



**Frontenac County Council Meeting  
Wednesday, January 15, 2020 – 9:30 a.m.  
The Kingston Frontenac Rotary Auditorium  
2069 Battersea Road, Glenburnie, ON**

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## **Agenda**

Page

### **Call to Order**

### **Closed Session**

### **Approval of Addendum**

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

### **Adoption of Minutes**

10 - 19

- a) Minutes of Meeting held December 18, 2019

**Resolved That** the minutes of the regular Council meeting held December 18, 2019 be adopted.

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

- a) **Katrina Furlanetto**, General Manager - Cataraqui Region Conservation Authority, **Sommer Casgrain-Robertson**, General Manager/Secretary Treasurer - Rideau Valley Conservation Authority and **Sally McIntyre**, General Manager - Mississippi Valley Conservation Authority will provide County Council with an update on the changes Conservation Authorities are facing with the Province and possible consultations.

### **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**

- a) **Mr. Kevin Farrell**, Manager of Continuous Improvement/GIS, will brief County Council on Next Generation 9-1-1

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

**Unfinished Business**

**Recommend Reports from the Chief Administrative Officer**

20 - 21

- a) **2020-001**  
**Corporate Services**  
**Setting of the 2021 County Budget Deliberations and Solicitation of Public Input**

**Recommendation:**

**Resolved That** the Council of the County of Frontenac receive the Corporate Services – Setting of the 2021 County Budget Deliberations and Solicitation of Public Input report for information;

**And Further That** Council hold a public meeting on September 16, 2020, to permit members of the public to make presentations and/or funding requests to County Council for consideration in the 2021 budget.

**And Further That** the Council of the County of Frontenac confirm the following dates for the 2021 Budget Deliberations:

Tuesday, October 20, 2020 – Full Day  
Council Presentation – 2020 KPIs, 2021 Business Plans & Project Proposals Detailed Budget Presentation

Wednesday, October 21, 2020 – Half Day  
Council Presentation – 2020 KPIs, 2021 Business Plans & Project Proposals Detailed Budget Presentation

Thursday, October 22, 2020 – Full Day  
Council Presentation – Detailed Budget Presentation – if required

**Or**

Tuesday, October 20, 2020 – Full Day  
Council Presentation – 2020 KPIs, 2021 Business Plans & Project Proposals Detailed Budget Presentation

Thursday, October 22, 2020 – Full Day  
Council Presentation – Detailed Budget Presentation

22 - 34

- b) **2020-002**  
**Corporate Services**  
**2020 User Fees and Charges By-Law**

**Recommendation:**

**Resolved That** County Council receive the Corporate Services – 2020 User Fees and Charges By-Law report;

**And Further That** Council pass a by-law later in the meeting to Impose User Fees and Charges for Services and rescind By-law 2019-0019 being a By-law to Impose User Fees and Charges for Services.

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- c) **2020-003**  
**Corporate Services**  
**Report Received from Aird Berlis, Integrity Commissioner – Complaint Filed Against a Member of Council**

**Recommendation:**

**Resolved That** the Council of the County of Frontenac receive the “Integrity Commissioner Report – Code of Conduct Complaint – 2019-01, submitted by Laura Dean of Aird Berlis – Integrity Commissioner, dated December 23, 2019 attached to this report as Appendix A.

- d) **Statement by Councillor Higgs:** Councillor Higgs has provided notice that he will read a statement at this time.

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- e) **2020-004**  
**Corporate Services**  
**Delegation of Authority of certain Powers and Duties under the *Municipal Act* and *Planning Act***

**Recommendation:**

**Resolved That** the Council of the County of Frontenac receive the Corporate Services –Delegation of Authority of certain Powers and Duties under the *Municipal Act* and *Planning Act* report;

**And Further That** the Clerk be authorized to bring forward a by-law later in the meeting to amend By-law 2016-0006, authorizing the delegation of certain powers and duties under the *Municipal Act*, 2001, the *Planning Act* and other Acts, by deleting Schedule B in its entirety and replacing with the following:

<b>Officer or Position</b>	<b>Description of Delegated Authority</b>
<b>Warden</b>	Head of the Municipality for the Purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> (MFIPPA) and the <i>Ombudsman Act</i>
<b>Clerk</b>	Delegated the power or duty granted or vested in the head pursuant to Section

	49(1) of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> ;
<b>Director of Planning and Economic Development</b>	Delegated the authority to authorize Final Approval of Plans of Subdivision and Plans of Condominium
<b>Director of Planning and Economic Development</b>	Delegated the authority to authorize Applications for Part-Lot Control – Approval
<b>Clerk</b>	Designated as the Contact Person of the Municipality for the Purposes of the <i>Personal Health Information Protection Act (PHIPA)</i> and the <i>Ombudsman Act</i> ;
<b>Integrity Commissioner</b>	Delegation of authority of Council's powers to impose penalties for a contravention of the Code of Conduct

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- f) **2020-005  
Planning and Economic Development  
Authorization to enter into a contribution agreement with the Province of Ontario (Rural Economic Development Program)**

**Recommendation:**

**Whereas** an application was filed with the Rural Economic Development program in July 2019;

**Be It Resolved** That the Warden and the Clerk be authorized to enter into an agreement with the Province of Ontario should the said application be successful.

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- g) **2020-006  
Planning and Economic Development  
Notice of License Agreement Termination with Eastern Ontario Trails Alliance**

**Recommendation:**

**Resolved That** the Council of the County of Frontenac direct staff to send notice to the Eastern Ontario Trails Alliance with regard to the termination of the license of occupation.

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- h) **2020-008  
Corporate Services  
2019 Federal Gas Tax Allocation Amendment**

**Recommendation:**

**Resolved That** the Council of the County of Frontenac accept the

Corporate Services – 2019 Federal Gas Tax Allocation Amendment By-law report;

**And Further That** the Clerk be directed to bring forward a by-law to amend the distribution of Federal Gas Tax to the Townships for 2019.

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- i) **2020-009**  
**Corporate Services**  
**Authorization to enter into an Amending Agreement with the Ministry of Transportation (MTO) for the operation of the How Islander Ferry**

**Recommendation:**

**Resolved That** the Council of the County of Frontenac receive the Corporate Services – Authorization to enter into an Amending Agreement with the Ministry of Transportation (MTO) for the Operation of the Howe Islander Ferry report for information;

**And Further That** the Warden and Clerk be authorized to execute an Amending Agreement with the Ministry of Transportation (MTO) for the Operation of the Howe Islander Ferry.

**Information Reports from the Chief Administrative Officer**

67 - 70

- a) **2020-007**  
**Corporate Services**  
**Annual Report on Delegation of Authority**

**Reports from Council Liaison Appointees**

- a) Emergency and Transportation Services - Councillor Higgs
- b) Long Term Care (Fairmount Home) - Councillor Martin
- c) Corporate Services - Councillor MacDonald
- d) Planning and Economic Development - Councillor Revill

**Reports from External Boards and Committees**

- a) Kingston Frontenac Library Board Update - Councillor Revill
- b) KFL&A Public Health Board Update - Councillor Doyle
- c) Housing and Homelessness Committee Update - Warden Smith
- d) Food Policy Council of Kingston, Frontenac, Lennox and Addington - Councillor Higgs

**Reports from Advisory Committees of County Council**

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- a) **Report of the Administrative Building Design Task Force**

**That** the Report received from the Administrative Building Design Task Force be received and adopted.

### **Report of the Administrative Building Design Task Force**

The Administrative Building Design Task Force reports and recommends as follows:

1. **2019-160**

**Office of the Chief Administrative Officer**

**Authorization for staff to proceed with Phase #3 of the Work Plan for the County Administrative Building**

**Be It Resolved That** the Office of the Chief Administrative Officer – Authorization for staff to proceed with Phase #3 of the Work Plan for the County Administrative Building report be received;

**And Further That** staff be directed to proceed with Phase #3 of the Work Plan that being the issuance of an RFP for Detailed Design as identified Report 2019-116.

**And Further That Council direct to explore funding options for the redevelopment**

#### **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**

#### **Giving Notice of Motion**

#### **Communications**

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

- a) Letter from the County of Simcoe Regarding Nottawasaga Valley Conservation Authority Levy (NVCA)

- [Distributed to Members of County Council December 20, 2019]
- b) Letter from the County of Simcoe Regarding Conservation Authority Exit Clause  
[Distributed to Members of County Council December 20, 2019]
- c) Letter from the Corporation of the Township of Huron-Kinloss Regarding Support for the Township of Ramara's Request for the Province to review the existing Conservation Authorities Act  
[Distributed to Members of County Council December 20, 2019]
- d) Holiday Card from Mayor Brian Patterson and Family  
[Distributed to Members of County Council December 20, 2019]
- e) Holiday Card from Northumberland County Council & Staff  
[Distributed to Members of County Council December 20, 2019]
- f) Holiday Card from Warden Richard Kidd and Lanark County Council  
[Distributed to Members of County Council December 20, 2019]
- g) Invitation from the City of Kingston for the New Year's Levee on January 1, 2020  
[Distributed to Members of County Council December 20, 2019]
- h) Letter from the City of Woodstock Regarding the Ban of Single-Use Plastic Handled Shopping Bags  
[Distributed to Members of County Council December 20, 2019]
- i) Letter from the Corporation of the Municipality of Thames Centre Regarding Support for Continuation of Mandatory and Non-Mandatory Programs of the Upper Thames River Conservation Authority (UTRCA) and Kettle Creek Conservation Authority (KCCA)  
[Distributed to Members of County Council December 20, 2019]
- j) Letter and Presentation from the Ministry of Indigenous Affairs Information Centre Regarding the Treaty Negotiations Underway to Resolve the Algonquin Land Claim in Eastern Ontario  
[Distributed to Members of County Council December 20, 2019]
- k) Letter from the Corporation of the Town of Tecumseh Regarding 311 Misdials  
[Distributed to Members of County Council January 3, 2020]
- l) Letter from the Township of Perry Regarding the Ban of Single-Use Disposable Wipes  
[Distributed to Members of County Council January 3, 2020]
- m) From the Township of Stone Mills providing resolution of support for Conservation Authorities  
[Distributed to Members of County Council January 10, 2020]
- n) From the Town of Deep River regarding Letter to Provincial Premiers on the Develop Nuclear Reactor Technology  
[Distributed to Members of County Council January 10, 2020]

- o) Email from Joy Vileneuve, Citizen Regarding Funding for Frontenac Transportation  
[Distributed to Members of County Council January 17, 2020]
- p) Resolution from the City of Quinte West regarding Conservation Authorities  
[Distributed to Members of County Council January 17, 2020]
- q) Resolution from the EOWC regarding rising flooding levels across Eastern Ontario  
[Distributed to Members of County Council January 17, 2020]
- r) Resolution from the Municipality of Dutton Dunwhich supporting the role of Conservation Authorities  
[Distributed to Members of County Council January 17, 2020]
- s) Email from Kevin Farrell, Manager of Continuous Improvement, providing Council with a Planning Applications - Process Improvement Update, as requested at the January 15 County Council Meeting – Distributed separately on January 22  
[Distributed to Members of County Council January 22, 2020]
- t) Notice of Kingston Dock Design and Construction Report  
[Distributed to Members of County Council January 24, 2020]
- u) Letter from the Kingston Frontenac Public Library Regarding the Elected Chair and Vice Chair  
[Distributed to Members of County Council January 24, 2020]
- v) Invitation from University Hospitals Kingston Foundation - Circle of Care Luncheon - Monday, March 2, 2020  
[Distributed to Members of County Council January 24, 2020]

### **Other Business**

### **Public Question Period**

### **By-Laws – General By-laws and Confirmatory By-law**

- a) First and Second Reading  
**Resolved That** leave be given the mover to introduce by-laws a) through f) that have been circulated to all Members of County Council and that by-laws a) through f) be read a first and second time.
- b) Third Reading  
**Resolved That** by-laws a) through f) be read a third time, signed, sealed and finally passed.

### **By-Laws**

[Proposed By-law No. 2020-0002]

- a) To Impose User Fees and Charges for Service  
[Proposed By-law No. 2020-001]
- b) To Amend By-law 2016-0006 to Establish a Delegation of Authority Policy and to Authorize the Delegation of Certain Powers and Duties under the Municipal Act, 2001, the Planning Act and other Acts  
[Proposed By-law No. 2020-0002]
- c) To Amend By-law 2019-0043 to Authorize the Corporate of the County of Frontenac to Distribute the Federal Tax Amongst its Four Lower-tier Municipalities  
[Proposed By-law No. 2020-0003]
- d) To Authorize the Execution of a Contribution Agreement with the Province of Ontario to Participate in the Rural Economic Development (RED) Program  
[Proposed By-law No. 2020-0004]
- e) To Authorize the Execution of an Amending Agreement with the Ministry of Transportation for the Operation of the Howe Islander Ferry  
[Proposed By-law No. 2020-0005]
- f) To Confirm all Actions and Proceedings of County Council on January 15, 2020  
[Proposed By-law No. 2020-0006]

### **Adjournment**





efficiently and collaboratively to accomplish our many successes over the last four years.

I would like to welcome to Council the three returning Mayors to County Council, Mayor Smith, Mayor Doyle and Mayor Vandewal and I congratulate you on your acclamations and your successful campaigns. I also want to congratulate and welcome our new County of Frontenac Council members, Councillor MacDonald from Central, Councillor Higgs from the Islands, Councillor Revill from South and Councillor Martin from North.

## **The County**

The County of Frontenac was established in 1865 and has over 150 years of history providing high quality services to the residents of Frontenac County.

The County is focused on continuous improvement and is consistently seeking better ways of conducting business and sharing services to ensure value to the ratepayer. Under the guidance of Kevin Farrell, our Manager of Continuous Improvement, the County utilizes the LEAN Six Sigma methodology to accomplish this. LEAN is used to assess and improve organizational processes and to identify efficiencies and reduce costs in support of our corporate priority projects.

We currently have 20 employees on our Lean Implementation Frontenac Team (LIFT). Of that we have 2 that are close to achieving their black belt, we have 8 green belts and 10 yellow belts with 82 employees taking part in at least one LEAN project. Through these efforts we have realized significant time and operational cost savings of which we expect to see the numbers early in the New Year.

The County of Frontenac is also a member of the Eastern Ontario Wardens' Caucus (EOWC) which is a group of Wardens from eleven Eastern Ontario Counties and two single-tier Municipalities who work diligently with our Provincial and Federal Governments in addressing pressing issues and promoting our region.

The Caucus works to improve the wellbeing of the Eastern Ontario Region by engaging with our local politicians and residents and fostering cooperation at all levels of government. The EOWC is a highly respected Caucus by both the Federal and Provincial Governments.

## **The services Frontenac County provide include:**

- Fairmount Home, an accredited 128 bed long term care facility;
- Frontenac Paramedic Services providing land ambulance service to over 150,000 residents within the County of Frontenac and the City of Kingston;
- Marine Services provides a County run ferry service from the mainland to Howe Island and runs 24/7/365;
- Planning Services, responsible for leading and encouraging land use planning that benefits the entire County and maintains our pristine environment;
- Economic development services to assist with responsible and sustainable economic development and promotion in areas such as Trails, Recreation, Agriculture, Food and Beverage;

- The County liaises with the City of Kingston who is the Consolidated Service Manager for Social Services, Child Care, Social Housing and Homelessness to ensure that County residents have equal and fair access to these services.
- We also liaise with Kingston for the Kingston Frontenac Public Library (KFPL) of which we have 11 library branches in Frontenac.

## **County Staff:**

Our staffing includes the Frontenac Paramedic Services, Long Term Care, Financial, Information Services including IT and GIS, Human Resources, Legislative Services and Administrative. Our staff provides excellent delivery of services on behalf of the County and provides support to the Townships as requested and within the County mandate.

## **Accomplishments**

Some key accomplishments to hi-lite from the last four years include:

1. Fairmount Home marked its 50<sup>th</sup> anniversary this year;
2. Fairmount Home also worked together with staff, volunteers and residents in developing a new brand which was launched this fall;
3. The County Official Plan was approved by the Ministry of Municipal Affairs and Housing in January 2016 which also granted the County to be the approval authority for Township Official Plans;
4. Implemented a Planning Advisory Committee to assist the County and Townships with solid planning processes and methodologies;
5. Accessibility Services program in place;
  - a. Providing accessible customer service to persons with disabilities;
  - b. Removing barriers for people with disabilities;
  - c. Ensuring that no new barriers are created.
6. We have in place a Sustainability Action Plan, called Directions for Our Future. It includes four pillars of sustainability and are the focus throughout the planning process. The four pillars include social, cultural, economic and environmental.
7. We completed a Private Roads Study in 2016 which conducted a County-wide assessment of the existing private lanes system to;
  - a. Recommend a planning framework that can be used to best manage these lanes;
  - b. Promote private lane improvements;
  - c. Provide planning policies for township Official Plans to act as a guide for future development on private lanes.
8. Developed a Frontenac County Trails Master Plan and nearing completion of the K&P trail from Kingston to Sharbot Lake;
9. Developed an Economic Development Charter for the Frontenac's which saw us;
  - a. Implement the very successful Brand Ambassador Program to stimulate economic development;
  - b. Develop a new County brand;
  - c. Organize many highly attended events aimed at promoting the Frontenac's;
10. Between Kingston and the County, we have a 10-Year Municipal Housing & Homelessness Plan in place;

11. We have an Age-Friendly Community Action Plan in place;
12. Developed a highly successful social media program;
13. Currently implementing a senior's housing program across all four Townships with the Islands recently completing theirs,

### **Challenges**

We are in the process of completing a strategic planning exercise to identify our Strengths, Weaknesses, Opportunities and Threats which will help us identify our key goals for our upcoming term of office. From my own personal view, I see the following challenges and a need to continue the following projects.

- a. Through the EOWC we need to finalize the very important cell gap and broadband project which is shovel ready and we would love to start this project in 2019. This is the one key item that will address most of our economic and safety concerns in Eastern Ontario and especially in the remote sections of Renfrew, Addington, Hastings, Lanark and Frontenac counties;
- b. In the spring we will complete the last short stretches of the K&P trail from Kingston to Sharbot Lake;
- c. We will need to develop a plan to provide the last link in the K&P trail from Sharbot Lake through North Frontenac to Calabogie the final link to the Trans-Canada trails system;
- d. Over the next term we hope to complete the senior's housing project for the four Townships;
- e. Continue to identify a solution for a new administration building;
- f. We need to somehow address the high rate of absenteeism for FPS, Fairmont and Marine Services unionized workers. There have been some small gains here, but this one issue alone is costing the County close to  $\frac{3}{4}$  of a million dollars over budget year over year and prevents us from keeping our costs at or below the annual rate of inflation. As of our last Council meeting in November, for FPS and Fairmont Home we have incurred an absenteeism cost of ~\$544K over budget as of the end of August this year.

### **Possible Issues**

I have identified several items that may or may not be an issue over the next four years, but they are ones we need to be cognizant of when we work on our strategic directions for the next four years:

- a. As I said in my North Frontenac Mayor's inaugural address, the recent restructuring of Toronto Council is an item that I personally believe will expand to all municipalities across the Province and if it happens it would need to be in place before the next provincial election. Nothing has been communicated to me that this may happen, but to me it is obvious that the last amalgamation is not working the way it was intended and does not reflect the needs of some municipalities today. I believe we should be thinking about this challenge now to ensure we are proactive and ready in the event the Province mandates a restructuring;

- b. Recruitment and retention of staff may be an issue that could have a negative impact on sustainability. In a recent draft report by the Eastern Ontario Leadership Council it states that in Eastern Ontario, excluding cities, for every worker that entered the workforce 135 have left. From the Provincial aspect for every worker who entered the workforce, 1.5 have left. The point being the workforce is being depleted and it is only going to get worse as the retirement of baby boomers kicks into high gear which is starting now, or we get into an economic boom which will further put demand on a shrinking workforce. To acquire skilled staff going forward is going to be a costly venture if we get skilled staff at all. To avoid additional costs, and a gap in skilled resources, we need to ensure we have a strong succession plan in place to be able to continue to invest in our current staff and increase their skill level, to ensure employee retention and to ensure smooth succession as our employees leave. To me this is the best option to ensure ongoing sustainability, provide a positive work environment for staff and to provide ongoing high-quality service delivery to our community.

Other key items this Council will need to consider include;

- The rationalization of Paramedic stations with a view towards optimizing service delivery and physical foot print;
- Looking at the future of long-term care in the County:
  - Expansion at current site;
  - Facilities in the north portions of the County;
  - Or do nothing;
- Continue the focus on the future of the Economic Development Charter:
  - Increasing tourism services;
  - Trails management;
  - Active transportation;
- Continue to identify shared service opportunities;
- Develop a robust transportation services solution for seniors and those in need;
- Include Green Energy policies for future planning;
- Strengthen our Regional Community Improvement Plan(s);
- Put a renewed focus on rural healthcare.

### **Thank You**

As I mentioned in my opening comments I wish to express a very sincere thank you to the past Council. The last Council worked hard over the last four years and have implemented solid long-term plans which this Council can build from.

A very special thanks to all staff who have worked hard at providing services to the public, shared services to the Townships and worked hard at implementing the policy directions of Council.

For me personally I would like to give special thanks to our CAO Kelly Pender who works tirelessly to find solutions, develop innovative ways to work together and misses many a night's sleep working on major issues as they arise. Kelly always provides Council with detailed analysis, factual data and options for Council to consider. His

attention to detail provides our Council with the information we need in order to make an informed and educated decision.

I also want to give special thanks to our Clerk Jannette Amini who has provided myself and other Council members with expert guidance and support which allows us to focus on our role at the Council table. Jannette recently asked me if there is anything that could be done to improve the Council proceedings heading into this term. I had to think long and hard on that one and had to resort to the fact that her processes are perfect the way they are. Apparently, from what I hear Jannette has been trying to tell Kelly that for several years now.

Deputy Warden Doyle, I want to thank you for supporting me in my role as Warden when I could not attend some functions over the last year and for always offering your support where you could.

And thank you to all Managers and your staff for providing great services to our community, for the great reports at our meetings and for gathering information as requested by Council.

We have many volunteers in the County and I would like to extend my sincere appreciation and thanks for the huge commitment our volunteers make to our community at large.

For members of the Public we all thank you all for your input and hope to continue forging strong and collaborative relationships going forward.

And for all our Stakeholders we work with we appreciate your collaboration and look forward to a continued effective working relationship. Some key stakeholders include our Provincial and Federal governments, City of Kingston, Community Services, Community Futures Development Corporation, members of the EOWC, our Four Townships, and Conservation Authorities.

I would also like to thank the families of the members of Council. Many times, we have had to attend a meeting or function that may impact our family obligations at night or on weekends. We thank you for taking calls and messages when we are not there. Without your understanding and support we would not be able to perform our jobs as effectively, and for this we say thanks.

With that, I want to say thanks again to everyone for the last four years and thank Council for electing me to the position of Warden this year. I will continue to work hard at making our County a destination of choice community, and one that we can continue to be proud of to work, to live and to play in.

**Greetings from the Honourable Steve Clark, Minister of Municipal Affairs and Housing**

MPP Randy Hillier read a messaged from the Honourable Steve Clark who was unable to attend the meeting given the emergency recall of the Legislative Assembly this week.









**Report 2020-001**

**Recommend Report to Council**

**To:** Warden and Members of County Council  
**From:** Kelly J. Pender, Chief Administrative Officer  
**Prepared by:** Susan Brant, Director of Corporate Services/Treasurer  
**Date of meeting:** January 15, 2020  
**Re:** **Corporate Services – Setting of the 2021 County Budget  
Deliberations and Solicitation of Public Input**

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**Recommendation**

**Resolved That** the Council of the County of Frontenac receive the Corporate Services – Setting of the 2021 County Budget Deliberations and Solicitation of Public Input report for information;

**And Further That** Council hold a public meeting on September 16, 2020, to permit members of the public to make presentations and/or funding requests to County Council for consideration in the 2021 budget.

**And Further That** the Council of the County of Frontenac confirm the following dates for the 2021 Budget Deliberations:

Tuesday, October 20, 2020 – Full Day      Council Presentation – 2020 KPIs, 2021 Business Plans & Project Proposals Detailed Budget Presentation

Wednesday, October 21, 2020 – Half Day      Council Presentation – 2020 KPIs, 2021 Business Plans & Project Proposals Detailed Budget Presentation

Thursday, October 22, 2020 – Full Day      Council Presentation – Detailed Budget Presentation – if required

**Or**

Tuesday, October 20, 2020 – Full Day      Council Presentation – 2020 KPIs, 2021 Business Plans & Project Proposals Detailed Budget Presentation

Thursday, October 22, 2020 – Full Day Council Presentation – Detailed Budget Presentation

**Background**

Under the *Municipal Act, 2001*, as amended, Section 289(1) states an upper-tier municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the upper-tier municipality.

**Comment**

The Financial Services unit annually sets a budget schedule early in the year for the following year’s budget. This schedule sets out both staff meeting dates and timelines with respect to departmental budget submissions as well as meeting dates for presentation to Council Liaisons and Council.

The budget process schedule begins in September of the year prior to the budget year with a public meeting to solicit public input. The full budget deliberations are done at a Committee of the Whole meeting with the passage of the budget taking place at either the November or December Council meeting.

With respect to budget deliberations in an election year, Section 289(1.1) states:

**Exception**

(1.1) Despite subsection (1), a budget for a year immediately following a year in which a regular election is held, may only be adopted in the year to which the budget applies. 2006, c. 32, Sched. A, s. 119 (2).

This recommendation aligns with the County of Frontenac budget policy which is attached to this report as Appendix A.

**Strategic Priorities Implications**

Good governance and legislative compliance falls under Other Important and Continuing County Priorities, specifically:

- Continually improve customer and financial services

**Financial Implications**

There are no financial implications associated with this report.

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

Jannette Amini, Manager of Legislative Services/Clerk  
Alex Lemieux, Deputy Treasurer



**Report 2020-002**

**Recommend Report**

**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:** January 15, 2020

**Re: Corporate Services – 2020 User Fees and Charges By-Law**

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**Recommendation:**

**Resolved That** County Council receive the Corporate Services – 2020 User Fees and Charges By-Law report;

**And Further That** Council pass a by-law later in the meeting to Impose User Fees and Charges for Services and rescind By-law 2019-0019 being a By-law to Impose User Fees and Charges for Services.

**Background**

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

**Comment**

Administration: Fees are charged for photocopying, faxing, document research and provision of GIS documents. No change is proposed to the current fees; however fees charged with respect to requests made under the *Municipal Freedom of Information and Protection of Privacy Act* are found in Ontario Regulation 460/823 and are identified as a separate fee. (Schedule A)

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

Land Use Planning: The approval of the User Fee by-law in January of 2018, Report 2018-023 identified that a comprehensive review of land use planning fees (including review of comparator municipalities) should be completed every two years to ensure that the fee meets only the anticipated costs of processing the application and that the County remains competitive with neighbouring municipalities. As part of the bi-annual review of the current fees, planning staff created a comparative table of the County's current Tariff of Fees for Land Use Planning Services with similar rural development services. Comparative counties considered in the review include: Lanark County, Renfrew County, United Counties of Stormont, Dundas and Glengarry, County of Lennox and Addington, Haldimand County, Prince Edward County, and Norfolk County. The most recent information obtained from each County's website is summarized in tabular format (Appendix A).

The review concluded that the County of Frontenac's Tariff of Fees for Land Use Planning Services was comparable to other upper-tier and single-tier municipalities in the region with comparable demographics and development pressures.

Pursuant to Section 69(1) of the *Panning Act*, the council of a municipality, by by-law, may establish a tariff of fees for the processing of applications made in respect of planning matters. The intent of the fee structure is to recover the processing costs for planning matters while maintaining consistency with neighbouring upper-tier municipalities. The following changes are therefore recommended:

Staff recommend an increase to draft approval extension fees (based on 12 months) to ensure fees are comparable to other like municipalities.

**Increase to Plan of Subdivision and Condominium Draft Approval Extension fee: Increase from \$500 to \$600**

Currently two fees are in place for Official Plan Amendments: General and Site Specific. To increase clarity around fees, staff suggest combining both streams into one uniform cost for private applications. To keep in line with comparable municipalities, the fee originally set out for site specific amendments is recommended to be used as the benchmark moving forward for Official Plan Amendments

**Official Plan Amendments General and Site Specific will be replaced with Official Plan Amendments – Private Application: Maintain fee of \$1,750**

County staff recommend implementing a standard deposit for Official Plan Amendment applications, recognizing that additional costs (e.g. studies, legal fees) are often necessary for this type of application. A modest fee matching the current deposit for Plan of Subdivision and Condominium applications would reflect rising costs and necessary studies required for processing planning applications.

**Deposit for Official Plan Amendments: n/a to \$5,000**

Depending on the complexity of the application, there may be a requirement for more than one public meeting to address an Official Plan Amendment. In line with existing fees for additional public meetings for Plan of Subdivision/Condominium applications, County Staff suggest implementing a fee for additional public meetings for Official Plan Amendments. Should additional meetings be required, this fee would allow staff to recover the cost.

**Implement Additional Public Meeting fee for Official Plan Amendments: n/a to \$750**

Land Use Policy: At the September 17, 2014 Council Meeting, Council adopted a County Land Use Policy in response to citizen land use requests on County owned property. Fees for certain types of land use were added to the Fees and Fares by-law noted below as Schedule F. These fees are for the application and inspection process which is based upon 4 to 8 hours for pre and post inspection and administration by County staff. These types of land use agreements are required to be registered with the Land Registry Office which is done by the County solicitor, with the cost being borne by the requester.

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

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

Frontenac-Howe Islander Ferry: The rates are set annually prior to year-end for the next calendar year by separate County By-law.

**Strategic Priorities Implications**

Good governance and legislative compliance falls under Other Important and Continuing County Priorities, specifically:

- Continually improve customer and financial services

**Financial Implications**

The user fees and charges for services rates have been reflected in the 2020 Budget to the extent these could be estimated. All fees, other than for exempt services, are subject to the applicable taxes.

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

Gale Chevalier, Chief/Director of Emergency and Transportation Services  
Lisa Hirvi, Administrator, Fairmount Home  
Joe Gallivan, Director of Planning and Economic Development

**Attachments:**

Appendix A – Tariff of Fees Review with Comparative Counties

**Schedule A**

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

**Administration**

Photocopying (per copy)	\$0.25
Faxing (per page)	\$1.00
Archival Material Search – Hourly Rate	\$35.00
Document Searches (pursuant to MFIPPA) <sup>1</sup> per hour	\$30.00

**Geographic Information System (GIS)**

**And Map-Related Products**

Digital True Colour Ortho-Photography for 2008, 2014 and 2019 (1km x 1km tiles - MrSID, JPEG2000, GeoTIFF);	\$50.00 per tile
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**Printed Map Products**

Small Basic Map (8½” x 11”; no customization)	
Black and white	\$6.00
Colour	\$8.00
Medium Basic Map (11” x 17”; no customization)	
Black and white	\$10.00
Colour	\$12.00
Large Basic Map (no customization, exceeds 11” x 17” and up to 42” wide; requires the use of large scale GIS plotter)	\$30.00

**Custom Map Products**

Hourly Rate (includes mapping/ analysis/ consultation; does not include printed final product or shipping charges; minimum fee of 1 hour)	\$50.00
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Note: These fees are not applicable to services provided to the Townships within the County of Frontenac.

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

**Schedule B**

**Fees for Facility Rentals**

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

**Notes:**

After hour charges are applicable outside of normal County hours of operation (8:30 am to 4:00 pm, Monday to Friday)  
 Multiple day rates may be discounted up to 30% depending upon availability and set up/break down requirements.  
 No onsite catering is available. A list of recommended local caterers is available upon request.  
 No charge to the City of Kingston for the Kingston Frontenac Rotary Auditorium.

**Schedule C**

**Tariff of Fees for Land Use Planning**

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**1. Plan of Subdivision or Plan of Condominium**

Initial Application Fee

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

Up to 20 developable lots/blocks/units	\$3,250
21 to 50 developable lots/blocks/units	\$4,750
More than 50 developable lots/blocks/units	\$6,250

Deposit

In addition to the Initial Application Fee, the applicant shall provide to the County of Frontenac a \$5,000 deposit against which the County may, from time to time, charge any professional fees and expenses incurred related to peer review. Any remaining balance of the deposit will be refunded at the time of registration.

Refund

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

Major Plan Revision (re-circulation) \$1,500

Minor Plan Revision (no recirculation required) \$500

Draft Approval Extension

For each one (1) year extension beyond the usual three (3) years \$600

Final Plan for Registration \$600

Public Meeting held by Planning Advisory Committee

Outside of Major Plan Revision (re-circulation) \$750

**2. Condominium Exemption**

Application Fee \$1,000

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

**3. Part Lot Control**

Final Approval	\$300
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Payable prior to the by-law being given final approval by the Council of the County of Frontenac.

**4. Official Plan Amendment**

County Official Plan Amendment	\$1,750
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Deposit

In addition to the Initial Application Fee, the applicant shall provide to the County of Frontenac a \$5,000 deposit against which the County may, from time to time, charge any professional fees and expenses incurred related to peer review. Any remaining balance of the deposit will be refunded at the time of registration.

County or Local Official Plan Amendment Initiated by Municipality	No fee
Additional Public Meeting	\$750

**5. Other Charges**

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

**Municipal Planning Services Fees**

Preparation of all planning reports associated with a private application.

Director of Planning and Economic Development	\$96.00/hour
Manager of Community Planning	\$73.00/hour
Community Planner	\$53.00/hour

**Schedule D**

**Fees for Services for Fairmount Home**

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1. Other Charges

Satellite Television for Residents	\$5.00/month
Telephone for Residents	\$7.00/month plus long distance charges
WiFi for Residents	\$12.00/month
	\$5.00 one-time set up fee

**External Catering**

See attached External Catering Form

ITEMS REQUESTED		Servings	Unit Cost	ITEMS REQUESTED		Servings	Unit Cost
<b>Beverages</b>				<b>Buffet Trays</b>			
Coffee, small Serves 8		\$8.00	-	Caesar, Garden, Greek			
Percolator/L 30-40		35.00		Fruit Tray small	15	-	
Thermal container, lrg		70.00	-	Fruit Tray, medium	30	-	
Coffee, decaffeinated		0.65	-	Fruit Tray, large	45	-	
Tea bag and hot water		1.00		Cheese and crackers, sm	30	-	
Juice, bottle		1.85	-	Cheese and crackers, med	52	-	
Pop, can		1.00	-	Cheese and crackers, lrg	70	-	
Punch bowl, 35-40		8.00	-	Veg & Dip, small	15	-	
Punch bowl, 50		12.00	-	Veg & Dip, medium	30	-	
Bottled water, 330 ML		1.50	-	Veg & dip, large	45	-	
Milk, 250 ML 2%		1.00	-	Sandwiches, tea cut, each	2.95	-	
<b>Subtotal Beverages</b>			\$ -	Sandwiches, gourmet, each	3.25	-	
<b>Bakeshop</b>				<b>Subtotal Buffet Trays</b> \$ -			
Muffins		1.20	-	<b>Paper Products*</b>			
Baked cookies		0.60	-	Paper Products*			
Croissants		1.00	-	Plates, small, 6"	0.10	-	
Squares, 2 Each		0.80	-	Plates, large, 9"	0.05	-	
Cake, slab 60-80		44.00	-	Knives	0.03	-	
Cake, 1/2 slab		22.00	-	Forks	0.03	-	
Pie, fruit Serves 8		12.00	-	Spoons	0.03	-	
Pie, cream. Serves 8		10.00	-	Napkins	0.03	-	
<b>Subtotal Bakeshop</b>			\$ -	Styrofoam cups	0.02	-	
Yogurt		1	-	Straws	0.02	-	
Pickle bowl		2.95	-	<b>Subtotal Paper Products</b> \$ -			
Soup of the day, bowl		1.5	-	<b>Applicable Labour</b>	0	24.77	0
Fruit, each		0.5	-	<b>Combined subtotals</b> .....			-
<b>Subtotal</b>			\$ -	Goods and Services Tax		5%	-
				Provincial Sales Tax		8%	-
				<b>GRAND TOTAL</b> .....			-

Recommend Report to Council  
 Corporate Services – Correction to the 2019 User Fees and Charges for Land Use Planning  
 January 15, 2020

**Schedule E**

**Fees for Services for Frontenac Paramedic Services**

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**Special Events**

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

Basic Charge:

4 hours coverage minimum charge \$800.00

Additional Charges:

For each hour or portion thereof \$200.00

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

**Retrieving an Ambulance Call Report**

Per report \$35.00

**Schedule F**

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

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**Certificate of Permission**

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

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

**License of Occupation**

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

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

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

**Encroachment Agreement**

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

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

**Right of Way (RoW)**

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

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

**Sale**

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

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

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

\* Plus related disbursements.

Appendix A. Tariff of Fees Review with Comparative Counties

County	Plan of Subdivision and Condominium							Deposit	Condo Exemption	Official Plan Amendment	
	Developable Lots/Blocks/Units			Revision Fees		Draft Approval				General/Privat	Deposit
	Up to 20	20 to 50	50+	Major	Minor	Extensio	Registration				
County of Frontenac	\$3,250	\$4,750	\$6,250	\$1,500	\$500	\$500	\$600	\$5,000	\$1,000	\$1,000/\$1,750	-
County of Lanark	\$2,500	\$4,500	\$6,000	\$1,750	\$750	\$750	-		\$2,000	\$1,200	\$3,000
Counties of SDG	\$2,200	\$4,400	\$6,595	\$1,100	\$435	\$655	\$550		-	\$3,290	-
Lennox and Addington	\$2,000	\$3,000	\$4,000	\$1,250	\$500	\$500	\$300	\$2,500	\$1,000	\$1,000	\$500
Norfolk County	\$5,821 (plus \$75 per lot)			\$1,375 +\$410 recirc		\$954	-		\$1,816	\$3,894/\$5,942	-
Haldimand County	First 10 lots \$65.50 per lot or unit, plus \$28.5/lot each additional lot/unit - \$3,934 min fee			\$1,964	\$1,181	\$1,181	-		1,270	\$4,264/\$7,046	-
Renfrew County	\$4,000 (up to 10)	\$8,500		50% of intial	\$650	\$1,000	-	\$15,000	\$1,500	\$900	-
Prince Edward County	\$8,670	\$7,140	\$9,690			\$1,530	-	\$10,000	\$510	\$4,386	\$5,000



**Report 2020-003**

**Recommend Report to Council**

**To:** Warden and Members of County Council  
**From:** Kelly Pender, Chief Administrative Officer  
**Prepared by:** Jannette Amini, Manager of Legislative Services/Clerk  
**Date of meeting:** January 15, 2020

**Re: Corporate Services – Report Received from Aird Berlis, Integrity Commissioner – Complaint Filed Against a Member of Council**

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**Recommendation**

**Resolved That** the Council of the County of Frontenac receive the “Integrity Commissioner Report – Code of Conduct Complaint – 2019-01, submitted by Laura Dean of Aird Berlis – Integrity Commissioner, dated December 23, 2019 attached to this report as Appendix A.

**Background**

On July 18, 2018 Council appointed Aird Berlis through its lead John Mascarini as the County of Frontenac Integrity Commissioner pursuant to Part V.1, Accountability and Transparency, of the *Municipal Act*. The Act requires the Integrity Commissioner be responsible for performing in an independent manner the functions assigned by the municipality with respect to, among other things:

1. The application of the code of conduct for members of council and the code of conduct for members of local boards.
2. The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards.

With respect to the application of the code of conduct, the role of the Integrity Commissioner is to conduct enquiries in response to a complaint regarding whether a Member has contravened the Code of Conduct and County policies related to the ethical conduct of Members. The Integrity Commissioner is accountable to and reports directly to Council.

**Comment**

On September 25, 2019, a complaint was filed in the Clerk’s office against Councillor Bruce Higgs. The Complaint alleges that Councillor Higgs contravened a number of provisions of the County of Frontenac’s Code of Conduct for Members of Council and

Local Boards (the “Code”) arising from certain actions and statements made in relation to the Frontenac Howe Islander Ferry (the “Ferry”). As per section 2(2) of the Code of Conduct, the complaint was forwarded to Aird Berlis for initial classification to determine if the matter was a complaint with respect to non-compliance with the Code of Conduct.

Appendix B, Complaints Protocol, to the Code of Conduct establishes the investigation procedures for complaints to support the performance of the Integrity Commissioner’s duties in a manner which best serve the public interest.

On December 23, 2019, the final Report on the Code of Conduct Complaint 2019-01 was forwarded by Laura Dean of Aird Berlis to the Clerk. Section 13 of the Complaints Protocol states:

13. Upon receipt of a report from the Integrity Commissioner with respect to the Code of Conduct, the Clerk shall place the report on the next regular agenda of Council for consideration by Council. A report from the Integrity Commissioner may also be considered by Council in advance of its next regular meeting should Council agree to hold a special or other meeting before its next regular meeting to consider the report.

A copy of the final Report on the Code of Conduct Complaint 2019-01 submitted by Laura Dean of Aird Berlis is attached to this report as Appendix A.

Section 15.1 of the Code of Conduct, as well as Delegation of Authority By-law 2016-0006, delegates the authority to the Integrity Commissioner to impose penalties on the Member. As noted in the report, while the Councillor contravened a number of provisions of the Code, Aird Berlis does not recommend the imposition of any penalties upon Councillor Higgs as it is viewed that his breaches were well-meaning but wholly misdirected. It does; however, impose as a remedial or corrective action or measure, that Councillor Higgs shall issue a written statement which will be read by him at a meeting of Council whereby he acknowledges that he does not have the authority to independently engage in operational or procurement issues in the County, including with respect to the Ferry and that he will undertake to desist from taking any administrative or operational function or role at the County, while he is a member of Council.

### **Strategic Priorities Implications**

As part of the Vision for the County of Frontenac in its 2019-2022 Strategic Plan, it identifies accountability and states:

As a framework for strategic planning, this future vision incorporate goals related to:

- Building the County’s organizational capacity in line with its mandate and accountabilities.

Additionally, Other Important and Continuing County Priorities, identifies:

- Continually improve customer and financial services.
- Maintain a strong organization and positive work culture through leadership, human resources, training and development, physical and IT infrastructure, and partnerships.

**Financial Implications**

The County budgeted \$5,000 in the 2019 budget to cover the cost of meeting investigations. Final invoices from Aird Berlis place the total amount of the investigation at \$ 5,752.83.

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

Susan Brant, Director of Corporate Services/Treasurer  
Laura Dean, Aird Berlis



**Report 2020-004**

**Recommend Report to Council**

**To:** Warden and Members of County Council  
**From:** Kelly J. Pender, Chief Administrative Officer  
**Prepared by:** Jannette Amini, Manager of Legislative Services/Clerk  
**Date of meeting:** January 15, 2020

**Re: Corporate Services – Delegation of Authority of certain Powers and Duties under the *Municipal Act* and *Planning Act***

**Recommendation**

**Resolved That** the Council of the County of Frontenac receive the Corporate Services – Delegation of Authority of certain Powers and Duties under the *Municipal Act* and *Planning Act* report;

**And Further That** the Clerk be authorized to bring forward a by-law later in the meeting to amend By-law 2016-0006, authorizing the delegation of certain powers and duties under the *Municipal Act*, 2001, the *Planning Act* and other Acts, by deleting Schedule B in its entirety and replacing with the following:

<b>Officer or Position</b>	<b>Description of Delegated Authority</b>
<b>Warden</b>	Head of the Municipality for the Purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> (MFIPPA) and the <i>Ombudsman Act</i>
<b>Clerk</b>	Delegated the power or duty granted or vested in the head pursuant to Section 49(1) of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> ;
<b>Director of Planning and Economic Development</b>	Delegated the authority to authorize Final Approval of Plans of Subdivision and Plans of Condominium
<b>Director of Planning and Economic Development</b>	Delegated the authority to authorize Applications for Part-Lot Control – Approval
<b>Clerk</b>	Designated as the Contact Person of the Municipality for the Purposes of the <i>Personal Health Information</i>

	<i>Protection Act (PHIPA) and the Ombudsman Act;</i>
<b>Integrity Commissioner</b>	Delegation of authority of Council's powers to impose penalties for a contravention of the Code of Conduct

**Background**

In 2016, a review of the County's Delegated Authority By-law and requirement for Policy (By-law 2007-0039) was reviewed. The review was prompted as a result of Bill 8 which came into force January 1, 2016.

The review resulted in the passage of By-law 2016-0006, being a by-law to establish a Delegation of Authority Policy and to authorize the delegation of certain powers and duties under the *Municipal Act*, 2001, the *Planning Act* and other Acts. The newly adopted policy added a Schedule B which outlines all delegations of authority that have been approved by Council. Any future delegations required a report to Council and a by-law to amend the new Delegation of Authority Policy and By-law, Schedule B. By incorporating a Schedule B into the new Delegation of Authority By-law, it allowed all delegations of authority approved by Council to be contained in one location as prior to this, delegations of authority were in separate by-laws which made tracking and amendments difficult. To assist Council with better understanding the delegated authorities, including criteria, a copy of the Delegation of Authority Policy is attached to this report as Appendix A.

Since the adoption of the Delegation of Authority Policy, the following delegations were in effect:

<b>Officer or Position</b>	<b>Description of Delegated Authority</b>
<b>Warden</b>	Head of the Municipality for the Purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> (MFIPPA) and the <i>Ombudsman Act</i> (Granted through By-law 2016-0008 passed March 16, 2016)
<b>Clerk</b>	Delegated the power or duty granted or vested in the head pursuant to Section 49(1) of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> ; (Granted through By-law 2016-0008 passed March 16, 2016)
<b>Director of Planning and Economic Development</b>	Delegated the authority to authorize Final Approval of Plans of Subdivision and Plans of Condominium (Granted through By-law 2016-0012 passed March 16, 2016)
<b>Director of Planning and Economic Development</b>	Delegated the authority to authorize Applications for Part-Lot Control – Approval (Granted through By-law 2019-0022 passed May 15, 2019)

<b>Clerk</b>	Designated as the Contact Person of the Municipality for the Purposes of the <i>Personal Health Information Protection Act (PHIPA)</i> and the <i>Ombudsman Act</i> ; (Granted through By-law 2016-0025 passed July 20, 2016)
<b>Integrity Commissioner</b>	Delegation of authority of Council's powers to impose penalties for a contravention of the Code of Conduct (Granted through By-law 2019-0014 passed Feb. 20, 2019)

**Comment**

Section 5, Policy Requirements, subsection (iii) states that “No delegation of powers and duties shall exceed the term of Council”. As such, the following delegations of authority require to be approved for this term of Council:

<b>Officer or Position</b>	<b>Description of Delegated Authority</b>
<b>Warden</b>	Head of the Municipality for the Purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)</i> and the <i>Ombudsman Act</i> (Granted through By-law 2016-0008 passed March 16, 2016)
<b>Clerk</b>	Delegated the power or duty granted or vested in the head pursuant to Section 49(1) of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> ;
<b>Clerk</b>	Designated as the Contact Person of the Municipality for the Purposes of the <i>Personal Health Information Protection Act (PHIPA)</i> and the <i>Ombudsman Act</i> ;

For the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, Section 3 of the Act states:

**Designation of head**

[3. \(1\)](#) The members of the council of a municipality may by by-law designate from among themselves an individual or a committee of the council to act as head of the municipality for the purposes of this Act.

**If no designation**

[\(3\)](#) If no person is designated as head under this section, the head shall be,  
(a) the council, in the case of a municipality; and

Further to this, Section 49 states:

**Delegation of head's powers**

[49. \(1\)](#) A head may in writing delegate a power or duty granted or vested in the head to an officer or officers of the institution or another institution subject to such limitations, restrictions, conditions and requirements as the head may set out in the delegation.

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The purpose of MFIPPA is to provide a right of access to information in the custody and under the control of institutions in accordance with the principle that information should be available to the public. When requests for access to information are made by the public, it then becomes the responsibility of the Head and not the institution itself to determine if such records are in the institution's custody or control. If the records are not within the institution's custody or control, it is the Head's responsibility to make reasonable efforts to determine if the records are within another institution's custody or control and if so to forward or transfer the request. This must be done within 15 days of receiving the request. If it is found that the records are within the institution's custody or control, the Head then has 30 days to respond to the request. If the records contain third party information, notices must be sent to the affected parties within that 30 day time period.

In the absence of a designated Head, and subsequently delegation to the Clerk, all such requests must go to Council (as the Head) and responses must be through formal resolutions as resolutions demonstrate a municipal council's intention to take a certain action. The delegation of power to an officer ensures that requests made under the Act meet their stringent legislated response times to requests, along with meeting the required deadline for the municipality's annual report to the Information and Privacy Commissioner. As noted in Section 49(1) of MFIPPA, delegation may only be made to an officer or officers of the institution. As the secretariat to Council as well as the records keeper of the municipality, this function is typically delegated to the Clerk of the municipality.

For the purposes of the *Ombudsman Act* Section 1.1 of the Act states:

**Head of public sector body, municipal sector entity**

**Municipality**

[1.1 \(1\)](#) For the purposes of this Act, the head of a public sector body that is a municipality is,

- (a) a member of the council of the municipality, or a committee of the council, designated by by-law of the municipality as head; or
- (b) if no member or committee is designated, the council. 2014, c. 13, Sched. 9, s. 2.

Unlike Section 49 of MFIPPA, the *Ombudsman Act* does not appear to have an express clause to delegate the "head" of the public sector body that is a municipal sector entity to staff.

The Act further states:

S.18(1) Before investigating any matter, the Ombudsman shall inform the **head of the public sector body** affected of his or her intention to make the investigation.

S.25(2) Before entering any premises under this section, the Ombudsman shall:

- (a) Notify the **head of the public sector body**; and
- (b) Provide the **head** a reasonable opportunity to give reasons why entry to the premises is not appropriate

As a result of these increased powers to the Ombudsman, staff recommended that the Warden be designated Head of the municipality for the purposes of this Act should an investigation arise. To date, no complaints about the County of Frontenac have been made to the Ombudsman,

For the purposes of the *Personal Health Information Protection Act*, the County of Frontenac is mandated to designate a contact person under Section 15 (2) of the Act which states:

**Contact person**

**15. (1)** A health information custodian that is a natural person may designate a contact person described in subsection (3). 2004, c. 3, Sched. A, s. 15 (1).

**Same**

**(2)** A health information custodian that is not a natural person shall designate a contact person described in subsection (3). 2004, c. 3, Sched. A, s. 15 (2).

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The purpose of PHIPA is to establish rules around the collection, use and disclosure of personal health information about individuals that protect the confidentiality of that information and the privacy of individuals with respect to that information, while facilitating the effective provision of health care. It also provides individuals with a right of access to personal health information about themselves, as well as the right to require the correction or amendment of personal health information about themselves, subject to limited and specific exceptions set out in this Act. The Act also provides for independent review and resolution of complaints as well as effective remedies for contraventions of this Act.

Frontenac Paramedic Services, Fairmount Home and Corporate Services, via the Occupational Health Nurse collect, use and disclose personal health information about individuals on behalf of the County of Frontenac.

**Functions of contact person**

(3) A contact person is an agent of the health information custodian and is authorized on behalf of the custodian to,

- (a) facilitate the custodian's compliance with this Act;
- (b) ensure that all agents of the custodian are appropriately informed of their duties under this Act;
- (c) respond to inquiries from the public about the custodian's information practices;

- (d) respond to requests of an individual for access to or correction of a record of personal health information about the individual that is in the custody or under the control of the custodian; and
- (e) receive complaints from the public about the custodian’s alleged contravention of this Act or its regulations. 2004, c. 3, Sched. A, s. 15 (3).

Similar to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the County of Frontenac is required to report annually to the Information and Privacy Commissioner on the number of requests made under PHIPA. In addition as of March 2019, health information custodians are required to provide the Information and Privacy Commissioner with an annual report on privacy breaches occurring during the previous calendar year.

Officer or Position	Description of Delegated Authority
<b>Director of Planning and Economic Development</b>	Delegated the authority to authorize Final Approval of Plans of Subdivision and Plans of Condominium

The issue of delegating Final Approval arose as a result of applications which faced potential delays based on the timing of Council meetings. It should be noted that once Council issues Draft Plan of Subdivision/Condominium, this is a legally binding document. Once all conditions of the Draft Approval have been met, Final Approval cannot be denied by the County. As such, the Final Approval stage of the planning approvals process is administrative in nature and implements a decision Council has made previously through issuing draft approval to the applicant after a comprehensive review. Applicants may have submitted the paperwork showing all conditions have been cleared, but must still wait until the next scheduled Council meeting for this to be confirmed by Council. In order to streamline the planning approvals process, authority for Final Approval was delegated to the Director of Planning and Economic Development.

In 2016 when the delegation of authority was being recommended, staff surveyed a number of other Eastern Ontario Counties and all municipalities surveyed had delegated the authority for Final Approval to staff, including Peterborough County, Renfrew, Hastings, SD&G, Prescott-Russell, and Leeds and Grenville. Recommendations for Refusal are still taken to Council or the applicable land division committee.

It should be noted that every proposed plan of subdivision or condominium would continue to go through the extensive and public draft plan approvals process, and this draft plan approvals process would continue to be under the direct authority of Council.

Delegating authority for the Final Approval stage of the development approvals process makes the process more efficient and reduces delays to applicants for what are mainly administrative tasks. If any issues arise during the Final Approvals process, an applicant would still be able to refer the decision to Council. Council would also have the ability to lift delegated authority if desired, and any report recommending Refusal would continue to remain under the direct authority of County Council.

Requests to change conditions and requests to extend lapsing provisions would also continue to be brought before Council. Further to this, any member of Council may bring forward a Notice of Motion requesting that Final Approval for a specific plan of subdivision/condominium be referred to Council. Any Final Approval to be considered by Council would be considered through a report by the Director providing advice and direction to Council with respect to the status of the draft conditions.

**Strategic Priorities Implications**

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

**Financial Implications**

There are no financial implications directly associated with this report.

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

Joe Gallivan, Director of Planning & Economic Development  
Susan Brant, Director of Corporate Services/Treasurer

**By-Law No. 2016-0006**

**of**

**The Corporation of the County of Frontenac**

A by-law to establish a Delegation of Authority Policy and to authorize the delegation of certain powers and duties under the Municipal Act, 2001, the Planning Act and other Acts

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**Whereas** the Council of the Corporation of the County of Frontenac has previously delegated authority to officers and employees of the Corporation in a number of areas through by-law and/or Council Resolution, in accordance with prevailing legislation;

**And Whereas** section 23.1 of the *Municipal Act, 2001*, S.O.2001,c. 25 confirms that a municipality has authority to delegate its powers and duties, subject to certain restrictions;

**And Whereas** section 51.2(1) of the *Planning Act* R.S.O. 1990 c. P.13 as amended authorizes the delegation of authority of all or any part of the authority to approve plans of subdivision to a committee of council or to an appointed officer identified in the by-law by name or position occupied and this authority is extended to approval of plans of condominium pursuant to subsection 9(2) of the *Condominium Act, 1998* S.O. 1998 c. 19, as amended;

**And Whereas** Section 270(1) of the *Municipal Act* provides that the County shall adopt and maintain a policy with respect to the delegation of its powers and duties;

**And Whereas** the Council of the Corporation of the County of Frontenac considers it appropriate to consolidate all existing delegation of authority into one by-law;

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

1. **That** the County of Frontenac Delegation of Authority Policy shall be as detailed in Schedule "A" attached hereto and forming part of this by-law;
2. **That** the delegation of certain powers and duties under the Municipal Act, 2001, the Planning Act and other Acts to certain officers and employees of the County of Frontenac shall be in accordance with Schedule "B" attached hereto and forming part of this by-law;
3. **That** By-law No. 2007-0039 be hereby repealed;
4. **That** this by-law shall come into force and take effect as of the date of final passing thereof.

Read a first and second time this 16<sup>th</sup> day of March, 2016.

Read a third time and finally passed this 16<sup>th</sup> day of March, 2016.

**The Corporation of the County of Frontenac**

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Frances Smith, Warden

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Jannette Amini, Clerk

Consolidated Copy  
Amendments

By-law No.	Title	Date of Passage
2016-0008	Designate the Warden as Head of the Municipality for the Purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> (MFIPPA) and the <i>Ombudsman Act</i>	Mar. 16, 2016
2016-0012	to delegate certain powers and duties under the Planning Act to the Director of Planning and Economic Development	Mar. 16, 2016
2016-0025	A by-law to Amend By-law 2016-0006 to Designate a Contact Person for the Purposes of the <i>Personal Health Information Protection Act</i> (PHIPA)	July 20, 2016
2019-0022	A by-law to amend By-law 2016-0006 to delegate certain powers and duties under the <i>Planning Act</i> to the Director of Planning and Economic Development (Part Lot Control)	May 15, 2019

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By-law No. 2016-0006 – To authorize the delegation of certain powers and duties under the Municipal Act, 2001, the Planning Act and other Acts  
March 16, 2016

**Schedule “A” to By-law No. 2016-0006**

**Delegation of Authority Policy**

**1. Purpose/ Application**

The *Municipal Act, 2001, as amended*, (the Act) requires that all municipalities adopt and maintain a policy with respect to the delegation of Council’s legislative and administrative authority. The purpose of this policy is to set out the scope of the powers and duties which Council may delegate its legislative and administrative authority and to establish principles governing such delegation. This policy has been developed in accordance with the Act in order to comply with its other applicable sections, including Section 270. This policy applies to all committees of Council, departments and staff.

**2. Definition(s):**

- a. Legislative Powers** – Includes all matters where Council acts in a legislative or quasi judicial function including enacting by-laws, setting policies, and exercising decision making authority.
- b. Administrative Powers** – Includes all matters required for the management of the corporation which do not involve discretionary decision making.

**3. Policy Statement**

The Council of the County of Frontenac as a duly elected municipal government is directly accountable to its constituents for its legislative decision making, policies, and administrative functions. Council’s decisions are generally expressed by by-law or resolution of Council carried by a majority vote. The efficient management of the municipal corporation and the need to respond to issues in a timely fashion require Council to entrust certain powers and duties to committees and staff while concurrently maintaining accountability, which can be effectively accomplished through the delegation of legislative and administrative functions. Council authority will be delegated within the context set out in the Act and will respect the applicable restrictions outlined in the Act.

This policy provides guidance regarding the scope of powers and duties that Council may delegate under its legislative and administrative authority and establishes principles governing such delegation.

**4. County Strategic Priorities**

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

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

The County of Frontenac's Corporate Offices are expected to face and respond to social, environmental and economic challenges, while practicing fiscal accountability, reflecting community values, and being mindful of future generations.

Strategic Goal #1 Meeting the Aging Tsunami Challenge for Frontenac Seniors

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

Strategic Goal #3 Respect for the taxpayer and focused economic development

**5. Policy Requirements**

County Council supports the delegation of powers and duties to provide efficient management of municipal operations and respond to matters in a timely fashion according to the following principles:

- (i) All delegations of Council powers, duties or functions shall be by by-law and in accordance with the rules outlined in Section 23.1 of the Act and set out in Schedule B and reviewed every term of Council.
- (ii) All delegation of powers and duties may be revoked at any time without notice.
- (iii) No delegation of powers and duties shall exceed the term of Council.
- (iv) A delegation of a power, duty or function under any by-law to any member of staff includes a delegation to a person who is appointed by the CAO or selected from time to time by the delegate to act in the capacity of the delegate in the delegate's absence.
- (v) Legislative matters may be delegated by Council where they are minor in nature or where Council has explicitly provided for the terms and conditions under which the powers shall be exercised, and must take into account the limitations set out in the *Act*.
- (vi) Council has not deemed it necessary to authorize the delegation through this policy of any specific legislative matters not already delegated by by-law.
- (vii) Administrative Matters may generally be delegated to staff subject to the conditions set out in the delegation and in this policy, and must take into account the limitations set out in the *Act*.
- (viii) Council has not deemed it necessary to authorize the delegation through this policy of any specific administrative matters not already delegated by by-law.

County staff are responsible for adhering to the parameters of this policy and for ensuring appropriate application of delegated authority. In exercising any delegated power, the delegate shall ensure the following:

- Any expenditure related to the matter shall have been provided for in the current year's budget (or authorized by the procurement policy by-law);
- The scope of the delegated authority shall not be exceeded by the delegate;
- Where required by the specific delegated authority, reports shall be submitted to Council advising of the exercise of a delegated power and confirming compliance with the delegated authority and this policy;
- All policies regarding insurance and risk management shall be complied with; and
- Delegates shall ensure the consistent and equitable application of Council policies and guidelines.

**6. Description of Delegation**

Council delegates the powers and duties and restrictions thereto as set out in Schedule "B" to this By-law to those officers and employees listed in Schedule "B".

- (a) Where this By-law has delegated authority to the Chief Administrative Officer and an Acting Chief Administrative Officer has been appointed by Council in the absence of the Chief Administrative Officer, the Acting Chief may exercise the delegated authority;
- (b) Should any position identified in this by-law with a delegated authority, other than that of a Chief Administrative Officer, no longer exist in the corporation, then the Chief Administrative Officer described as responsible for the delegated authority may in writing designate another position to assume the delegated authority.

Where the exercise of a delegated authority requires the expenditure of money, funding for the expenditure shall be included in an approved budget and all relevant requirements of Procurement Policy By-law 2013-0011, as amended or any successor Procurement Policy shall be followed.

All relevant by-laws and policies of The Corporation of the County of Frontenac shall apply to the exercise of delegated authority authorized by this By-law.

Delegated Authority where dollar limits are specified do not form part of this By-law and may be found in the County's Procurement Policy.

Unless otherwise specified, all delegated authority listed in Schedules "B" and exercised shall be reported on an annual basis to County Council, for information, by the Chief Administrative Officer described as responsible for the delegated authority.

**7. Delegation Under the Planning Act**

Applications for Final Plan Approval & Subdivision/Condominium Agreement Execution

- i) Council's power and authority with respect to all matters provided for by Section 51 (58) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, related to the final plan approval of a plan of subdivision or a plan of condominium are delegated to the Director of Planning and Economic Development or, in the absence of the Director, to the Community Planner.
- ii) Notwithstanding the provisions of Clause 7(i) of this policy, Council shall retain all powers and authority under Section 51(58) of the Planning Act, as amended, where:
  - a) The Director, or their designate acting in the position, at his/her discretion refers the request for Final Approval of the plan of subdivision/condominium to Council;
  - b) The Owner/applicant requests in writing that the request for Final Approval of the plan of subdivision/condominium be referred to Council. Such a request will be accompanied by a report from the Director providing advice and direction to Council with respect to the status of the draft conditions.
  - c) Any member of Council, through a notice of motion, may request that Final Approval for a specific plan of subdivision/condominium be referred to Council. Such consideration will be made at a subsequent meeting with the Director providing advice and direction to Council with respect to the status of the draft conditions.

Applications for Part-Lot Control – Approval

- i) Council's power and authority with respect to all matters provided for by Section 50 (7.1) of the Planning Act, R.S.O. 1990, Chapter P.13, as amended, related to the requirement for approval for part-lot control by the appropriate approval authority for the purpose of sections 51 and 51.1 of the Planning Act, R.S.O. 1990, Chapter P.13 are delegated to the Director of Planning and Economic Development or, in the absence of the Director, to their designate acting in the position.
- ii) Notwithstanding the provisions of Clause 7(i) of this policy, Council shall retain all powers and authority under Section 51(58) of the Planning Act, as amended, where:
  - d) The Director or, in the absence of the Director, the designate, at his/her discretion refers the request part-lot control to Council;
  - e) The Owner/applicant requests in writing that the request for part-lot control be referred to Council. Such a request will be accompanied by a report from the Director providing advice and direction to Council.

- f) Any member of Council, through a notice of motion, may request that approval for part-lot control be referred to Council. Such consideration will be made at a subsequent meeting with the Director providing advice and direction to Council with respect to the approval.

**8. Monitoring/contraventions**

The Chief Administrative Officer shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of a complaint and/or concern, the Chief Administrative Officer shall notify City Council, where Council may revoke such delegation.

**Schedule B to By-law 2016-0006  
Delegated Authority**

<b>Officer or Position</b>	<b>Description of Delegated Authority</b>
<b>Warden</b>	Head of the Municipality for the Purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> (MFIPPA) and the <i>Ombudsman Act</i>  (Granted through By-law 2016-0008 passed March 16, 2016)
<b>Clerk</b>	Delegated the power or duty granted or vested in the head pursuant to Section 49(1) of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> ;  (Granted through By-law 2016-0008 passed March 16, 2016)
<b>Director of Planning and Economic Development</b>	Delegated the authority to authorize Final Approval of Plans of Subdivision and Plans of Condominium  (Granted through By-law 2016-0012 passed March 16, 2016)
<b>Director of Planning and Economic Development</b>	Delegated the authority to authorize Applications for Part-Lot Control – Approval  (Granted through By-law 2019-0022 passed May 15, 2019)
<b>Clerk</b>	Designated as the Contact Person of the Municipality for the Purposes of the <i>Personal Health Information Protection Act (PHIPA)</i> and the <i>Ombudsman Act</i> ;  (Granted through By-law 2016-0025 passed July 20, 2016)
<b>Integrity Commissioner</b>	Delegation of authority of Council’s powers to impose penalties for a contravention of the Code of Conduct  (Granted through By-law 2019-0014 passed Feb. 20, 2019)



**Report 2020-005**

**Council Recommend Report**

**To:** Warden and Council  
**From:** Kelly Pender, Chief Administrative Officer  
**Prepared by:** Richard Allen, Manager of Economic Development  
**Date of meeting:** January 15, 2020

**Re:** **Planning and Economic Development – Authorization to enter into a contribution agreement with the Province of Ontario (Rural Economic Development Program)**

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**Recommendation**

**Whereas** an application was filed with the Rural Economic Development program in July 2019;

**Be It Resolved** That the Warden and the Clerk be authorized to enter into an agreement with the Province of Ontario should the said application be successful.

**Background**

At Council's regular meeting in September 2018, County Council received a presentation which confirmed five principles for the development of the Frontenac K&P Trail:

1. Trail Spine – County trail responsibility will extend from the US border at Horne's Ferry (Frontenac Islands) to where the K&P Trail exits North Frontenac into Lanark.
2. Quality of Build – The K&P Trail is built to the Ministry of Transportation trail standard, ensuring a high quality, accessible experience for cycling, walking and motorized off-road use.
3. Trailheads – The County will develop trailheads in each Frontenac Township
4. Signature Destination – The K&P Trail will be a recognized trail across Ontario with appropriate wayfinding signage, maps and branding to support ongoing efforts to attract new visitors for the K&P Trail experience.

5. Partnership and Recognition – The County will participate in regional partnerships to ensure the K&P Trail is included in regional and provincial networks.

These principles were further explored as part of the Frontenac Regional Active Transportation Plan, approved by County Council in July of 2019. This plan further identified the Frontenac K&P Trail as key spine infrastructure from Snow Road Station south to the Frontenac Islands.

As part of the 2020 budget process, County Council agreed to the development of 14 kilometres of the Frontenac K&P Trail from Sharbot Lake to Clarendon Station, contingent on a successful grant application to the Rural Economic Development Program and leveraging 2019 gas tax funds previously allocated for K&P Trail development ([Report 2019-89](#)) as part of a one-time doubling of the gas tax transfer.

### **Comment**

With the completion of core infrastructure on the Frontenac K&P Trail between the City of Kingston and Sharbot Lake in 2019, and a commitment of base funding through the Gas Tax made by Council earlier in the year, staff have anticipated future capital projects and potential funding partners.

In July of 2019, County staff submitted a grant application to the Rural Economic Development program for the rehabilitation of the Frontenac K&P Trail from Sharbot Lake to Clarendon Station with the Township of Central Frontenac serving as a co-applicant for the project.

It is anticipated that RED program recipients will be announced early in the New Year and that, if successful, a contribution agreement will need to be completed quickly to confirm project funding.

If successful, community and neighbour engagement is expected to take place in March and April, with the bulk of construction planned to take place in June.

### **Strategic Priority Implications**

**Priority 2.1: To meet the needs of future capital projects, explore new sources of funding support (current and future programs), cost-sharing options and other potential economies.**

The RED program provides limited funding (up to 30%) for strategic economic projects. Staff identified this as a new opportunity to fund and invest further in the Frontenac K&P Trail.

**Priority 3.1: Work with the townships, other municipalities and levels of government on broad infrastructure issues — ranging from environmental concerns to regional transportation strategies for residential, social and economic purposes, and access to funding.**

This priority directs the County to work with townships on shared opportunities. The Township of Central Frontenac is a co-applicant on this grant project, and supports the continued development of the Frontenac K&P Trail.

**Financial Implications**

The RED program will provide \$174,000 towards the development of 14 kilometres of K&P Trail between Sharbot Lake and Clarendon Station. The project budget is \$580,000 and the remaining \$406,000 is available through gas tax funds previously allocated by County Council at their July 2019 meeting.

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

Frontenac County Planning and Economic Development Department  
Susan Brant, Director of Corporate Services/Treasurer  
Township of Central Frontenac  
Snow Road Snowmobile Club  
Eastern Ontario Trails Alliance  
Verona ATV Club



**Report 2020-006**

**Council Recommend Report**

**To:** Warden and Council  
**From:** Kelly Pender, Chief Administrative Officer  
**Prepared by:** Richard Allen, Manager of Economic Development  
**Date of meeting:** January 15, 2020  
**Re:** **Planning and Economic Development – Notice of License Agreement Termination with Eastern Ontario Trails Alliance**

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**Recommendation**

**Resolved That** the Council of the County of Frontenac direct staff to send notice to the Eastern Ontario Trails Alliance with regard to the termination of the license of occupation.

**Background**

In 2017, upon recommendation by the Community Development Advisory Committee, County Council authorized staff to enter into a license of occupation agreement with the Eastern Ontario Trails Alliance (EOTA) for the purpose of maintaining and managing the Frontenac K&P Trail.

Unlike license of occupation agreements with other municipalities where the EOTA manages trail infrastructure on behalf of the municipality at no cost, Frontenac County compensates the EOTA at \$400/km per year, essentially a fee for a service. A condition of this compensation is the Frontenac K&P Trail should remain “permit-free” for users, while other trails under the management of the EOTA require a trail pass to be purchased by all users.

**Comment**

Since the signing of the license of occupation, the role of County staff in the management of the Frontenac K&P Trail has evolved, and as a result, challenges emerged with respect to expected service levels. Efficiencies and improvements desired by outsourcing trail maintenance were not realized through the license agreement, and staff wish to retain autonomy over the management of the Frontenac K&P Trail.

At a meeting between the EOTA staff and County staff on November 13, 2019, it was agreed by both parties that the license of occupation is no longer an appropriate agreement to manage our relationship and that a new partnership agreement would be drafted. At this time, the EOTA is reviewing a draft of the new proposed partnership agreement.

Staff recommend notice be given to the Eastern Ontario Trails Alliance for the termination of the license agreement as a new partnership agreement will be established in 2020.

**County of Frontenac Strategic Priority Implications**

Priority 3: **Champion and coordinate collaborative efforts with partners to resolve complex problems.**

This priority identifies the County as a lead partner on collaborative efforts. By developing clear partnership agreements with the Eastern Ontario Trails Alliance and other partners, the nature of shared goals and outcomes can be clearly laid out. County Council has already authorized partnership agreements with regard to the Frontenac K&P Trail in 2020 with the Verona ATV Club, the L&A Ridgerunners Snowmobile Club and the Snow Road Snowmobile Club.

**Financial Implications**

The current license of occupation compensates the Eastern Ontario Trails Alliance at \$400/km each year for the purpose of maintaining the Frontenac K&P Trail, totalling \$22,000 per year. In 2019, this was reduced to \$11,000.00.

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

Frontenac County Planning and Economic Development Department  
Eastern Ontario Trails Alliance



**Report 2020-008**

**Council Recommend Report**

**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:** January 15, 2020

**Re: Corporate Services – 2019 Federal Gas Tax Allocation Amendment**

**Recommendation**

**Resolved That** the Council of the County of Frontenac accept the Corporate Services – 2019 Federal Gas Tax Allocation Amendment By-law report;

**And Further That** the Clerk be directed to bring forward a by-law to amend the distribution of Federal Gas Tax to the Townships for 2019.

**Background**

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

**Comment**

Through the 2019 budget process, the Federal Gas Tax received in 2019, \$809,279.71 was to be distributed to the Townships by weighted assessment as follows:

<b>Township</b>	<b>Weighted Assessment</b>	<b>Allocation</b>
North Frontenac	15.94%	\$ 129,031.40
Central Frontenac	16.36%	\$ 132,398.25
South Frontenac	58.35%	\$ 472,211.88
Frontenac Islands	9.35%	\$ \$75,638.18
<b>Total</b>	<b>100.00%</b>	<b>\$ 809,279.71</b>

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

The by-law includes an amendment to the allocation transferred to South Frontenac;

South Frontenac: \$10,552.69 – Community Improvement Plan

**Strategic Priorities Implications**

Good governance and legislative compliance falls under Other Important and Continuing County Priorities, specifically:

- Continually improve customer and financial services.
- Maintain a strong organization and positive work culture through leadership, human resources, training and development, physical and IT infrastructure, and partnerships.

**Financial Implications**

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

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

Township Treasurers



**Report 2020-009**

**Recommendation Report to Council**

**To:** Warden and Members of County Council  
**From:** Kelly Pender, Chief Administrative Officer  
**Prepared by:** Jannette Amini, Manager of Legislative Services/Clerk  
**Date of meeting:** January 15, 2020

**Re: Corporate Services – Authorization to enter into an Amending Agreement with the Ministry of Transportation (MTO) for the Operation of the Howe Islander Ferry**

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**Recommendation**

**Resolved That** the Council of the County of Frontenac receive the Corporate Services – Authorization to enter into an Amending Agreement with the Ministry of Transportation (MTO) for the Operation of the Howe Islander Ferry report for information;

**And Further That** the Warden and Clerk be authorized to execute an Amending Agreement with the Ministry of Transportation (MTO) for the Operation of the Howe Islander Ferry.

**Background**

In 2004, the County of Frontenac entered into an agreement with the Ministry of Transportation (MTO) for the operation of the Howe Island Ferry.

Since this date, the Howe Island County Ferry has been managed by the Chief Paramedic with support services such as off-hours supervision by paramedic superintendents and scheduling by the paramedic scheduling team.

In March of 2019, the Province provided notice of their intent to regionalize paramedic services with consultation scheduled to take place during fall. When this action is complete, the County will not be in a position to support ferry operations with remaining staff.

As a result, County Council, at its meeting held September 18, 2019 passed the following resolution reported out from closed session:

**Be It Resolved That** the County of Frontenac provide formal notice to the Ministry of Transportation (MTO) that it will be terminating the agreement for the operation of the Howe Island Ferry.

**Comment**

Staff are currently working with the Ministry of Transportation and a consultant to develop options for both Council's consideration and MTO's in terms of the future operation of the Howe Islander Ferry. Given the scope of work to ensure the future of the Ferry remains reliable, given its the main mode of transportation to and from Howe Island for residents, final recommendations may take several months. As a result, staff are seeking Council authorization to enter into an amending agreement with MTO for the County's continuing operation of the Howe Island Ferry. Key changes in the amending agreement include the following:

1. Section 17 which was the termination clause of the agreement has been deleted. It required either party to advise the other party in writing on or before September 30<sup>th</sup> of a calendar year of its intent to terminate the agreement if it wished and that such termination would be effective December 31<sup>st</sup> of that year. This has now been replaced with clause 1 of the Amending Agreement which only requires 30 days' notice by either party and states:
  1. The Minister and Frontenac agree that at the end of any month during the term of this Amending Agreement, either party may terminate this Amending Agreement by so advising the other party in writing of its intention to do so. The party terminating shall provide thirty days written notice before the end of the previous month in which the termination is to take place.
2. Section 27 of the Agreement is being deleted. This section required that if the Minister obtains the necessary approvals as contemplated by the Memorandum of Understanding dated July 14, 2003 between the County of Frontenac, the Township of Frontenac Islands and the Ministry of Transportation with respect to the building of a new ferry, the County of Frontenac shall make a one-time contribution of two hundred and thirty three thousand (\$233,000.00) dollars to the cost of the new vessel, that shall be paid to the Minister, in 2004, at the time that the new vessel is fully commissioned. If the vessel is fully commissioned and the contribution has not been paid by December 31, 2004, the Ministry shall only be required to contribute its usual contribution to Operating Costs, as set.

Other amendments are minor in nature which include an amendment to Section 6(b) and Section 9 to add an additional sentence, "This obligation shall survive the expiry or earlier termination of this Agreement."

Council authorization is required in order for the Amending Agreement to be executed by the appropriate signing authorities. A copy of the draft Amending Agreement is attached to this report as Appendix A and a copy of the Agreement is attached as Appendix B.

**Strategic Priorities Implications**

**Priority 3: Champion and coordinate collaborative efforts with partners to resolve complex problems otherwise beyond the reach**

Specifically, the objectives that support this strategy states that the County will continue to pursue collaborative opportunities to achieve service efficiencies and other economies through shared services.

**Financial Implications**

There are no financial implications associated with this report.

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

Susan Brant, Director of Corporate Services/Treasurer

Ministry of Transportation

Gale Chevalier, Chief/Director of Emergency and Transportation Services

**This Agreement** made the \_\_\_\_\_ day of January, 2020

Between: Her Majesty The Queen, in right of the Province of Ontario,  
represented by the Minister of Transportation for the  
Province of Ontario

Hereinafter referred to as the "Minister"

-and-

The Corporation of the County of Frontenac

Hereinafter referred to as "Frontenac"

**Whereas:**

- A. Pursuant to an agreement dated March 6, 2004 (hereinafter called "the Agreement"), the Minister and Frontenac entered into an Agreement for the operation of the Howe Island Ferry ("the Ferry");
- B. Frontenac terminated the Agreement in accordance with Section 17 of the Agreement, effective December 31, 2019.
- C. Frontenac would like to continue to operate the Ferry for a further period of up to one year and accordingly would like to extend the Agreement from January 1, 2020 and ending no later than December 31, 2020. The Minister agrees to the extension of the Agreement as set out herein.
- D. The parties hereto intend to vary the provisions of the Agreement by this amending agreement (the "Amending Agreement") in the manner set out below:

**Now Therefore This Indenture Witnesseth** that in consideration of the sum of **Five Dollars** (\$5.00) of lawful money of Canada paid by each party to the other (the receipt and adequacy of which is hereby acknowledged) and other good and valuable consideration, the parties do hereby mutually agree with each other as follows:

- 1. The Minister and Frontenac agree that at the end of any month during the term of this Amending Agreement, either party may terminate this Amending

Agreement by so advising the other party in writing of its intention to do so. The party terminating shall provide thirty days written notice before the end of the previous month in which the termination is to take place.

2. At the time of termination, Frontenac will deliver the Ferry to the full care and control of the Minister and ensure that the Ferry is tied up at the Minister's docks. Frontenac shall vacate the premises and lands owned by the Minister which are used to operate the Ferry, and deliver to the Minister, no later than thirty days after termination, all documents, equipment, including, without limitation, tools and any other items related to the Ferry and the Minister's docks. All items shall be returned to the Minister in good repair and condition.
3. The following shall be added at the end of Section 6(b) "This obligation shall survive the expiry or earlier termination of this Agreement."
4. Section 9 shall be amended by adding the following at the end of the sentence "This obligation shall survive the expiry or earlier termination of this Agreement."
5. Section 17 shall be deleted.
6. Section 27 shall be deleted.
7. Frontenac covenants and agrees to perform all of the terms and conditions set out in the Amending Agreement and the Agreement.
8. The parties hereto acknowledge, confirm and agree that in all other respects the terms of the Agreement remain in full force and effect, unchanged and unmodified except in accordance with this Amending Agreement.
9. Except as specifically stated in this Amending Agreement, any expression used in this Amending Agreement has the same meaning as the corresponding expression used in the Agreement.
10. This Amending Agreement supplements and amends the Agreement and this Amending Agreement and the Agreement, as amended hereby, shall be read together and shall have the effect so far as practicable as though all the provisions of the Agreement and of this Amending Agreement were contained in one instrument.
11. This Amending Agreement and the Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

**In Witness Whereof** the Minister of Transportation of Ontario has executed this Amending Agreement on behalf of the Crown and Frontenac has caused this Amending Agreement to be executed by its duly authorized officers.

Her Majesty The Queen in Right of Ontario –  
Represented by the Minister of Transportation  
for the Province of Ontario

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Corporation of the County of Frontenac

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Fran Smith, Warden

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Jannette Amini, Clerk



**Report 2020-007**

**Information Report to Council**

**To:** Warden and Members of County Council  
**From:** Kelly Pender, Chief Administrative Officer  
**Prepared by:** Jannette Amini, Manager of Legislative Services/Clerk  
**Date of meeting:** January 15, 2020

**Re: Corporate Services – Annual Report on Delegation of Authority**

**Recommendation**

This report is for information purposes only.

**Background**

On July 18, 2018 Council, through the passage of By-law 2016-0006, established a Delegation of Authority Policy and authorized the delegation of certain powers and duties under the *Municipal Act*, 2001, the *Planning Act* and other Acts with respect to the delegation of Council’s legislative and administrative authority. The purpose of the policy is to set out the scope of the powers and duties which Council may delegate its legislative and administrative authority and to establish principles governing such delegation. This policy was developed in accordance with the *Municipal Act* in order to comply with its other applicable sections, including Section 270. This policy applies to all committees of Council, departments and staff. As per schedule B of the Policy, the following are the duties which Council has delegated:

Officer or Position	Description of Delegated Authority
Warden	Head of the Municipality for the Purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> (MFIPPA) and the <i>Ombudsman Act</i> (Granted through By-law 2016-0008 passed March 16, 2016)
Clerk	Delegated the power or duty granted or vested in the head pursuant to Section 49(1) of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , (Granted through By-law 2016-0008 passed March 16, 2016)

<p><b>Director of Planning and Economic Development</b></p>	<p>Delegated the authority to authorize Final Approval of Plans of Subdivision and Plans of Condominium (Granted through By-law 2016-0012 passed March 16, 2016)</p>
<p><b>Director of Planning and Economic Development</b></p>	<p>Delegated the authority to authorize Applications for Part-Lot Control – Approval (Granted through By-law 2019-0022 passed May 15, 2019)</p>
<p><b>Clerk</b></p>	<p>Designated as the Contact Person of the Municipality for the Purposes of the <i>Personal Health Information Protection Act (PHIPA)</i> and the <i>Ombudsman Act</i>; (Granted through By-law 2016-0025 passed July 20, 2016)</p>
<p><b>Integrity Commissioner</b></p>	<p>Delegation of authority of Council’s powers to impose penalties for a contravention of the Code of Conduct (Granted through By-law 2019-0014 passed Feb. 20, 2019)</p>

**Comment**

The purpose of this report is to provide Council an update of how these delegated authorities were used in 2019.

**Municipal Freedom of Information and Protection of Privacy Act**

The Clerk is delegated the power or duty granted or vested in the head pursuant to Section 49(1) of the MFIPPA. In addition, Section 26 requires that the head shall make an annual report regarding the institutions public access to information under its custody and control, in accordance with this section, to the Commissioner.

In 2019, the Clerk received three full requests and 1 initial request for access to information pursuant to MFIPPA. One request was made by an individual member of the public and two requests were made by a business. All requests were completed within 30 days or less as required under the Act, with one request having a Notice to Affected Persons issued. Of the three requests, information was disclosed in part for one, no information was disclosed with one and one request has been presumably withdrawn as partial payment was not received. Of the three requests, two contained exemptions pursuant to Section 12 of the Act – Solicitor Client Privilege.

No fees were collected for these requests other than the \$5 application fee.

The County had one instance where it used and disclosed personal information in a way that differs from the way the information is normally used or disclosed (an inconsistent use). A Notice of the inconsistent use and disclosure was issued to the affected individual including actions taken by the County to ensure confidentiality is maintained and that future incidences to not occur.

**Personal Health Information and Protection of Privacy Act**

The Clerk is delegated as the Contact Person of the Municipality for the Purposes of the *Personal Health Information Protection Act (PHIPA)* and the *Ombudsman Act*; In addition, Section 26 of MFIPPA requires that the head shall make an annual report, in accordance with this section, to the Commissioner and that the report specify the number of requests under MFIPPA or the Personal Health Information Protection Act (PHIPA) for access to records made to the institution or to a health information custodian within the meaning of the Personal Health Information Protection Act.

If an institution has more than one type of health information custodian, it must submit a separate report for each type. The County of Frontenac is a health information custodian for the follow types:

1. A municipality that operates an ambulance service within the meaning of the Ambulance Act
2. A person who operates a long-term care home within the meaning of the Long-Term Care Homes Act, 2007 or a care home within the meaning of the Residential Tenancies Act, 2006

**i. Frontenac Paramedics**

In 2019, Frontenac Paramedics received a total of 23 requests for personal health information. All requests were completed within 30 days or less as required under the Act. Of the 23 requests, 4 were either cancelled or abandoned and 19 were granted full access.

The total of fees collected was \$632.80.

**i. Fairmount Home**

In 2019, Fairmount Home received 2 requests for personal health information. Both requests were completed within 30 days or less as required under the Act. Of the 2 requests, full access was granted for both.

The total of fees collected was \$77.40. Section 54(12) of PHIPA permits that a health information custodian may waive the payment of all or any part of the fee that an individual is required to pay under that subsection if, in the custodian's opinion, it is fair and equitable to do so. A total of \$11.50 was waived.

**Final Approval of Plans of Subdivision and Plans of Condominium**

No delegation of authority to authorize Final Approval of Plans of Subdivision and Plans of Condominium was used in 2019.

**Authorization of Applications for Part-Lot Control – Approval**

No delegation of authority for authorization of Applications for Part-Lot Control – Approval was used in 2019.

**To impose penalties for a contravention of the Code of Conduct**

No delegation of authority was used in 2019 to impose penalties for a contravention of the Code of Conduct; however remedial or corrective action or measures were issued.

**Strategic Priorities Implications**

As part of the Vision for the County of Frontenac in its 2019-2022 Strategic Plan, it identifies accountability and states:

As a framework for strategic planning, this future vision incorporate goals related to:

- Building the County’s organizational capacity in line with its mandate and accountabilities.

Additionally, Other Important and Continuing County Priorities, identifies:

- Continually improve customer and financial services.
- Maintain a strong organization and positive work culture through leadership, human resources, training and development, physical and IT infrastructure, and partnerships.

**Financial Implications**

There are no financial implications associated with this report.

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

Susan Brant, Director of Corporate Services/Treasurer  
Joe Gallivan, Director of Planning and Economic Development  
Gale Chevalier, Chief/Director of Emergency and Transportation Services  
Lisa Hirvi, Administrator, Fairmount Home



**Committee Report**

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

**From:** Jannette Amini, Manager of Legislative Services/Clerk

**Date of meeting:** January 15, 2020

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**Re: Administrative Building Design Task Force – Report to Council**

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All items listed on Administrative Building Design Task Force Report shall be the subject of one motion. Any member of County Council may ask for any item(s) included in the Administrative Building Design Task Force Report to be separated from that motion and considered separately, whereupon the Administrative Building Design Task Force Report without the separated item(s) shall be put to the vote and the separated item(s) shall be considered immediately thereafter.

The Administrative Building Design Task Force reports and recommends as follows:

1. **2019-160**  
**Office of the Chief Administrative Officer**  
**Authorization for staff to proceed with Phase #3 of the Work Plan for the County Administrative Building**

**Be It Resolved That** the Office of the Chief Administrative Officer – Authorization for staff to proceed with Phase #3 of the Work Plan for the County Administrative Building report be received;

**And Further That** staff be directed to proceed with Phase #3 of the Work Plan that being the issuance of an RFP for Detailed Design as identified Report 2019-116.

**And Further That** Council direct to explore funding options for the redevelopment.



**Minutes of the Administrative Building Design Task Force Meeting  
December 18, 2019**

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A meeting of the Administrative Building Design Task Force was held in the Bud Clayton Memorial Room, County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, December 18, 2019 at 12:37 p.m.

**Present:**

Councillor Vandewal - Chair  
Councillor Doyle – Vice Chair  
Councillor Martin  
Councillor MacDonald

**Staff Present:**

Jannette Amini, Manager of Legislative Services/Clerk (Recording Secretary)  
Susan Brant, Director of Corporate Services/Treasurer  
Kevin Farrell, Manager of Continuous Improvement/GIS  
Kelly Pender, Chief Administrative Officer

**1. Call to Order**

The Chair called the meeting to order at 12:25 p.m.

**2. Adoption of the Agenda**

Moved By: Councillor Doyle  
Seconded By: Councillor MacDonald

**That** the agenda for the December 18, 2019 meeting of the Administrative Building Design Task Force be adopted.

**Carried**

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

There were none



The Task Force was advised that there is currently \$477,000 in reserves leaves. In terms of financing, staff are presenting the following options:

1. Borrow from Infrastructure Ontario (~3%)
  - 20 year term
  - 1% Levy Increase in the Year of Completion
2. Borrow from Reserves
  - 20 year term
  - ~1% Levy Increase in the Year of Completion
3. Continue the .65% Dedicated Capital Levy Past the 10 Year Current Commitment
  - Likely 3-5 Years

The Committee felt that option 1 provided the best stability; however once we get closer to construction, a combination of option 1 and 2 can be further explored.

**8. Communications**

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**9. Other Business**

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**10. Next Meeting**

At the call of the Chair.

**11. Adjournment**

Moved By: Councillor Doyle  
Seconded By: Councillor MacDonald

**That** the meeting hereby adjourn at 12:49 p.m.

**Carried**