



**Frontenac County Council Meeting
Wednesday, July 15, 2020 – 9:00 a.m.
Council will resolve into Closed Meeting
and will reconvene as regular Council at 9:30 a.m.**

Meeting to be held in Virtual Electronic Format and
live streamed on the County of Frontenac's YouTube Channel
<https://youtu.be/Dbnaod4hycw>

Agenda

Page

Call to Order

Closed Session

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

1. Adoption of Closed Minutes of Meetings held June 17, 2020
2. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board - as it relates to mediation with the City of Kingston regarding shared services agreement
3. Labour relations or employee negotiations - as it relates to the contract with the Ministry of Transportation (MTO) for the Howe Island Ferry

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

Approval of Addendum

Disclosure of Pecuniary Interest and General Nature Thereof

Adoption of Minutes

a) Minutes of Meeting held June 17, 2020

Resolved That the minutes of the regular Council meeting held June 17, 2020 be adopted.

Deputations and/or Presentations

Proclamations

7 - 16

Move into Committee of the Whole

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

Briefings

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

Unfinished Business

Recommend Reports from the Chief Administrative Officer

17 - 20

- a) **2020-068**
Office of the Chief Administrative Officer
Support for Resolution to transition Blue Box program to full producer responsibility

Recommendation:

Be It Resolved That the County of Frontenac strongly advocates for language to be included in the regulation that ensures municipalities under a population of 5,000 continue to receive Blue Box servicing as was agreed as part of the Provincial government’s Blue Box mediation as well as schools and public spaces.

And Further That the County of Frontenac supports its lower tiers that would like to transition their Blue Box program to full producer responsibility between January 1, 2023 and December 31, 2025).

And Further That this decision is based on the fact that their collection contract for Blue Box material falls within these dates.

And Further That any questions regarding this resolution can be directed to Kelly Pender, Chief Administrative Officer, 613-548-9400, ext. 300 or kpender@frontenaccounty.ca.

And Further That this resolution be forwarded to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks;

And Further That a request be made for the County to meet as a delegation with the Minister of the Environment, Conservation and Parks at the AMO Conference regarding inclusion of language to be included in the regulation that ensures municipalities under a population of 5,000 continue to receive Blue Box servicing

- 21 - 23 b) **2020-069**
Office of the Chief Administrative Officer
Implementation of Touchless Payment Option for the Howe Island Ferry

Recommendation:

Be It Resolved That the Council of the County of Frontenac authorize the implementation of a touchless payment option for the Howe Island Ferry;

And Further That staff be authorized to execute an agreement with Honk Mobile Inc to process payments for the Howe Island Ferry at an ongoing cost of \$25 per unit per month plus transaction fees.

24 - 27

- c) **2020-070**
Office of the Chief Administrative Officer
Award of Contract – Architectural Services Joint County of Frontenac & Cataraqui Region Conservation Authority Administration Office

Recommendation:

Be It Resolved That the Council of the County of Frontenac receive for information the Office of the Chief Administrative Officer – Award of Contract – Architectural Services Joint County of Frontenac & Cataraqui Region Conservation Authority Administration Office

And Further That the Warden and Clerk be authorized to enter into an Agreement with Colbourne & Kembel Architects Inc. (CKA) for Architectural Services for a Joint Administration Office to accommodate County of Frontenac at a cost of \$150,000 +HST.

And Further That staff report back to County Council regarding the participation of the Cataraqui Region Conservation Authority and the cost implications for both parties.

Information Reports from the Chief Administrative Officer

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

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) From the Township of Armour Resolution Regarding High Speed Internet Connectivity in Rural Ontario
[Distributed to Members of County Council June 19, 2020]
- b) From the Township of Lake of Bays Regarding High Speed Internet Connectivity in Rural Ontario
[Distributed to Members of County Council June 19, 2020]
- c) From Grey County Regarding Broadband Access
[Distributed to Members of County Council June 19, 2020]
- d) From the Corporation of the Municipality of Mississippi Mills Regarding Support for Rural Broadband
[Distributed to Members of County Council June 19, 2020]
- e) From the Corporation of the Town of Renfrew Regarding Resolution No. 20-06-44 COVID-19 Pandemic Crisis
[Distributed to Members of County Council June 26, 2020]

- f) From the Corporation of the City of Sarnia Regarding Long Term Care Home Improvements
[Distributed to Members of County Council June 26, 2020]
- g) From the Town of Kingsville Regarding Rent Assistance Program
[Distributed to Members of County Council July 3, 2020]
- h) From the Municipality of West Elgin Regarding Universal Basic Income for Citizens
[Distributed to Members of County Council July 3, 2020]
- i) From the Municipality of West Elgin Regarding Support for Resolution No. CW93-20 from Grey County
[Distributed to Members of County Council July 3, 2020]
- j) Letter from the Township of Pulinch Regarding TAMPO Executive Meeting Minutes dated May 28, 2020
[Distributed to Members of County Council July 10, 2020]

Other Business

- a) **Consideration of Applications to the Communal Service Governance/Operations Model Review Committee**
[Applications to be distributed under separate cover]
Number of community representatives at the discretion of Council
THAT Council make the following appointments to Communal Service Governance/Operation Model Review Committee for the term of council:

And Further That By-law 2013-0020 be amended accordingly.

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

By-Laws

Page

- 28** a) To authorize the Warden and Clerk to enter into an Agreement with Colbourne & Kembel Architects Inc. (CKA) for Architectural Services for a Joint Administration Office.
[Proposed By-law No. 2020-0031]
- 29 - 32** b) To amend By-law No. 2013-0020 (to govern the proceedings of the Council and its Committees, the Conduct of Members and the Calling of Meetings) as it relates to the establishment of the Communal Service Governance/Operation Model Review Committee.
[Proposed By-law No. 2020-0032]
- 33 - 34** c) To confirm all actions and proceedings of County Council on July 15, 2020
[Proposed By-law No. 2020-0033]

Adjournment

to creating a communal service operation, with different options and approaches considered.

Carried

Information Reports from the Chief Administrative Officer



Reports from Council Liaison Appointees

a) Emergency and Transportation Services - Councillor Higgs

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

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

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

c) Corporate Services - Councillor MacDonald

No Report.

d) Planning and Economic Development - Councillor Revill

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

Reports from External Boards and Committees

a) Kingston Frontenac Library Board Update - Councillor Revill

Councillor Revill provided an overview of the Kingston Frontenac Library Board activities since the last Council meeting.

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

Councillor Doyle provided an overview of the KFL&A Public Health Board activities since the last Council meeting.

Giving Notice of Motion

- a) Councillor Doyle advised that he may bring forward a motion at the July meeting regarding full producer responsibility with respect to solid waste, given the Provinces recent siding with producers that would eliminate pick up in municipalities with populations under 5,000. Staff will bring forward a report to the July Council meeting, which will include a request for delegation at AMO.

Communications

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

- a) From the Corporation of the Town of Fort Erie Regarding the Request of support for High Speed Internet Connectivity in Rural Ontario
[Distributed to Members of County Council May 22, 2020]
- b) From the Corporation of the City of Cambridge Regarding Provincial Funding for Rehabilitation Facilities
[Distributed to Members of County Council May 22, 2020]
- c) From the Kingston Frontenac Housing Corporation providing 2019 Annual Report
[Distributed to Members of County Council May 29, 2020]
- d) From the Kingston Frontenac Housing Corporation providing May 25, 2020 Board Package
[Distributed to Members of County Council May 29, 2020]
- e) From the Kingston Frontenac Housing Corporation providing April 27, 2020 CEO Monthly Report
[Distributed to Members of County Council May 29, 2020]
- f) From the Kingston Frontenac Housing Corporation providing notes to Financial Statements Year Ended December 31, 2019
[Distributed to Members of County Council May 29, 2020]
- g) From the Kingston Frontenac Housing Corporation providing June 18, 2020 Unconfirmed Minutes of the Eighteenth Annual General Meeting
[Distributed to Members of County Council May 29, 2020]
- h) From the Kingston Frontenac Housing Corporation providing June 16, 2020 Annual General Meeting Agenda
[Distributed to Members of County Council May 29, 2020]
- i) Letter from the Corporation of the City of Brantford Regarding Essential Workers Day – March 17
[Distributed to Members of County Council May 29, 2020]
- j) Letter from the Verona Community Association Regarding potential danger to public health
[Distributed to Members of County Council June 5, 2020]
- k) From the Township of Puslinch Regarding:
B1. Centre Hastings motion for support for the role of Conservation Authorities (resolution attached)

- B2. City of Sault Ste. Marie motion for Support for Conservation Authorities (resolution attached)
- B3. Town of Ajax motion for supporting Conservation Authorities (resolution attached)
- [Distributed to Members of County Council June 5, 2020]
- l) Email from citizen regarding Verona Trail
[Distributed to Members of County Council June 5, 2020]
- m) From the Township of Puslinch Regarding Mapleton Resolution 2020-04-14 to request the Province review the Farm Property Class Tax Rate Programme, dated May 27, 2020
- a) Correspondence from Wellington Federation of Agriculture regarding Mapleton Resolution 2020-04-14, dated May 28, 2020.
[Distributed to Members of County Council June 12, 2020]
- n) Letter from Fort Erie Regarding the Proclamation Request of March 17 as Essential Workers Day
[Distributed to Members of County Council June 12, 2020]
- o) Letter from the Township of Frontenac Islands Regarding the Request for Document to be included on June 17th, 2020 County Council Agenda
[Distributed to Members of County Council June 12, 2020]
- p) Letter from the City of Kingston Regarding Invitation to Special Council Meeting
[Distributed to Members of County Council June 12, 2020]
- q) Letter from the Town of Orangeville Regarding both diversity training and use of force training and protocols for Police Services, including in Ontario
[Distributed to Members of County Council June 12, 2020]
- r) Q1 Transportation Services Reporting Summary from Southern Frontenac Community Services
[Distributed to Members of County Council June 12, 2020]
- s) Q1 Transportation Services Reporting Summary from Rural Frontenac Community Services
[Distributed to Members of County Council June 12, 2020]
- t) Letter from the Municipality of Chatham-Kent Regarding Support for the Alzheimer Society
[Distributed to Members of County Council June 12, 2020]
- u) Letter from the Municipality of Chatham-Kent Regarding Support for funding and commission
[Distributed to Members of County Council June 12, 2020]
- v) Letter from the Corporation of the Town of Bracebridge Resolution Regarding the establishment of a Municipal Financial Assistance Program to offset the financial impact of the COVID-19 pandemic
[Distributed to Members of County Council June 12, 2020]
- w) From Councillor Higgins providing News Release regarding EOLC receives first report on impact of COVID-19 on regional economy.
[Distributed to Members of County Council June 12, 2020]
- x) From Allan and Partners, Chartered Accounts, providing final Audit letter for December 31, 2019 year end consolidated financial statements.
[Distributed to Members of County Council June 12, 2020]
- y) Letter from Eastern Ontario's Leadership Council Regarding EOLC receives



Report 2020-068

Council Recommend Report

To: Warden and Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Kelly Pender, Chief Administrative Officer
Date of meeting: July 15, 2020
Re: **Office of the Chief Administrative Officer – Support for Resolution to transition Blue Box program to full producer responsibility**

Recommendation

Be It Resolved That the County of Frontenac strongly advocates for language to be included in the regulation that ensures municipalities under a population of 5,000 continue to receive Blue Box servicing as was agreed as part of the Provincial government's Blue Box mediation as well as schools and public spaces.

And Further That the County of Frontenac supports its lower tiers that would like to transition their Blue Box program to full producer responsibility between January 1, 2023 and December 31, 2025).

And Further That this decision is based on the fact that their collection contract for Blue Box material falls within these dates.

And Further That any questions regarding this resolution can be directed to Kelly Pender, Chief Administrative Officer, 613-548-9400, ext. 300 or kpender@frontenacounty.ca.

And Further That this resolution be forwarded to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks;

And Further That a request be made for the County to meet as a delegation with the Minister of the Environment, Conservation and Parks at the AMO Conference regarding inclusion of language to be included in the regulation that ensures municipalities under a population of 5,000 continue to receive Blue Box servicing.

Background

Municipal governments have been advocating for over a decade for producers to have full fiscal and operational responsibility for end of life management of their packaging,

printed paper and paper products. Producers are best positioned to reduce waste, increase the resources that are recovered and reincorporated into the economy and enable a consistent province-wide system that makes recycling easier and more accessible.

In August 2019, Minister Yurek announced that municipal Blue Box programs will be transitioned to full producer responsibility over a three-year period based on the recommendations from the Special Advisor’s report titled, “Renewing the Blue Box: Final report on the blue box mediation process.” Municipal governments played a key role in helping to develop the recommendations within this report. These recommendations broadly reflected the positions advocated by AMO and there was also a great deal of alignment with producers on how the Blue Box should be transitioned. The municipal transition is proposed to occur between 2023 and the end of 2025, as shown in the table below:

Date	Description
Sept. 2019 - Dec. 2020	Blue Box wind-up plan developed for Stewardship Ontario
	Development of a Regulation under the <i>Resource Recovery and Circular Economy Act</i> , 2016
Jan. 2021 - Dec. 2022	Producers prepare to assume control and operation of system and work with municipal governments and service providers
Jan. 1, 2023 - Dec. 31, 2025	Transition of individual municipal Blue Box programs to full producer responsibility. Occurs in phases over three years with a rolling total of up to one-third of the Provincial program transitioning annually

The Minister wants to ensure that the transitioned Blue Box system is affordable for producers, workable for the waste processing sector, and effective and accessible for residents.

AMO and municipal representatives are involved in the consultation process to develop a new regulation for the Blue Box. The Province’s intent is to finalize a Regulation by the end of 2020.

AMO staff held in-person workshops on the Blue Box transition across the Province through October and November 2019 to discuss this topic with municipal waste management staff. Over 165 staff and elected officials attended the sessions in Vaughan, London, Smiths Falls, North Bay and Dryden. The workshops provided an opportunity to engage directly with our sector to build understanding about this transition process and the level of engagement from attendees was excellent. AMO also began the discussion about what municipal governments should take into consideration about how to prepare for this change and what factors might be considered as to when a Council might want to transition.

Since December 2019, the Association of Municipalities of Ontario (AMO) President has had a call out for the over 250 municipal councils who have Blue Box programs to pass a resolution that submits an ideal to transition to full producer responsibility. The deadline for resolutions was June 30, 2020.

Comment

The amount of single-use plastics leaking into local lakes, rivers, and waterways is a growing area of public concern and reducing the waste we generate and reincorporating valuable resources from our waste stream into new goods can reduce GHGs significantly. The transition to full producer responsibility for packaging, paper and paper products is critical in reducing waste, improving recycling and driving better economic and environmental outcomes with the move to a circular economy being a global movement, and that the transition of Blue Box programs would go a long way toward this outcome.

Municipalities with populations under 5,000 face these same issues in terms of reducing waste and improving recycling through blue box programs and by not requiring transitioning to full producer responsibility in these smaller municipalities, the Blue Box collection protocols and recycling efforts in these community will have been a waste and recycling efforts will end up in landfills.

The County of Frontenac is supportive of a timely, seamless, and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging, paper and paper products for all municipalities, including those whose population falls below 5,000 and is concerned about a recent proposal by the Ministry of Environment, Conservation and Parks that could jeopardize over 135 small rural, remote, and Northern community Blue Box programs across the Province as well as servicing to schools and public spaces.

Strategic Priority Implications

Priority 3 Champion and coordinate collaborative efforts with partners to resolve complex problems otherwise beyond the reach of individual mandates and jurisdictions.

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.

3.2 Play a leadership role on communications to promote shared messaging for all regional initiatives such as economic development, tourism and lifestyle opportunities, and broadband and cell services.

Financial Implications

There are no financial implications directly associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Member municipalities
AMO



Report 2020-069

Council Recommend Report

To: Warden and Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Kevin Farrell, Manager of Continuous Improvement
Date of meeting: July 15, 2020
Re: **Office of the Chief Administrative Officer – Implementation of Touchless Payment Option for the Howe Island Ferry**

Recommendation

Be It Resolved That the Council of the County of Frontenac authorize the implementation of a touchless payment option for the Howe Island Ferry;

And Further That staff be authorized to execute an agreement with Honk Mobile Inc to process payments for the Howe Island Ferry at an ongoing cost of \$25 per unit per month plus transaction fees.

Background

On March 17, 2020, the Province of Ontario activated a State of Emergency due to the COVID-19 pandemic. The County of Frontenac followed suit on March 26, 2020.

Transport Canada issued safety requirements for commercial passenger vessels and ferries as they represent a higher risk for viral transmission of infectious respiratory diseases like COVID-19. Close proximity and frequent interactions among passengers and crew could pose a significant safety risk to travellers, crew, and the Canadian population. As a result, Transport Canada introduced additional safety measures to help mitigate these risks and on April 5, 2020, the Minister of Transport issued an Interim Order, to reduce the risk of spreading COVID-19 on-board commercial passenger vessels carrying more than 12 passengers.

In terms of the Howe Island Ferry, these measures included reducing by 50% the maximum number of passengers to support the two-metre physical distancing rule. Signage was put in place to stress the importance of these measures so that everyone could feel safe while on board.

As a result of these new restrictions, ferry operators were no longer able to accept cash payment from users.

Comment

Staff have been investigating touchless payment options for ferry users, which resulted in 2 options.

Option 1 – Honk Mobile Inc

Honk Mobile Inc is a leading provider of on-demand mobile payments for parking. Honk's innovative cloud-based technology streamlines parking by allowing users to search, pay for, and top up parking from a mobile phone, tablet or any internet connected device. Discussions with Honk indicate that this same app may be used to purchase ferry tickets.

Honk Mobile Inc also provides a "HonkTAP" option, the industry's only tap-to-pay smart technology that allows passengers to pay with a simple tap of their phone. Simple signage with a tap or QR code can be installed. Passengers who decide to use the tap option don't need to download the app. It will take them directly to the payment page.

The cost of Honk would include a one-time Production & Fabrication fee (per unit/sign) of \$250**, with Service, Maintenance & Support (per unit per month) of \$25 plus credit card and processing fees as follows:

Transaction Fee: \$0.25 per transaction

Visa & MasterCard: 2.99%

American Express: 3.99%

Other: 3.99%

PayPal: 2.90% + \$0.30

**Note: As a result of COVID the \$250 production and fabrication fee is currently being waived.

Option 2 – Parking Box

This option would require the physical installation of a parking box pay machine (similar to those seen in downtown Kingston parking lots). Staff reached out to Precise ParkLink (CWT Compact) which provides a successful combination of innovation and proven technology, with durable and secure design and advanced features such as video enabled colour screen, contactless credit card payment, software controlled buttons, license plate entry and audio interface.

The total cost of two parking boxes was quoted at \$26,133.51. This would be in addition to site preparation and electrical requirements.

Staff are recommending Option 1 – Honk Mobile Inc as it represents a more modern and user friendly option as users can remain in their vehicle to purchase a ferry ticket. It also represents a more cost effective option as the number of individual ferry tickets purchased would not warrant the investment of the larger machine. In addition, Honk Mobile can be set up to accept payments for annual passes.

The County is working with Frontenac Islands to develop a seamless solution that would benefit both the Howe Island Ferry and the Township Ferry users. The parking box option would require 2 boxes, one at each ferry location. Honk is a mobile cloud based application, users can download the app to a smartphone and pay directly or simply tap the signage which will take them directly to the payment page. The Township of Frontenac Islands will be receiving a similar report at its July 13th Council meeting which supports moving forward with Honk Mobile Inc.

As well, the Honk app is utilized by the City of Kingston for payment in their parking lots, which means that it will be familiar to many users.

Strategic Priority Implications

Priority 3 Champion and coordinate collaborative efforts with partners to resolve complex problems otherwise beyond the reach of individual mandates and jurisdictions.

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.

3.2 Play a leadership role on communications to promote shared messaging for all regional initiatives such as economic development, tourism and lifestyle opportunities, and broadband and cell services.

Financial Implications

In order to mitigate the health and safety risk to ferry employees (due to Covid) we have not been collecting revenue since March. These contactless payment options will allow the ferry to again collect revenue. MTO will pay for 80% of the ferry's operating expenses, with the Township of Frontenac Islands coming up with the remaining 20% through ticket and pass sales. Enabling contactless payment will allow Frontenac Islands to continue its revenue stream from ticket sales while maintaining our commitment to the health and safety of Marine Services employees.

Organizations, Departments and Individuals Consulted and/or Affected

Township of Frontenac Islands



Report 2020-070

Council Recommend Report

To: Warden and Council of the County of Frontenac

From: Kelly Pender, Chief Administrative Officer

Prepared by: Kelly Pender, Chief Administrative Officer
Jannette Amini, Manager of Legislative Services/Clerk

Date of meeting: July 15, 2020

Re: **Office of the Chief Administrative Officer – Award of Contract – Architectural Services Joint County of Frontenac & Cataraqui Region Conservation Authority Administration Office**

Recommendation

Be It Resolved That the Council of the County of Frontenac receive for information the Office of the Chief Administrative Officer – Award of Contract – Architectural Services Joint County of Frontenac & Cataraqui Region Conservation Authority Administration Office

And Further That the Warden and Clerk be authorized to enter into an Agreement with Colbourne & Kembel Architects Inc. (CKA) for Architectural Services for a Joint Administration Office to accommodate County of Frontenac at a cost of \$150,000 +HST.

And Further That staff report back to County Council regarding the participation of the Cataraqui Region Conservation Authority and the cost implications for both parties.

Background

In 2017 discussions began with the Cataraqui Region Conservation Authority (CRCA) with respect to the construction of a potential joint administrative facility. In 2018, the Township of South Frontenac expressed an interest in being considered a potential partner for a joint administrative facility were it to be located in the Township of South Frontenac. Following several meetings and discussions, in September, 2018 Council approved a combined budget of up to \$20,000 be allocated to engage appropriate architectural services to validate initial assessments which would enable the partners to make a decision on whether or not to pursue the next stage of a shared development project.

The analysis completed by the architects provided a detailed summary of costs and space needs for a joint facility and indicated a sense of the potential savings that could

be anticipated with a joint facility, based upon a reasonable set of circumstances. At that time, the CRCA re-affirmed its interest in continuing to move forward with a Joint Administrative Building.

Follow additional discussions with the CRCA, a Memorandum of Understanding was entered into between the 2 partners and at is January 15, 2020 Council meeting, Council passed the following motion, being Reports from Advisory Committees of County Council, clause 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:

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 staff to explore funding options for the redevelopment

Carried

Comments

An RFP was issued on March 3, 2020 for Architectural Services for a Joint County of Frontenac & Cataraqui Region Conservation Authority Administration Office. Those wishing to bid on the project were required attend a mandatory site visit of the County Administrative Building on May 28, 2020. On June 25, 2020, five RFP submissions were received. The submissions were reviewed and evaluated based on the criteria set out in the RFP and a shortlist of 3 proponents were invited for interviews on July 8, 2020. Following the interviews and additional scoring, the team, consisting of both County and CRCA representatives, further shortlisted and evaluated 2 proponents, with scoring as follows:

		+VG	CKA
Applicable expertise, demonstrated understanding of the scope of work and resources dedicated to the project (20%)	20%	75	90
Similar Project Experience (20%)	20%	75	85
Proposed Approach/ work plan (30%)	30%	80	90
Cost Factor (10%)	10%	55.9	80.0
Interview (10%)	20%	80.4	80.4
	100%	75.7	86.1

The proposals submitted by +VG and CKA provide a clear understanding of the scope of work to be completed and demonstrates their past experience in Architectural Services for municipal buildings. Based on scoring as noted above, staff recommends that CKA be awarded the contract for Architectural Services Joint County of Frontenac & Cataraqui Region Conservation Authority Administration Office.

Strategic Priorities Implications

Priority 2 Explore new funding sources and invest wisely in critical long-term infrastructure.

- 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.

- 2.4 Finalize plans and financing to replace/construct/renovate aging County buildings now used for administration services (through a shared admin facility if possible).

Priority 3 Champion and coordinate collaborative efforts with partners to resolve complex problems otherwise beyond the reach of individual mandates and jurisdictions.

- 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.
- 3.3 Continue to pursue collaborative opportunities to achieve service and cost efficiencies and other economies through cost-sharing and shared services.

Financial Implications

The total cost of the submission by CKA came in at \$150,000 for a proposed \$2,000,000 construction (County alone). The cost of the submission is derived from a percentage-based fee structure. Should the CRCA elect to exercise their option to participate in the project, the costs will increase, but costs will be shared based upon the terms of the MOU with the Conservation Authority. Costs will be allocated proportionally between the County and CRCA based upon the square foot allocation of space in the final design.

In July 2019, County Council allocated \$100,000 of its Municipal Modernization Fund to the Administration Facility Architectural work. Based upon preliminary construction schedules, the expenditures related to the project would be incurred between 2020-2022. It is anticipated that the remaining expense will be drawn from the Capital Replacement reserve, however staff will continue to pursue grant opportunities. A successful grant application will change financing and options for the project.

Staff will report back to Council regarding a final decision by Conservation Authority. A joint project will result in an overall savings for both parties.

Organizations, Departments and Individuals Consulted and/or Affected

CRCA
Kevin Farrell, Manager of Continuous Improvement/GIS
Alex Lemieux, Director of Corporate Services/Treasurer

By-Law Number 2020-0031

of

The Corporation of the County of Frontenac

being a by-law to authorize the Warden and Clerk to enter into an Agreement with Colbourne & Kembel Architects Inc. (CKA) for Architectural Services for a Joint Administration Office

Whereas Sections 5 of the *Municipal Act, 2001*, as amended (hereinafter the Act) provides that a municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by its council by by-law, unless the municipality is specifically authorized to do otherwise; and,

Whereas the County of Frontenac wishes to enter into an Agreement with Colbourne & Kembel Architects Inc. (CKA) for Architectural Services for a Joint Administration Office;

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

1. **That** the Warden and Clerk are hereby authorized to enter into an Agreement with Colbourne & Kembel Architects Inc. (CKA) for Architectural Services for a Joint Administration Office.
2. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 15th day of July, 2020.

Read a Third Time, Signed, Sealed and Finally Passed this 15th day of July, 2020.

The Corporation of the County of Frontenac

Frances Smith, Warden

Jannette Amini Clerk

By-Law Number 2020-0032

of

The Corporation of the County of Frontenac

being a by-law to amend By-law No. 2013-0020 (to govern the proceedings of the Council and its Committees, the Conduct of Members and the Calling of Meetings) as it relates to the establishment of the Communal Service Governance/Operation Model Review Committee

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

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

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

And Whereas The Corporation of County of Frontenac deems it expedient to amend By-law No. 2013-0020 as it relates to the establishment of a Communal Service Governance/Operation Model Review Committee;

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

1. **That** By-law 2013-0020 be amended to add Schedule B-7 attached to this by-law hereto as Appendix A:
2. **That** this amending by-law shall come into force and take effect on the date of final passing.

Read a First and Second Time this 15th day of July, 2020.

Read a Third Time, Signed, Sealed and Finally Passed this 15th day of July, 2020.

The Corporation of the County of Frontenac

Frances Smith, Warden

Jannette Amini, Clerk

Appendix A

Schedule B-7 – Advisory Committee to the Planning Advisory Committee

Committee Name: Communal Service Governance/Operations Model Review Committee

Establishment of the Committee

- (i) The Communal Service Governance/Operations Model Review Committee shall be comprised of xxx members appointed by County Council as follows:
 - Four (4) member of the public (to be determined based on applications received); and
 - four (4) members of County Council, those being the Mayors of each Township.

Although not voting members of the Committee, an invitation will be extended to staff from the Ministry of Municipal Affairs and the Ministry of Environment Conservation and Parks to assist the sub-committee with respect to issues of governance and environmental approvals.

- (ii) The members of the Communal Service Governance/Operations Model Review Committee shall hold office from the date of their appointment, at the pleasure of Council, up to such time that a governance / operations model to manage communal service development across the region has been approved by Council but not longer than the term of Council and who shall be named in this Schedule;
- (iii) The Communal Service Governance/Operations Model Review Committee shall meet as required.
- (iv) The Communal Service Governance/Operations Model Review Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 26 – Committees* for the conduct of all Meetings.

Terms of Reference

- (i) Goal/Mission

The mission of the County of Frontenac stated in its Mission Statement is the effective, efficient and sustainable delivery of service to its citizens. Within the context of the Values and Principles detailed, the Administrative Building Design Task Force will be guided by the Mission Statement:

(ii) Mandate

- a) To review and advise the Planning Advisory Committee on the best approach to creating a communal service operation, with different options and approaches considered.
- b) Review best practice models currently in place in Ontario (e.g., Lakeland Power, Township of Oro-Medonte), including:
 - a. governance model
 - i. Board composition
 - ii. What is their reporting relationship to Council/community?
 - b. Scope of services for this operation
 - c. How does the financial model work (community investment/re-investment, dividends, community grants)?
 - i. Risk mitigation strategies
 - ii. Community Investment Policy
 - d. Analysis of operations of utilities – recommendations for next steps.
- c) Review financial model that was completed by WSP consultants in the 2019 Communal Services Study.
- d) Determine what the best way would be to establish this operation, such as through the creation of Municipal Service Corporation (MSC) permitted under the Municipal Act.
- e) Does the MSC need to be under the jurisdiction of the regional government for it to operate across the County? Are there other ways of setting this up without the upper tier involvement? Is the MSC stronger (and have lower financial risk) if the County is a partner?
- f) Investigate any 'seed funding' required at the outset, i.e., a reserve fund to support the first few communal developments in the short term?

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Communal Service Governance/Operations Review Committee:

Four (4) Representatives from the Community:

- Gwen Glover
- Michael Keene
- Jim McIntosh
- Wayne Robinson

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

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

By-Law No. 2020-0033

of

The Corporation of the County OF Frontenac

being a by-law to confirm all actions and proceedings of County Council on
July 15, 2020

Whereas Section 8 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other *Act*; and;

Whereas Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a lower-tier municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction described in the Table to Subsection 2 subject to certain provisions, and;

Whereas Section 5 of the *Municipal Act, S.O. 2001, c. 25* and amendments thereto provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 shall be exercised by its council and by by-law unless the municipality is specifically authorized to do otherwise; and;

Whereas the Council of the County of Frontenac deems it expedient to confirm its actions and proceedings;

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

1. **That** all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on July 15, 2020 be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.
2. **That** all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on July 15, 2020 be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto.
3. **That** all actions and proceedings of the Council of the Corporation of the County of Frontenac taken at its regular meeting held on July 15, 2020 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.

4. **That** this by-law shall come into force and take effect as of the final passing thereof.

Read a First and Second Time this 15th day of July, 2020

Read a Third Time and Finally Passed, Signed and Sealed this 15th day of July, 2020.

The Corporation of the County Of Frontenac

Frances Smith, Warden

Jannette Amini, Clerk