's time is of course limited given the multiple responsibilities of this role, however as we fully develop the rural homelessness strategy, it is anticipated that this role will be better able to fully understand the realities of rural service delivery and provide enhanced support;
7. The introduction of initial triage and needs assessment at the front door of the 3 host agencies is currently not streamlined, therefore reducing its effectiveness in ensuring targeted access to homelessness prevention and re-housing supports for the most vulnerable residents in the County;
8. Given the realities of staffing limitations and multi-service agencies in rural communities, Homelessness Prevention and Re-Housing staff are often required to complete initial agency intake for SFCSC. This naturally detracts from time and focus on homelessness prevention and re-housing services as staff spend considerable time completing applications for utility and financial relief with local



residents who often do not match the target population. While such application assistance are important poverty reduction activities, these in and of themselves, are not always homelessness prevention activities. The implementation of reception and intake strategies and tools during agency-based reception/intake prior to connecting residents with dedicated homelessness prevention staff will allow for more staff time to provide services to the target homeless population. The City of Kingston must review the role of initial triage activities with SFCSC, NFCSC and AMHS KFLA to ensure that local residents receive the same approach and access to supports as their urban neighbours

**Policies,
processes and
definitions must
be realigned to
meet the realities
and nuances of a
rural context**

9. Currently, policies, processes and definitions that govern homelessness prevention and re-housing efforts are aligned with the realities of urban service delivery expectations – including the expected availability of complimentary emergency services. A realignment of service expectations as well as opportunities for increased flexibility and enhanced eligibility for service in rural areas will greatly enhance efforts to prevent and end homelessness in an evidence informed manner with valid and reliable tools. Housing sustainability will remain a focus of all efforts to support residents. To assume that rural residents will have access to the same emergency services and resources as urban residents. A realignment of service expectations as well as opportunities for increased flexibility and enhanced eligibility for service in rural areas will greatly enhance efforts to prevent and end homelessness in an evidence informed manner.
10. For those rural residents who do not have access to emergency housing options in the County and therefore migrate to the City of Kingston, repatriation to their home community does not appear to be identified as a viable option – by service providers or service participants. Through the Kingston and Frontenac County system of care, a return to home should be a paramount consideration for any individual or family that chooses to return to the County. Our opportunity is to ensure that, through effective service planning and service integration, we can effectively support and house our neighbours in the community of their choosing.
11. Strategies and approaches to preventing and ending homelessness in the County of Frontenac are challenged to achieve alignment with evidence informed practices. However, seeking creative solutions to collaborative case conferencing with mainstream systems, targeted outreach and landlord relations must be prioritized and invested in for the County of Frontenac. Initial (time-limited) projects could not only generate initial databases and relationships but also create the momentum for ongoing community development and technical

assistance initiatives dedicated to continual improvement of services and supports for individuals and families living in the County and experiencing housing instability or homelessness. The Service Manager will incorporate homelessness prevention prescreens using the Prevention/Rehousing VI-SPDAT which will assist in making more informed decisions regarding who is at risk of homelessness and requires supports and in the Prevention/Diversion Program.

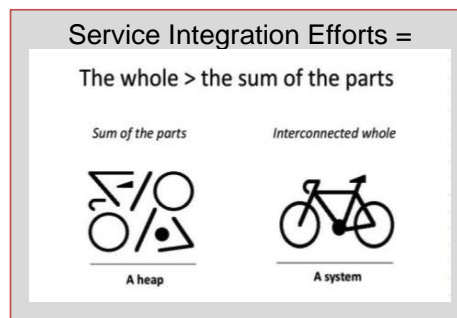
Recommendations for Enhanced Services to Prevent and End Rural Homelessness

A. County-Based Service Delivery Enhancements

The commitment of partner agencies, community leaders and funded staff to address housing and homelessness needs throughout the County of Frontenac was evident throughout this review project. It is in appreciation of this steadfast commitment to meeting the housing needs of rural neighbours that the following recommendations for enhancements are presented. These strategic opportunities are designed to improve future activities and service provision for homelessness prevention and re-housing services in South, Central and North Frontenac.

Strategic Opportunity # 1: Enhancing the Collaborative Partnership Between SFCSC, NFCSC and AMHS KFLA.

Although a Memorandum of Understanding has been developed for the three partner agencies for the delivery of homelessness prevention and re-housing services throughout the County of Frontenac, the document does not provide an effective vehicle for service integration and collaborative efforts across agencies (and mandates) and there is a lack of clarity regarding roles and responsibilities for staff and agency partnerships dedicated to seamless and comprehensive support for individuals and families experiencing housing instability and homelessness.



Concepts of co-location, collaboration and service integration² are commonly misunderstood in human and social services industries. The delineations amongst these realities play an integral role in improving the service delivery system and collaborative relationships developed by SFCSC, NFCSC and AMHS KFLA. Co-location efforts are often viewed as the beginning stages of service integration where the idea of a “one stop shop” allows for easier access to an array of supports and resources for local residents. It is hoped that such co-location of services would also, naturally, lead to improved collaboration and information sharing amongst independent service agencies. However, such an organic evolution has proven, time and again, not to be the reality for most communities or service models. The next stage of cooperation between service entities that serve the same target populations is a model of collaboration where diverse agencies actively cooperate to deliver specialized initiatives and/or projects or to properly support shared clients with the goal of reducing the duplication of services and developing improved supports to the shared client(s). The final, and most impactful, evolution of inter-agency cooperation rests in service integration where every client served by the agency is viewed as a common client and all service providers actively share responsibility for the holistic identification/assessment of support needs, while collectively identifying service pathways and innovative solutions to overcome challenges. Within a service integration model, resources are viewed as co-owned and co-managed. Isolated examples of collaborative support and service integration have certainly been witnessed by homelessness prevention staff and the partnering agencies operating within the County and are encouraging; however, more activity in this regard is needed.

Currently the model of collaboration can be best described as a co-located model. Moving from a co-located model to a more collaborative approach will require the facilitation of deliberate activities and discussions designed to ensure shared case management and cross-training opportunities dedicated to improving overall supports for all clients served – especially given the fact that housing stability plays such an integral role in the supports provided by SFCSC, NFCSC and AMHS KFLA. Ideally, service integration could be achieved in each of the locations where SFCSC staff are housed, however, without an increase in the number of staff providing homelessness prevention and re-housing services or the number of hours/days spent in each location, such a goal will be a challenge to achieve.

² For additional information, please see “The Integration Imperative: reshaping the delivery of human and social services.” KPMG International and University of Toronto’s Mowatt Centre, School of Public Policy & Governance, 2013.

Recommended Enhancement	
Building on the current relationship outlined in the RFP submission and the Memorandum of Understanding, enhance service delivery for County residents through deliberate efforts to move from a co-located model for housing supports to more of an integrated service hub model.	
	Recommended Resources:
Small budget (\$10,000) available to the community partners to facilitate service integration discussions and cross training opportunities.	
	Recommended Lead:
Joint SFCSC, NFCSC and AMHS Leadership Committee with facilitation from the City of Kingston	
	Priority:
High	

Strategic Opportunity # 2: Enhancing the Valuable Relationship between the Service Manager, Service Coordination Partners (Home Base Housing) and the Frontenac County Partners.

As Service Manager, the City of Kingston’s Housing Division has led the implementation of evidence informed homeless prevention and re-housing service delivery throughout the region. As Lead Agency, given the current context and stage of the evolution of the local system of care, the City of Kingston’s Housing Division is primed to actively increase its support to foster an enhancement of service delivery throughout the County of Frontenac.

a. Enhancing Support Provided to Rural Service Providers: It is recommended that the staff identified at Home Base Housing to provide service coordination support to the County partners commit themselves to attending a minimum of 1 case review meeting per month, in person, to increase their understanding and clinical/program support provided to individuals and families receiving homelessness prevention and re-housing supports. In addition to increasing the “clinical” supports provided to County-based Homelessness Prevention and Re-Housing staff, this on-site support will further enhance the development of tools and approaches that align Housing First interventions with rural realities. Currently, on-site supervision and support for funded SFCSC staff is extremely limited and as a result opportunities with case reviews with job coaching is also limited. The addition of such technical and clinical support will assist in improving service delivery, data entry and outcomes. After the initial 6 on-site monthly visits, it is recommended that the partners decide on the schedule of on-site visits monthly or quarterly.



Recommended Enhancement	
For a 6-month period, HomeBase Service Coordinator Partners attend 1 case review meeting per month to enhance support to rural staff and enhance the tools and approaches to end rural homelessness.	
Recommended Resources:	
<ul style="list-style-type: none"> • Dedicated staff time and travel costs for HomeBase staff. • Dedicated staff time for rural staff. 	
Recommended Lead:	
Service Coordination Team at HomeBase and SFCSC Supervisor	
Priority:	
High	

b. Promotional Materials for Rural Homelessness Services: Currently, the promotional materials generated to discuss homelessness prevention, emergency shelter and re-housing services primarily focus on services and supports available in the City of Kingston. Additional promotional material that focuses on homelessness prevention and re-housing service options available in the County including when travel to the City of Kingston for supports will be required. The rural service delivery partners will, of course, be integral partners for the development of these promotional materials.

Recommended Enhancement	
Develop a separate brochure and other promotional materials (i.e. posters, etc.) primarily highlighting homelessness prevention and housing services available in the County of Frontenac as well as the resources that can be accessed in Kingston.	
Recommended Resources:	
Budget for the development, copying and distribution of brochures targeting services and supports available in the County of Frontenac	
Recommended Lead:	
SFCSC, NFCSC and AMHS Leadership Committee and City of Kingston Communications Division	
Priority:	
Medium	

c. Exploration of Emergency Housing Options in the County of Frontenac: Currently, individuals and families that cannot be diverted from homelessness have no access to emergency shelter options in the County of Frontenac. Travel to Kingston for shelter admission is the only available option, although transportation options are limited. Unlike so many other rural areas, the County of Frontenac is unable to avail of motel rooms as an emergency housing option since there are no motels in the County. Local partners have held conversations with a local Bed and Breakfast owner who has expressed an interest in providing space for emergency housing, when space is available. Although an unusual option for emergency sheltering, future examination of the appropriateness of this possibility for future short-term use while seeking permanent

housing would be beneficial. Other rural communities across North America have also examined such emergency housing options as “host homes”³ - a short term respite support arrangement for rooms to rent as well as such community responses as church led out-of-the-cold shelter options for short stints of time. Beyond providing respite for a few days, it must be realized that travel to the City of Kingston for bona fide shelter admission will need to be better coordinated in the future. In some communities, such as in the Region of Waterloo, small “bunkies” have been built and positioned on appropriate sites to provide temporary shelter for some individuals experiencing homelessness who can not use traditional shelter options. Community engagement around the development of specific innovative options in addressing the need for short-term emergency housing would likely generate solutions for this local need. These short-term solutions provide temporary housing solutions while long-term permanent housing is being sought.

Recommended Enhancement

Investigate 2015 and 2016 data to determine the number of County residents requiring short-term (1-4 days) emergency housing options residents who could not be diverted from homelessness and the immediate transport to the Kingston shelters was not a viable option for the individual/family. Based on demonstrated need, explore appropriate emergency housing options for the County to better meet the immediate shelter needs of residents.

Recommended Resources:

- Staff time to examine data related to diversion efforts over the past 2 years by SFCSC as well as shelter admission data for Kingston-based programs. Such a data mining activity will shed light on the magnitude and gravity of the emergency housing challenges facing County residents.
- Staff time to develop a list of potential emergency housing options, explore the feasibility of each option and connect with additional community partners.
- Once the most appropriate County-based emergency housing option is identified, a fund will be required for the nightly costs of accommodations or the capital costs of such options as “bunkies”.

Recommended Lead:

Joint City of Kingston and SFCSC, NFCSC and AMHS Leadership Committee

**Priority:
High**

³ Although much more common in addressing youth homelessness in North America, there is no reason why “host home” options could not be investigated. Mental health partners across Canada have identified community based respite home designations to meet local needs so examples of such models are available. For additional information on this, visit such websites as <http://homelesshub.ca/solutions>; <http://www.homelesshub.ca> and <http://avenuesforyouth.org>

d. Coordinated Repatriation Efforts for County of Frontenac Residents: Client choice is a cornerstone of Housing First. With this in mind, the City of Kingston’s Housing Division is encouraged to monitor and report on the service pathways of individuals and families from the County to examine migration patterns and repatriation efforts. During the re-housing of individuals and families from the County experiencing homelessness in the City of Kingston who wish to return to their home communities, joint service planning should be coordinated between the Kingston based service providers and the SFCSC employees to facilitate a return to the County and the appropriate delivery of housing stabilization supports. Such repatriation efforts should be promoted with service providers to ensure that former residents of the County have the opportunity to return home, if this is their preference.

Recommended Enhancement	
Promote client choice and repatriation options for County residents that enter the Kingston shelter system. Joint Service Planning between staff delivering homeless services in both the City of Kingston and County will focus on the provision of housing location and housing stabilization supports in the client’s home community.	
Recommended Resources:	
<ul style="list-style-type: none"> • Together with partner agencies, the City of Kingston Housing Division will develop a Service Standard to govern repatriation efforts. <ul style="list-style-type: none"> • No additional staffing resources anticipated. • Client transportation costs may need to be covered through Program Funds. 	
Recommended Lead:	
The City of Kingston and funded community partners – urban and rural.	
Priority:	
Medium	

Strategic Opportunity # 3: Clarifying the Role & Responsibilities of Homelessness Prevention & Re-Housing Staff in the County of Frontenac.***Realities of Effective Rural Service Delivery***

- *Get out of the office - The woods aren't going to spit people into your building*
- *Capitalize on the true nature of rural residents – innovation and 'stick-with-it-ness'*
- *Budget for travel but remember that your 'community' involves more than you and your agency*
- *Rapid Re-Housing & Housing First remain essential interventions*
- *Have a schedule and build partnerships that allow the impact of housing stability surpass the time Your Mandate allows you to dedicate to clients – stability and improved wellness is a shared mission.*
- *Be a trusted part of communities – service connections and collaborative client centred supports surpasses any one agency or mandate.*
- *Show success in preventing and ending homeless – data demonstrates success and impact.*
- *Train your people. Train them again.*
- *Give direction and mentorship – feeling alone is amplified in a rural setting if supervision is ineffective.*

~ From OrgCode's "Effective Practices in Rural Homelessness Service Delivery"
Learning Clinic

Given the lack of community services and supports in the County, it is natural that Southern Frontenac Community Services Corporation staff funded to provide homelessness prevention and re-housing services would likely connect with the majority of vulnerable clients accessing services in their home base, the Sydenham office. Given the limited time that SFCSC staff members spend in the Verona and Sharbot Lake locations, the office staff for each of those locations appear to have refined the service pathway and initial assessment of needs, which is completed by receptionist and/or intake staff. Only those individuals and families that require assistance with rental or utility arrears, housing instability and homelessness tend to be seen by SFCSC team members there. Recognizing that the supports and processes required for homelessness prevention efforts may not be re-scheduled for the limited times when SFCSC staff are on-site, it will be important to investigate other support options for local individuals and families seeking assistance in the County. Perhaps the greatest opportunity for redevelopment with SFCSC involves the examination of methods – including self-serve tools, receptionist or intake staff-led activities or via, on an emergency basis, telephone access to the dedicated Prevention and Diversion team at HomeBase for guidance – to ensure that valuable homelessness prevention and re-housing resources are not tied up performing intake activities for all services provided by the SFCSC agency. Such an intake and triage process cuts into limited client-centred supports dedicated to homelessness prevention and re-housing and results in a “first come, first served” and crisis driven response for the two staff members. Such a “being all things to all people” approach - which is the antithesis of a Housing First approach - erodes the staff's ability to perform the specific duties, activities and interventions

governed by the Grant Funding Agreement with the City of Kingston and creates huge concerns related to accountability and transparency of outcomes and impacts. These resourcing issues must be identified, owned and addressed with SFCSC and collaboration with their funding partners, especially the City of Kingston.

Recommended Enhancement	
Clarify the expected roles of homelessness prevention and re-housing staff at SFCSC and work to improve triage/intake activities – through both self-serve and staff led tools. These enhanced triage activities and tools may also enhance current processes in NFCSC and AMHS KFLA offices as well.	
Recommended Resources:	
<ul style="list-style-type: none"> • Development of triage and intake tools/processes at SFCSC. • Explore methods to connect reception staff to the HomeBase Prevention and Diversion Team on an as-needed basis for guidance with client centred supports. 	
Recommended Lead:	
SFCSC Management Team and the City of Kingston	
Priority:	
High	

Strategic Opportunity # 4: Capacity Building for Human, Social and Health Service Providers in the County of Frontenac via Service Integration Hubs

It must be recognized that ongoing housing instability and homelessness within the communities throughout the County of Frontenac impacts everyone – whether through direct experience or the social cost of providing services. The quest to prevent and end homelessness will require a comprehensive response from the entire region – municipal councils, governmental Divisions, community partners and allied mainstream systems including health, justice and children’s services. Given the challenge of limited resources experienced by so many rural communities, it is recommended that capacity building opportunities in the County ensure that all health, human and social service resources adopt an increased focus on the role of housing stabilization and the impact of homelessness on the lives of all residents served in the County. OrgCode would never expect that all government, non-profit and community-based services become specialists in housing stabilization techniques. There is, however, the opportunity to ensure that the realities of housing instability and homelessness (indicators, signs, symptoms, resources available to assist, etc.) are better understood by all health and social service providers operating throughout the region, ensures that available resources are enhanced/expanded. Given the fact that AMHS KFLA also provides housing supports to their clients, the partnerships between housing staff within AMHS and SFCSC provides a valuable opportunity for improved service coordination.

It is recommended that a day-long session be developed to increase the local capacity to recognize and support individuals and families achieve housing stability and build improved service integration throughout the County as we collectively serve our most

vulnerable individuals and families. Sessions should include representatives from the City of Kingston’s Housing and Social Services department who provide social assistance services to rural residents. Mainstream partners also play a key role in the development of innovative emergency housing, homelessness prevention and re-housing strategies by leveraging the creativity, resourcefulness and innovation that remain primary strengths of rural living. In fact, when all community partners provide an assessment of needs and supportive activities that highlight the role of safe appropriate housing scenarios in the lives of local residents, it is recognized that a network of multi-disciplinary outreach and in-reach efforts can be formed to ensure improved identification, referral and program matching for service participants that require specialized homelessness prevention and re-housing services from dedicated staff. A deliberate effort to build strong connections with rural based service providers (regardless of funding, mandates or perceived jurisdictional challenges) will foster a much more inclusive and appropriate safety net for local residents.

Recommended Enhancement	
Enhance the capacity of all host agencies to be service integration hubs for local residents via cross training opportunities and the development of joint case conferencing/file review protocols for shared clients.	
Recommended Resources:	
Limited budget for professional development sessions/technical assistance	
Recommended Lead:	
SFCSC, NFCSC and the AMHS Leadership Committee. Assistance may be required from the Service Coordination Team.	
Priority:	
High	

B. Service Coordination Enhancements in Kingston & the County of Frontenac

Strategic Opportunity # 5: Enhancing a Unified Housing and Homeless System of Care for the City of Kingston & the County of Frontenac

a. **Coordinated Assessment & Collective Service Planning:** With the adoption and successful implementation of a centralized assessment team services within the City of Kingston, it is recommended that the centralized assessment team begin to complete SPDAT assessments on individuals and families in South, Central and North Frontenac that are identified as homeless and will likely require re-housing services in order to return to a state of housing stability. On an appointment basis, the centralized assessment team will travel to the partner agencies in Sydenham, Verona and Sharbot Lake (or to an identified safe location that is suitable for the client) to complete SPDAT assessments to identify housing and support needs. Upon completion of the assessment, it is recommended that the funded Homelessness Prevention and Re-Housing staff, together with all relevant ancillary support professionals already attached

to the service participant facilitate a case conference to identify re-housing and support plans for the household. It is understood that in the current staffing structure, the funded SFCSC staff will be required to support the household with housing stabilization activities but given the limited resources in each of the 3 areas of Frontenac County, an integrated service delivery approach that involves all relevant service providers is the most appropriate approach to the delivery of supports.

Recommended Enhancement Capitalize on the expertise and availability of the centralized assessment team to complete SPDAT assessments in the County. Joint service planning with local County-based staff (including other mainstream affiliated professionals) will then focus on developing a housing support strategy.
Recommended Resources: <ul style="list-style-type: none">• Staff time and travel costs for the Centralized Assessment Team• Staff time for local County-based staff
Recommended Lead: City of Kingston in consultation with Assessment Service Provider agencies and SFCSC
Priority: High

b. Targeted Housing Location Initiatives for Rural Communities: Given the fact that very few rental-housing options currently exist in the County, efforts to build relationships with local landlords and homeowners have been extremely limited. Clarity is required on the current role of the Housing Liaison position in terms of housing location activities in the County. It is recommended that a future project based initiative focus on identifying potential housing options for individuals and families experiencing homelessness in the County. Such alternative re-housing options as “rooms for rent”, shared housing options and host home scenarios should be investigated. Marketing materials, community engagement opportunities and research efforts dedicated to increasing alternative housing options in rural communities should be actively explored. Once initial options have been identified and local homeowners/landlords identified through a specialized, time-limited development initiative, the current staffing complement should be able to maintain the list and relationship building.

Recommended Enhancement Initiate a targeted Housing Location/Landlord Recruitment campaign in the County of Frontenac that optimizes ongoing community discussion and social innovation opportunities.
Recommended Resources: <ul style="list-style-type: none">• Budget for a short term (6 month) project based initiative to investigate alternative housing options; facilitate community engagement; build relationships with potential landlords and develop housing lists and

Recommended Enhancement	
Initiate a targeted Housing Location/Landlord Recruitment campaign in the County of Frontenac that optimizes ongoing community discussion and social innovation opportunities.	
resources for County staff to continue using in the future	
<ul style="list-style-type: none"> Budget for marketing/recruitment materials and community engagement opportunities 	
Recommended Lead:	
Housing Liaison Worker and SFCSC, NFCSC and AMHS Leadership Committee	
Priority:	
Medium	

c. Use of Prevention Specific Prescreen Tools by funded Homelessness Prevention & Re-Housing Staff: Given the primary role of homelessness prevention support for individuals and families throughout the County of Frontenac and the current challenges related to identifying those households that are the most likely to enter homelessness if interventions are not targeted⁴, it is recommended that the Prevention VI-SPDAT be implemented as the accepted triage/prescreen tool to determine “imminence of homelessness” and appropriate target support and financial assistance. Recognizing that research has demonstrated that historical approaches to intake and assessment relied on guesswork, inappropriate indicators of “homelessness imminence” and the confusion of worker experience or instinct with objective assessment of risk, the incorporation of an evidence informed and validated tool will ensure that prevention investments and supports are grounded in the identification of needs and the delivery of targeted and proven strategies.

Recommended Enhancement	
Incorporate Prevention VI-SPDAT products into all Homelessness Prevention and Diversion activities in the City of Kingston and the County of Frontenac	
Recommended Resources:	
Nil	
Recommended Lead:	
City of Kingston and Service Coordination Team	
Priority:	
High	

⁴ Shinn, M., Baumohl, J., & Hopper, K. (2001) *The Prevention of Homelessness Revisited. Analyses of Social Issues and Policy*, 1(1).

Strategic Opportunity # 6: Review and Refinement of Policy, Decision Making Processes & Practices to Better Align with Rural Realities.



The desire to create policies, practices and processes that are implemented throughout all communities where the same Service Manager manages homelessness prevention and re-housing services is a natural one. However, such a desire for consistency and uniformity is prefaced on the belief that all communities and sub-populations served by the funded service are equal when, in fact, the demarcation of rural and urban surpasses an exploration of geographical boundaries. For the communities that make up the County of Frontenac, the increasing levels of low income households, fewer employment opportunities, rising costs of living (especially utility costs), limited transportation options and the extremely limited availability of rental housing options further complicate issues related to poverty and housing instability. Information gathered by the staff of AMHS KFLA revealed that approximately 34% of staff time is spent travelling through the rural communities to provide access to services and supports. Although the geographical challenges are expected for all rural service delivery models, the realities of distance must be appreciated when dedicating ourselves to appropriate service provision to our rural neighbours. In addition to this, the lack of community resources to meet basic needs is further exacerbated in communities where the shame of homelessness, relationship and economic struggles may further hamper the process of seeking assistance. It is recommended that SFCSC complete an analysis of transportation funding needs to assist residents in rural communities to travel to their site offices, when necessary and appropriate, as opposed to staff travelling to clients.

At present, it is clear that the greatest number of clients being served by funded homelessness prevention and re-housing staff reside in South Frontenac but whether this current reality indicates a lack of need in Central and Northern Frontenac – or simply improved access to staff - is unknown. Given the higher levels of low income

households, housing disrepair and the increased number of households spending more than 30% of their budget on shelter, it is likely that the need for homelessness prevention and re-housing services is higher in Central and Northern Frontenac than currently believed, with the lack of readily available services decreasing our understanding of the local reality. The following suggestions are provided to increase success of the responses and approaches for a rural homelessness context.

a. Definitions of “Eligibility” for Homelessness Prevention & Re-Housing

Supports: As is often the case in rural service provision, “homelessness” may not be as readily identifiable or substantiated. For example, the lack of rental housing stock often ensures that room rental scenarios are not governed by tenancy agreements (or landlord tenancy regulations) and therefore providing documentation of homelessness may be a challenge. In addition, the lack of emergency shelter results in an increased incidence of couch surfing; doubling up in stressful situations; living outside and/or in unsafe situations – scenarios that may actually reduce the individuals (and community’s) understanding of the incidence of homelessness locally. With this in mind, it is recommended that tools designed to determine “homeless” and “imminence of homeless” be generated to clearly examine “habitability” and “health and safety standards” when examining someone’s current living situation. At present, many regions create a list of “indicators” that identify/prove that someone is eligible for homelessness prevention and re-housing supports. In rural communities where such an infrastructure of resources and services does not exist, multi-service agencies are tasked to meet multiple needs and replicate supports for those households that wish to remain in their home communities. The current definitions and tools to confirm “eligibility” need to be re-examined with a rural context lens.

b. Flexibility for Rural Responses to Meet Service Needs: Desire to examine the current financial limits established for the Homelessness Prevention Funds and/or Discretionary Residency Benefits for individuals and families living in the County of Frontenac, must be aligned with an investigation into longer term housing sustainability considerations. It is recognized that for some residents, rehousing efforts to a more affordable, sustainable location may be identified as the best approach. The lack of emergency based service provision throughout the County of Frontenac and the increased costs normally associated with high heating and living costs however, results in local households being placed in potentially precariously unsafe scenarios with no access to the basics of life – food security, access to emergency shelter, etc. In rural communities with limited resources and safety net scenarios, the community services are left trying to access finite local donations to off-set homelessness prevention challenges. The introduction of the Prevention VI-SPDAT into these services will result in decision making that is based on a review of vulnerability and risk factors related to housing and support needs. Such a tool will provide essential objective recommendations in identifying appropriate interventions to assist households – financial assistance and/or support provision.

Recommended Enhancements

Following the incorporation of the enhancements outlined in this report, it is recommended that the City of Kingston Housing Division support the creation of a unique Rural Service Standard dedicated to better serving rural residents in their home communities, where possible.

Recommended Resources:

- Development of a rural service standard dedicated to better serving rural residents in their home communities.
- Review all re-housing and homelessness prevention policies, procedures and practices to identify unintended hardships created for residents living in the County who have limited access to other emergency services and supports.

Recommended Lead:

City of Kingston Housing & Social Services Division, SFCSC, NFCSC and AMHS KFLA and HomeBase Service Coordination Team

**Priority:
Medium**

Concluding Thoughts

It was indeed an honour to investigate the current rural homelessness approaches, challenges and opportunities for improvement. In our work throughout North America and Australia, OrgCode has witnessed the impact that finite investments and targeted community development efforts can have when evidence informed practices, strategies and tools are incorporated to optimize the impact of homelessness prevention and re-housing efforts in all communities – both urban and rural. The first step in success however comes from a concerted effort to align all approaches, strategies, policies and practices to the local realities and nuances of the community and regional needs. Throughout the County of Frontenac, the opportunity to strategically enhance service integration and collaborative delivery of services and supports to enhance health, stability and self-sufficiency is upon us. The guidance and technical assistance required to align and unify the system of care throughout the entire region (including the City of Kingston and the County of Frontenac) is available and the time to harness the innovative and solution focused strengths of rural communities is here

Appendix 1

Proposed Homelessness Prevention & Re-Housing Staffing Model for the County of Frontenac

If the opportunity to enhance the County-based system of care exists, an additional FTE that is housed in the North and dedicated to serving North and Central Frontenac would better serve the population needs due to the large geographical region to be covered. The current staffing resources could then continue to be housed in South Frontenac and also support Central Frontenac for 1 day each week. Such an addition would provide flexibility to ensure that landlord liaison and outreach activities could be better accomplished. If such a staffing addition is feasible, it is also recommended that one SFCSC staff become a dedicated Prevention and Diversion worker and the other become a Rapid Re-Housing Worker. The newly acquired staff that is housed in the North would continue to provide a blended prevention/re-housing role, supporting Central Frontenac 2 days each week. This blended position would also collaborate with the SFCSC Rapid Re-Housing Worker to support individuals and families being re-housed in North and Central Frontenac.

If additional resources can be secured, the addition of 1 FTE would result in the following County-based team: **1 SFCSC Prevention/Diversion Staff** that serves South Frontenac for 4 days each week and 1 day in Central Frontenac; **1 SFCSC Rapid Re-Housing Worker** that supports any household identified by the Centralized Assessment Team as needing re-housing and supports in the County and **1 NFCSC Blended Prevention/Diversion & Re-Housing Worker** serving Central Frontenac 2 days per week and North Frontenac 3 days per week.



Integrated Service Hubs in the County of Frontenac



County of Frontenac

YOUR HOSPITALS IN KINGSTON

SPECIALIZED CARE. CLOSE TO HOME



UNIVERSITY HOSPITALS
KINGSTON FOUNDATION

**EXTRAORDINARY
PEOPLE.
INNOVATIVE
HEALTH CARE.**



THANK YOU!

\$540,000

Your pledge towards the "local share" leveraged \$612.75 million from the province

\$634 million

Hospital operating budgets, an increase of \$162 million from 2006

1,212

New long-term jobs in our hospitals. New facilities have resulted in growth - 6,612 people work in our hospitals today



You play a key role with the Kingston hospitals

THANK YOU

T R A N S F O R M I N G C A R E F O R O U R R E G I O N

Cancer, stroke and trauma programs
1 of 5 academic level III Intensive Care Units (ICU) in Ontario
1 of 8 high-level Neonatal ICUs in Ontario
1 of 12 neurosurgery centres for brain/spinal care





YOUR IMPACT

Cancer Centre
New floor of In-patient
Beds
Intensive Care Unit

Pediatric Unit
Kidney Dialysis Unit
Acute In-patient
Mental Health
Outpatient clinics
and...

CARING FOR THE RESIDENTS FROM FRONTENAC COUNTY
(excludes Kingston residents)

539

The total number of staff from Frontenac County who work in your Kingston hospitals. In terms of salary, that's an economic impact of \$36.1 million!

41,992

The total number of visits by residents from Frontenac County to your Kingston hospitals in 2015: 4,766 to the Cancer Centre, 9,156 to Emergency, 26,338 to outpatient clinics, 1,732 inpatient stays.

94.6%

That's the total increase in the number of visits by residents from The County to your Kingston hospitals since 2006.



OUR HOSPITALS TODAY

Specific roles:
Integrated Academic Health Sciences Centre
Demographics
Aging Infrastructure

What's next for your hospitals?
Currently, UHKF has a

\$65 MILLION

**CAMPAIGN TO SUPPORT EQUIPMENT AND ONGOING NEEDS
\$55.3 MILLION RAISED TO DATE
AND WE WILL NEED TO RAISE EVEN MORE
TO COVER THE PHASE 2 "LOCAL SHARE"**



UNIVERSITY HOSPITALS
KINGSTON FOUNDATION

**EXTRAORDINARY
PEOPLE.
INNOVATIVE
HEALTH CARE.**

Current Operating Room



Future Operating Room

PHASE 2 REDEVELOPMENT AT KINGSTON GENERAL HOSPITAL

New Operating Suites

New Diagnostic Labs

New Emergency
Department

Current NICU



Future NICU

PHASE 2 REDEVELOPMENT AT KINGSTON GENERAL HOSPITAL

New Birthing Suites

New Neonatal Intensive
Care Unit (NICU)

Current COPC



Current Endoscopy

REDEVELOPMENT AT HOTEL DIEU HOSPITAL

- Updated Operating Suites
- Relocated ENT Clinics
- Consolidated Cardiology
- Consolidated Ophthalmology
- Redesigned Endoscopy
- Redesigned Children's
Outpatient Centre (COPC)
- Diagnostic Imaging Suite
- Relocated Pharmacy

Rehabilitation Equipment



High-Low Beds

EQUIPMENT NEEDS AT PROVIDENCE CARE

Continuing need for
equipment upgrades for:

- Physical Medicine and Rehabilitation
- Complex Continuing Care
- Palliative Care
- Specialized Aging Services
- Mental Health Services

YOUR ACADEMIC HEALTH SCIENCES CENTRE, CLOSE TO HOME

**ACADEMIC
CENTRE**

We are the
academic
hospitals for
Queen's
University

**NEW
PROGRAMS**

Your hospitals are
committed to care
closer to home -
recently established
bariatric surgery
and dermatology
programs

**CLINICAL
RESEARCH**

Your research
institutes are
attracting world-
leading clinical
researchers to
the region



LOCAL SHARE

The local share for the next round of construction/investments will be in excess of \$120 million, yielding a provincial investment of over \$500 million. Today's campaign focus is on the equipment needs.



UNIVERSITY HOSPITALS
KINGSTON FOUNDATION

**EXTRAORDINARY
PEOPLE.
INNOVATIVE
HEALTH CARE.**

QUESTIONS?

University Hospitals Kingston Foundation
55 Rideau St., Suite 4
Kingston, ON K7K 2Z8
foundation@uhkf.ca www.uhkf.ca



AGENDA ITEM #6)

Administrative Report

June 21, 2017
Report 2017-05



FRONTENAC

Meeting Schedule

- Frontenac Accessibility Advisory Committee – May 29
- 2017 FCM Conference Ottawa – June 1 – 4.
- CDAC Meeting – June 8
- AMCTO Annual Conference in Huntsville – June 11–14
- CFDC Annual Meeting in Verona – June 15
- Meeting with EORN staff – June 15
- EOWC Meeting – County of Prince Edward – June 23
- Emergency Management Training & Exercise – June 26
- Planning Advisory Committee Regular & Public Meeting – South Frontenac Council Chambers – June 28
- Eastern Ontario Leadership Council – July 5





FRONTENAC

Policy Updates

- **London Council Votes to Use Ranked Ballots for 2018 Election:** London's City Council voted to set aside first-past-the-post and use ranked ballots for its 2018 municipal election.
- **Government Releases Proposed OMB Reforms:** The Ministry of Municipal Affairs has announced its proposed reforms to the province's land use planning appeals system and the Ontario Municipal Board (OMB).
- **Updated Land Use Plans Released:** The government also released its updated land-use plans for the Greater Golden Horseshoe (GGH) region.
- **2017 Ontario Budget Update:** Ontario's Minister of Finance Charles Sousa tabled the province's 2017 budget at the end of April.



FRONTENAC

Policy Updates cont.

- **Changing Workplaces Review Released:** The government has [released](#) the report of its changing work places review, which was tasked in 2014 with considering the broader issues affecting the workplace, specifically those that relate to the *Labour Relations Act* and the *Employment Standards Act*.
- **Government Proposing Development Charge Exemption for Second Units:** The Ministry of Municipal Affairs and the Ministry of Housing are [proposing an exemption](#) from development charges for secondary suites in new homes.
- **BPS Energy Reporting Portal Now Open:** The BPS reporting portal is [now open](#) for municipalities to report on their energy consumption for the 2017 reporting period.
- **Applications Open for Natural Gas Grant Program:** The government is now [accepting applications](#) for a natural gas infrastructure program.



FRONTENAC

Bills and Lawmaking

- Bill 39, the *Aggregate Resources and Mining Modernization Act*, passed third reading and received Royal Assent. The legislation is designed to modernize regulations around mining and resource extraction, while also improving environmental protection and generating new economic development.
- Bill 65, the *Safer School Zones Act*, has passed third reading and is now awaiting Royal Assent. Amongst other things the bill would allow municipalities to use photo radar.
- Bill 68, the *Modernizing Ontario's Municipal Legislation Act*, has passed third reading and is now awaiting Royal Assent.



FRONTENAC

AMO Updates

Province Announces Emergency Services Changes Including Dispatch and Fire-Medic Pilots

- proposed changes to emergency health services, including providing alternative options for medical treatment and paramedic services. Anticipated there will be a consultation process over the coming weeks with the intent to introduce legislative changes in the fall session.
- Ministry is investing in a new medical dispatch system for land ambulance 911 calls expected to roll out across the province over a period of two years starting in March 2018. The purpose is to better prioritize calls based on patient need and re-directing low acuity patients from emergency rooms, where appropriate and safe to do so.
- The government is also seeking to expand the scope of paramedics to provide alternate on-scene treatment and to refer patients to destinations other than hospitals as is currently required by law.



FRONTENAC

AMO Updates cont.

- Once the Act is changed and a regulation in place, two pilot projects could test the use of firefighters certified as paramedics to respond to low-acuity calls although this likely will not occur until 2018 at the earliest and there are willing municipal governments. There is still time for municipal input into this proposal.
- While the two pilots are to be voluntary, arbitrators must be forbidden in law from replicating this idea and the government must address the labour relations concerns of municipal employers prior to the pilot's introduction by amending the *Fire Protection and Prevention Act*, as it amends the *Ambulance Act*. If it is truly to be an elective option for municipal governments, then it cannot be imposed without the support of councils.
- AMO and others in the paramedic service delivery have no evidence to show improved patient outcomes, yet municipal labour and risk management issues are significant. If the government proceeds there must be a commitment to conducting a third-party proof of concept evaluation. AMO will continue to engage the Province about the pilot's implications and advocate on behalf of municipal governments.
- For further information, please see the Ministry news release, [Ontario Enhancing Emergency Services across the Province](#).



FRONTENAC

AMO Updates cont.

- Proposed Asset Management Regulation is posted for comment until July 24 on the EBR (Registry Number: 013-0551) The regulation proposes more criteria (e.g., establishing service levels, undertaking an operational cost analysis including matters such as energy costs). It standardizes the way municipal asset management plans will be done in a rather aggressive, but phased, timeframe. Many local governments will likely need to update and expand their plans to meet the proposal. The Ministry did a consultation last year. AMO advising that a regulation was not the best path forward, and the timing and the capacity challenges (staff and financial) are significant. Many councils and senior staff need to consider how this will affect them locally and provide their input: <https://www.ebr.gov.on.ca>.
- WSIB is drafting a policy on chronic mental stress injuries in the workplace. Consultation ends July 7. The budget bill (Bill 127) allows for this type of claim.
- *Fair Workplaces, Better Jobs Act, 2017* (Bill 148) proposes new requirements for all employers including municipal governments. As of today, no information on when the provincial Standing Committee will start hearings or where:

Economic Development Update



AGENDA ITEM #a)



FRONTENAC



FRONTENAC

Twitter Stats – FPS – May

May 2017 Frontenac Paramedics

TWEET HIGHLIGHTS

MAY 2017 SUMMARY

Tweets	Tweet impressions
39	161K
Profile visits	Mentions
11.3K	134
New followers	Followers as of May 31
66	2,780

Top media Tweet earned 13.3K impressions

12yr old male fell 30ft at Kingston Mills Locks. Treated by paramedics for multiple injuries. @KtownFire #ygb [^]jb pic.twitter.com/EDyzLCqf5h



3 13 15

View Tweet activity

View all Tweet activity

Top Tweet earned 18K impressions

Collision on Battersea Rd. Three males age 13, 16 and 51 treated by Paramedics for severe injuries. [^]jb pic.twitter.com/OCyhvZuw8l



3 5 15

View Tweet activity

View all Tweet activity

Top mention earned 239 engagements

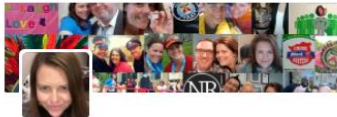
Logan Cadue @logancadue - May 22

@FPSParamedics @KtownFire @FPSParamedics photos like this can be taken & posted on twitter No problem. Yet I get yelled at by a FPS paramedic about privacy for this.. pic.twitter.com/jt6rttIAkV



1

Top Follower followed by 4,267 people



Meaghan Gray

@mrsmeaghgray

FOLLOWS YOU

Corporate Communications, Toronto Police Service. This account is not monitored 24/7, to report a crime call 4168082222 or 911 in an emergency or TDD 4670493

Twitter Stats – County – May



May 2017 • 31 days Frontenac County

TWEET HIGHLIGHTS

MAY 2017 SUMMARY

Tweets	70	Tweet impressions	41K
Profile visits	2,032	Mentions	63
New followers	42	Followers as of May 31, 2017	1,715

Top Tweet earned 3,303 impressions

Emerg & Transportation Services report highlights @FPSParamedics #PTSD Prevention Plan ow.ly/Ik5G30bLROR #FrontCnl #Bill1163 pic.twitter.com/LpqNEcoJY9



5 11

View Tweet activity

View all Tweet activity

Top Follower followed by 9,087 people



Mark Mattson
@waterkeepermark FOLLOWS YOU

Lawyer, President of Swim Drink Fish Canada.
Waterkeeper @LOWaterkeeper.

View profile

View followers dashboard

Top mention earned 562 engagements

Chris Hammer
@hammer4974 • May 4

@OPP_ER stopped to see PC Roop Sandu from #Frontenac Detachment supporting @unitedwaykfla Success by 6 in @FrontenacCounty @OPP_Hire pic.twitter.com/o29A84DmRg



5 18

View Tweet

Top media Tweet earned 2,031 impressions

@CataquiRCA issued flood watch. Watershed received about month's worth of rain in last few days crca.ca/who-we-are/new... #YGK #inFrontenac pic.twitter.com/uFFM4ANWTO

Water managers are conducting operations to minimize effects.

Stream and river banks are slippery, water currents are strong, and the water itself remains dangerously cold. The CRCA is urging residents to exercise extra caution when around lakes and streams, and to stay off the shoreline or river and away from the bank, steep bank, and tributaries, as well as any dams. The dangers of drowning and hypothermia are heightened at this time of year because of the unpredictability of water flow, ice thickness and near-freezing temperatures.

This Watershed Conditions Statement will remain in effect until May 6, 2017.

Flood Watch: Flooding is possible in specific subwatershed or municipalities. Municipalities, emergency services and individual landowners in flood-prone areas should prepare.

Flood Warning: Flooding is imminent or already occurring in specific subwatershed or municipalities. Municipalities and individuals should take action to deal with flood conditions. This may include road closures and evacuations.

Media contact for more information:
Scott York, Water Resources Engineer (813) 548-4238 ext. 341
Shawn Parkson, Watershed Engineering Technologist (813) 548-4238 ext. 294

5



FRONTENAC

Upcoming 2017 Events

- **AMO Conference**, August 13-16, Ottawa
- **AMCTO's Municipal Clerk's Institute Level I** will be hosted by the County of Frontenac, August 24 – 26



FRONTENAC

Congratulations!

Ingmar Freitag, Superintendent of Operations

- for receiving the Ontario Municipal Management Institute's Certified Municipal Management Level II Emergency Medical Services Professional Designation

and

Ed Miller, Superintendent of Operations

- for receiving the Ontario Municipal Management Institute's Certified Municipal Management Level III Emergency Medical Services Professional Designation.

Congratulations and Well Done!!

Lapse of approval

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

Extension

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

The approval for this draft plan of subdivision expires on July 17, 2017. The County of Frontenac is in receipt of a request from Fotenn Consulting on behalf of the applicant for an extension of draft for an additional one (1) year. Since obtaining draft subdivision approval in 2013, one of the two owners, Roger Ouellette, regrettably passed away. His wife, Roberta Ouellette, is not in a position to satisfy the draft conditions and is therefore attempting to sell the lands. A one year extension was granted in 2016; however, Ms. Ouellette has not been successful in selling the property. An additional one year extension is being requested to allow the owner to sell the lands before draft approval expires. A copy of the correspondence from Fotenn Consulting is attached to this report as Appendix C.

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

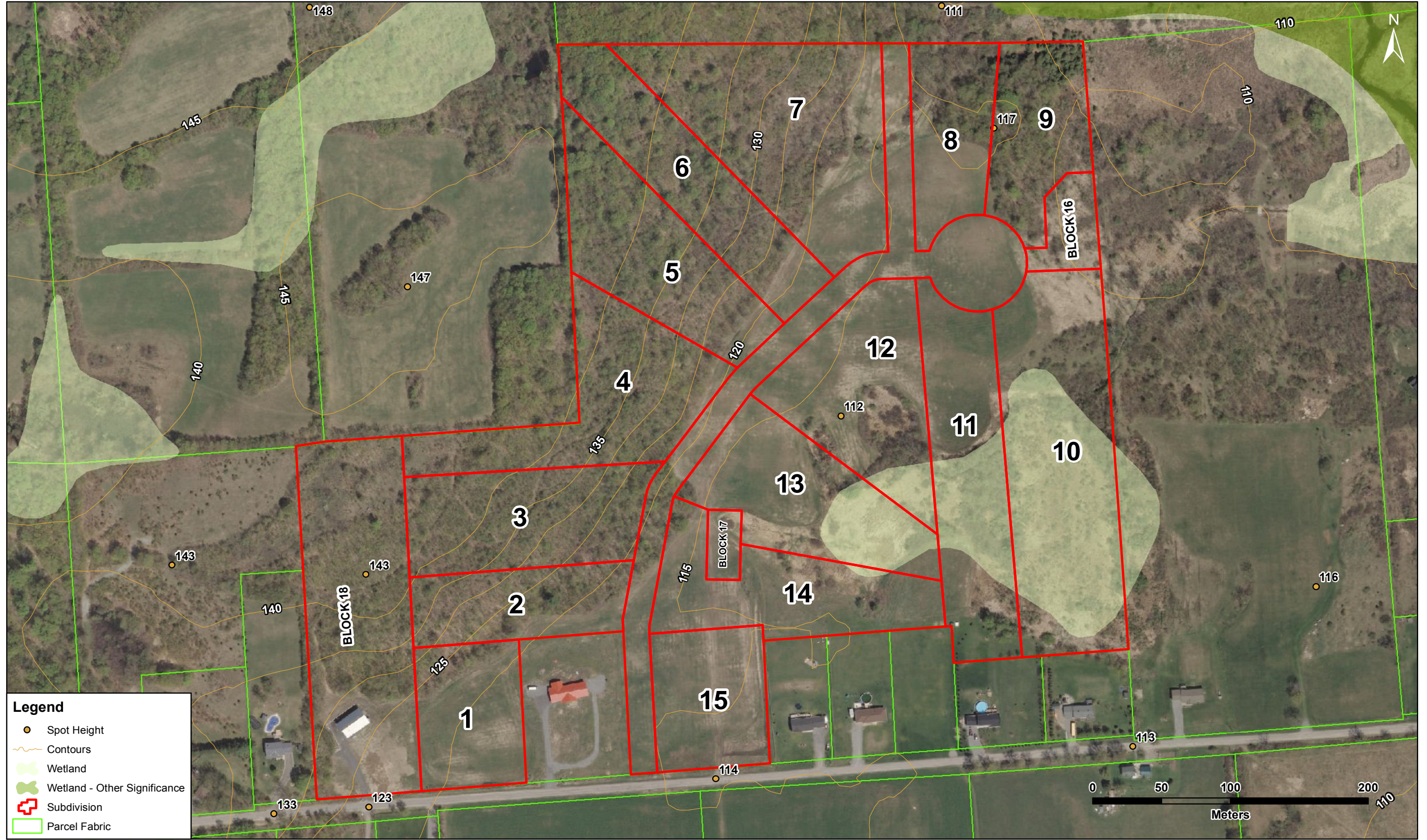
Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Township of South Frontenac

2292 SANDS ROAD, BATTERSEA - SUBDIVISION



Data Source: OGDE, MPAC & The County of Frontenac. Created: July 4th, 2013 Reference: Produced by the County of Frontenac with data supplied under license by members of the Ontario Geospatial Data Exchange. The County of Frontenac disclaims all responsibility for errors, omissions or inaccuracies in this publication.

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

SCALE = 1:1000
 0 25 50 75 100metres

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

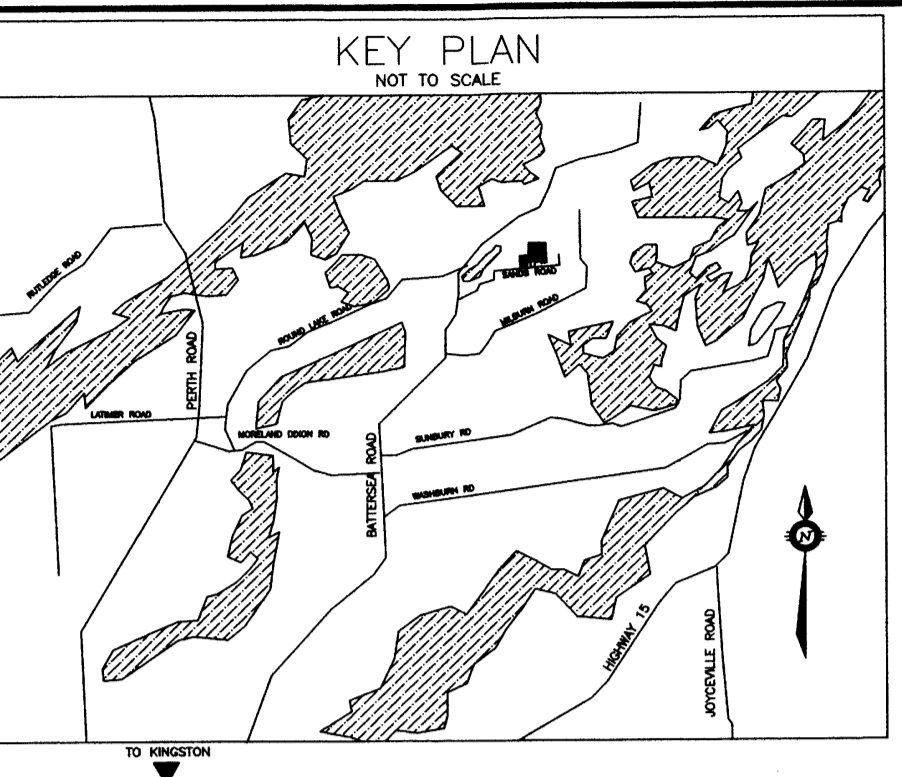
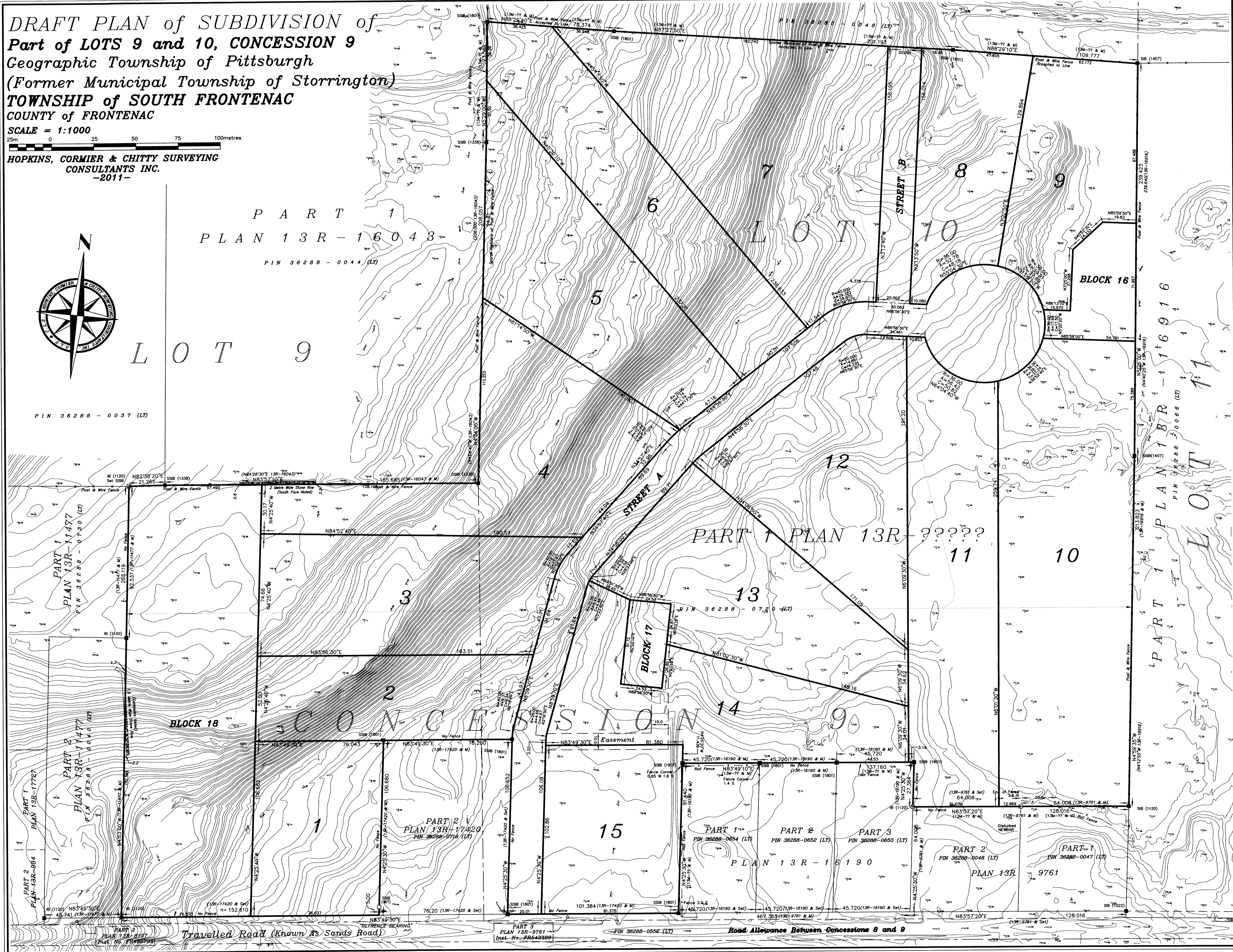


PART 1
 PLAN 13R-16043

PIN 36288-0044 (LT)

LOT 9

PIN 36288-0037 (LT)



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

- a: Shown On Draft Plan
- b: Shown On Draft Plan
- c: All Lands Owned, or in Which the Applicants Have An Interest Are Shown On the Key Plan.
- d: Residential Single Units
- e: Residential Single Units
- f: Shown On Draft Plan
- g: Shown On Existing Conditions & Proposed Subdivision Plan
- h: Private Wells
- i: Sandy Loam and Clay Loam with Limestone Close to Surface
- j: Shown On Draft Plan
- k: Stormwater, Road Maintenance, Garbage Collection, Phone, Hydro L. Work

OWNER'S CERTIFICATE

I, Roger Ouellette, hereby authorize Hopkins, Cormier & Chitty Surveying Consultants Inc. to prepare and submit this plan to the County of Frontenac for review and approval.
 SIGNED: *Roger Ouellette* DATE: *April 26, 2013*
 AUGUST 27, 2012
 ROGER OUELLETTE
 OWNER

SITE DATA

LAND USE	UNITS	AREA ±	DENSITY
RESIDENTIAL	LOTS 1 TO 15 & 18	22.438ha / 224380.000sq. m.	85.087%
ROADS / STREETS	STREETS A & B	1.683ha / 16829.237 Sq.m.	7.023%
BLOCKS (Storm Water)	16 & 17	0.413ha / 4126.043sq.m.	1.723%
RESERVES	NONE		
TOTAL SITE AREA		23.965ha / 239653.620sq.m.	

BEARING NOTE:

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

LEGEND:

- SSIB'S PLANTED DUE TO INSUFFICIENT OVERBURDEN
- denotes Planted Survey Monument
- Found Survey Monument
- SB Standard Iron Bar
- SCSB Short Standard Iron Bar
- IB Iron Bar
- IRB Iron Bar (round)
- RB Rock Bar
- RPL Rock Plug
- (WT) Witness
- (M) Measured
- (RP) Registered Plan
- (HP) Hydro Pole
- (1120) James A. Minnas - O.L.S.
- (1801) Hopkins, Cormier & Chitty Surveying Consultants Inc - O.L.S.
- (1388) Clancy & Hopkins Ltd. - O.L.S.
- (1407) Orange W. Elliott Ltd. - O.L.S.

----- Denotes area subject to Plan of Subdivision

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO ADJACENT LANDS ARE CORRECTLY SHOWN.
 REVISED: APRIL 22, 2013
 REVISED: AUGUST 27, 2012
 DATE: OCTOBER 17, 2011
Phil W. Chitty
 PHIL W. CHITTY - O.L.S.

Party Chief:	Instrument:	Checked By:	Plan By:
HOPKINS, CORMIER & CHITTY SURVEYING CONSULTANTS INC. Ontario Land Surveyors www.hopkinscormier.com			
634-838 MORRIS COURT KINGSTON, ONTARIO K7P-2R9 Tel: (613) 364-9266 Fax: (613) 364-3518		PROJECT No. 2010-031-2 LOT 9/10 CONCESSION 9 TOWNSHIP OF STORRINGTON	

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

CONDITIONS TO APPROVAL

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

1. Approved Draft Plan:

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

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

2. Subdivision Agreement:

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

3. Financial Requirements:

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

4. Access:

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

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

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

5. On-Site Sewage Disposal and Water Systems:

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

6. Environment

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

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

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

7. Stormwater

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

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

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

8. Parkland Dedication:

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

9. Human Remains:

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

10. Archaeological Resources:

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

11. On-Site Works

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

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

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

12. Revisions to Draft Plan:

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

Community Mailboxes:

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

14. Bell Canada

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

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

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

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

15. General conditions:

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

16. Clearance Letters:

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

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

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

17. Lapsing Provisions:

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

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

Notes To Draft Approval

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

May 29, 2017

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

KINGSTON
The Woolen Mill
6 Cataraqui St, Suite 108
Kingston, ON K7K 1Z7
T 613.542.5454

fotenn.com

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

Dear Ms. Amini,

The purpose of this letter is to request an extension for draft approval of the plan of subdivision referenced above, for an additional one (1) year. Since obtaining draft subdivision approval, one of the two owners, Roger Ouellette, regrettably passed away. His wife, Roberta Ouellette, is not in a position to satisfy the draft conditions and is therefore attempting to sell the lands. A one year extension was granted in 2016; however, Ms. Ouellette has not been successful in selling the property. An additional one year extension is being requested to allow the owner to sell the lands before draft approval expires.

Should you require any additional information, please do not hesitate to contact me at 613.542.5454 ext. 221.

Sincerely,



Mike Keene, MCIP RPP
Associate Director, Planning + Development

dated July 11, 2014 noted as Appendix B to this report, as amended to include the Cataraqui Region Conservation Authority conditions dated July 14, 2014 (a copy of which was distributed at the meeting);

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

CARRIED

Comment

The subject property is 25.5 hectares (63 acres) and is located at Carrying Place Road and Cranberry Cove Lane, with water frontage on Cranberry Lake, northeast of the hamlet of Battersea in the Township of South Frontenac. The application is for the creation of a residential vacant land condominium consisting of 13 single detached units, one storage garage unit, one parking area unit, three common element private condominium roads, one private open space block, one lake access easement block and two 30 centimetre reserve blocks.

Section 50.1 of the *Planning Act* States:

Lapse of approval

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

Extension

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

The approval for this draft plan of condominium expires on July 16, 2017. The County of Frontenac is in receipt of a request from Fotenn Consulting on behalf of the applicant for an extension of draft for an additional one (1) year. Since obtaining draft condominium approval, the majority of draft conditions have been satisfied and the few outstanding conditions are currently being fulfilled and the request for an extension for draft approval of the plan of vacant land condominium referenced above, for an additional one (1) year will provide sufficient time to address the remaining conditions prior to the lapsing date. A copy of the correspondence from Fotenn Consulting is attached to this report as Appendix C.

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

Financial Implications

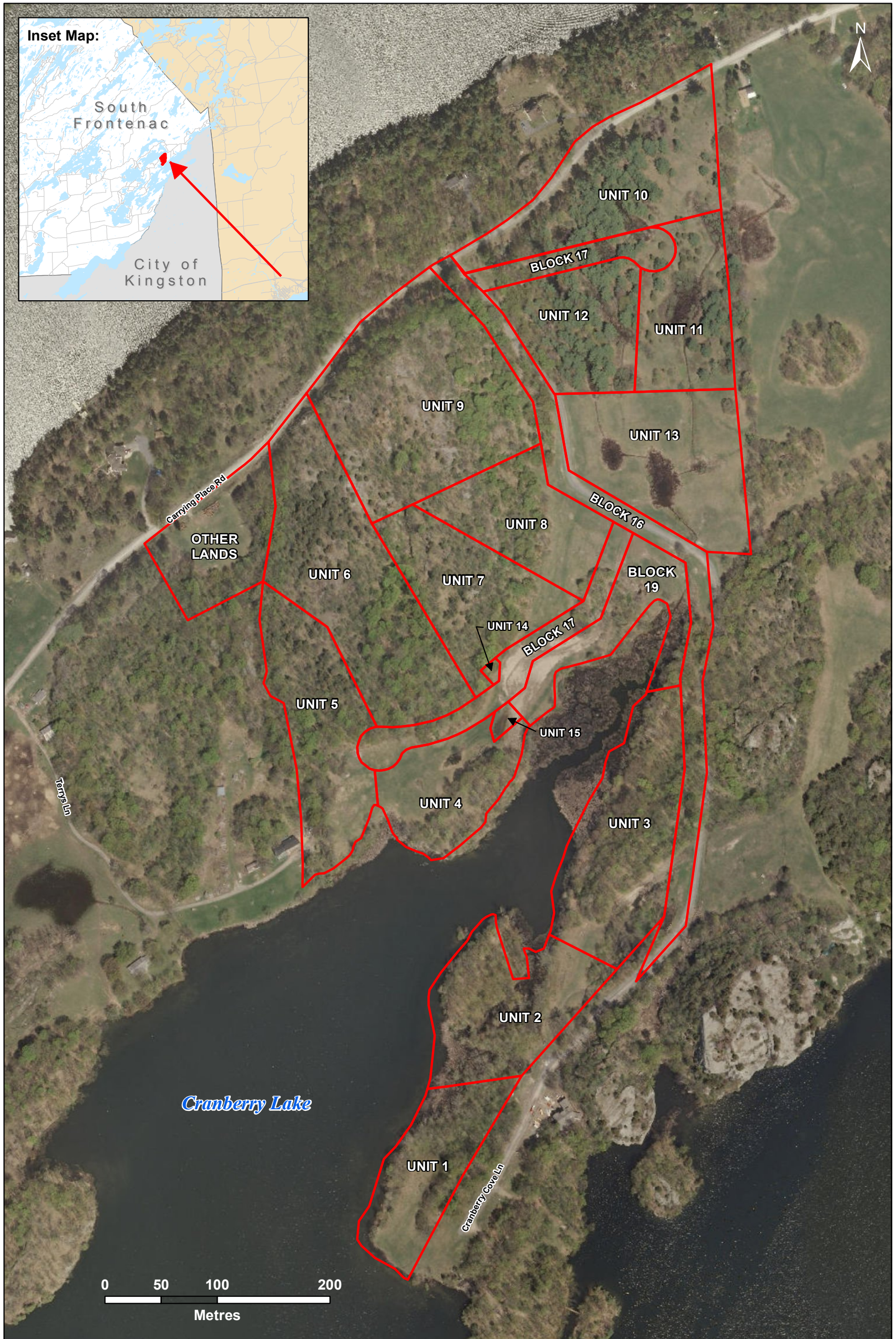
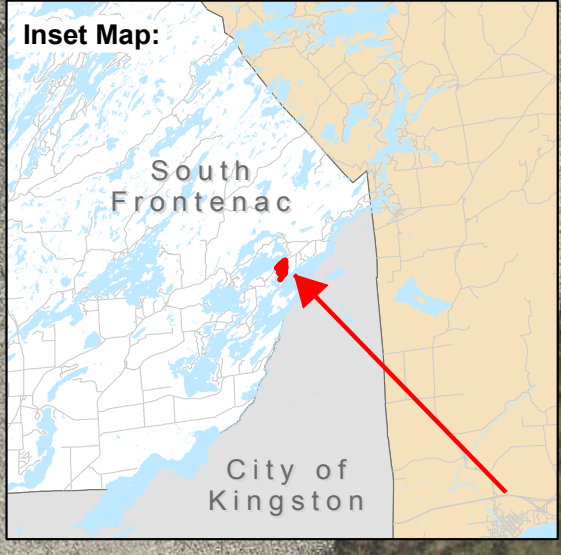
There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Township of South Frontenac



CRANBERRY COVE CONDOMINIUM



Data Source: OGDE, MPAC & The County of Frontenac. Created: July 10th, 2014 Reference: Produced by the County of Frontenac with data supplied under license by members of the Ontario Geospatial Data Exchange. The County of Frontenac disclaims all responsibility for errors, omissions or inaccuracies in this publication.

Applicant: Gary Thomson	Date of Decision: July 16, 2014
File No.: 10CD-2012/002	Date of Notice:
Subject Lands: Cranberry Cove Condominium Parts 1, 6 & 7 Plan 13R-8978, Except Parts 1-5, Plan 13R-18799, and Part 1, Plan 13R-19396, Part of Lot, Concession 10, Geographic Township of Pittsburgh, Township of South Frontenac, County of Frontenac	

CONDITIONS TO APPROVAL

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

1. Approved Draft Plan:

That this conditional approval applies to the Draft Plan of Vacant Land Condominium, dated 01/04/12, revised May 30, 2014 prepared and certified by Clancy and Hopkins Surveying Limited, OLS, which shows the following:

- 13 units for single detached dwellings (Units 1-13);
- 1 storage garage (Unit 14)
- 1 parking area (Unit 15)
- Three road blocks (Blocks 16-18)
- One common element open space block (Block 19)
- One easement block (Block 20)
- Two 0.3 m reserves (Blocks 21 & 22)

2. Condominium Agreement:

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

3. Financial Requirements:

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

4. Access

- A.** That the road allowances included in this draft plan identified as Block 16 Common Element', 'Block 17 Common Element' and 'Block 18 Common Element' shall be shown and constructed to Township standards for new private lanes.
- B.** That a portion of Carrying Place Road from the existing fire hall on the road to the entranceway to the development (approximately 712 metres) be surface treated to the satisfaction of the Township.

Applicant: Gary Thomson	Date of Decision: July 16, 2014
File No.: 10CD-2012/002	Date of Notice:
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- C. That the new lanes identified as 'Block 17 Common Element' and Block 18 Common Element' shall be named to the satisfaction of the municipality.
- D. That 0.3 metre reserves be identified by survey along the road allowance of Carrying Place Road where it abuts proposed units 6, 9, and 10 to be conveyed to and held in trust by the municipality for the purpose of denying additional access onto Carrying Place Road.
- E. That, prior to final approval, street signage shall be installed according to Township standards and to the satisfaction of the municipality.

5. Declaration, Easements and Joint Use Agreement

- A. That the easements referred to in the August 13, 2013 letter from Soloway Wright to the County of Frontenac be created within the declaration of a condominium, with the proposed additional access from the island located at Part 2, Plan 13R-8978 being subject to confirmation that the proposed easement is to the Township's satisfaction
- B. That Cranberry Cove Lane be subject to a joint use agreement (or other similar legal agreement), to be registered on title, between the condominium corporation/declarant and the properties listed in the August 13, 2013 letter from Soloway Wright to the County of Frontenac to the satisfaction of the Township.

6. On-Site Sewage Disposal and Water Systems:

- A. That the recommendations outlined in the letter dated January 10, 2014 from KFL&A Public Health to the County of Frontenac, be addressed to the satisfaction of the municipality and KFL&A Public Health
- B. That all requirements and recommendations specified in the Hydrogeology, Terrain Analysis and Nitrate Impact Assessment Report, revised dated April 9, 2013, from Lissom Soil and Water Inc., and 'Cranberry Cove Nitrate Attenuation Calculations' from Greer Galloway Group Inc., dated November 12, 2013, and project letter dated March 15, 2014 and all associated drawings and peer review recommendations be complied with.
- C. That any existing wells and or septic systems that may be present on the site and are not to be used as part of the plan of condominium be decommissioned as per applicable regulations.

7. Environment

- A. That the recommendations of the Environmental Impact Statement (EIS) dated January 12, 2012 prepared by Ecological Services, be implemented

Applicant: Gary Thomson	Date of Decision: July 16, 2014
File No.: 10CD-2012/002	Date of Notice:
Subject Lands: Cranberry Cove Condominium Parts 1, 6 & 7 Plan 13R-8978, Except Parts 1-5, Plan 13R-18799, and Part 1, Plan 13R-19396, Part of Lot, Concession 10, Geographic Township of Pittsburgh, Township of South Frontenac, County of Frontenac	

including the requirement that all development be set back a minimum of 35 metres from the high water mark of Cranberry Lake and inland ponds.

- B.** That all conditions and issues outlined in the letters dated November 26, 2012 and December 12, 2013 from the Cataraqui Region Conservation Authority/Rideau Waterway Development Review Team to the County of Frontenac, be addressed to the satisfaction of the municipality and Rideau Waterway Development Review Team.
- C.** That a practical building envelope in compliance with the Zoning By-law and EIS be identified to the Township's satisfaction on Unit 2
- D.** That the area on 'Block 19 Common Element' near Unit 14 at the narrowest point between the lane and the water's edge be vegetated with natural species of shrubs and trees as identified in the Township's Site Plan Guidelines and to the satisfaction of the Township.
- E.** That notice be provided to future purchasers advising them of the applicable CRCA and Parks Canada regulations, and any particular environmental restrictions on individual lots, in wording and in a manner to the satisfaction of the Rideau Waterway Development Team and the Township
- F.** That an agreement be registered on the subject land applying to all of the proposed units to deal with setting out the municipality's limited service policies to recognize that there is no commitment or requirement by the municipality to assume responsibility for ownership or maintenance of the private lanes within the plan. In addition, the agreement applying to Units 1-5 shall set out the municipality's standard environmental protection policies requiring that the area within 35 metres of the highwater mark of the lake be maintained in a natural state for soil and vegetation.

8. Stormwater

- A.** That a lot grading and drainage plan and a sediment and erosion control plan be completed and approved to the satisfaction of the Township of South Frontenac and the Cataraqui Region Conservation Authority ('CRCA'), and be included in the Condominium Agreement between the Owner and the Township.
- B.** That a stormwater management plan be prepared by a qualified Professional Engineer and approved to the satisfaction of the Township and the CRCA, and that appropriate text to implement its findings be included in the Condominium Agreement.
- C.** That, prior to final approval, the Township shall be satisfied that all servicing issues are resolved such as lane construction; stormwater drainage, design, and maintenance; and the construction and design of ditches and culverts.

Applicant: Gary Thomson	Date of Decision: July 16, 2014
File No.: 10CD-2012/002	Date of Notice:
Subject Lands: Cranberry Cove Condominium Parts 1, 6 & 7 Plan 13R-8978, Except Parts 1-5, Plan 13R-18799, and Part 1, Plan 13R-19396, Part of Lot, Concession 10, Geographic Township of Pittsburgh, Township of South Frontenac, County of Frontenac	

9. Parkland Dedication:

That the owner convey up to five percent of the value of the land in the form of cash-in-lieu of parkland.

10. Human Remains:

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

11. Archaeological Resources:

- A.** That all recommendations of the Archaeological Assessment (Stage 1-2 & Stage 3) Report, dated June 4, 2010 by Adams Heritage and further revised May 2013 be implemented to the satisfaction of the Township.
- B.** That if during the process of development any archaeological resources or human remains of Aboriginal interest are encountered, the Algonquins of Ontario Consultation Office will be contacted immediately at:

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

12. Utilities and On-Site Works

- A.** That a garbage pick-up area be included on the plan at a location near Carrying Place Road and to the satisfaction of the Township.
- B.** That an easement be included and a dry fire hydrant shall be constructed at a location to be determined to provide for a Dry Hydrant - this hydrant and the access to it shall be left unobstructed and accessed by the Township for inspection anytime year round and shall be maintained 100 percent, twelve months per year by the Corporation which requirement shall be incorporated into the final condominium agreement. Construction of the hydrant and all maintenance costs shall be borne by the developer/condominium corporation and shall be to the satisfaction of the Township

Applicant: Gary Thomson	Date of Decision: July 16, 2014
File No.: 10CD-2012/002	Date of Notice:
Subject Lands: Cranberry Cove Condominium Parts 1, 6 & 7 Plan 13R-8978, Except Parts 1-5, Plan 13R-18799, and Part 1, Plan 13R-19396, Part of Lot, Concession 10, Geographic Township of Pittsburgh, Township of South Frontenac, County of Frontenac	

- C. That, subject to the requirements of Canada Post, any mail boxes shall be placed at a location near the entrance to the development near Carrying Place Road and to the satisfaction of the Township.
- D. That prior to final approval, the Owner satisfy the Township that public utilities, including without limitation Bell Canada, Hydro One, etc., are adequate to service the proposed development.
- E. That, prior to final approval, street lighting shall be installed at the entrance to the development at Carrying Place Road such lighting to also illuminate any garbage pick-up area and mail box location.

13. Revisions to Draft Plan:

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

14. General conditions:

- A. That when requesting final Approval from the County of Frontenac, the Owner shall accompany such request with the required number of originals and copies of the Final Plan, together with a surveyor's certificate stating that the lots/blocks thereon conform to the frontage and area requirements of the Zoning By-Law.
- B. That prior to final approval, the County of Frontenac is to be advised by the municipality that this proposed subdivision conforms to the Zoning By-law in effect of the Township of South Frontenac including that the zoning is satisfactory to the Cataraqui Region Conservation Authority.
- C. That the Owner submit a draft Vacant Land Condominium Declaration for approval by the Township and County to ensure all conditions of approval will be satisfied

15. Clearance Letters:

- A. That Prior to Final Condominium Approval, the County of Frontenac shall be advised that all Conditions of Draft Plan Approval have been satisfied; the clearance memorandum shall include a brief statement detailing how each Condition has been met.

Applicant: Gary Thomson	Date of Decision: July 16, 2014
File No.: 10CD-2012/002	Date of Notice:
Subject Lands: Cranberry Cove Condominium Parts 1, 6 & 7 Plan 13R-8978, Except Parts 1-5, Plan 13R-18799, and Part 1, Plan 13R-19396, Part of Lot, Concession 10, Geographic Township of Pittsburgh, Township of South Frontenac, County of Frontenac	

- B.** That Prior to Final Condominium Approval, the County is to be advised in writing by the Township of South Frontenac the method by which conditions 1 to 14 have been satisfied.
- C.** That Prior to Final Condominium Approval, the County is to be advised in writing by KFL&A Public Health the method by which condition 6A has been satisfied.
- D.** That Prior to Final Condominium Approval, the County is to be advised in writing by the Cataraqui Region Conservation Authority/Rideau Waterway Development Review Team the method by which conditions 7 and 8 have been satisfied.

16. Lapsing Provisions:

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

Applicant: Gary Thomson	Date of Decision: July 16, 2014
File No.: 10CD-2012/002	Date of Notice:
Subject Lands: Cranberry Cove Condominium Parts 1, 6 & 7 Plan 13R-8978, Except Parts 1-5, Plan 13R-18799, and Part 1, Plan 13R-19396, Part of Lot, Concession 10, Geographic Township of Pittsburgh, Township of South Frontenac, County of Frontenac	

NOTES TO DRAFT APPROVAL

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

June 2, 2017

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

KINGSTON
The Woolen Mill
6 Cataraqui St, Suite 108
Kingston, ON K7K 1Z7
T 613.542.5454

fotenn.com

**RE: Request for Extension of Draft Approved Plan of Condominium
Applicant: Magenta Waterfront Development Corporation
File No.: 10T-2012/002 (Cranberry Cove)**

Dear Ms. Amini,

Cranberry Cove is a vacant land condominium containing 13 waterfront residential lots. The development was draft approved in July 2014 subject to 16 conditions that are to be fulfilled prior to obtaining final plan of condominium. Since obtaining draft condominium approval, the majority of draft conditions have been satisfied and the few outstanding conditions are currently being fulfilled. The purpose of this letter is to request an extension for draft approval of the plan of vacant land condominium referenced above, for an additional one (1) year. This will provide sufficient time to address the remaining conditions prior to the lapsing date.

Should you require any additional information, please do not hesitate to contact me at 613.542.5454 ext. 222.

Sincerely,



Jennifer Garrah, MCIP RPP
Planner

And Further That staff be directed to issue a Request for Proposals for a Business Plan for the Frontenac Islands Senior's Housing Business Plan, (to a maximum upset of \$25,000) plus costing for second and subsequent iterations and that the Warden and Clerk be authorized to sign a contract with the successful consultant;

And Further That funding for the business plan be taken from monies allocated by County Council for Senior's projects based upon the formula noted in the report;

And Finally That the successful Consultant report back to County Council on the project by October 15, 2014.

CARRIED

SHS Consulting was the successful proponent of the RFP and within its submission identified that, as per the terms of reference of the RFP, would be prepared to undertake subsequent business plans for each of the Townships at a maximum upset rate of \$5,000.

Comment

The Seniors Housing Task Force – Central Frontenac started up in March 2017 and has had two meetings to date. During those meetings, the Task Force had the opportunity to review both the Business Plan that was developed by SHS Consulting as well as the Frontenac Islands model that is currently underway in Marysville and the model being proposed by South Frontenac.

The Task Force has received presentations and information from SHS and Re/fact Consulting on the City of Kingston, as the Municipal Service Manager, regarding any potential funding opportunities and criteria associated with such funding and on the Business Plan developed for the Marysville project and the South Frontenac project which took a different direction to include an affordable housing component.

The Committee has identified possible sites and opportunities for a potential development and as a result, has requested that consultants formalize the project scope/terms of engagement and finalize a work plan for distribution to the Task Force.

The Council of the Township of Central Frontenac has received updates on the project scope from both the Clerk/Administrator as well as Task Force members and supports the direction of the project and at its meeting held June 13, 2017 passed the following resolution, which is attached to this report as Appendix A:

That the Council for the Township of Central Frontenac support the direction in which the Seniors Housing Task Force – Central Frontenac is heading.

SHS has advised staff that following the discussion at the April 26 meeting of the Central Frontenac task force, that they were becoming concerned about all of the additional

items the Committee would like to have included in the Business Plan for Central Frontenac, including researching potential multiple locations, assessing the potential suitability of the two surplus schools and conducting a rather extensive range of community consultations and surveying. This is a much broader scope of work than the work carried out on the Islands and actually a greater scope than the South Frontenac study. Appreciating that Central Frontenac is a small municipality with limited resources the consultants are trying to contain their costs; however want to ensure they deliver what is needed in Central Frontenac. The consultants could go ahead with this scope of work and come in half way between the \$5,000 budget originally approved by County Council and the \$10,000 budget utilized for the South Frontenac study coming in at \$7,500 + HST.

As this budget goes beyond the \$5,000 originally confirmed by SHS Consulting in its letter to the County dated April 9, 2015, staff are seeking Council authorization to proceed with having SHS Consulting complete a Business Plan for the Central Frontenac Senior's Housing Business Plan, (to a maximum upset of \$7,500 + HST). A copy of the letter of intent from SHS Consulting is attached to this report as Appendix B.

Sustainability Implications

One of the key focus areas of *Directions for Our Future*, the County's Sustainability Plan, is Land Use Planning and Management. When establishing 'good planning' it is important the Council be provided with a professional planning opinion to make an informed decision.

Financial Implications

As noted, the senior's objective of the strategic plan, including financial implications was approved by Council during the 2014 budget deliberations. The preliminary amount assigned to this objective was \$1.5M. The assumption is that the amount includes \$100k for transportation related objectives, leaving \$350k per municipality for seniors housing and Business Plan costs assuming all four municipalities take advantage of this initiative. Through Council's approval to proceed with the Frontenac Islands business plan and funding allocation, staff had recommended to allocate a maximum of 25% of the total business plan to each municipality for studies. Budgeting was done on the assumption of \$25k for the base study and an additional \$15k in subsequent studies, with a total of \$10k being charged to each of the potential 4 projects. To date, \$30,561 has been expensed, including \$20,385 for the original base study and \$10,176 for the Township of South Frontenac subsequent study.

Organizations, Departments and Individuals Consulted and/or Affected

Susan Brant, Director of Corporate Services/Treasurer
Alex Lemieux, Deputy Treasurer
Township of Central Frontenac
SHS Consulting
Seniors Housing Task Force – Central Frontenac

Recommend Report –
Planning and Economic Development - Seniors Housing Business Plan Proposal for the Township of Central Frontenac
June 21, 2017

Page 3 of 3

#9

ADMINISTRATION

Corporation of the Township of Central Frontenac – June 13, 2017
Central Frontenac Senior Housing Committee



Resolution # _____-2017

Moved by *Thelma A* **Seconded by** *Frank Cameron*

THAT the Council for the Township of Central Frontenac support the direction in which the Seniors Housing Task Force – Central Frontenac is heading.

Carried
Defeated _____

Mayor/Chair *Frank Smith*

Recorded Vote	F. Smith _____	B. Cameron _____	P. Smith _____
	C. Kelsey _____	T. Dewey _____	S. Whan _____
	B. MacDonald _____	V. Heese _____	J. Riddell _____

June 9, 2017

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

Dear Ms. Amini:

Re: Business Case for Central Frontenac Seniors Housing Project

Further to your recent request, we are pleased to provide a formal reply regarding the cost to complete a business case for a proposed senior's housing project in Central Frontenac.

As you know, we were pleased to attend two meetings with the Seniors Housing Task Force recently to discuss the working concept for the potential project. It is clear that there is keen interest to advance this project concept in order to help serve the housing needs of seniors in the area.

Our prior work for the County on Seniors Housing has been extensive in identifying needs and setting out recommendations for pursuing possible solutions. Last year and earlier this year, we completed formal business cases for the senior's projects in the Townships of Frontenac Islands and South Frontenac. The study for Central Frontenac would follow much the same work plan and format.

The previous studies provided a comprehensive review and rationale for pursuing the project, including:

- Profile of the local community need for the project
- A defined project concept and associated procurement options
- Development considerations (including preliminary site assessment)
- Financial feasibility assessment
- Governance model for overseeing project operations
- Critical path/next steps for pursuing the project

These were the first two of four potential projects that the County had envisioned and the notion was to replicate the business plan process for projects in other areas of the County. The initial study was completed at a cost of \$20,000 + HST and we had quoted a preliminary upset price of \$5,000 + HST each for the subsequent business plans, provided they fell within the same parameters as the initial study. At the conclusion of

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the initial study, we confirmed in a letter to the County that we would honour this pricing but that where business case requirements moved beyond the base concept, additional work could be required and that pricing would need to be reconsidered in that instance.

Based on discussions and information provided to date, the Central Frontenac project concept does vary from the previous studies in a number of material ways, including:

- Researching potential multiple locations across the Township
- Assessing the potential suitability of two surplus school properties acquired by the Township
- Conducting an extensive range of community consultations and surveys

As a result, while we would be providing the same general business case content, the work required to investigate, analyse and make recommendation on these additional issue areas would precipitate additional costs. Based on the time required to complete these added tasks, we feel that a budget of \$7,500 + HST for this business case is required to produce a suitable formal business plan for the proposed Central Frontenac project(s).

We would be pleased to discuss the specific requirements of the business case further but trust this is of assistance as the County plans its approach to moving the business case forward. We are most interested in this timely project and look forward to the opportunity to work with the County again in helping to better serve the needs of local seniors.

Best regards,



Edward Starr,
Partner

cc. Ken Foulds, Re/fact Consulting

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Report 2017-084

Council Recommend Report

To: Warden and Members of County Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Kelly Pender, Chief Administrative Officer
Date of meeting: June 21, 2017
Re: **Waste Management Opportunities – Regional Approach to Optimize Waste Diversion in Frontenac County**

Recommendation

Be It Resolved That the Council of the County of Frontenac receives the Office of the Chief Administrative Officer – Waste Management Opportunities - Regional Approach to Optimize Waste Diversion in Frontenac County report;

And Further That Council approves retaining Cambium Inc. to submit a final grant submission to the Continuous Improvement Fund (CIF) for funding a study to identify opportunities to develop a regional approach to optimize waste diversion in Frontenac County.

And Further That should the grant submission be approved by CIF a final work plan and cost estimate be provided to County Council for their consideration prior to proceeding with the project, including Phase I and a potential Phase II.

Background

Attached, **Schedule 'A'** is a report prepared for North Frontenac Council by Cambium Inc., a waste management consultant for South, Central and North Frontenac. On the basis of this information, a motion was approved by North Frontenac to be included in a County wide initiative.

To summarize:

- The expression of interest (EOI) submission to CIF was positively received.
- The addition of North Frontenac Township will make the final application stronger.
- The final funding formula from CIF depends upon the scoring of the application. Regional collaboration is a consideration.

- Regional projects, such as this one, are looked on favourably by the CIF, particularly given the new Waste Free Ontario Act (WFOA) and its key component of Extended Producer Responsibility (EPR).
- Under EPR it is anticipated that those not negotiating from a regional perspective with waste producers may be at a significant disadvantage.
- The second phase of preparation would involve a more detailed review of alternative waste management options, including preparing for a “post-landfill” era, and exploring emerging technologies such as anaerobic digestion and energy from waste.

Comment

The Public Works Managers and Cambium Inc. believe this project will place the County in an advantageous position when negotiating with EPR. It will also set the table for further study on alternative waste management solutions that could be implemented by the member municipalities on a collaborative basis.

Sustainability Implications

Should the application be approved, the member municipalities will be in a position to collectively negotiate with producers and ultimately examine alternative waste options such as anaerobic digestion and energy from waste.

Financial Implications

To be finalized. See Cambium memo for a potential funding scenario. The final project costing will be reviewed with Council prior to moving forward.

Organizations, Departments and Individuals Consulted and/or Affected

Public Works Managers, Member Municipalities
Chief Administrative Officer, Member Municipalities
Rob Arkell, Cambium Inc.
CIF Review Staff



MEMORANDUM

Cambium Inc.
P.O. Box 325
52 Hunter Street East
Peterborough, Ontario, K9H 1G5
Telephone: (705) 742.7900 1 (866) 217.7900
Facsimile: (705) 742.7907

To: Cheryl Robson (CAO), Jim Phillips (Manager of Public Works) – Township of North Frontenac

From: Rob Arkell

Date: June 8, 2017

Re: Continuous Improvement Fund - Application Update

Hi Cheryl & Jim.

I am pleased to report that the application to the Continuous Improvement Fund (CIF) was well-received and has passed the first stage – the Request for Expression of Interest. We have now moved into the application stage, during which we work with our CIF Project Manager to fine-tune the application in order to position it in the best light possible prior to its submission to the approval committee.

At this point there is still an opportunity to include North Frontenac as part of the project, and indeed it would make the submission stronger. Regional projects, such as this one, are looked on favourably by the CIF, particularly given the new Waste Free Ontario Act (WFOA) and its key component of Extended Producer Responsibility (EPR).

With EPR, it is anticipated that those not negotiating from a regional perspective with waste producers may be at a significant disadvantage. Producers will be inclined to work with the “highest volume & lowest cost” collectors of their waste. Municipalities (particularly smaller and/or rural ones) acting individually will likely be unable to compete. Thus, the project was submitted under CIF’s “Transitional Support in Response to New Legislation” fund.

The project represents the *first phase* of preparation for the new legislation and begins with a thorough understanding (including operational, performance, financial, and promotion/education) of all current waste diversion programs in each participating municipality. With this foundational information, the project then will identify opportunities for more efficient and effective diversion programs and practices for all municipalities involved. This would include a more collaborative, regional approach, in which all municipalities benefit.



Memorandum

Page 2

The *second phase* of preparation would involve a more detailed review of alternative waste management options, including preparing for a “post-landfill” era, and exploring emerging technologies such as anaerobic digestion and energy from waste.

How The Project Leverages the County’s Waste Budget

With this application we are leveraging the County of Frontenac’s current waste related budget item by generating additional funds from the CIF, thus allowing for even more effort to be put towards improving waste diversion in the region and preparing for the WFOA.

As you are aware, the CIF is focused specifically on the Blue Box program. However, our project extends beyond the “Blue Box” to all waste diversion programs. The full first phase project was submitted to CIF to allow them to see its full scope (which they did appreciate) and extent of positive impact, but noted our understanding that the non-Blue Box components will likely be ineligible.

So we don’t expect CIF to fund the entire cost of the project (i.e. \$106,000), but hopefully a portion of it. The difference could then be covered by Frontenac County’s \$100,000

Table 1 below provides an illustration of how this may work. Please note this is for illustration purposed only, as there remains the possibility that the project may not receive any monies from the CIF.

Table 1 - Illustration of Possible Financial Scenario

Item	Amount
CIF Application (All Diversion Programs) Budget	\$106,000
CIF Eligible Budget – Blue Box only portion (estimated)	\$64,000
CIF Approved Amount (hypothetical)	\$50,000
Frontenac County Allocation to Phase I (from \$100,000 budget)	\$56,000
Remainder of Frontenac County budget – potentially allocated to begin Phase II.	\$44,000

Thank you for the opportunity to provide you with this update.



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June 15, 2017

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

Via email: jamini@frontenacounty.ca

Dear Ms.Amini:

The Council of the Township of North Frontenac passed the following Resolution at the June 9, 2017 Regular Meeting:

Moved by Councillor Martin, Seconded by Councillor Hermer #289-17

WHEREAS Council defeated Resolution #214-17 on April 28, 2017 re Jim Phillips, P. Eng., Public Works Manager's Administrative Report entitled "Regional Approach to Optimize Waste Diversion in Frontenac County" with respect to Cambium submitting a Request for Expression of Interest (EOI) to the Continuous Improvement Fund (CIF) for funding a study to identify opportunities to develop a regional approach to optimize waste diversion in Frontenac County; with the \$2,500 for Cambium to submit the EOI be requested from the County;

THEREFORE BE IT RESOLVED THAT Council receives for information the email from the CAO dated June 8, 2017 and the Memo from Cambium regarding the second phase of the CIF funding with respect to the County of Frontenac considering submitting an application for funding and whether North Frontenac would be interested in being included in this phase of the project;

AND THAT Council approves being part of the submission/application phase to CIF if approved by County Council.

Carried

Would you please provide this letter to County Council? If you have any questions please do not hesitate to contact Cheryl Robson, Chief Administrative Officer.

Yours truly,

Tara Mieske
Clerk/Planning Manager
clerkplanning@northfrontenac.ca

c.c Frontenac County CAOs and PWMs via email



Report 2017-085

Recommend Report to Council

To: Warden and Council Members of the County of Frontenac
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Susan Brant, Director of Corporate Services/Treasurer
Date of meeting: June 21, 2017

Re: Corporate Services – Amendment to Frontenac-Howe Islander Ferry Fees and Fares Schedule

Recommendation

Resolved That the Council of the County of Frontenac receive the Corporate Services – Amendment to 2017 Frontenac-Howe Islander Ferry Fees and Fares Schedule report;

And Further That a by-law be introduced later in the meeting to adopt the amended 2017 Frontenac-Howe Islander Ferry Fees and Fares Schedule.

Background

The County of Frontenac establishes its fees and fares schedule for the Frontenac-Howe Islander Ferry operation annually. The ferry links the west end of Howe Island with the mainland at Kingston.

The County has, in past discussions, indicated that the operation of the ferry should not be a financial burden to the County. Within this philosophical framework, there are a number of ways to realize the municipal funding through different fees and fares scenarios.

The agreement between the County of Frontenac and the Ministry of Transportation allows for a ferry revenue reserve to be maintained up to 5% of the current operating expenditures.

A new structure for fees and fares was instated beginning in 2005 which standardized the rates charged for both the Township Ferry and the Frontenac-Howe Islander Ferry and created a common revenue account. At that time, the pass price was reduced and

the ticket price increased. Having utilized this formula since 2005, it appears to meet the required contributions of both the Township and the County to the ferry operations.

Comment

The 2017 pass is again proposed to provide access to both the County and the Township ferries and the amended fee structure for the Township and the County ferries is outlined below.

2017 Fees and Fares

Staff propose that fees should only be collected when vehicles are coming on to Howe Island from either ferry.

In 2013 an exemption was provided for all vehicles identified as undertaking business for the Township of Frontenac Islands.

The discounted tickets to provide to visiting friends and family will be continued in 2017. One book of 10 tickets will be sold per pass holder for a price of \$45.00 to accommodate this requirement.

An amendment is proposed as seen on appendix A from the Council of the Township of Frontenac Islands for an inclusion of the line “additional \$255 trailer pass for an island resident who already possesses a vehicle annual pass”. An exception is proposed for only the year 2017 to allow pass holders an opportunity to purchase a prorated trailer pass for 2017.

It is suggested that the cost of the pass and the fees be amended as follows:

Annual pass for a single vehicle	* \$255.00
One additional annual pass for a single vehicle per household	**\$64.50
Trailer pass - for an island resident who already possess an annual pass for a single vehicle	***255.00
Two way trip for single vehicle	\$6.00
Two way trip for single vehicle with trailer in tow	\$12.00
Additional charges for annual pass holder with trailer in tow	\$6.00
Two way trip for any heavy vehicle	\$15.00
Replacement fee per annual pass (Charged for every replacement)	\$25.00

Definitions

Single Vehicle

Single vehicle will include a car, motorcycle, van, SUV, or pickup truck.

Heavy Vehicle

Any vehicle greater than 6000 kgs and/or 7 metres (23 feet).

* These fees will be discounted by 10% for applicants who can show documentation indicating they are 65 years of age or older during 2017.

** A second pass for \$64.50 will only be available if the second vehicle involved is registered to:

- The same individual who purchased the first full-price 2017 annual pass;
- An individual who is married to or is in a common-law relationship with the full-price 2017 annual pass purchaser;
- The dependent child of a full-price 2017 annual pass purchaser or the full-price pass purchaser's married or common-law spouse who is under the age of 18;
- The dependent child of a full-price 2017 annual pass purchaser or the full-price pass purchaser's married or common-law spouse who is over the age of 18 only if the dependent child has both the same permanent address as the full-price 2017 annual pass purchaser and is attending school full-time.

Documentation must be provided that satisfies the staff person issuing the passes.

A third pass at a reduced rate is not available.

- Township of Frontenac Islands' vehicles and vehicles which, through previous notification, the Township of Frontenac Islands identifies as undertaking Township business are exempted.

*** Exception for 2017 only, these fees will be prorated for the year 2017.

A memorandum of understanding addressing the details of this arrangement has been executed to address the sharing of revenues between the County and the Township.

The Council of the Township of Frontenac Islands considered this amendment to the schedule of fees and fares at its meeting on June 12, 2017 and approved the direction recommended.

Organizations, Departments and Individuals Consulted and/or Affected

- P. Charbonneau, Chief Paramedic/Director, Emergency and Transportation Services
- D. Plumley, CAO, Township of Frontenac Islands
- C. Dwyre, Deputy Treasurer, Township of Frontenac Islands



Township of Frontenac Islands

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

Dear Ms. Amini:

Re: Consideration of an amendment to BY-LAW NO. 21-2016

The resolution below was approved at the June 12th, 2017 meeting of Council.

Moved By: Councillor Higgs (14-12/06-2017)

Seconded By: Councillor Grant

THAT the Council of the Corporation of the Township of Frontenac Islands request Frontenac County Council to consider an amendment to BY-LAW NO. 21-2016 BEING a by-law to establish a fees and fares schedule for Howe Island in 2017;

AND FURTHER THAT the amendment would see the inclusion of the line "additional \$255 trailer pass for an island resident who already possesses a vehicle annual pass".

CARRIED

It was the consensus of Council that this matter be placed on the upcoming County Council Agenda for consideration. If you require anything further please do not hesitate to contact me for clarification.

Yours truly,

Darlene Plumley
C.A.O./Clerk

Township of Frontenac Islands

By-Law No. 2017-0025

Of

The Corporation of the County of Frontenac

being a by-law to establish a fees and fares schedule for the Frontenac-Howe Islander Ferry operation for the year 2017 and to rescind By-law 2016-0037

Whereas Section 391 of the *Municipal Act, 2001, S.O. 2001, c.25, as amended* authorizes a municipality to impose fees or charges 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 any local board; and
- (c) for the use of its property including property under its control.

And Whereas the Corporation of the County of Frontenac operates a ferry to and from Howe Island known as the Frontenac-Howe Islander Ferry;

And Whereas the Council of the County of Frontenac deems it expedient to adopt the following fees and fares in relation to the Frontenac-Howe Islander Ferry operation for the year 2017;

Now Therefore Be It Resolved That the Council of the County of Frontenac hereby adopts the following fees and fares structure in relation to the Frontenac-Howe Islander Ferry operation for the year 2017:

1. Definitions:

- (i) **Single Vehicle:** Single vehicle will include a car, motorcycle, van, SUV, or pickup truck.
- (ii) **Heavy Vehicle:** Heavy vehicle will include any vehicle greater than 6,000 kgs and/or 7 metres (23 feet).

- 2. The 2017 pass shall provide access to both the County and Township operated ferries.
- 3. A common fee structure shall apply for both the County and Township operated ferries.
- 4. Fees shall only be collected when vehicles are coming onto Howe Island from either the County or Township operated ferry.

5. 2017 Fees and Fares shall be established as follows:
- | | |
|-----------------------------------------------------------------------------------------------|------------|
| Annual pass for a single vehicle | * \$255.00 |
| One additional annual pass for a single vehicle per household | **\$64.50 |
| Trailer pass - for an island resident who already possess an annual pass for a single vehicle | ***255.00 |
| Two way trip for single vehicle | \$6.00 |
| Two way trip for single vehicle with trailer in tow | \$12.00 |
| Additional charges for annual pass holder with trailer in tow | \$6.00 |
| Two way trip for any heavy vehicle | \$15.00 |
| Replacement fee per annual pass (Charged for every replacement) | \$25.00 |

Definitions

Single Vehicle

Single vehicle will include a car, motorcycle, van, SUV, or pickup truck.

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Any vehicle greater than 6000 kgs and/or 7 metres (23 feet).

* These fees will be discounted by 10% for applicants who can show documentation indicating they are 65 years of age or older during 2017.

** A second pass for \$64.50 will only be available if the second vehicle involved is registered to:

- The same individual who purchased the first full-price 2017 annual pass;
- An individual who is married to or is in a common-law relationship with the full-price 2017 annual pass purchaser;
- The dependent child of a full-price 2017 annual pass purchaser or the full-price pass purchaser's married or common-law spouse who is under the age of 18;
- The dependent child of a full-price 2017 annual pass purchaser or the full-price pass purchaser's married or common-law spouse who is over the age of 18 only if the dependent child has both the same permanent address as the full-price 2017 annual pass purchaser and is attending school full-time.

6. Documentation must be provided that satisfies the staff person issuing the passes.
7. A third pass at a reduced rate is not available.
8. Township of Frontenac Islands' vehicles and vehicles which, through previous notification, the Township of Frontenac Islands identifies as undertaking Township business are exempted.

*** Exception for 2017 only, these fees will be prorated for the year 2017.

9. A memorandum of understanding addressing the details of this arrangement has been executed to address the sharing of revenues between the County and the Township.

10. That By-law 2016-0037 is hereby rescinded;

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

Read a first and second time this 21st day of June, 2017.

Read a third time and finally passed this 21st day of June, 2017.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

By-Law No. 2017-0026

of

The Corporation of the County of Frontenac

being a by-law to confirm all actions and proceedings of County Council on
June 21, 2017

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 June 21, 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 June 21, 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 June 21, 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 21st day of June 2017.

Read a Third Time and Finally Passed, Signed and Sealed this 21st day of June 2017.

The Corporation of the County Of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk