



Frontenac County Council Meeting
Wednesday, September 16, 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 combination of in person and Virtual
Electronic Format,
and live streamed on the County of Frontenac's YouTube
Channel
<https://youtu.be/v61x3pxfnjQ>

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 July 15, 2020
 2. Its labour relations and employee negotiations – as it relates to negotiations with OPSEU Local 462
- Resolved That** Council rise from Committee of the Whole closed session with/without reporting

Public Meeting

The following is a public meeting to permit members of the public to make presentations and/or funding requests to County Council for consideration in the 2020 budget.

- a) **Ms. Louise Moody** and **Ms. Gail Young**, Frontenac Transportation Services will address County Council regarding funding request for the Frontenac Transportation Services.
- b) **Mr. David Townsend**, Executive Director for Southern Frontenac Community Services Corporation will address County Council regarding funding request for Southern Frontenac Community Services Corporation.

Approval of Addendum

Disclosure of Pecuniary Interest and General Nature Thereof

Adoption of Minutes

- 16 - 31** a) Minutes of Meeting held July 15, 2020
Resolved That the minutes of the regular Council meeting held July 15, 2020 be adopted.

Deputations and/or Presentations

Proclamations

- a) **Canadian Library Month October 2020**
Ontario Public Library Week October 18 - 24, 2020
A visit will get you thinking
[See Communications ab)]

Whereas the public library offers access to information; and

Whereas the public library supports personal growth, economic renewal and quality of life; and

Whereas we recognize that the Kingston Frontenac Public Library provides a vital service to our communities;

Therefore Be It Resolved That the Council of the County of Frontenac hereby proclaims the month of October, 2020 as Canadian Library Month and the week of October 18 - 24, 2020 as Ontario Public Library Week in Frontenac County;

And Further That the residents of Frontenac County be encouraged to use the public library this week and throughout the year.

b) **World Alzheimers Day
September 21, 2020**

[See Communications ao)]

Whereas September 21, is recognized annually as World Alzheimer Day; and,

Whereas Alzheimer's disease is the most common form of dementia which is a group of disorders that impairs brain function; and,

Whereas every 65 seconds, someone is diagnosed with dementia somewhere in the world,; and,

Whereas dementia affects more than 594,000 individuals living in Canada, of whom over 16,000 are under the age of 65; and,

Whereas Kingston, Frontenac, Lennox and Addington region has over 4,000 individuals diagnosed with Alzheimers Disease or some form of dementia; and,

Whereas the prevalence of dementia in Canada is expected to double by the year 2031; and,

Whereas all community members are impacted whether they are someone with a diagnosis of dementia, a family member, a caregiver, friend or neighbour; and

Whereas The Alzheimer Society of KFL&A is working to educate our communities about dementia, to help reduce the stigma surrounding a dementia diagnosis, a disease which causes extreme social isolation, and to make our communities more welcoming and inclusive for people who are diagnosed with dementia, and their care partners;

Therefore Be It Resolved That the Council of the County of Frontenac hereby declares September 21, 2020, World Alzheimer's Day in the County of Frontenac.

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

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- a) **2020-078**
Corporate Services
Appointment of an Area Weed Inspector for the County of Frontenac

Be It Resolved That the Council of the County of Frontenac receive the Corporate Services – Appointment of an Area Weed Inspector for the County of Frontenac report for information;

And Further That the Clerk be directed to bring forward a by-law later in the meeting appointing Kelly J. Pender as Area Weed Inspector for the County of Frontenac.

35 - 54

- b) **2020-079**
Corporate Services
Storage and Management Agreement with Queen's University for the Archival Records of Frontenac County

Be It Resolved That the Council of the County of Frontenac receive the Corporate Services – Storage and Management Agreement with Queen's University for the Archival Records of Frontenac County report for information;

And Further That the Warden and Clerk be authorized to execute a five-year agreement between the Corporation of the County of Frontenac and Queen's University at Kingston commencing January 1, 2020, with the options to renew for an additional five (5) years for the management and storage of the collection of County of Frontenac archival records located at Queen's University, attached as Appendix A to this Report.

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- c) **2020-080**
Corporate Services
Passage of Bill 197 on Meeting Rules and Temporary Amendments to Procedural By-law 2013-0200 regarding Electronic Participation and Proxy Voting

Be It Resolved That the Council of the County of Frontenac receive for information the Corporate Services - Passage of Bill 197 on Meeting Rules and Temporary Amendments to Procedural By-law 2013-0020 regarding Electronic Participation and Proxy Voting report;

And Further That County Council extend the electronic participation rules applicable only during a declared emergency currently contained in Procedural By-law 2013-0020, Section 9. Procedure Applicable in Declared Emergencies, for a period of one year following the termination of the municipal emergency;

And Further That County Council review the rules for electronic meetings for County Council and its Committees before the expiry of the recommended extensions;

And Further That County Council take no action on options to consider Proxy Voting at this time;

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

- d) **Staff Briefing:** Mr. Kelly Pender, Chief Administrative Officer and Chief Gale Chevalier, Frontenac Paramedics will brief the Committee of the Whole with respect to response time standards.
(Presentation to be distributed under separate cover)
[See Recommend Reports from the Chief Administrative Officer, clause e)]

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- e) **2020-082**
Frontenac Paramedics
2021 Legislated Response Time Performance Plan

Resolved That the Council of the County of Frontenac receive the Emergency and Transportation Services –2021 Legislated Response Time Performance Plan report for information;

And Further That Council direct the Clerk to introduce a by-law later in the meeting adopting the response time standards as outlined in this report.

f) **2020-084**
Office of the Chief Administrative Officer
Howe Island Ferry - Return to Full Capacity

Be It Resolved That the Council of the County of Frontenac receive the Office of the Chief Administrative Officer – Howe Island Ferry – Return to Full Capacity report for information;

And Further That the Council of the County of Frontenac direct staff to return the Howe Island Ferry from 50% capacity, to full capacity by implementing the measures to reduce transmission risks of COVID-19 as set out in the Ship Safety Bulletin entitled Measures to Mitigate the Spread of COVID-19 on Passenger Vessels and Ferries, SSB No. 12/2020, published on April 17, 2020 by the Marine Safety Directorate of Transport Canada, as amended from time to time or as replaced;

And Further That staff be authorized to notify the Minister, in writing, of the measures the County is taking prior to implementing them and keep a copy of the notice on the Howe Island Ferry, as required under section 6(2) of Interim Order No. 3 Respecting Passenger Vessel Restrictions Due to the Coronavirus Disease 2019 (COVID-19).

g) **2020-086**
Office of the Chief Administrative Officer
Petition to the Ministry of Transportation that ferries be considered part of the local transit system

Whereas the Ontario government, in partnership with the federal government, is delivering on its commitment to provide up to \$4 billion in urgently needed one-time assistance to Ontario's 444 municipalities;

And Whereas in addition to the support for municipalities, the government is providing over \$660 million in the first phase of transit funding to the 110 municipalities with transit systems to provide immediate relief from transit pressures, such as lower ridership, as well as for new costs due to COVID-19, such as enhanced cleaning and masks for staff;

And Whereas in the second phase, additional allocations will be provided based on expenses incurred to ensure the funding meets the needs of municipalities;

And Whereas as part of the Safe Restart Agreement with the federal government, up to \$2 billion is being provided to support public transit in Ontario;

And Whereas Ontario Regulation 191/11 being the Integrated Accessibility Standards, which applies to every designated public sector organization including municipalities, establishes accessibility standards, including transportation and as such, recognizes ferries as a form of public transportation;

And Whereas many municipalities located along large bodies of water such as Lake Ontario, including the Township of Frontenac Islands and Loyalist Township, are only accessible by public ferries which are connecting links to mainland highways and roads and form part of Ontario's road systems, making them critical public services;

And Whereas due to the COVID-19 Pandemic and restrictions placed on ferry services by Transport Canada as well as public health guides lines, ferry transit, similar to conventional transit, has experienced reduced ridership, additional costs to cover increased sanitization and requirement for masks for ferry operators, and reduced revenue due to the inability to collect cash fares;

Therefore Be It Resolved That the County of Frontenac requests that the Ministry of Transportation support the Canadian Ferry Association's request that ferries be considered part of the local transit system and that lost revenue be eligible for reimbursement;

And Further That a portion of the (pandemic) Federal funds be allocated towards municipal transportation ferry revenue loss resulting

- 71 - 72 h) **2020-089**
 Planning and Economic Development
 K&P Trail Phase 5: Sharbot Lake to Clarendon Station
 Construction Update
- Be It Resolved That** the approved budget of \$580,000.00 be increased by \$90,000.00 using \$70,000 from the Ontario Municipal Commuter Cycling Program (OMCCP) and \$20,000 of surplus funds from the K&P Trail Operational budget.

Information Reports from the Chief Administrative Officer

- 73 - 81 a) **2020-077**
 Corporate Services
 2020 Second Quarter Financial Summary and Outlook
- 82 - 83 b) **2020-081**
 Corporate Services
 Queen's University Archives Annual Report to the County of
 Frontenac for 2019
- 84 - 87 c) **2020-085**
 Office of the Chief Administrative Officer
 Confirmation by CRCA to proceed with Architectural Services for a
 Joint County of Frontenac & CRCA Administrative Office
- 88 - 90 d) **2020-087**
 Planning and Economic Development
 Economic Development Service Review
- 91 - 96 e) **2020-088**
 Office of the Chief Administrative Officer
 Update on Allocation of Supplemental Provincial Funding
- 97 - 99 f) **2020-090**
 Office of the Chief Administrative Officer
 Key Performance Indicators and Balanced Scorecard

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

- a) **Report of the Communal Service Governance/Operation Model Review Committee**

All items listed on the Communal Service Governance/Operation Model Review Committee Report shall be the subject of one motion. Any member of County Council may ask for any item(s) included in the Communal Service Governance/Operation Model Review Committee Report to be separated from that motion and considered separately, whereupon the Communal Service Governance/Operation Model Review Committee Report without the separated item(s) shall be put to the vote and the separated item(s) shall be considered immediately thereafter.

That the Report received from the Communal Service Governance/Operation Model Review Committee be received and adopted.

Report of the Communal Service Governance/Operation Model Review Committee

The Communal Service Governance/Operation Model Review Committee reports and recommends as follows:

1. Formation of a Communal Services Governance/Operation Model Review Working Group

Be It Resolved That the Deputy Warden, Jim McIntosh, Wayne Robinson, and the Chair form a working group to review the RFP and interview the consultants to make the decision to hire the consultant of their choice which will be emailed to the additional Committee Members.

Return to Council

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

Adoption of the Report of the Committee of the Whole Council

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

Motions, Notice of Which has Been Given

- a) **The UCPR Announces the Creation of an Innovative Food Hub in Eastern Ontario**

Moved by: Councillor Higgs

Seconded by: Warden Smith

Whereas on April 22, 2020 the United Counties of Prescott and Russell announced the creation of an innovative food hub in Eastern Ontario;

And Whereas in partnership with the private sector, the United Counties of Prescott and Russell will build a federal slaughterhouse, with food processing and distribution capacities to meet the needs of regional and national markets;

And Whereas this \$36 million project will create 65 jobs and will be located in one of the United Counties of Prescott and Russell municipalities;

Therefore be it resolved that the Council of the County of Frontenac supports the United Counties of Prescott and Russell and congratulates the municipality on this important innovative project.

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 City of Oshawa re Letter to PM and Premier of Ontario Covid19 Funding
[Distributed to Members of County Council July 17, 2020]
- b) Letter from the Township of Perth South Regarding Farm Property Rate Program
[Distributed to Members of County Council July 24, 2020]
- c) Letter from Mayor Ron Higgins, North Frontenac announces intention to seek the Ontario PC nomination in the riding of Lanark-Frontenac-Kingston for the 2022 election
[Distributed to Members of County Council July 24, 2020]

- d) Letter from the Municipality of Chatham-Kent Regarding Emancipation Day Resolution
[Distributed to Members of County Council July 24, 2020]
- e) Email from County Resident Regarding the K&P Trail Section from Highway 38, north of the Village of Verona, to the K&P Trail Intersection at Craig Road
[Distributed to Members of County Council July 24, 2020]
- f) Letter from the Corporation of the Township of South Glengarry Regarding Long-Term Care Homes
[Distributed to Members of County Council July 31, 2020]
- g) Letter from the County Regarding the County Report 2nd Quarter April 1, 2020 – June 30, 2020
[Distributed to Members of County Council July 31, 2020]
- h) Rural Frontenac Community Services Final Transportation Report 2020
[Distributed to Members of County Council July 31, 2020]
- i) Letter from the Corporation of the Town of Grey Highlands Regarding Support of Universal Basic Income Resolution
[Distributed to Members of County Council July 31, 2020]
- j) Southern Frontenac Community Services Transportation Reporting 2019
[Distributed to Members of County Council July 31, 2020]
- k) All Southern Frontenac Community Services Members – Annual General Meeting Notice
[Distributed to Members of County Council July 31, 2020]
- l) Letter from the Municipality of McDougall Regarding Support of the Federation of Northern Ontario Municipalities
[Distributed to Members of County Council July 31, 2020]
- m) Letter from the Corporation of the Town of Amherstberg Regarding Investing in Canada Infrastructure Program Grant
[Distributed to Members of County Council July 31, 2020]
- n) Letter from the Corporation of the Town of Amherstberg Regarding Long Term Care Home Improvements
[Distributed to Members of County Council July 31, 2020]
- o) Letter from the Town of Orangeville Regarding Support of OPP Diversity Training
[Distributed to Members of County Council July 31, 2020]
- p) From the City of Elliot Lake providing resolution in support of Private Members Bill M-36- Emancipation Day
[Distributed to Members of County Council August 14, 2020]

- q) From the Kingston Frontenac Public Library requesting Proclamation for Public Library Week
[Distributed to Members of County Council August 14, 2020]
- r) From the Municipality of West Grey providing its resolution regarding anti-racism
[Distributed to Members of County Council August 14, 2020]
- s) From the Town of Mono regarding its support for diversity training program for municipal police services
[Distributed to Members of County Council August 14, 2020]
- t) From the Town of Mono regarding its support of Investments in Rural Broadband
[Distributed to Members of County Council August 14, 2020]
- u) From the Corporation of the Town of Amherstburg Regarding Support for Private Member's Bill M-36 – Emancipation Day
[Distributed to Members of County Council August 21, 2020]
- v) From the City of St. Catharines Regarding Support to the City of Toronto in their Legal Challenge of Amendments made under Bill 184, Section 83
[Distributed to Members of County Council August 21, 2020]
- w) From the Corporation of the Township of Huron-Kinloss Regarding the Farm Property Tax Class Rate Program
[Distributed to Members of County Council August 21, 2020]
- x) From the Township of Perth South Support of Resolution Regarding Farm Property Class Tax Rate Program
[Distributed to Members of County Council August 21, 2020]
- y) From the City of Port Colborne Regarding Endorsement of Bill 164 – Protecting Vulnerable Persons in Supportive Living Accommodation Act, 2019
[Distributed to Members of County Council August 21, 2020]
- z) From the City of Port Colborne Regarding Funding and inspections for Long Term Care Home due to COVID-19 Pandemic
[Distributed to Members of County Council August 21, 2020]
- aa) From the Corporation of the Municipality of Brockton Regarding Advocacy for Regionalized Lifting of Restrictions
[Distributed to Members of County Council August 21, 2020]
- ab) From the Kingston Frontenac Public Library Regarding Canadian Library Month and Ontario Public Library Month
[Distributed to Members of County Council August 21, 2020]
- ac) From The Corporation of the Town of Gore Bay Regarding Support of COVID-19 Funding
[Distributed to Members of County Council August 21, 2020]

- ad) From The Corporation of the Town of Gore Bay Regarding Support of Emancipation Day Resolution
[Distributed to Members of County Council August 21, 2020]
- ae) From The Corporation of the Town of Gore Bay Regarding Support of Long Term Care Facility Inspections
[Distributed to Members of County Council August 21, 2020]
- af) From AMHS-KFL&A Partner Update: COVID-19 Service Updates & Connecting with Our Team
[Distributed to Members of County Council August 28, 2020]

- ag) AMHS-KFL&A August 2020 Leadership Contact Info for Partners
[Distributed to Members of County Council August 28, 2020]
- ah) From the Corporation of the Township of Huron-Kinloss Regarding Support for Cultural, Service and Sporting Clubs
[Distributed to Members of County Council August 28, 2020]
- ai) From the Corporation of the Township of Huron-Kinloss Support of Designating August 1 of every year as Emancipation Day
[Distributed to Members of County Council August 28, 2020]
- aj) From the Town of Fort Erie Regarding the City of Elliot Lake – Private Members Bill M-36 to Declare August 1as “Emancipation Day” in Canada
[Distributed to Members of County Council September 4, 2020]
- ak) Invitation to the Southern Frontenac Community Services Annual General Meeting on September 11, 2020
[Distributed to Members of County Council September 4, 2020]
- al) From Southern Frontenac Community Services Regarding the Virtual Annual General Meeting on September 11, 2020
[Distributed to Members of County Council September 4, 2020]
- am) September 2020 Newsletter from Southern Frontenac Community Services Centre
[Distributed to Members of County Council September 4, 2020]
- an) From the Township of Puslinch Regarding Support for the Township of Gore Bay COVID-19 Funding
[Distributed to Members of County Council September 4, 2020]
- ao) Letter from the Alzheimers Society Requesting that September 21 be Proclaimed as World Alzheimer's Day
[Distributed to Members of County Council September 11, 2020]
- ap) Letter from the Municipality of Tween Regarding the Cannabis Act S.C, 2018. c. 16 Legislation
[Distributed to Members of County Council September 11, 2020]

- aq) 45th Annual General Meeting Package from Rural Frontenac Community Services Including - Annual Report, Audited Financial Statements and Minutes
[Distributed to Members of County Council September 11, 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

- 100** a) To Appoint an Area Weed Inspector for the County of Frontenac
[Proposed By-law No. 2019-0034]
- 101** b) To Authorize an Archival Record Storage Agreement with Queen's University
[Proposed By-law No. 2019-0035]
- 102 - 103** c) To Adopt a 2021 Legislated Land Ambulance Response Time Performance Plan
[Proposed By-law No. 2019-0036]
- 104 - 105** d) 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 continuation of electronic participation of members of council at meetings
[Proposed By-law No. 2019-0037]
- e) To authorize the execution of an Agreement with the Ontario Public Service Employees Union, Local 462
[Proposed By-law No. 2019-0038]
- 106 - 107** f) To confirm all actions and proceedings of County Council on September 16, 2020
[Proposed By-law No. 2019-0039]

Adjournment



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Minutes of the Regular Meeting of Council July 15, 2020

A regular meeting of the Council of the County of Frontenac was held in virtual electronic format, hosted at the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, July 15, 2020 and was called to order at 9:00 a.m. Regular business commenced at 9:40 a.m.

There was a "Closed Meeting" of the Committee of the Whole from 9:00 am to 9:37 am.

Present
Electronically: Warden Fran Smith, Councillors Ron Higgins, Denis Doyle,
Bruce Higgs, Bill MacDonald, Gerry Martin and Alan Revill

Regrets Deputy Warden Ron Vandewal

Also Present
Electronically: **County:**
Kelly Pender, Chief Administrative Officer
Gale Chevalier, Chief/Director of Emergency & Transportation
Services
Joe Gallivan, Director of Planning and Economic Development
Alex Lemieux, Director of Corporate Services/Treasurer
Barb McCulloch, Director of Human Resources
Susan Brant, Administrator-Fairmount Home
Jannette Amini, Manager of Legislative Services/Clerk
Kevin Farrell, Manager of Continuous Improvement
Richard Allen, Manager of Economic Development

Closed Session

Motion #: 99-20 Moved By: Councillor Higgins
Seconded By: Councillor Doyle

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

Carried

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

Motion #: 105-20 Moved By: Councillor MacDonald
Seconded By: Councillor Revill

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.

Carried

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

Motion #: 106-20 Moved By: Councillor Higgins
Seconded By: Councillor Doyle

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.

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.

c) Housing and Homelessness Committee Update - Warden Smith

No Report.

d) Food Policy Council of Kingston, Frontenac, Lennox and Addington - Councillor Higgs

No Report.

Reports from Advisory Committees of County Council



Return to Council

Motion #: 107-20 Moved By: Councillor Martin
Seconded By: Councillor Higgs

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

Carried

Adoption of the Report of the Committee of the Whole Council

Motion #: 108-20 Moved By: Councillor Revill
Seconded By: Councillor MacDonald

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

Carried

Motions, Notice of Which has Been Given

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**Giving Notice of Motion**

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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

- g) [Distributed to Members of County Council June 26, 2020]
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

Motion #: 109-20 Moved By: Councillor Doyle
Seconded By: Councillor Higgins

THAT Council make the following appointments to Communal Service Governance/Operation Model Review Committee for the term of Council:

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

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

Carried

Public Question Period



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

- a) **First and Second Reading**

Motion #: 110-20 Moved By: Councillor Higgs
Seconded By: Councillor Martin

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

Carried

b) Third Reading

Motion #: 111-20 Moved By: Councillor Higgs
Seconded By: Councillor Martin

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

Carried

By-Laws

- 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]
- 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]
- c) To confirm all actions and proceedings of County Council on July 15, 2020
[Proposed By-law No. 2020-0033]

Adjournment

Motion #: 112-20 Moved By: Councillor MacDonald
Seconded By: Councillor Revill

That the meeting hereby adjourn at 10:24 a.m.

Carried

Frances Smith, Warden

Jannette Amini, Clerk



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Minutes of the Regular Meeting of Council July 15, 2020

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There was a "Closed Meeting" of the Committee of the Whole from 9:00 am to 9:37 am.

Present Electronically: Warden Fran Smith, Councillors Ron Higgins, Denis Doyle, Bruce Higgs, Bill MacDonald, Gerry Martin and Alan Revill

Regrets Deputy Warden Ron Vandewal

Also Present Electronically: **County:**
Kelly Pender, Chief Administrative Officer
Gale Chevalier, Chief/Director of Emergency & Transportation Services
Joe Gallivan, Director of Planning and Economic Development
Alex Lemieux, Director of Corporate Services/Treasurer
Barb McCulloch, Director of Human Resources
Susan Brant, Administrator-Fairmount Home
Jannette Amini, Manager of Legislative Services/Clerk
Kevin Farrell, Manager of Continuous Improvement
Richard Allen, Manager of Economic Development

Closed Session

Motion #: 99-20 Moved By: Councillor Higgins
Seconded By: Councillor Doyle

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

Carried

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

Motion #: 105-20 Moved By: Councillor MacDonald
Seconded By: Councillor Revill

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.

Carried

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

Motion #: 106-20 Moved By: Councillor Higgins
Seconded By: Councillor Doyle

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.

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.

c) Housing and Homelessness Committee Update - Warden Smith

No Report.

d) Food Policy Council of Kingston, Frontenac, Lennox and Addington - Councillor Higgs

No Report.

Reports from Advisory Committees of County Council



Return to Council

Motion #: 107-20 Moved By: Councillor Martin
Seconded By: Councillor Higgs

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

Carried

Adoption of the Report of the Committee of the Whole Council

Motion #: 108-20 Moved By: Councillor Revill
Seconded By: Councillor MacDonald

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

Carried

Motions, Notice of Which has Been Given

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**Giving Notice of Motion**

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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

- g) [Distributed to Members of County Council June 26, 2020]
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

Motion #: 109-20 Moved By: Councillor Doyle
Seconded By: Councillor Higgins

THAT Council make the following appointments to Communal Service Governance/Operation Model Review Committee for the term of Council:

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

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

Carried

Public Question Period



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

- a) **First and Second Reading**

Motion #: 110-20 Moved By: Councillor Higgs
Seconded By: Councillor Martin

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

Carried

b) Third Reading

Motion #: 111-20 Moved By: Councillor Higgs
Seconded By: Councillor Martin

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

Carried

By-Laws

- 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]
- 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]
- c) To confirm all actions and proceedings of County Council on July 15, 2020
[Proposed By-law No. 2020-0033]

Adjournment

Motion #: 112-20 Moved By: Councillor MacDonald
Seconded By: Councillor Revill

That the meeting hereby adjourn at 10:24 a.m.

Carried

Ron Vandewal, Deputy Warden

Jannette Amini, Clerk



Report 2020-078

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: September 16, 2020

Re: Corporate Services – Appointment of an Area Weed Inspector for the County of Frontenac

Recommendation

Be It Resolved That the Council of the County of Frontenac receive the Corporate Services – Appointment of an Area Weed Inspector for the County of Frontenac report for information;

And Further That the Clerk be directed to bring forward a by-law later in the meeting appointing Kelly J. Pender as Area Weed Inspector for the County of Frontenac.

Background

The Weed Control Act, 1990 states the following:

Appointment of inspectors

6 (1) The council of every upper-tier and single-tier municipality shall by by-law appoint one or more persons as area weed inspectors to enforce this Act in the area within the council's jurisdiction and fix their remuneration or other compensation.

Division into areas

(2) The council may divide the upper-tier or single-tier municipality into areas and appoint one or more area weed inspectors for each area.

Failure to appoint inspectors

(3) If a council fails to appoint an area weed inspector, the Minister may appoint the area weed inspector and fix his or her remuneration or other compensation.

Minister to notify council of appointment

(4) The Minister shall notify the council of the appointment in writing and the treasurer of the municipality shall pay the remuneration or other compensation so fixed to the area weed inspector.

Comment

In May of 1998, the County of Frontenac appointed Ken Gilpin as the County's Weed Inspector and entered into an Agreement with Mr. Gilpin for the provision of those services. Mr. Gilpin held this position until his retirement earlier this year.

Upon his retirement, Mr. Gilpin turned his Frontenac Municipal Law Enforcement (FMLE) Business over to Lianne Ruttan. Staff reached out to Ms. Ruttan regarding the contract that the County held with Mr. Gilpin to solicit her interest in continuing on as the County's weed inspector, however she had informed staff that currently FMLE has no one on staff that has the training to carry out weed inspections and unfortunately during the pandemic has not been able to do so. As such, she is not willing to take on the contract for weed inspection. As per Section 7(3) of the Weed Control Act, staff notified the Ministry of Agriculture, Food and Rural Affairs on July 3, 2020 of Mr. Ken Gilpin's resignation and of the inability for the new owner of Frontenac Municipal Law Enforcement to continue on with providing the services of Area Weed Inspector for the County of Frontenac. The Minister was assured that the County was seeking alternate arrangements with other local agencies with the hope of having a new Area Weed Inspector in place within the coming months.

Staff then reached out to Katrina Furlanetto, General Manager at the Cataraqui Region Conservation Authority (CRCA) to see if the CRCA had the expertise and ability to take this on; however she advised that within the CRCA's current capacity they are not in a position at this time to take on this program and responsibility.

When reaching out to Frontenac's neighbouring Counties, who also utilized the services of Mr. Gilpin for Weed Inspector, Lanark County had advised that it appointed a member of its Public Works. Lanark had gone this route as not many are interested in taking on this role. At the time, it was offered to see if Lanark's Director of Public Works would be interested in partnering with the County of Frontenac to provide the service, unfortunately at this time, Lanark's Public Work's Director is unable to support the request. He was also unable to provide any suggestions for Frontenac as options are limited.

Although in future, there may be an appetite for Township Public Works to take on this role, the matter had been brought up at the Frontenac CAOs meetings and there was a commitment from the County to participating in any agreement regarding by-law enforcement that the municipalities arrived at through the current Joint Service Delivery Review being carried out by Strategy Corp. Pending the completion of this review, and subsequent approvals by all five municipal Councils, it is not recommended that the County enter into a long term arrangement for Weed Inspection at this time, in order to ensure that timing of such agreements does not impede the creation of a regional by-law approach.

As such, given the lack of applications and options, as well as the timing of the Strategy Corp process, staff are recommending that Kelly Pender, Chief Administrative Officer for the County of Frontenac, be appointed on an interim basis as the County of Frontenac's Weed Inspector. Mr. Pender holds a degree in Landscape Architecture and is qualified to carry out this role.

Strategic Priorities Implications

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

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

Financial Implications

Although Mr. Gilpin was appointed as the County of Frontenac's Weed Inspector for 22 years, staff were unable to find any invoices over the past 8 years, which would point to any complaints being made regarding weeds in the County. As such, the County does not anticipate any costs associated with this appointment.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer
Member Municipalities
Katrina Furlanetto, General Manager at the CRCA
County of Lanark
County of Lennox & Addington



Report 2020-079

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: September 16, 2020

Re: Corporate Services – Storage and Management Agreement with Queen’s University for the Archival Records of Frontenac County

Recommendation

Be It Resolved That the Council of the County of Frontenac receive the Corporate Services – Storage and Management Agreement with Queen’s University for the Archival Records of Frontenac County report for information;

And Further That the Warden and Clerk be authorized to execute a five-year agreement between the Corporation of the County of Frontenac and Queen’s University at Kingston commencing January 1, 2020, with the options to renew for an additional five (5) years for the management and storage of the collection of County of Frontenac archival records located at Queen’s University, attached as Appendix A to this Report.

Background

The County’s archival records are housed at Queen’s University, in Kathleen Ryan Hall, home of Queen’s University Archives. These archival records, formerly located at the Frontenac County Court House, were sent to Queen’s University for archival purposes in 1998 following the amalgamation of the City of Kingston and the County of Frontenac. These records include County Council minutes and by-laws, correspondence dating from 1837 to 1970, administrative, legal and financial records, engineering reports, census records, County planning records, taxation records, architectural drawings, maps, photographs and education records dated 1842 to 1975, including those of Sydenham High School.

Prior to 2015, the records had been cared for by Queen’s University Archives free of charge; however after meetings with representatives of Queen’s University in 2015, it was acknowledged that the status quo was no longer feasible nor sustainable. Subsequently, it was agreed that it was both reasonable and necessary to forge a new agreement between the two parties to ensure ongoing care of the County’s records.

Since 2015, Queen's University and the County of Frontenac have operated under a formal agreement to have Queen's University Archives house and manage the County's archival records. The existing Agreement expired January 1, 2018 and since that time, both parties have informally honoured the expired agreement.

Comment

The County is required under the *Municipal Act, 2001*, to preserve those records in its custody and under its control which are deemed to have legal, fiscal, evidential, and/or archival value, regardless of their physical form.

Individuals making use of the County's archival records housed at Queen's University include staff, citizens, both local and out of County, the legal community, academic scholars, students at Queen's, and genealogists. The QUA estimates that on average the County's archival records are accessed two or three times a month that generally involve a discussion with an archivist and can vary from a simple query to an extremely complex research question that can stretch over lengthy periods of time.

The County's current holdings occupy 31.5 square feet of space of the QUA in Kathleen Ryan Hall. An index of current holdings at QUA is attached to this report as Appendix B. The said Agreement will allow County records to occupy up to a maximum of 50 square feet of space. To consult the County's records, researchers use the public reading room maintained by the QUA, and are assisted by the archival records staff who work in the adjacent offices. The records holding spaces in Kathleen Ryan Hall adhere to archival standards for environmental controls, security, shelving and disaster plans, and ongoing monitoring is provided.

As part of the agreement, Queen's University will undertake periodic conservation reviews of the collection. Such assessments will not include conservation treatment of the collection. If conservation treatment of items of the collection is undertaken, the conservation treatment will be with the permission and approval of, and at the expense of, the County and such conservation treatment will be undertaken only by recognized, accredited conservators employed or hired by the County.

Staff are recommending renewal of the 2015 Agreement for a period of five (5) years, with the options to renew for an additional five (5) years. The annual fee remains unchanged from the 2015 Agreement at One Thousand dollars (\$1,000) per year with the exception of the fee now being subject to an annual CPI increase.

Strategic Priorities Implications

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

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 One Thousand dollar (\$1,000) per year fee, along with the annual CPI increase have been incorporated into the County's operating budget since 2015 and has been left as an allocation in the 2021 budget.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer
Ken Hernden, Queen's University Archivist & Associate University Librarian

Storage and Services Agreement – Document and Archival Records Storage

This Agreement is made on January 1, 2020 (the “**Effective Date**”)

Between:

Queen's University at Kingston

(“**Queen's**”)

and

The Corporation of the County of Frontenac

(“**the County**”)

Whereas, and in accordance with the Province of Ontario's Municipal Act, 2001, the County is the owner of a collection of archival physical records (the “**Collection**”); and

Whereas Queen's operates Queen's University Archives which is designated as the part of Queen's to provide the services under this agreement;

Now Therefore in consideration of the mutual covenants set out herein, the parties agree as follows:

1. Provision of Archival Services:

- 1.0 In return for the **Fees** (as defined in section 2.0) to be paid by the County, Queen's shall store the Collection provided by the County in a storage space at Kathleen Ryan Hall (“**KRH**”) at Queen's University, more specifically identified on the floorplan attached as **Appendix C**. The County acknowledges the storage space provided by Queen's for the Collection is limited to a floor space not exceeding 50 square feet.
- 1.1 In addition to storage, Queen's shall manage, administer and make accessible the Collection at KRH in accordance with the terms and conditions contained in this agreement (hereinafter collectively the “**Services**”).
- 1.2 Queen's shall conduct the Services using trained personnel and according to professional archival standards with respect to, as may be applicable:
 - a) processing (arrangement and description);
 - b) preservation and conservation;
 - c) accessibility;
 - d) reprography; and,
 - e) storage (including environmental controls and security of the facilities),of the Collection while in the possession of Queen's.

- 1.3 The parties will work in close collaboration to implement the Services in a manner that mitigates risk. The parties will confer where necessary to resolve any outstanding issues.

2. Fees for Services:

- 2.0 The County shall pay to Queen's an annual fee for storage and administration of the Collection for each year of this agreement, as set out in **Appendix A** (the "Fees").
- 2.1 The County acknowledges the rates and charges set out in Appendix A have been offered by Queen's on a cost recovery basis for the storage space. These Fees are the maximum amount the County shall be obligated to pay to Queen's during the term of this agreement unless otherwise agreed to in writing between the parties hereto.
- 2.2 Queen's will invoice the County annually in advance, upon execution of this agreement and thereafter at least 30 days prior to January 1st of each successive year, for the applicable Fees for the annual storage and administration of the Collection.
- 2.3 The parties acknowledge that each party has the capability to communicate and process electronic commercial transactions and therefore payments may be made by way of electronic funds transfer or other similar methods.

3. Terms of Storage and Operational Procedures

- 3.0 The County will arrange for delivery of the Collection to KRH and for periodic delivery of any additional records to be deposited within the Collection at KRH as applicable. The County will be responsible for tracking and retaining records of the contents of the Collection and any additions or removals. Should the County wish to remove records in the Collection from KRH for display or other purposes, the County will be responsible for the well-being of such records during the entire time they are outside the precincts of KRH and will in no way hold Queen's liable for any damage that may occur while such records are in the external custody of the County.
- 3.1 *Storage* - Queen's will manage the storage of physical documents in the Collection for the County. Queen's shall store the documents in appropriate conditions depending on the nature of the documents, including any documents of a confidential nature.
- 3.2 Queen's shall keep the Collection secure and shall not store or place any material in proximity to the Collection that is highly flammable, may attract vermin or insects, or is otherwise dangerous or unsafe to store or handle, or any material that is regulated by federal or provincial or municipal law or regulation relating to the environment or hazardous materials. The parties shall together inspect the Collection annually to ensure the Collection is free of dampness and mold.

- 3.3 *Access* – Queen’s shall make the Collection accessible to the County and any approved visitors and guests within three business days of being requested do so by the County for any reason, including an access request or privacy issue. Where possible, Queen’s will make a reading room and photocopier available to the County and its prospective visitors and their guests. Prior to each access, the County will arrange for clearance of any visitors or guests, confirm with Queen’s an agreed upon egress and access date/time for both the building and the storage facility, and confirm reading room and photocopier availability.
- 3.4 The County, including its associated visitors and visitors, shall comply with Queen’s reasonable operational requirements, as modified from time to time, regarding: i) egress and access to the building and the storage space in KRH; ii) delivery/pickup of records; iii) security protocols; iv) use of reading room and photocopier and v) other applicable workplace procedures, including those listed in **Appendix B**.
- 3.5 *Administration* – Queen’s administration of the Collection shall include:
- a) Responding to research inquiries;
 - b) Dealing with correspondence concerning the Collection;
 - c) Providing annual reports to the County confirming the condition of the Collection and any loans made from the Collection as well as any other related activities including, but not limited to, photo requests and research requests.
- 3.6 *Conservation* - Queen’s shall undertake periodic conservation reviews of the collection. Such assessments shall not include conservation treatment of the collection. If conservation treatment of items of the collection is undertaken, such conservation treatment shall be with the permission of, and at the expense of the County. Such conservation treatment shall be undertaken only by recognized, accredited conservators employed or hired by the County.
- 3.7 *Displays* – At its own expense, Queen’s may display any or all of the records in the Collection within Kathleen Ryan Hall or in other suitable venues on the university campus, as approved by Queen’s. When displayed, either by Queen’s or by a third-party, records shall be accompanied by a label bearing the ownership inscription: "the Corporation of the County of Frontenac".
- 3.8 *Personal Information* - With respect to any “Personal Information”, as defined in the *Freedom of Information and Protection of Privacy Act*, RSO 1990 (“**FIPPA**”), contained in the Collection, Queen’s shall:
- a) not access any Personal Information unless the County determines, in its sole discretion, that access is permitted under FIPPA and is necessary in order to provide the Services.
 - b) Not directly or indirectly use, collect, disclose, or destroy any Personal Information for any purposes that are not authorized by the County;

- c) ensure the security and integrity of Personal Information and keep it in a physically secure location safe from loss, alteration, or destruction;
 - d) restrict access to Personal Information to those of its directors, officers, governors, employees, agents, partners, affiliates, volunteers, or subcontractors who have a need to know it for the purpose of providing the Services and who have been specifically authorized by the County to have such access for the purpose of providing the Services;
 - e) implement other specific security measures that in the reasonable opinion of Queen's would improve the adequacy and effectiveness of Queen's measures to ensure the security and integrity of Personal Information and the Collection generally.
- 3.9 *Confidential Information* – Queen's acknowledges that any confidential information of Queen's supplied to the County under this agreement may be disclosed by the County where it is obligated to do so under FIPPA, by an order of a court or tribunal or pursuant to a legal proceeding; and the provisions of this paragraph shall prevail over any inconsistent provisions in the agreement.

4. Representations

- 4.0 *Ownership* - The County warrants that it is the owner or legal custodian of the Collection and has full authority to store the Collection at the storage facility located within KRH.
- 4.1 *No Controlled Goods or Technology* - The County represents that none of the Collection stored by Queen's pursuant to this agreement are controlled goods or controlled technology within the meaning of the Defense Production Act (R.S.C., 1985, c. D-1) and the Controlled Goods Regulations. The County further represents that none of the Collection are negotiable instruments.

5. Liability and Insurance:

- 5.0 The County shall be responsible for purchasing and maintaining an appropriate level of insurance coverage for the Collection. In addition, the County shall be responsible for all costs of assessments of the Collection that the County may require for the purpose of establishing the appropriate level of insurance coverages. The County shall not cancel or materially alter any such insurance without giving 30 days prior notice to Queen's in writing. The County shall advise Queen's as to the extent of its insurance coverage and, where applicable, provide Queen's with: (i) a copy of any assessment or valuation of the Collection; (ii) a copy of any contract of insurance related to the Collection; and (iii) a copy of its Certificate of Insurance, as applicable, which if present shall be attached as **Appendix D**.

- 5.1 If the County has not provided Queen's with a copy of any assessment or valuation of the Collection, Queen's shall have no liability for any costs of repair or replacement of any portion of the Collection or to provide any insurance coverage for the costs of damages to or replacement of the Collection. Notwithstanding any other provision of this agreement, the County acknowledges the liability of Queen's under this agreement shall not exceed an amount equal to 50% of the Fees payable by the County to Queen's in any given year of the Term.

6. Term and Termination of the Agreement

- 6.0 The term of this Agreement shall be for five years from 1 January 2020 to 31 December 2024 (the "**Term**") and may be renewed on the consent of the parties for one additional five year period upon the same terms and conditions, except for Fees, which the parties shall adjust to reflect prevailing market rates and costs. The parties shall be deemed to have given consent to an extension should no notice of refusal to renew be granted by one party to another in writing before 90 days prior to the end of the Term of this agreement. In the event of a termination notice being given by the County in accordance with this agreement, Queen's shall be entitled to be paid, or reimbursed its Fees for Services on a pro-rated basis by the County.
- 6.1 *Termination on Consent:* Either party may terminate or amend this agreement on consent. Prior to, or upon any termination, the parties shall negotiate in good faith an agreed process for return of the Collection to the County in accordance with current archival standards.
- 6.2 *Termination by Queen's and Effort to Relocate:* At any time during the Term of the agreement Queen's shall have the right to terminate this agreement with 120 days written notice to the County should they need to repossess the storage space. Queen's shall make reasonable efforts to provide an alternative location for the Collection should Queen's need to repossess the storage space.
- 6.3 *Termination by Queen's for Redevelopment During Term:* In the event of a decision by Queen's to redevelop the majority of the KRH building for a new use during the Term of this agreement, including any renewals therefor, Queens shall have the right to terminate this agreement with 12 months prior written notice to the County. Queen's shall make reasonable efforts to provide an alternative location for the Collection for the remainder of the Term. Should Queen's be unable to find an alternate location, the County shall be entitled to an abatement of the Fees for the final two months of its occupation of the KRH storage space.

7. Remedies

- 7.0 Where Queen's notifies the County that the County is in breach of its obligations under this agreement, the County shall use its best efforts to remedy such breach as quickly as possible, but not longer than 60 days following such notification.

8. General Provisions:

- 8.0 *Notices* - All notices, requests, demands or other communications required or permitted under this agreement to be given by one party to the other shall be given in writing by personal delivery, registered mail, postage prepaid or by facsimile transmission to such other party as follows:

To the County at:

County of Frontenac
Attention: Jannette Amini, Dipl.M.A., M.M., CMO
Manager of Legislative Services/Clerk
Corporate Services
County of Frontenac
2069 Battersea Road,
Glenburnie ON K0H 1S0
Phone: 613-548-9400 ext. 302
Fax: 613-548-8460
jamini@frontenaccounty.ca
FrontenacCounty.ca

To Queen's at:

Queen's University Archives
Ken Hernden, University Archivist & Associate University Librarian
Kathleen Ryan Hall
Kingston, ON K7L 3N6

With a Copy to:

Queen's University at Kingston
University Secretariat and Legal Counsel
Mackintosh-Corry Hall Room F300
Kingston, ON K7L 3N6
Attention: Yvonne Holland
Director Leasing and Contract Management

- 8.1 *Entire Agreement* - This agreement constitutes the entire and sole agreement between the parties with respect to the subject matter of this agreement and supersedes all previous negotiations, communications, and other agreements, whether written, or oral, relating to it, unless they are incorporated by reference in this agreement. There are no terms, covenants, representations, statements, or conditions binding the parties other than those contained in this agreement. No modification to this agreement shall be binding unless it is incorporated into the agreement by written amendment executed by the authorized representatives of the County and Queen's.
- 8.2 *Applicable Laws* - This agreement shall be construed and governed in accordance with the laws of the Province of Ontario and the Federal Government of Canada. This agreement is subject to provisions of all applicable law, including the *Freedom of Information and Protection of Privacy Act*, RSO 1990, and the *Municipal Freedom of Information and Protection of Privacy Act*, RSO 1990, and other applicable privacy legislation.
- 8.3 *Assignment* - This agreement shall be binding upon and enure to the benefit of the parties and their respective successors and assigns.
- 8.4 *Force Majeure* - Neither party to this agreement shall be liable to the other for any failure or delay in performance caused by circumstances beyond its reasonable control, including but not limited to, acts of God, fire, labour difficulties or governmental action.
- 8.5 *Independent Parties* – The County and Queen's are independent parties and nothing in this agreement shall create, or be deemed to create a partnership, joint venture, employer/employee, contractor/contractee, or other relationship between the parties other than the contractual relationship expressly provided for in this agreement. Neither the County nor Queen's has any authority to assume or create any obligation or liability, either express or implied, on behalf of the other.
- 8.6 *Counterparts* - This agreement may be executed in any number of counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. For purposes of executing this agreement, a facsimile (including a PDF delivered via email) copy of this agreement, including the signature pages, will be deemed an original.

In Witness Whereof the parties hereto have executed this agreement as of the Effective Date first written above.

The Corporation of the County of Frontenac

Per:

Signature: _____

Name: Frances Smith

Title: Warden

I have authority to bind the Corporation

Date: _____

Signature: _____

Name: Jannette Amini

Title: Manager of Legislative Services/Clerk

I have authority to bind the Corporation

Date: _____

Queen's University at Kingston

Per:

Signature: _____

Name: Mark F. Green

Title: Provost and Vice-Principal (Academic)

I have authority to bind the institution

Date: _____

Signature: _____

Name: Donna Janiec

Title: Vice-Principal (Finance and Administration)

I have authority to bind the institution

Date: _____

Appendices:

Appendix A – Description of Fees

Appendix B – Queen's Policies

Appendix C – Description of Space

Appendix D – Certificate of Insurance

Appendix A - Description of Fees

As per Article 2 of this agreement, the annual Fees payable in advance shall be calculated as follows:

Year 1 (January 1, 2020 to December 31, 2020)

- \$1,000.00 plus applicable taxes

Year 2 (January 1, 2021 to December 31, 2021)

- Year 1 Fees plus the current CPI Adjustment and applicable taxes.

Year 3 (January 1, 2022 to December 31, 2022)

- Year 2 Fees plus the current CPI Adjustment and applicable taxes.

Year 4 (January 1, 2023 to December 31, 2023)

- Year 3 Fees plus the current CPI Adjustment and applicable taxes.

Year 5 (January 1, 2024 to December 31, 2024)

- Year 4 Fees plus the current CPI Adjustment and applicable taxes.
- The “CPI Adjustment” calculation will be based on the Ontario Consumer Price Index, which is calculated monthly by Statistics Canada. The CPI Adjustment amount is calculated, using 2020 as an example, by averaging the percentage increase in the Ontario Consumer Price Index during the 12 months from June 2018 to May 2019. The CPI Adjustment for 2020 is 2.2%.
- The Fees will be calculated and re-evaluated where necessary 90 days prior to December 31st of each year of this agreement.
- If the agreement is extended, the Fees for any subsequent years shall be calculated as the Fees for the preceding year plus the then current CPI Adjustment, any further adjustment reflecting prevailing market rates in accordance with Section 6.0 and applicable taxes.

Appendix B – Queen’s Policies

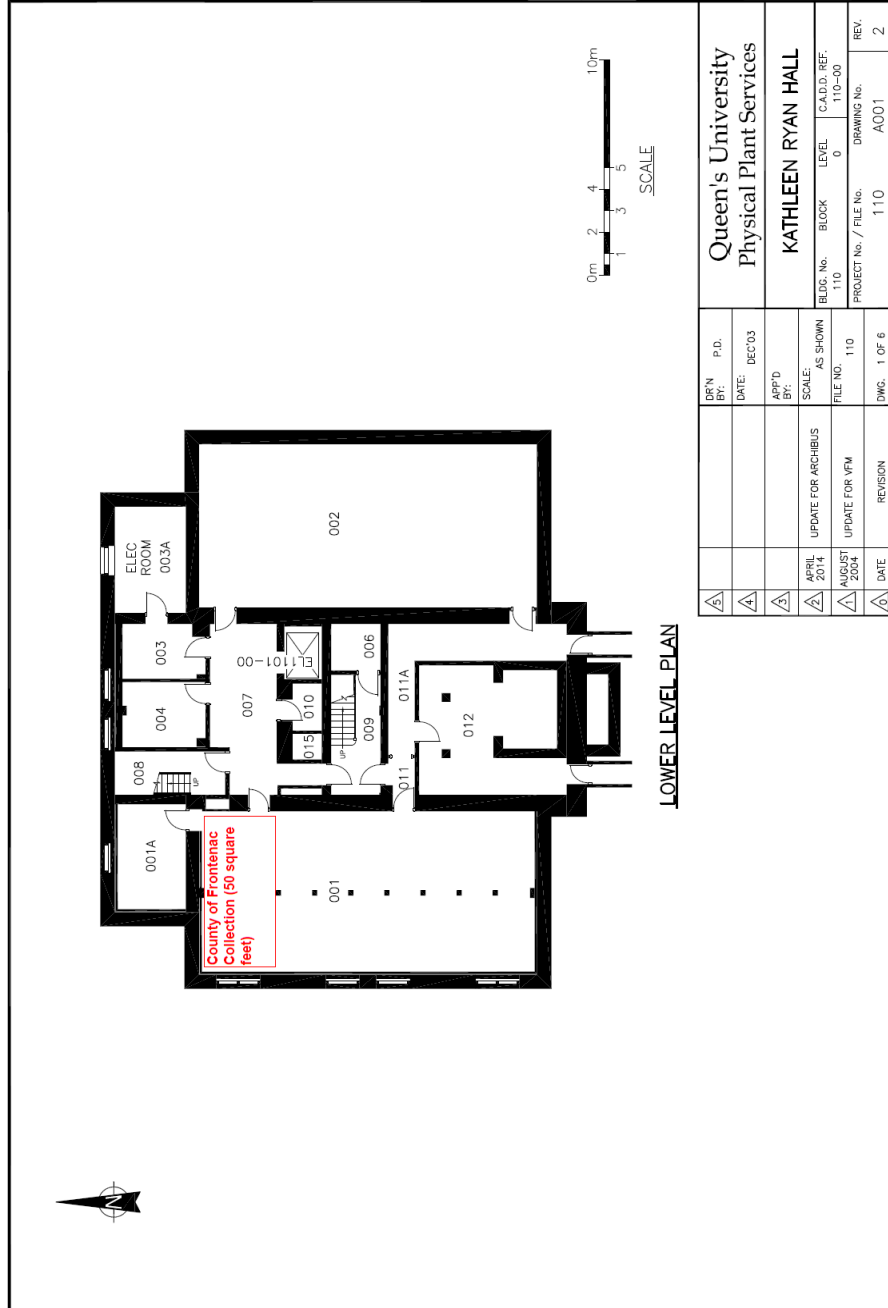
Refer to the Environmental health and Safety [website](https://safety.queensu.ca/) at <https://safety.queensu.ca/>.

Under Policies and SOP's the following will apply:

- [Policy Statement on Health and Safety](#)
- [Smoke-free University Policy](#)
- [Foot protection \(SOP-Safety-09\)](#)
- [Working in hot environments \(SOP-Safety-0 1\)](#)

The County will be advised of any new policies relevant to the delivery of this service.

Appendix C – Description of Space




DESIGNED BY:	P.D.	Queen's University Physical Plant Services
DATE:	DEC'03	
APPROVED BY:		KATHLEEN RYAN HALL
SCALE:	AS SHOWN	
UPDATE FOR ARCHIBUS:		
APRIL 2014		
AUGUST 2004		
DATE	REVISION	
FILE NO. 110	BLOCK 110	LEVEL 0
PROJECT NO. / FILE NO. 110	DRAWING NO. A001	REV. 2
DWG. 1 OF 6		

Appendix D – Certificate of Insurance



75 Main Street North, Princeton, ON N0J 1V0 Phone: 800-265-4000 Fax: 519-458-4366

CERTIFICATE OF INSURANCE					
This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies below.					
INSURED'S FULL NAME AND MAILING ADDRESS <input type="checkbox"/> Supplementary Schedule			BROKER'S FULL NAME AND MAILING ADDRESS		
COUNTY OF FRONTENAC 2069 BATTERSEA ROAD GLENBURNIE, ON K0H 1S0			Holway & Hutchinson Insurance Limited 515 Gardiners Road Kingston, ON K7M 3Y2		
COVERAGES					
This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies.					
LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS					
TYPE OF INSURANCE	INSURANCE COMPANY AND POLICY NUMBER	EFFECTIVE DATE	EXPIRY DATE	LIMITS OF LIABILITY (Canadian dollars unless indicated otherwise)	
MUNICIPAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE or <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> PRODUCTS AND/OR COMPLETED OPERATIONS <input checked="" type="checkbox"/> EMPLOYERS LIABILITY <input checked="" type="checkbox"/> PERSONAL INJURY <input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY <input type="checkbox"/> NON-OWNED AUTO <input type="checkbox"/> HIRED AUTOMOBILES <input checked="" type="checkbox"/> PROFESSIONAL / MALPRACTICE LIABILITY <input checked="" type="checkbox"/> CROSS LIABILITY <input checked="" type="checkbox"/> BLANKET CONTRACTUAL <input type="checkbox"/> ENVIRONMENTAL LIABILITY <input type="checkbox"/> CLAIMS MADE	Subscribing Companies as Identified in CP99676	January 1, 2020	January 1, 2021	BODILY INJURY & PROPERTY DAMAGE EACH OCCURRENCE	\$5,000,000
				GENERAL AGGREGATE	
				PRODUCTS-COMPLETED OPERATIONS AGG	
				PERSONAL INJURY	INCLUDED
				MEDICAL PAYMENTS (Any One Person)	
				TENANTS LEGAL LIABILITY	INCLUDED
				NON-OWNED AUTO	
				PROFESSIONAL / MALPRACTICE LIABILITY	INCLUDED
				OCCURRENCE	AGGREGATE
				LIMIT	AGGREGATE
AUTOMOBILE LIABILITY <input type="checkbox"/> DESCRIBED AUTOMOBILES <input type="checkbox"/> ALL OWNED AUTOMOBILES <input type="checkbox"/> PASSENGER AUTOMOBILES <input type="checkbox"/> ** ALL AUTOMOBILES LEASED IN EXCESS OF 30 DAYS WHERE THE INSURED IS REQUIRED TO PROVIDE INSURANCE				BODILY INJURY AND PROPERTY DAMAGE COMBINED	
				BODILY INJURY (Per Person)	
				BODILY INJURY (Per Accident)	
				PROPERTY DAMAGE	
				LIMIT	AGGREGATE
OTHER <input type="checkbox"/> CLAIMS MADE or <input type="checkbox"/> OCCURRENCE <input type="checkbox"/> <input type="checkbox"/>				LIMIT	AGGREGATE
				LIMIT	DEDUCTIBLE
				OCCURRENCE	AGGREGATE
PROPERTY <input type="checkbox"/> PROPERTY "ALL RISKS" <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Supplementary Schedule				Valuation	
				Deductibles ALL OTHER	
				EARTHQUAKE	FLOOD
ADDITIONAL INSURED NAME <input type="checkbox"/> Supplementary Schedule			DESCRIPTION OF OPERATIONS / LOCATIONS / AUTOMOBILES / SPECIAL ITEMS		
Fax Interest to Insured			PROOF OF INSURANCE		
CERTIFICATE HOLDER - NAME AND MAILING ADDRESS			CANCELLATION		
HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF HEALTH AND LONG TERM CARE			Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named on the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its brokers or representatives.		
SUBSCRIBING COMPANIES ON BEHALF OF FRANK COWAN COMPANY LIMITED, AS MANAGING GENERAL AGENT INCLUDING BUT NOT LIMITED TO: A.M. BEST RATING					
The Guarantee Company of North America "A"					
Temple Insurance Company "A+"					
Underwriters at Lloyds of London "A"					
			6	January 21, 2020	

null-1

FCC - CERTINS (03/2015)



County Records being held at Queen's Archives
July 6, 2007

BOX #	DATE	DESCRIPTION
1/89	1837 – 1930	Correspondence
2/89	1931 – 1970	Correspondence
3/89	1800 – 1900s	Financial Records
4/89	1900s up to 1960 approx.	Financial Records
5/89	1900s	Financial Records (taxes, salaries, audition records)
6/89	1920 – 1929, 1932 – 1938, 1914 – 1946,	Book of Accounts County Audit
6/89	1961, 1962, 1964, 1965	Audit report
7/89	1850 – 1869 1909 - 1955	By-laws Minutes
8/89	1899 – 1960s	Roads and Bridges records
9/89	1850s – 1959 (some Years missing)	Roads and Bridges records
10/89	1879 – 1960s (some years missing)	Roads and Bridges records
11/89	1879 – 1960s	Roads and Bridges expenditures
12/89	1900s – 1960s	Roads and Bridges Reports
13/89	1869 – 1964	Roads and Bridges Reports
14/89	1842 – 1890	Education Files
15/89	1892 – 1944 1876	Education Election Poll Books
16/89	1945 – 1975	Education Files
17/89	1800s – 1960s 1880 – 1968	Education files for: Collins Bay Sharbot Lake Sydenham High School Tenders
18/89	1875 – 1970	Tenders
19/89	1870 – 1965	Elections
20/89	1974 – 1978	Voters Lists
21/89	1974 – 1976	Voters Lists
22/89	1974, 1976, 1978	Voters Lists

23/89	1850s – 1960s	Subject files A – C
24/89	1880s – 1960s	Subject files, County Property to Forestry
25/89	1880s – 1960s	Subject file Health and Welfare to Homes for the Aged
26/89	1880s – 1960s	Subject files Insurance to jail
27/89	1880s – 1960s	Subject files Jail to legal matters
28/89	1880s – 1960s	Subject files Legal matters to Petitions
29/89	1880s - 1960s	Subject files Petitions to Railways
30/89	1880s – 1960s 1844 – 1959	Subject files Statistics to world wars Reports
31/89	1914 – 1920	Canadian Patriotic Fund
32/89	1915 – 1920	Canadian Patriotic Fund (discharge sheets)
33/89	1916 – 1918	Canadian Patriotic Fund
34/89	1881 – 1898, 1900, 1904, 1907, 1913, 1916, 1919, 1922, 1928, 1927	Assessment Roll – Barrie Township
35/89	1880 – 1922 (some Years missing)	Assessment Roll – Bedford Township
36/89	1900s	Assessment Rolls – Clarendon & Miller Township
37/89	1890s	Assessment Rolls - Hinchbrook Township
38/89	1900s	Assessment Rolls – Kingston Township
39/89	1900s	Assessment Rolls - Loughborough Township
40/89	1900s	Assessment Rolls – OSO Township
41/89	1900s	Assessment Rolls – Portland Township
42/89	1887 – 1900s	Assessment Rolls - Pittsburgh
43/89	1900s	Assessment Rolls – Wolfe Is.
44/89	1850s – 1852	Journals / Ledgers Reports of Agricultural Society
45/89	(box was tied up)	Journals
46/89	1800s	Journals
47/89	1847 1870 - 1873	By-law, Journals Register of Birth Journals
48/89	1870 - 1873	Cash book Journals
49/89	1870 – 1973	Cash book Journals
50/89	1915	Fee Book – Finance report books

51/89	1915	Inventory book, Assessment Book
52/89	1915	Goal Register
52/89	1915	Goal Register
53/89	1915	Ledgers
54/89	1915	Ledgers
55/89	1842 - 1848	Midland District Council Minutes
56/89	1865 – 1874	Minute Books
57/89	1887 – 1900s	Minute Books
58/89	1901 – 1927	Minute Book
59/89	1927– 1937, 1938 - 1953	Minute Book
60/89	1954 – 1967	Minute Book
61/89	Early 1990s	Old Age Pension Board Journals
62/89	1910 -1915 Old Old	Reports of Committees Journal District Rates and Road Tax Journal Old Journal
63/89	1867 – 1902 1915 – 1955 1845	Waterloo & Sydenham Rd. Co. Minutes Rds & Bridges Journals Council Reports Journal
64/89	1915 & 1937	Good Roads Journals
65/89	1909 – 1923 1877 – 1906 1945 - 1957	Tile Account Book Warrant Book Committee Journal
66/89	1930s (Box # out of order)	Rigney Files (Lawyer)
67/89	1930 Box # out of order)	T.J. Rigney (Lawyer) Estate Files
68/89	1930	Rigney Estate Files
69/89	1930	T.J. Rigney 89 Rigney 89 Clarence St. Kingston – Rigney & Hickey (1930)
70/89	1930	Rigney Files

71/89	All Rigney Boxes are alphabetical Estate Files from 1930	Rigney Files
72/89		Rigney Files
73/89		Rigney Files
74/89		Rigney Files
75/89		Rigney Files
76/89		Rigney Files
77/89		Rigney Files
78/89		Rigney Files

OVERSIZED BOXES

Number	Description of File
73	Loose Pages from Assessment rolls and Journals
74	Sydenham High School Floor Plans Fairmount Home Court House Journal Pages
75	Odd Pages from Ledgers
76	Frontenac County Council 1901 – Picture Maps
Basement Folio	Commission of the Peace 20 – Dec. 1849
A-8	<ul style="list-style-type: none"> • Commission of the Peace 24 – Jun. 1814 • Letters Patent, the Kingston and Perth Road Co. Ltd. 13 Mar. 1901 • Quit Claim Deed to Georgina McDonald of Kingston and Perth Rd. Co. Ltd. 7 Feb. 1899 • Deed of land to Kingston and Perth Rd. Co. Ltd From R.H. Faire et al, 28 – Mar. 1901 • Deed of Land from the Executers of Sir John A. MacDonald to Robert Mcleod 10 – Feb. 1899



Report 2020-080

Council Recommend Report

To: Warden and Council of the County of Frontenac
From: Kelly Pender, Chief Administrative Officer
Prepared by: Jannette Amini, Manager of Legislative Services/Clerk
Date of meeting: September 16, 2020
Re: **Corporate Services – Passage of Bill 197 on Meeting Rules and Temporary Amendments to Procedural By-law 2013-0020 regarding Electronic Participation and Proxy Voting**

Recommendation

Be It Resolved That the Council of the County of Frontenac receive for information the Corporate Services - Passage of Bill 197 on Meeting Rules and Temporary Amendments to Procedural By-law 2013-0020 regarding Electronic Participation and Proxy Voting report;

And Further That County Council extend the electronic participation rules applicable only during a declared emergency currently contained in Procedural By-law 2013-0020, Section 9. Procedure Applicable in Declared Emergencies, for a period of one year following the termination of the municipal emergency;

And Further That County Council review the rules for electronic meetings for County Council and its Committees before the expiry of the recommended extensions;

And Further That County Council take no action on options to consider Proxy Voting at this time;

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

Background

On July 8, 2020, Bill 197, COVID-19 Economic Recovery Act, 2020 was introduced in the Ontario Legislator for First Reading. On July 21, 2020, the Bill received Third Reading and Royal Assent. The Bill amends various statutes in response to COVID-19 and to enact, amend and repeal various statutes. It is key to the province's economic restart and recovery, as well as getting back on track after the COVID-19 outbreak. Schedule 12 of the Bill makes two amendments to the Municipal Act, those being:

1. Electronic participation in Municipal Meetings
2. Proxy Voting for Municipal Council Members

At the outset of COVID-19, the Province acted quickly to provide municipalities and their local boards the ability to hold meetings electronically, allowing municipalities to continue to function while protecting public health. During consultations carried out by the Honourable Steve Clark, Minister of Municipal Affairs and Housing since the pandemic, municipalities conveyed that these temporary provisions have been working well and have led to greater public participation from local residents. The County of Frontenac has also seen an increase in public participation, mainly through the County's livestreaming of its meetings held in virtual electronic format.

The amendments to the Municipal Act through Bill 197 will allow municipalities to conduct business and practise physical distancing not only as the province emerges from COVID-19, but at any point in the future when in-person meetings cannot take place.

The Bill also provides municipal councils the ability to allow their members to vote by proxy in certain limited circumstances, where a municipal councillor may be ill or may be in a situation where they are unable, for a short period of time, to represent their constituents' interests while following public health recommendations and ensuring that municipalities can continue to do their important work. The intent of the Bill was to help ensure that municipalities have more flexibility to continue to provide the services that residents and businesses rely on.

Comments

The Proclamation of Bill 197, the COVID-19 Economic Recovery Act, 2019 among other things, amends the meeting rules of the Municipal Act.

1) Electronic participation

The Bill repeals the existing rules for electronic participation and substitute rules that permit Council to amend its procedures to permit a member of a council, local board or committee to participate electronically in a meeting to the extent and in the manner set out in the by-law.

The Bill also proposes that:

- a member who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and
- a member can participate electronically in a meeting that is open or closed to the public.

2) Proxy Rules

The Bill authorizes Council to amend its Procedural By-law to provide that, in accordance with a process to be established by the County Clerk, a member of County Council may appoint another member of County Council as a proxy to act in their place when they are absent subject to the following rules (which apply to Councillors appointed to an upper tier Council):

- a. A member of a local council appointed as an alternate member of the upper-tier council under section 267 may appoint a member of the upper-tier council as a proxy to act in their place when they are absent from the upper-tier council.
- b. A member who is unable to attend a meeting of the upper-tier council and for whom an alternate member is appointed under section 267 shall not appoint a proxy.
- c. A member appointed as an alternate member of the upper-tier council under section 268 shall not appoint a proxy.
- d. A member who is unable to attend a meeting of the upper-tier council and for whom an alternate member is appointed under section 268 shall not appoint a proxy if the appointed member is acting on.

"Act" in this case could mean any combination of voting, questioning or speaking during a meeting. It does not apply to any duties or responsibilities outside of a meeting. It also proposes the following rules:

- a) A member shall not appoint a proxy unless the proxyholder is a member of the same council as the appointing member.
- b) A member shall not act as a proxy for more than one member of council at any one time.
- c) The member appointing the proxy shall notify the clerk of the appointment in accordance with the process established by the clerk.
- d) For the purpose of determining whether or not a quorum of members is present at any point in time, a proxyholder shall be counted as one member and shall not be counted as both the appointing member and the proxyholder.
- e) A proxy shall be revoked if the appointing member or the proxyholder requests that the proxy be revoked and complies with the proxy revocation process established by the clerk.
- f) Where a recorded vote is requested under section 246, the clerk shall record the name of each proxyholder, the name of the member of council for whom the proxyholder is voting and the vote cast on behalf of that member.
- g) A member who appoints a proxy for a meeting shall be considered absent from the meeting for the purposes of determining whether the office of the member is vacant under clause 259 (1) (c).

Recommended Course of Action:

1. At a minimum, Council should extend electronic participation for the COVID recovery period

The County's current electronic participation rules expire with the termination of the provincial and/or municipal emergency declarations. This means that once the latter of these declarations end, all Members must attend meetings of Council, committees and local boards in person.

As the declared emergencies can be expected to end before the risk of community transmission of COVID-19 has been eliminated, and before a second wave of infection is expected to occur, Council should use the authority in Bill 197 to extend its electronic participation rules for a period of time. Staff are recommending for one year following the termination of the current emergency.

Council should do the same for advisory committees by authorizing electronic participation for the same period.

2. Revisit electronic participation before the expiry of the rules:

By extending the rules temporarily for one year, Council can take the time to more carefully evaluate them and take a more considered approach to deciding on permanent measures.

It is expected that, if Council extends the rules, meetings during the recovery period will involve a mix of in-person and electronic attendance at meetings. This may require further procedural amendments and the development of new processes and technology to support this style of meeting.

Reviewing electronic participation after one year will also allow Council to consider whether some limitations or conditions should be placed on electronic participation if made permanent. For example, Council could limit electronic participation to certain circumstances such as:

- Medical absences
- Parental leave
- Travel on official County business
- The number of times a member may participate electronically
- Weather conditions

3. Opt out of Proxy Voting:

Staff are recommending at this time that the County's Procedural By-law not include provisions for proxies. Sections 267 and 268 of the Municipal Act provide provisions for lower tier municipalities to appoint alternates to its upper tier. Sections 4.3 and 4.4 of the County's Procedural By-law allows that if a Member of County Council is unable to act as a Member of County Council for a period exceeding one month, the local municipal council may appoint one of its Members as an Alternate Member of County Council to act in place of the Member until the Member is able to resume

acting as a Member of County Council. It also permits the council of a local municipality to appoint one of its members as an alternate member of County council, to act in place of a person who is a member of County Council, when the person is unable to attend a meeting of County Council for any reason. These provisions are not available to local municipalities where proxy voting may be of benefit. If Council does not wish to pursue proxy rules at this time, no action is required as this is optional.

If Council wishes to opt-in to proxies, it should request the Clerk to report back to Council in the new year with an implementation plan and additional rules for consideration. This will allow the Clerk time to establish the processes required by the proposed amendments. It will also address other considerations including whether appointing a proxy will be limited to any particular circumstances such as medical, parental or other absences.

Strategic Priorities Implications

Other Important and Continuing County Priorities:

- Respect the taxpayer and keep tax increases close to the rate of inflation.
- 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

If Council decides to extend or make permanent the electronic participation rules, the Clerk and Manager of Frontenac Municipal Information Services may need to make investments in technology solutions to replace the ad hoc arrangements that have been made to support electronic participation during the emergency period. This includes membership options for Zoom or other video conferencing software. Any additional funding required for meeting support will be included in the annual budget submissions.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer
David Millard, Manager of Frontenac Municipal Information Services



Report 2020-082

Council Recommend Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Gale Chevalier, Chief/Director
Emergency and Transportation Services

Date of meeting: September 16, 2020

Re: **Frontenac Paramedics – 2021 Legislated Response Time Performance Plan**

Recommendation

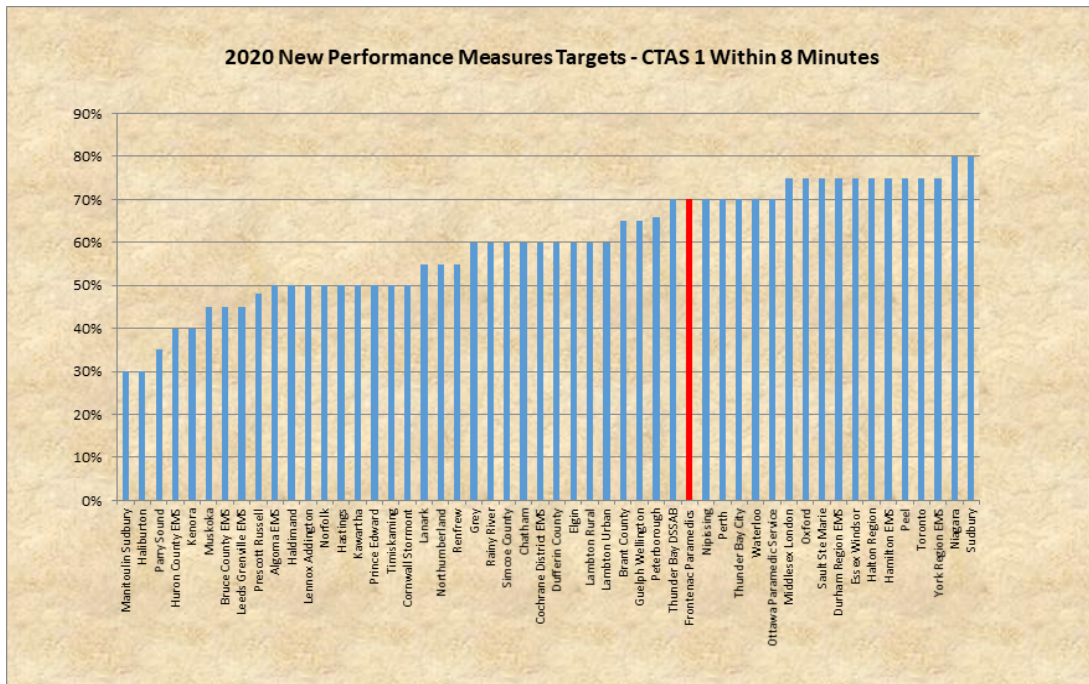
Resolved That the Council of the County of Frontenac receive the Emergency and Transportation Services – 2021 Legislated Response Time Performance Plan report for information;

And Further That Council direct the Clerk to introduce a by-law later in the meeting adopting the response time standards as outlined in this report.

Background

Since 2013, all fifty-two (52) land ambulance service operators have been required to set a Response Time Standard (RTS). Each year, services must submit their RTS to the Ministry of Health by October 31 for the following calendar year, and report the prior year results by March 31.

The following chart illustrates that Frontenac Paramedics' (FP) target for responding to CTAS 1 patients in eight minutes or less falls in the top one-third of the Province.



At its meeting on October 16, 2019, County Council passed the following resolution:

Resolved That the Council of the County of Frontenac accept this Emergency and Transportation Services – 2020 Legislated Response Time Performance Plan report;

And Further That Council direct the Clerk to introduce a by-law later in the meeting adopting the response time standards as outlined in this report.

Carried

The County of Frontenac set the following criteria under Regulation 257/00, as amended, for its response time targets for 2020:

For the calendar year of **2020**, from January 1 to December 31,

- i. Designated Delivery Agent (DDA) - **Sudden Cardiac Arrest**
48% percent of the time, within 6 minutes from the time ambulance dispatch conveys the call information to the paramedic, the **County of Frontenac** will endeavour to have a person equipped and ready to use an AED at the location of a patient determined to be in sudden cardiac arrest.
- ii. EMS Designated Delivery Agent - CTAS 1
70% percent of the time, within 8 minutes from the time ambulance dispatch conveys the call information to the paramedic, the **County of Frontenac** will endeavour to have a PARAMEDIC as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 1.

iii. EMS Designated Delivery Agent - CTAS 2, 3, 4, 5

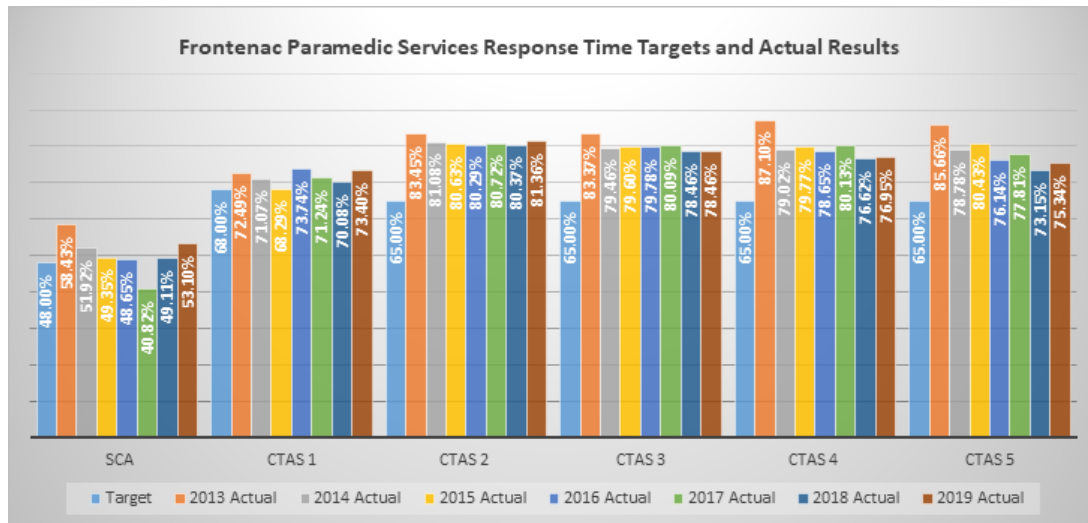
The **County of Frontenac** will endeavour to have a **Paramedic** as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 2, 3, 4, 5 within a period of time determined appropriate by the DDA and noted below in Table 1, or as resources permit (level of effort):

Table 1, CTAS 2, 3, 4, 5 EMS Delivery Agent Commitment

CTAS	Target Time from Paramedic Received Until on Scene	% Target
2	10 minutes	75%
3	10 minutes	75%
4	10 minutes	75%
5	10 minutes	75%

Comment

Since the inception of RTS in 2013, the County of Frontenac has met and/or exceeded its stated RTS as illustrated in the graph below.



It is recommended that the County of Frontenac maintain the same criteria under Regulation 257/100, as amended, for its response time targets for 2021.

For the calendar year of **2021**, from January 1 to December 31,

i. Designated Delivery Agent (DDA) - **Sudden Cardiac Arrest**

48% percent of the time, within 6 minutes from the time ambulance dispatch conveys the call information to the paramedic, the **County of Frontenac** will endeavour to have a person equipped and ready to use an AED at the location of a patient determined to be in sudden cardiac arrest.

ii. EMS Designated Delivery Agent - CTAS 1

70% percent of the time, within 8 minutes from the time ambulance dispatch conveys the call information to the paramedic, the **County of Frontenac** will endeavour to have a PARAMEDIC as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 1.

iii. EMS Designated Delivery Agent - CTAS 2, 3, 4, 5

The **County of Frontenac** will endeavour to have a **Paramedic** as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 2, 3, 4, 5 within a period of time determined appropriate by the DDA and noted below in Table 1, or as resources permit (level of effort):

Table 1, CTAS 2, 3, 4, 5 EMS Delivery Agent Commitment

CTAS	Target Time from Paramedic Received Until on Scene	% Target
2	10 minutes	75%
3	10 minutes	75%
4	10 minutes	75%
5	10 minutes	75%

Strategic Priorities Implications

To Provide High Quality Patient Care

To Ensure Effective Operations and Continued Leadership

Other Important and Continuing County Priorities:

- Implement strategic plans for Fairmount Home and Frontenac Paramedics.

Financial Implications

None at this time.

Organizations, Departments and Individuals Consulted and/or Affected



Report 2020-084

Council Recommend Report

To: Warden and Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Kevin Farrell, Manager of Continuous Improvement
Date of meeting: September 16, 2020
Re: **Office of the Chief Administrative Officer – Howe Island Ferry – Return to Full Capacity**

Recommendation

Be It Resolved That the Council of the County of Frontenac receive the Office of the Chief Administrative Officer – Howe Island Ferry – Return to Full Capacity report for information;

And Further That the Council of the County of Frontenac direct staff to return the Howe Island Ferry from 50% capacity, to full capacity by implementing the measures to reduce transmission risks of COVID-19 as set out in the Ship Safety Bulletin entitled Measures to Mitigate the Spread of COVID-19 on Passenger Vessels and Ferries, SSB No. 12/2020, published on April 17, 2020 by the Marine Safety Directorate of Transport Canada, as amended from time to time or as replaced;

And Further That staff be authorized to notify the Minister, in writing, of the measures the County is taking prior to implementing them and keep a copy of the notice on the Howe Island Ferry, as required under section 6(2) of Interim Order No. 3 Respecting Passenger Vessel Restrictions Due to the Coronavirus Disease 2019 (COVID-19).

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 Interim Order No. 2, to reduce the risk of spreading COVID-19 on-board commercial passenger vessels carrying more than 12 passengers. Interim Order No. 3 was subsequently issued on June 30, 2020 which set out the following requirements for Passenger

Vessels that provide essential services and ferry vessels, which includes the Howe Island Ferry:

Permission

6(1) Sections 3 and 4 do not apply to a passenger vessel that provides essential services if

(a) the vessel, at all times, carries not more than 50 percent of the maximum number of passengers that it is certified to carry, as indicated on its inspection certificate or Passenger Ship Safety Certificate issued under the Vessel Certificates Regulations or on an equivalent certificate issued by a foreign government; or

(b) its authorized representative implements the measures to reduce transmission risks of COVID-19 set out in the Ship Safety Bulletin entitled Measures to Mitigate the Spread of COVID-19 on Passenger Vessels and Ferries, SSB No. 12/2020, published on April 17, 2020 by the Marine Safety Directorate of Transport Canada, as amended from time to time or as replaced.

In terms of the Howe Island Ferry, the County of Frontenac implemented option (a) of Section 6(1) which included reducing by 50% the maximum number of passengers to support the two-metre physical distancing rule as at the time, staff were not confident that the County, as the operator, would be able to demonstrate and confirm with Transport Canada that appropriate measures are in place, based on the most recent advice provided by the Public Health Agency of Canada, to allow full capacity. This has been in place for some time and has allowed the County to continue to operate with two staff while allowing for safe loading and unloading of vehicles.

Comment

The Howe Islander Ferry is currently operating under a 50% capacity limit. With the start of a new school year, the need to transport school buses may become a challenge. In addition, as the Province has now moved to stage 3 re-opening, with most businesses now able to re-open, employees are now returning to work, and citizens are now able to return to recreational activities. These all create an increased demand for the ferry.

Staff have been investigating the additional measures to reduce transmission risk as set out in the Transport Canada documentation, Measures to Mitigate the Spread of COVID-19 on Passenger Vessels and Ferries – SSB No.: 12/2020 (modified June 30, 2020). The following measures are currently in place or being implemented:

- 1) Requesting that passengers stay in their vehicles for the duration of the transit, where practicable.
- 2) Ensuring there is alcohol-based hand sanitizer (or equivalent) available to all walk-on passengers, cyclists and crew
- 3) Enforcing mandatory physical distancing for all passengers on board (e.g., by eliminating entertainment events and anything else that would impact a 2-metre between passenger distancing rule)

- 4) Putting in place immediate reporting and mandatory isolation of anyone showing signs or symptoms of COVID-19 (cough shortness of breath, or fever equal or greater than 38°, or signs of fever, e.g., shivering, flushed skin, excessive sweating).
- 5) Posting signage to highlight important announcements relating to COVID-19
- 6) To ensure Transport Canada requirements are met, masks or face coverings are to be worn at all times when outside of a vehicle.

Note: Some of the proposed Transport Canada measures do not apply to the Howe Islander Ferry. (e.g., eliminating prepared meals, “hot bunking” and increasing medical staff on board.)

Having implemented the above measures staff are recommending that Council authorize a return to full passenger capacity for the Howe Island Ferry, pursuant to Section 6(1)(b) of Interim Order No. 3 Respecting Passenger Vessel Restrictions Due to the Coronavirus Disease 2019 (COVID-19), and authorize staff to notify the Ministry of Transportation that the County of Frontenac is implementing the measures to reduce transmission risks of COVID-19 set out in the Ship Safety Bulletin entitled Measures to Mitigate the Spread of COVID-19 on Passenger Vessels and Ferries, SSB No. 12/2020, in accordance with 6(2) as required

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

The incremental costs for infection control supplies for 2020 through August 31 are \$2,443. It is anticipated that with ticket sales resuming that the usage of infection control supplies will increase. These costs to maintain operations are being tracked should further funding become available to offset these added expenses.

Organizations, Departments and Individuals Consulted and/or Affected

Township of Frontenac Islands
Alex Lemieux, Director of Corporate Services/Treasurer



Report 2020-086

Council Recommend Report

To: Warden and Council of the County of Frontenac
From: Kelly Pender, Chief Administrative Officer
Prepared by: Kevin Farrell, Manager of Continuous Improvement and Acting Director of Transportation Service
Date of meeting: September 16, 2020
Re: **Office of the Chief Administrative Officer – Petition to the Ministry of Transportation that ferries be considered part of the local transit system**

Recommendation

Whereas the Ontario government, in partnership with the federal government, is delivering on its commitment to provide up to \$4 billion in urgently needed one-time assistance to Ontario's 444 municipalities;

And Whereas in addition to the support for municipalities, the government is providing over \$660 million in the first phase of transit funding to the 110 municipalities with transit systems to provide immediate relief from transit pressures, such as lower ridership, as well as for new costs due to COVID-19, such as enhanced cleaning and masks for staff;

And Whereas in the second phase, additional allocations will be provided based on expenses incurred to ensure the funding meets the needs of municipalities;

And Whereas as part of the Safe Restart Agreement with the federal government, up to \$2 billion is being provided to support public transit in Ontario;

And Whereas Ontario Regulation 191/11 being the Integrated Accessibility Standards, which applies to every designated public sector organization including municipalities, establishes accessibility standards, including transportation and as such, recognizes ferries as a form of public transportation;

And Whereas many municipalities located along large bodies of water such as Lake Ontario, including the Township of Frontenac Islands and Loyalist Township, are only accessible by public ferries which are connecting links to mainland highways and roads and form part of Ontario's road systems, making them critical public services;

And Whereas due to the COVID-19 Pandemic and restrictions placed on ferry services by Transport Canada as well as public health guides lines, ferry transit, similar to

conventional transit, has experienced reduced ridership, additional costs to cover increased sanitization and requirement for masks for ferry operators, and reduced revenue due to the inability to collect cash fares;

Therefore Be It Resolved That the County of Frontenac requests that the Ministry of Transportation support the Canadian Ferry Association's request that ferries be considered part of the local transit system and that lost revenue be eligible for reimbursement;

And Further That a portion of the (pandemic) Federal funds be allocated towards municipal transportation ferry revenue loss resulting from the pandemic.

Background

On August 12, 2020 the Ontario Government announced that it would be providing Municipalities with up to \$1.6 Billion in First Round of Emergency Funding to help ensure the delivery of critical public services during COVID-19.

In partnership with the federal government, the announcement stated that it is delivering on its commitment to provide up to \$4 billion in urgently needed one-time assistance to Ontario's 444 municipalities. Municipalities will be provided with up to \$1.6 billion as part of the first round of emergency funding under the Safe Restart Agreement. This funding will help municipalities protect the health and well-being of the people of Ontario, while continuing to deliver critical public services, such as public transit and shelters, as the province continues down the path of renewal, growth and economic recovery.

Through the Safe Restart Agreement with the federal government, \$695 million will help municipalities address operating pressures related to the COVID-19 pandemic through the first round of emergency funding, and over \$660 million will support transit systems.

Comments from Prime Minister Justin Trudeau noted that this announcement of recognizes that Municipalities are on the front lines of a safe restart to the provinces economy; and that in Ontario, this funding will allow municipalities to offer critical public services, like public transportation and shelters, while they help protect against potential future waves of the virus.

Beginning in fall 2020, Ontario's 444 municipalities will receive \$695 million in Phase 1 funding to help address municipal operating pressures related to the COVID-19 pandemic. This funding will be allocated on a per household basis and would be shared 50/50 between upper and lower-tier municipalities. Up to \$695 million in additional funding will be available through Phase 2 to eligible municipalities after municipalities have provided the province with information on their estimated COVID-19 related financial pressures.

In addition to the support for municipalities, the government is providing over \$660 million in the first phase of transit funding to the 110 municipalities with transit systems. The funding can be used to provide immediate relief from transit pressures, such as lower ridership, as well as for new costs due to COVID-19, such as enhanced cleaning and masks for staff. In the second phase, additional allocations will be provided based

on expenses incurred to ensure the funding meets the needs of municipalities. As part of the Safe Restart Agreement with the federal government, up to \$2 billion is being provided to support public transit in Ontario.

"Ontario's public transit systems are critical to supporting the economy and getting people where they need to go as the province gradually reopens," said Associate Minister Surma. "This historic agreement will help ensure that municipalities can continue to provide safe and reliable transit for the people of Ontario."

Comments

The Canadian Ferry Association (CFA), of which the County of Frontenac is a member, is currently calling on the Federal government to provide more support to our crucial transportation infrastructure. The Township of Frontenac Islands as well as Loyalist Township, supports this initiative by the CFA. It is our understanding that the recent \$19 billion in transfers to the province may support some ferry operations if they are part of an overall transit system. The Howe Island Ferry is a vital transportation link for the Frontenac community which connects residents of Howe Island to the mainland. The fare collection system for the ferry, until recently, was either through a permit or cash only system.

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, and, due to reduced capacity, projected revenues decreased.

Although the County is currently working towards implementing a cashless system via Honk Mobile, which was approved by Council at its regular meeting July 15, 2020, there is an estimated revenue loss of approximately \$100-\$120K for the year in ticket sales. This revenue is used to cover the township's portion of the operating costs of the ferry. The proposed recommendation seeks to ask the Ministry consider allocating some of these Federal funds to assist ferry operators with pandemic expenses.

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

Between not accepting cash from March to September and reduced ridership, ticket sales revenue is estimated to be between \$100,000 - \$120,000 less than expected.

Marine Services will also incur incremental costs relating to PPE and Hand Sanitizer to ensure the safety of the passengers and its employees. Through August 31, 2020, Marine Services had spent \$2,443 on infection prevention supplies with the figure expected to increase once cash payments are accepted again.

Organizations, Departments and Individuals Consulted and/or Affected

Darlene Plumley, Chief Administrative Officer/Clerk/Treasurer, Township of Frontenac Islands
Steven Silver, Chief Administrative Officer, Loyalist Township
Alex Lemieux, Director of Corporate Services/Treasurer



Report 2020-089

Council Recommend Report

To: Warden and Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Richard Allen, Manager of Economic Development
Date of meeting: September 16, 2020
Re: **Planning and Economic Development – K&P Trail Phase 5:
Sharbot Lake to Clarendon Station Construction Update**

Recommendation

Be It Resolved That approved budget of \$580,000 be increased by \$90,000 using \$70,000 from the Ontario Municipal Commuter Cycling Program (OMCCP) and \$20,000 of surplus funds from the K&P Trail Operational budget.

Background

Since 2009, Frontenac County has undertaken the development of the Frontenac K&P Trail, a multi-use recreational trail following the former Kingston and Pembroke Rail corridor. In 2019, the 55 kilometre stretch between Kingston and Sharbot Lake was finally completed.

As part of the 2020 budget process, County Council approved the development of 14 kilometres of the K&P Trail between Sharbot Lake and Clarendon Station, if successful in the application for a RED (Rural Economic Development) grant.

Comment

Construction on this section of the K&P Trail has been very straightforward, and the improvements to the trail infrastructure will make it an attractive experience for all trail users, regardless of whether they walk, bike or ride an ATV. This section of the trail is much more remote than previously developed sections of the trail, and offers several kilometres of “creekside” trail, following a portion of Bolton Creek.

The RFQ was awarded to the lowest overall bid at \$926,585; however, the lowest bid was significantly higher than the planned budget for the project. After meeting with the contractor, it was decided to proceed, but with significant oversight from the Manager of Economic Development and the Development Project Manager to ensure the project would remain within the approved budget.

At the time of this report, costs have been contained within the scope of Council's budget, however, as the contractor approaches project completion additional funds will be necessary to finish necessary portions of work, including the stone dust finish and safety barriers next to steep drop offs or water hazards.

The Ontario Municipal Commuter Cycling Program (OMCCP) has already approved funding that can be used to cover the costs associated with the development of the trail within close proximity to Sharbot Lake. This funding will cover up to 80% of a project that will improve conditions for commuter cycling and must be used by the end of 2020.

Staff are proposing to increase the K&P Trail project budget by the \$90,000 associated with the OMCCP program in order to complete all works as planned.

Financial Implications

The K&P Trail Sharbot Lake to Clarendon Station development was an approved project in the 2020 County Council budget at \$580,000, contingent on partner funding from the Rural Economic Development Program.

The County must use the remaining \$70,000 of the OMCCP funding by the end of 2020. Trail improvements in the village of Sharbot Lake have already been approved by the funding body, however were not included in the 2020 budget. If these funds are not used by the end of the year, they will need to be returned to the province.

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.

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.

Organizations, Departments and Individuals Consulted and/or Affected

The Township of Central Frontenac

Repo
rt
2020-
077



Coun

cil Information Report

To: Warden and Council
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Alex Lemieux, Director of Corporate Services/Treasurer
Date of meeting: September 16, 2020

Re: Corporate Services – 2020 Second Quarter Financial Summary and Outlook

Recommendation

This report is for information purposes only.

Background

The County of Frontenac financial summary for the second quarter of 2020 is attached.

Comment

The County of Frontenac declared a state of emergency on March 26, 2020 in response to the COVID-19 outbreak. Starting in March, the County of Frontenac has responded with initiatives involving increased expenses on staffing, personal protective equipment, and other safety measures to address the health concerns caused by the pandemic and facilitate social distancing.

Since the last report, the Province has provided some additional direction in terms of incremental funding for long-term care and pandemic pay.

On August 12, 2020, the Province committed \$1,187,600 under Phase 1 of the Municipal Funding under the Safe Restart Funding. The funding commitment from the Province to is appreciated and will help offset the cost pressures experienced with maintaining our services throughout the COVID-19 pandemic.

The revenues and expenses incurred in 2020 will differ from what was budgeted in response to the COVID-19 outbreak. This information report will provide an update on our mid-year financial performance, as well as providing an outlook for the remainder of 2020.

Revenue

The revenue for the first quarter has come in close to what was budgeted through the first 6 months of the year.

- Transfers from Reserve have exceeded the budgeted amount through June by \$242,544. These transfers are to cover off various one-time projects, including \$26,000 from the Stabilization Reserve for the Regional Roads Study and \$40,000 from the Howe Island Ferry reserve for a service delivery review. Other transfers include \$96,000 from the Stabilization Reserve to rural transportation as well as various initiatives through the Municipal Modernization Fund.
- In August 2020, the Land Ambulance Service Grant was announced by the Ministry of Health for Frontenac Paramedics to be \$9,133,188 for 2020. The Province funded 50% of the sharable land ambulance operating costs in 2019. This amount exceeds the revenue which was budgeted for from the Province for Land Ambulance in 2020 by \$419,908.

Expenses

As a whole for the County, expenses for 2020 have been close to what was budgeted for through the first six months of the year. Some increases in salaries and benefits are offset by other funding sources in the revenue line. As well, contracted services and materials have been below budget, with further context below:

Salaries and Benefits

- Salaries and benefits are above what was budgeted for, largely due to upstaffing in response to the COVID-19 pandemic. Frontenac Paramedics have assisted with staffing the COVID-19 Assessment Centre. The costs of staffing the centre are being offset with revenue from Kingston Health Science Centre.
- Fairmount Home has also upstaffed by adding hours to rotations to ensure adequate staff was in place in response to the challenges faced with recruiting staff required to fill all shifts. Ontario Regulation 146/20 mandated long-term care employers to limit employees to one health service provider, long-term care home or retirement home, which resulted in a significant portion of our casual pool no longer able to pick up hours. The added costs are partially offset by funding received by the province to address COVID-19.
- Under Ontario Regulation 241/20, paramedics and long-term care workers were to be paid \$4 per hour worked and \$250 per month where they worked over 100 hours from April 24, 2020 to August 13, 2020. Through June 30, 2020, \$311,960 has been paid to County of Frontenac employees in pandemic pay premiums. This program is fully funded by the Province and will have no net impact on the County.

Materials

- Timing of estimates for purchases resulted in the variances for materials. While materials required to directly support operations continued to be purchased, many expenses for building upkeep and computer hardware/software have been deferred or delayed due to difficulties in sourcing or safely allowing work to be done early in the pandemic.

- Through June, \$223,781 has been spent on materials for infection prevention. The expenses incurred are predominantly for added costs of PPE (gowns, masks, visors, etc.).
- Fuel costs are \$30,000 under budget through June. A decrease in fuel prices, along with a decrease in call volume for paramedics at the start of the pandemic, helped reduce costs. While fuel costs have been increasing, it is anticipated that fuel costs will be under budget for the year.
- Travel costs, training costs and conferences were \$60,000 under budget through the first six months of the year. With social distancing likely to be continued throughout the year, these costs will likely remain under budget for 2020.

Contracted Services

- Timing of estimates for purchases has also resulted in variances for contracted services. Purchases of contracted services for vehicle and building maintenance were lower than expected the first six months of 2020, though the total expense for the year is still anticipated to be near the budgeted amount for the year.
- Insurance costs have been incurred for 2020 and are \$25,139 over budget and \$50,968 higher than 2019.
- A prior year recovery for 2019 services for POA/Child Care was received in 2020 following a year-end reconciliation for those services. The amount of the recovery received was \$158,729.
- Expenses for special projects and WSIB insurance exceeded the budgeted amounts by \$70,262 and \$135,151 respectively, though these expenses will be covered by transfers from various reserves.

Net Capital Expense

- Capital purchases for ambulance replacement occurred during the second quarter.
- Planned IT replacements will be going forward but have been delayed with challenges sourcing hardware. Deliveries of the hardware will arrive in the 3rd quarter of 2020.
- Fairmount has made some capital purchases, but will continue to evaluate in the context of staffing resource availability and the overall budget whether all planned expenditures will occur in 2020.
- The revenue under the capital section relates to the share paid by the City of Kingston which is paid monthly and reconciled against expenses at year end.

2020 Outlook

The County of Frontenac has incurred additional, unbudgeted expenses to respond to the COVID-19 emergency and will likely continue to do so until a vaccine is developed.

Various revenue streams from the Province have been announced which will assist with offsetting costs:

- \$1,187,600 in emergency assistance under Phase 1 of the Safe Restart Agreement has been committed to the County of Frontenac to “address operating pressures and local needs”. Any unused funding in 2020 is permitted to be placed in a reserve to offset COVID-19 related cost pressures in 2021

- There is another intake for Phase 2 if the funding received is not expected to cover the cost overruns related to COVID-19 for 2020. It is anticipated that funding for the Phase 1 allocation will be sufficient to cover the cost pressures experienced by the County of Frontenac in 2020.
- On April 25, 2020, Premier Doug Ford announced that long-term care employees would be eligible for a \$4/hour premium for their response to the pandemic for the next 16 weeks through August 13, 2020 and an additional \$250/month for any employee who worked over 100 hours. Shortly after, front-line paramedics were also added to those employees eligible for the pandemic pay premium.
 - These costs have been 100% covered by the Province as part of a separate funding envelope. Salary expenses of \$460,382 for Fairmount Home and \$358,048 for Frontenac Paramedics were incurred with the offsetting, unbudgeted revenue in the “Federal and Provincial” segment.

These funding announcements have strengthened our working capital position since the last financial update. A word of caution was provided previously with regards to challenges to continue to pay escalating expenses from our bank balance and it is no longer anticipated that we will need to draw down from our investment balance to pay those expenses.

Arrangements have been made with the Townships to defer the payments of their share of the tax levy in accordance with the deferral period which was extended to their respective ratepayers.

Fairmount Home

The Province of Ontario issued Directive #3 on March 30, 2020 mandating active screening of all employees and residents twice daily at Fairmount Home. Fairmount Home has engaged a temporary employment agency to provide screeners during daytime hours. The added cost to hire the screeners is \$7,478/month. Registered staff are performing the screening duties during the evening and night shifts.

Fairmount Home has also faced challenges with recruiting staff required to fill all shifts. On April 22, 2020, Ontario Regulation 146/20 mandated long-term care employers to limit employees to one health service provider, long-term care home or retirement home. Fairmount Home enacted a single-employer model approximately two weeks prior to Ontario Regulation 146/20. Fairmount’s staffing plan is designed to have many shifts covered by casual and part-time workers and approximately 40 employees have elected to work with their other employer.

Fairmount Home has responded by adding shifts to part-time lines to maintain essential duties for resident care. The additional shifts were required for Registered Nurses, Registered Practical Nurses, Environmental Services and a new classification of Resident Aide to maintain resident care. The additional cost or direct labour was \$165,595 through the end of June, although the cost impact has been partially offset through the inability to fill some of part-time rotations with fewer hours per week.

The Ministry of Long-Term Care has been proactive with funding to long-term care facilities and made two payments of \$37,500 in March and April 2020. A funding formula

was later shared with long-term care homes to provide monthly funding based on a \$12,000 base allocation and \$25,600 or \$200 per beds for a total of \$37,600 per month in May and July.

Through June, \$92,597 has been spent on incremental supplies related to the COVID-19 pandemic. It is anticipated Fairmount Home will continue to incur around \$15,000 per month for the remainder of the year on COVID-19 supplies.

At this time, Fairmount Home's total requisition for 2020 should be close to what was budgeted for. Many incremental expenses incurred are being offset by provincial funding with the remainder of the shortfall being offset by planned contracted services which will not be able to occur this year. Should the additional Ministry of Long-Term Care funding stop, Fairmount Home will need to access funding from the Safe Restart Agreement to offset the projected increase in costs for the remainder of the year.

Frontenac Paramedics

Frontenac Paramedics have been assisting with the COVID-19 assessment centre located at the Leon's Centre in Kingston. Staff have been performing patient assessments vital signs and patient swabbing. Through June 30, the County of Frontenac has incurred \$109,518 in salaries and benefits to staff the assessment centre. Kingston Health Sciences Centre will be reimbursing the County for paramedic staff costs at the assessment centre.

Staffing costs are also anticipated to increase, as all employees showing symptoms associated with COVID-19 will not be permitted to work as a precautionary measure to reduce any risk of community spread, resulting in an increase in sick and overtime costs. It is estimated that the impact of the increased sick time and self-quarantining would be an increase of 15% in sick costs or \$10,824 per month.

22% of our total calls have been screened as possible COVID-19 cases, which requires added precautions and PPE to be worn. Through June 30, \$120,504 has been spent on infection prevention supplies.

At this time, it appears that the net municipal contribution will be near what was budgeted for Frontenac Paramedics for 2020. It is projected that operating expenditures will be \$400-\$600K higher than budgeted, with most of that being offset by provincial funding which is higher than anticipated.

Corporate Services and Planning and Development

There have been increases in costs as Corporate Services and Planning and Economic Development staff have been instructed to work from home when operationally possible. Conference calling to facilitate remote meetings and additional software and hardware purchases have been required to support office staff working from home.

These added costs are currently being offset by reductions in spending for conferences, travel, and training which will likely remain under budget for the remainder of the year.

It appears likely that Corporate Services and Planning and Economic Development will be operating within their budget for 2020.

Marine Services

As a social distancing measure, the Howe Islander Ferry stopped selling tickets as of March 2020. Through June, \$43,263 less than expected had been collected through ticket sales.

The Howe Islander Ferry is in the final stages of resuming ticket sales again through safe cash handling practices, which include enhanced use of PPE and the rollout of an online platform for ticket purchases through Honk Mobile. It is likely that revenue for the ferry will be \$100-\$120K less than anticipated for 2020.

Operating expenses for the Howe Island Ferry have been coming in near what has been expected for the year.


Any deficit on the 20% share of revenue generated by pass and ticket sales would be covered through the Township of Howe Island ratepayers, or any MTO supplemental grant.


Strategic Plan Implications


The mission of Frontenac County is “the effective, efficient and sustainable delivery of services to citizens”. Increasing demand for services, inflationary, contracted and mandated costs, plus new government policies and regulations, can cause pressure for budget increases. By publishing the quarterly financial report, the County ensures that the council and public is aware of the costs incurred by the County in relationship to the budget at a given point in time during the year. This enables the County to be accountable for its revenues and expenditures and ensures respect for the taxpayer. The quarterly financial report assists with the goal of the Strategic Plan “to anchor the County’s activities in the municipality’s mission and vision, adapt to the latest evidence and best practices, and respond effectively to circumstances”.

Organizations, Departments and Individuals Consulted and/or Affected

Senior Leadership Team
Phil Piassetzki, Deputy Treasurer
Kathie Shaw, Senior Financial Analyst

 County of Frontenac County of Frontenac For period ending June 30, 2020					
	2020	2020	June	YTD	Total Annual
	Budget	YTD Budget	YTD Actual	Variance	Spent
	\$	\$	\$	\$	%
Operating Revenue					
Taxation from Other Governments	70,000				
User Charges	3,568,107	1,850,669	1,809,053	(41,616)	50.70%
Payments in Lieu of Taxes	42,897				
Federal and Provincial	16,302,874	8,132,283	8,074,767	(57,516)	49.53%
Provincial Offences Net Revenue	136,321	68,160	77,486	9,326	56.84%
Investment Income	140,000	152,671	45,326	(107,345)	32.38%
Other	739,206	247,472	284,117	36,645	38.44%
Transfers from Obligatory Reserve	878,884				
Transfers from Reserve	379,638	105,032	347,576	242,544	91.55%
Total Operating Revenue	22,257,927	10,556,287	10,638,325	82,038	(47.80%)
Operating Expense					
Salaries & Benefits	30,253,695	14,780,013	15,099,652	319,639	49.91%
Materials	3,416,707	1,344,768	1,280,738	-64,030	37.48%
Contracted Services	7,909,040	4,023,607	3,989,234	-34,373	50.44%
Rents & Financing	226,777	130,176	105,053	-25,123	46.32%
External Transfers	151,361	51,491	145,437	93,946	96.09%
Depreciation	1,832,291	914,699	868,767	-45,932	47.41%
Reserve Transfers	1,715,762	11,724	26,834	15,110	1.56%
Unapproved Projects					#DIV/0!
Total Operating Expense	45,505,633	21,256,478	21,515,715	259,237	47.28%
Net Municipal Contribution	23,247,706	10,700,191	10,877,390	177,199	46.79%
LESS: Depreciation	(1,832,291)	(914,699)	(868,767)	45,932	(47.41%)
Net Municipal Contribution LESS Depreciation	21,415,415	9,785,492	10,008,623	223,131	46.74%
City of Kingston	-10,896,201	-5,400,452	-5,449,858	-49,406	50.02%
County Contribution - Operating	10,519,214	4,385,040	4,558,765	173,725	43.34%
Capital Revenue	1,269,922	762,061	420,653	(341,408)	33.12%
Capital Expense	1,559,429	766,212	476,083	-290,129	30.53%
Net Capital Expense	289,507	4,151	55,430	51,279	19.15%
City of Kingston - Capital	-248,040	-124,020	-124,020		(50.00%)
County Contribution - Capital	41,467	-119,869	-68,590	51,279	165.41%
County Contribution - Debenture	210,295	168,314	162,328	-5,986	77.19%
Total Requisition	10,770,976	4,433,485	4,652,503	219,018	43.19%

 County of Frontenac Fairmount - County For period ending June 30, 2020					
	2020	2020	June	YTD	Total Annual
	Budget	YTD Budget	YTD Actual	Variance	Spent
	\$	\$	\$	\$	%
Operating Revenue					
User Charges	3,287,280	1,629,694	1,615,936	(13,758)	49.16%
Federal and Provincial	6,360,243	3,160,959	3,251,754	90,795	51.13%
Other	113,893	58,541	48,786	(9,755)	42.83%
Transfers from Reserve	38,873	26,784		(26,784)	
Total Operating Revenue	9,800,289	4,875,978	4,916,476	40,498	(50.17%)
Operating Expense					
Salaries & Benefits	11,221,821	5,461,482	5,507,740	46,258	49.08%
Materials	1,174,179	606,265	580,945	-25,320	49.48%
Contracted Services	1,340,496	739,939	581,293	-158,646	43.36%
Depreciation	579,939	288,521	291,400	2,879	50.25%
Reserve Transfers	137,036				
Unapproved Projects					#DIV/0!
Total Operating Expense	14,453,471	7,096,207	6,961,378	-134,829	48.16%
Net Municipal Contribution	4,653,182	2,220,229	2,044,902	-175,327	43.95%
LESS: Depreciation	(579,939)	(288,521)	(291,400)	(2,879)	(50.25%)
Net Municipal Contribution LESS Depreciation	4,073,243	1,931,708	1,753,502	-178,206	43.05%
City of Kingston	-2,723,148	-1,361,574	-1,361,574		50.00%
County Contribution - Operating	1,350,095	570,134	391,928	-178,206	29.03%
Capital Revenue	71,015	143,154	5,948	(137,206)	8.38%
Capital Expense	334,878	38,803	31,408	-7,395	9.38%
Net Capital Expense	263,863	-104,351	25,460	129,811	9.65%
City of Kingston - Capital	-227,717	-113,856	-113,859	-3	(50.00%)
County Contribution - Capital	36,146	-218,207	-88,399	129,808	244.56%
County Contribution - Debenture	210,295	168,314	162,328	-5,986	77.19%
Total Requisition	1,596,536	520,241	465,857	-54,384	29.18%

 County of Frontenac FPS - County For period ending June 30, 2020					
	2020	2020	June	YTD	Total Annual
	Budget	YTD Budget	YTD Actual	Variance	Spent
	\$	\$	\$	\$	%
Operating Revenue					
User Charges			24,517	24,517	#DIV/0!
Federal and Provincial	9,056,509	4,528,260	4,444,108	(84,152)	49.07%
Other			4,352	4,352	#DIV/0!
Transfers from Reserve	125,285				
Total Operating Revenue	9,181,794	4,528,260	4,472,977	(55,283)	(48.72%)
Operating Expense					
Salaries & Benefits	15,822,376	7,700,659	7,991,889	291,230	50.51%
Materials	1,057,078	533,910	571,626	37,716	54.08%
Contracted Services	1,530,607	766,554	847,330	80,776	55.36%
Rents & Financing	226,527	130,109	105,021	-25,088	46.36%
Depreciation	883,312	441,654	404,854	-36,800	45.83%
Reserve Transfers	883,794				
Unapproved Projects					#DIV/0!
Total Operating Expense	20,403,694	9,572,886	9,920,720	347,834	48.62%
Net Municipal Contribution	11,221,900	5,044,626	5,447,743	403,117	48.55%
LESS: Depreciation	(883,312)	(441,654)	(404,854)	36,800	(45.83%)
Net Municipal Contribution LESS Depreciation	10,338,588	4,602,972	5,042,889	439,917	48.78%
City of Kingston	-8,173,053	-4,038,878	-4,088,284	-49,406	50.02%
County Contribution - Operating	2,165,535	564,094	954,605	390,511	44.08%
Capital Revenue	618,907	618,907	414,705	(204,202)	67.01%
Capital Expense	644,551	644,551	430,937	-213,614	66.86%
Net Capital Expense	25,644	25,644	16,232	-9,412	63.30%
City of Kingston - Capital	-20,323	-10,164	-10,161	3	(50.00%)
County Contribution - Capital	5,321	15,480	6,071	-9,409	114.10%
County Contribution - Debenture					#DIV/0!
Total Requisition	2,170,856	579,574	960,676	381,102	44.25%



Report 2020-081

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: September 16, 2020

Re: Corporate Services – Queen's University Archives Annual Report to the County of Frontenac for 2019

Recommendation

This report is for information purposes only.

Background

The County's archival records are housed at Queen's University, in Kathleen Ryan Hall, home of Queen's University Archives. These archival records, formerly located at the Frontenac County Court House, were sent to Queen's University for archival purposes in 1998 following the amalgamation of the City of Kingston and the County of Frontenac. These records include County Council minutes and by-laws, correspondence dating from 1837 to 1970, administrative, legal and financial records, engineering reports, census records, County planning records, taxation records, architectural drawings, maps, photographs and education records dated 1842 to 1975, including those of Sydenham High School.

Comment

Since 2015, Queen's University and the County of Frontenac have operated under a formal agreement to have Queen's University Archives house and manage the County's archival records. In accordance with the terms of agreement, Queen's University Archives is asked to provide an annual report on the condition of the collection, any loans that may be made from the collection, and to provide relevant user statistics.

There were no loans made to the County, from the County of Frontenac Collection, this past reporting period; however during 2019, 16 recorded inquiries were received, either via e-mail, telephone, or in-person concerning the County's archival collection. All requests concerning County records in 2019 were made by community members. Inquiries involved consulting land records, surveys, registries, assessment rolls, photographs, bylaws, tax records, and copybooks among other materials concerning communities and townships within the County.

Attached as Appendix A is the Queen's University Archives Annual Report to the County of Frontenac for 2019.

Strategic Priorities Implications

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

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

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer
Ken Hernden, Queen's University Archivist & Associate University Librarian



Report 2020-085

Council Information 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: September 16, 2020

Re: **Office of the Chief Administrative Officer – Confirmation by CRCA to proceed with Architectural Services for a Joint County of Frontenac & CRCA Administrative Office**

Recommendation

This report is for information purposes only.

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, while the Township of South Frontenac did not.

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

An RFP was issued on March 3, 2020 for Architectural Services for a Joint County of Frontenac and Cataraqui Region Conservation Authority Administration Office, with the chosen firm being Colbourne & Kembel, Architects Inc. (CKA) which was confirmed by Council at its regular meeting held July 15, 2020 through the following resolution:

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.

Comments

This approval confirmed that the County would be proceeding – either alone or jointly with CRCA. The Cataraqui Conservation was scheduled to meet with its Administration Facility Ad Hoc Committee July 22, 2020 with a full recommendation to go to its Board at its next meeting.

Recommend Report to Council
Office of the Chief Administrative Officer – Confirmation by CRCA to proceed with Architectural Services for a Joint County of Frontenac & CRCA Administrative Office
September 16, 2020

Page 2 of 4

The results of the CRCA Administration Facility Ad Hoc Committee and subsequently its Board meeting

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, based on an addition to exclusively accommodate the County. The cost of the submission is derived from a percentage-based fee structure.

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.

In July 2020, the CRCA board elected to exercise their option to participate in the project. The construction of the joint facility with CRCA will increase construction costs, though 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.

Staff from the County and CRCA have begun preliminary meetings with CKA and will report back to Council with an updated estimated timelines and preliminary cost of the joint facility.

Organizations, Departments and Individuals Consulted and/or Affected

CRCA

Kevin Farrell, Manager of Continuous Improvement/GIS

Alex Lemieux, Director of Corporate Services/Treasurer



Report 2020-087

Council Information Report

To: Warden and Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Richard Allen, Manager of Economic Development
Date of meeting: September 16, 2020
Re: **Planning and Economic Development – Economic Development Service Review**

Recommendation

This report is for information purposes only.

Background

In early 2020, Frontenac County was successful in its application to the Municipal Modernization Program for funding to review Economic Development delivery across Frontenac County with the goal of determining the economic development activities that have the most regional value.

The RFP for this work was issued on August 4, 2020 and the contract was awarded to [Blackline Consulting](#) on September 4, 2020.Comment

The service delivery review will focus on the existing regional approach to Economic Development in order to make best use of limited resources at Frontenac County.

Since the Charter for Economic Development in the Frontenacs was adopted in 2015, the County's Economic Development Department has taken several new responsibilities including:

- Development and management of the Frontenac K&P Trail,
- Tourism and Visitor Attraction,
- Promotion of the Frontenac Brand

- Management of the Frontenac Ambassador program,
- Social Media

The third party review will identify service delivery efficiencies and modernization opportunities, resulting in specific and actionable recommendations for improved service delivery across the region.

The review will also address the roles that Frontenac County, its member municipalities and/or other partners should play in achieving optimal service delivery within the existing economic development ecosystem. As a result, the Consultant will assist the County in understanding the following two questions:

1. What are the economic development activities that the County of Frontenac is best positioned to deliver?
2. What type of model or collaboration ensures the most effective delivery of Economic Development services in Frontenac County

In order to do so, the consultant will identify and prioritize a mix of economic development activities, service levels and funding arrangements that provide the highest economic value and potential impact for the County without duplicating efforts of other service providers.

The consultant will complete the following steps to evaluate service delivery and provide recommendations:

1. Review background reports and strategic plans
2. Review operational processes and activities of Economic Development staff
3. Review existing roles in the regional economic development ecosystem by mapping the various economic development activities and the stakeholders who lead those activities.
4. Analyze financial performance of the Economic Development team
5. Conduct a comparative analysis of similar County structures
6. Engage in an extensive stakeholder consultation process
7. Establish and confirm regional priorities for Economic Development at the County
8. Develop a selection of service delivery models and stress-test these models through the course of two workshops.
9. Once a model is finalized, establish relevant performance metrics. Communication and coordination between entities should be a consideration in all models.
10. Delivery of final report and recommendations and submission to the Ministry of Municipal Affairs and Housing.

Financial Implications

The costs associated with the Economic Development Review will be supported 100% by a grant through the Municipal Modernization Fund.

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.

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.

Organizations, Departments and Individuals Consulted and/or Affected

Township of South Frontenac
Township of Central Frontenac
Township of North Frontenac
Township of Frontenac Islands
Frontenac CFDC
St. Lawrence College Employment Services
Kingston Economic Development
Tourism Kingston
Province of Ontario (MEDJCT, OMAFRA, MHSTCI)
Ontario's Highlands
Southeastern Ontario
Ontario East Economic Development Commission



Report 2020-088

Council Information Report

To: Warden and Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Kelly Pender, Chief Administrative Officer
Alex Lemieux, Director of Corporate Services/Treasurer
Date of meeting: September 16, 2020
Re: **Office of the Chief Administrative Officer – Update on Allocation of Supplemental Provincial Funding**

Recommendation

This report is for information purposes only.

Background

The **Municipal Modernization Fund (MMF)** was announced by the Minister of Municipal Affairs and Housing on March 20, 2019. In the announcement the Minister advised, "taxpayers need their local government to deliver modern, efficient services that show respect for their hard-earned dollars. This funding will help small and rural municipalities improve how they deliver services and reduce the ongoing costs of providing those services". The announcement provided examples of how the Province anticipates that funding will be utilized, including, "service delivery reviews, development of shared services agreements, IT solutions, capital investments or other projects". The share of the Municipal Modernization Fund allocated to the County of Frontenac was \$725,000.

On July 17, 2019, Council endorsed the recommendation in Report 2019-089 to allocate the Municipal Modernization Funding received to the following projects:

1. Long-term Care Review - \$70,000
2. EORN Cell Gap Project - \$250,000 (2019)
3. Communications/Engagement Tool - \$25,000 (2019)
4. Regional Roads Needs Update - \$40,000
5. Scheduling Software - \$40,000 (2019)
6. Continuous Improvement/Planning Intern - \$90,000 (2019)
7. Administration Facility Architectural - \$100,000 (2019)
8. Communal Services Implementation - \$50,000

- 9. Energy Conservation and Demand Management Plan Energy Initiatives - \$30,000
- 10. EOWC – Eastern Ontario Initiatives - \$25,000
- 11. Municipal 5-1-1 - \$5,000

Comment

Staff have begun work on implementing some of the initiatives. Below is an update on the status of each of the approved initiatives:

1. Long Term Care Review

Status: Pending

Approved Allocation: \$70,000

Amount Spent: \$0

Anticipated End Date: To be determined

Update:

The initial direction of this Long Term Care (LTC) Review has changed due to recent events.

The EOWC is completing a comprehensive LTC review for all members of the EOWC which would include the same areas as in our original planned review.

COVID-19 has driven the need for a different type of LTC review that will optimize the health and wellness of residents and staff. The pandemic has dramatically affected the operations of LTC homes particularly the effects of social isolation on residents, which has contributed to declines in cognitive and physical function. We will be issuing an RFP which focuses on the design and infrastructure changes that are required to ensure resident, family and staff safety.

2. EORN Cell Gap Capacity Expansion Project

Status: Ongoing

Approved Allocation: \$250,000

Amount Spent: \$250,000

Anticipated End Date: 2021-22

Update:

As part of resolution 176-19, Council approved the Prepayment Option being offered by EORN which would see the County receiving an interest payment on the declining balance for a period of three years (3) at the rate of 5% per annum from the date of the investment to the date that the payment would otherwise be due.

The cost of the project will exceed the Modernization funds allocated to it. Per Council report 2019-120 on October 16, 2019, additional funding of \$139,750 would come from the Stabilization Reserve with the permission of Council before using these funds.

EORN has issued a request for proposals for the project and has received a funding commitment from the Federal and Provincial governments. They anticipate awarding the contract in the Fall of 2020.

3. Communications/Engagement Tool

Status: Pending

Approved Allocation: \$25,000

Amount Spent: \$0

Anticipated End Date: December 31, 2020

Update:

After extensive consultations with the County's member municipalities regarding the development of a request for proposals (RFP) for the procurement of an on-line public engagement platform, the RFP was issued on January 27, 2020 and closed on February 19, 2020. Due to lack of submissions, it was re-issued on March 2, 2020 and closed on March 25, 2020, with demonstrations to be scheduled for March 30 and 31. As the pandemic emergency was increasing, with the County declaring a state of emergency on March 26, 2020, the decision was made to postpone the project and RFP as staff time was being re-allocated.

The RFP was re-issued on August 31 and is set to close on September 15, with demonstrations being scheduled for September 29 and 30 with the contract being awarded on October 2. This will provide sufficient time to work with the successful proponents to have the new platform up and running by the end of the year as well as ensure that staff are trained on the system.

4. Regional Roads Update

Status: Funding Used

Approved Allocation: \$40,000

Amount Spent: \$40,000

Anticipated End Date: Fall 2020

Update:

The final draft report is now complete and awaiting comments from the Township CAOs prior to finalizing for presentation to County Council.

Note that the cost of the project exceeded the Modernization funds allocated to it. Per Council Report 2020-009, it was agreed that additional funding of \$26,000 would come from the Strategic Project Reserve for the final KPMG invoice received in July 2020.

5. Scheduling Software

Status: Pending

Approved Allocation: \$40,000

Amount Spent: \$0

Anticipated End Date: To be determined

Update:

This project has not yet begun. The response to COVID-19 has forced staff to divert resources away from this project to support ongoing operations. The areas of concern to provide a more robust scheduling software and to provide employees with direct, online access are still valid and staff still anticipate moving forward with the project.

6. Continuous Improvement/Planning Intern

Status: On Hold
Approved Allocation: \$90,000
Amount Spent: \$58,292
Anticipated End Date: 2021-2022

Update:

The Intern hired for this position successfully completed the majority of this project but has left the County to pursue another career opportunity. The plan is to incorporate this position into the 2021-2022 Business Plan/Budget and continue to use the funding.

7. Administration Facility Architectural

Status: In progress
Approved Allocation: \$100,000
Amount Spent: \$0
Anticipated End Date: anticipated completion in early 2022.

Update:

The contract was awarded to Colbourne & Kembel Architects at the July 15, 2020 County Council. A survey has been sent to the employees for office and meeting space suggestions; preliminary design development meetings have been held with the architects.

8. Communal Servicing Implementation

Status: In progress
Approved Allocation: \$50,000
Amount Spent: \$0
Anticipated End Date: March 2020

Update:

The Communal Services Governance Committee was endorsed by Council in June, 2020. The first meeting of the committee was held on August 27th. The committee is expected to deliver its recommendations in the first quarter of 2021.

9. Energy Conservation and Demand Management Implementation (ECDM)

Status: In progress
Approved Allocation: \$30,000
Amount Spent: \$0

Anticipated End Date: To be determined

Update:

When staff reviewed the recommendations from the ECDM to determine how best to use these funds, it was decided to focus on Fairmount Home given the uncertainty of Paramedic Services pending the Provincial review, and, that the County Administrative Building would be going through a re-development over the next 5 years.

The review team shortlisted the following initiatives for implementation in 2020:

Initiative	Estimated Cost	Estimated Annual Savings
Change Kitchen Range Hood Fan to variable speed demand control	\$2,400	\$800
Install strip curtains on walk-in coolers and freezer	\$1,500	\$1,000
Upgrade lighting in coolers and freezers to LED	\$1,500	\$460
Install variable speed drives on boiler circulation pumps	\$7,500	\$5,200
Total	\$12,900	\$7,460

The installation of the strip curtains on walk-in coolers and freezer and the LED lighting for the fridge and freezers has been approved and completed shortly. The change Kitchen Range Hood Fan to variable speed demand control and the installation of variable speed drives on boiler circulation pumps require additional investigation by staff as these upgrades may inadvertently create other issues on these aging systems.

Staff will also be investigating other potential energy savings upgrades to Fairmount Home that were not identified in the ECDM as we continue to move the County towards its goal of a 1% reduction of GHG emissions annually as well as look at the potential of re-allocating a portion of these funds to other projects if needed.

10. Eastern Ontario Warden’s Caucus (EOWC) Initiatives:

Status: In process

Approved Allocation: \$25,000

Amount Spent: \$10,000

Anticipated End Date: End of year 2020

Update:

The EOWC has released an RFP for a regional review of municipal long-term care homes in support of our participation in the Provincial review of the LTC sector and an examination of opportunities for service cooperation.

11. Municipal 5-1-1

Status: Complete

Approved Allocation: \$5,000

Amount Spent: \$3,846

Anticipated End Date: County contribution is complete.

Update:

The County of Frontenac made the initial payment to take part in the Municipal 511 project. This included meetings and introductory training which included Township participation. The continuation of this project requires input from the Township public works departments to report any issues with their roads to the Municipal 511 system. There have been no further updates from the Townships. The current subscription runs to December 31, 2020 and then will require annual fees to continue participation.

Strategic Plan Implications

The projects above were selected due to their alignment with the County's Strategic Plan as well as the objectives of the Municipal Modernization Fund.

As noted in the background of this report, a detailed listing of the projects' descriptions and alignment with the County's Strategic Plan can be found in Report 2019-089.

Financial Implications

Given the potential for reductions/freezing of Provincial funding for long term care, paramedic services and social services, the expenditures listed above will help mitigate tax impacts for Council priorities and help develop more efficient and cost effective service delivery models.

Organizations, Departments and Individuals Consulted and/or Affected

Susan Brant, Administrator Fairmount Home
Joe Gallivan, Director of Planning and Economic Development
Kevin Farrell, Manager of Continuous Improvement
Jannette Amini, Manager of Legislative Services/Clerk
Kathie Shaw, Senior Financial Analyst



Report 2020-090

Council Information Report

To: Warden and Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Kevin Farrell, Manager of Continuous Improvement
Date of meeting: September 16, 2020
Re: **Office of the Chief Administrative Officer – Key Performance Indicators and Balanced Scorecard**

Recommendation

This report is for information purposes only.

Background

In 2016, the County of Frontenac, as part of the budget process, commenced the development of departmental Business Plans. The Business Plans, among other things, sets out each departments Key Performance Indicators (KPI's) which are the indicators of progress toward an intended result. KPIs provides a focus for strategic and operational improvement, create an analytical basis for decision making and help focus attention on what matters most. These KPI's feed into the County's Balanced Scorecard which outlines for Council and staff how the County is performing annually as well as identify areas where the County can apply Lean.

The **balanced scorecard (BSC)** is a strategic planning and management system that organizations use to:

- Communicate what they are trying to accomplish
- Align the day-to-day work that everyone is doing with strategy
- Prioritize projects, products, and services
- Measure and monitor progress towards strategic targets

It is used to connect the 'big picture elements: (e.g., mission, vision, core values, strategic focus and operational elements)

Four BSC Perspectives to Use:

The BSC suggests that we view the organization from four perspectives, and to develop objectives, measures (KPIs), targets, and initiatives (actions) relative to each of these points of view:

1. **Financial:** often renamed Stewardship or other more appropriate name in the public sector, this perspective views organizational financial performance and the use of financial resources
2. **Customer/Stakeholder:** this perspective views organizational performance from the point of view the customer or other key stakeholders that the organization is designed to serve
3. **Internal Process:** views organizational performance through the lenses of the quality and efficiency related to our product or services or other key business processes
4. **Organizational Capacity (originally called Learning and Growth):** views organizational performance through the lenses of human capital, infrastructure, technology, culture and other capacities that are key to breakthrough performance

Comment

In terms of the County's four perspectives as noted above, staff provide the following comments:

Financial Performance continues to trend upward. This speaks to the financial stability of the organization. Return on investment continues to improve and the County continues to have success receiving grant funding.

Learning and Growth continues to trend upward. The County continues to grow as an organization and develop leaders. Learning and Growth has remained stable as a result of continued investment in staff training and opportunities.

Customer Focus, has the aim of improving Customer focus in all operational areas by providing effective and efficient services to meet the expectations of the customers we serve. This remains a top priority. Customer Focus had a slight dip in 2019 which can be attributed to the fact that no customer service surveys were conducted.

Process Improvement remained stable in 2019. The County in partnership with all four Townships underwent a successful LEAN transformation of the Committee of Adjustment planning application process.

Attached as Appendix A for Council's reference, is the County of Frontenac Balanced Scorecard Report for 2019.

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.

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

All Departments

By-Law Number 2020-0034

of

The Corporation of the County of Frontenac

being a by-law to appoint an Area Weed Inspector for the County of Frontenac.

Whereas Section 8 of the *Municipal Act*, S.O. 2001, as amended 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 Sections 5 of the *Municipal Act*, 2001, as amended 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 Section 6 of the *Weed Control Act*, R.S.O., 1990 Chapter W.5 and amendments thereto provides that the council of every upper-tier municipality shall by by-law appoint one or more persons as area weed inspectors to enforce this Act in the area within the council's jurisdiction and fix their remuneration or other compensation; and,

Whereas the Council of the County of Frontenac, deems it expedient to appoint an area Weed Inspector for the provision of weed inspection services;

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

1. **That** Kelly J. Pender be and is hereby appointed as area Weed Inspector for the area within the jurisdiction of the Corporation of the County of Frontenac,
2. **That** by-law 14-1998 being a by-law to appoint an area Weed Inspector is hereby rescinded; and,
3. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 16th day of September, 2020.

Read a Third Time, Signed, Sealed and Finally Passed this 16th day of September, 2020.

The Corporation of the County of Frontenac

Ron Vandewal, Deputy Warden

Jannette Amini, Clerk

By-Law No. 2020-0035

of

The Corporation of the County of Frontenac

being a by-law to Authorize an Archival Record Storage Agreement with Queen's University

Whereas Section 8 of the *Municipal Act*, S.O. 2001, as amended 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 Sections 5 of the *Municipal Act*, 2001, as amended 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 Queen's University has agreed to provide Archival Storage for certain County of Frontenac Archival Records; and,

Whereas the Council of the County of Frontenac, deems it expedient to enter into an agreement with Queen's University for the provision of Archival Record Storage of certain County records;

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

1. **That** the Warden and Clerk be hereby authorized to execute an Archival Storage Agreement with Queen's University, attached as Schedule "A" to this by-law, which states the terms and conditions that have been agreed to by the Queen's University and the County of Frontenac; and
2. **That** Schedule "A" shall form part of this by-law; and
3. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a first and second time this 16th day of September, 2020.

Read a third time, signed, sealed and finally passed this 16th day of September, 2020.

The Corporation of the County of Frontenac

Ron Vandewal, Deputy Warden

Jannette Amini, Clerk

By-Law No. 2020-0036

of

The Corporation of the County of Frontenac

being a by-law to adopt a 2021 Legislated Land Ambulance Response Time Performance Plan

Whereas Section 5 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, gives Council the authority to exercise the powers of the municipal corporation and requires that the powers of every Council are to be exercised by by-law;

And Whereas on July 31, 2008 changes were made to the *Ambulance Act, Ontario Regulation 267/08, amending O. Reg. 257/00* with the heading "Section 22: Part VIII, Response Time Performance Plans, Sections 22 and 23";

And Whereas the County is to submit its Response Time Performance Plan to the Ministry of Health and Long-Term Care (MOHLTC), Emergency Health Services Branch Director no later than October 1 of each year (Section 23 (5)) including performance targets for sudden cardiac arrest, CTAS 1, 2, 3, 4, 5, where CTAS is the Canadian Triage and Acuity Scale, a priority setting scale to describe the severity of a patient's condition;

And Whereas by March 31 of each year the same table with the actual times achieved in the year previous will be reported to the MOHLTC;

Now Therefore Be It Resolved That the Council of the County of Frontenac hereby enacts the following land ambulance response time performance plan for the calendar year of 2021, from January 1 to December 31:

1. **That** the County of Frontenac set the following criteria under Regulation 257/00, as amended, for its response time targets for the calendar year of **2021**, from January 1 to December 31,
 - i. Designated Delivery Agent (DDA) - **Sudden Cardiac Arrest**
48% percent of the time, within 6 minutes from the time ambulance dispatch conveys the call information to the paramedic, the **County of Frontenac** will endeavour to have a person equipped and ready to use an AED at the location of a patient determined to be in sudden cardiac arrest.
 - ii. EMS Designated Delivery Agent - CTAS 1
70% percent of the time, within 8 minutes from the time ambulance dispatch conveys the call information to the paramedic, the **County of Frontenac** will endeavour to have a PARAMEDIC as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 1.

iii. EMS Designated Delivery Agent - CTAS 2, 3, 4, 5

The **County of Frontenac** will endeavour to have a **Paramedic** as defined by the *Ambulance Act* and duly equipped at the location of a patient determined to be CTAS 2, 3, 4, 5 within a period of time determined appropriate by the DDA and noted below in Table 1, or as resources permit (level of effort):

Table 1, CTAS 2, 3, 4, 5 EMS Delivery Agent Commitment

CTAS	Target Time from Paramedic Received Until on Scene	% Target
2	10 minutes	75%
3	10 minutes	75%
4	10 minutes	75%
5	10 minutes	75%

2. **That** this by-law shall take effect on the date of its final passing.

Read a first and second time this 16th day of September, 2020.

Read a third time, finally passed, signed and sealed the 16th day of September, 2020.

The Corporation of the County of Frontenac

Frances Smith, Warden

Jannette Amini, Clerk

By-Law Number 2020-0037

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 continuation of electronic participation of members of council at meetings

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 Section 238(3.1) and (3.3) of the *Municipal Act, S.O. 2001, c.25, as amended*, provides that a municipal procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting to the extent and in the manner set out in the by-law and may be counted in determining whether or not a quorum of members is present at any time during the meeting;

And Whereas Council, at its special meeting held April 8, 2020 amended Procedural By-law 2013-0020 to allow for the electronic participation of members of council at meetings any period where an emergency has been declared;

And Whereas the Council of the County of Frontenac deems it expedient to amend its procedural by-law to allow its members to participate at Council and Committee meetings electronically for one year once the declared emergency has ended.

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

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

1. **That** a Section 9 – Procedures Applicable in Declared Emergencies be amended to add a new section 9.9 as follows:

Continuation of Electronic Participation	9.9	Section 9 shall continue to apply for the period ending one year following the termination of the latter of the COVID-19 emergency declaration under section 4 of the Emergency Management and Civil Protection Act and the COVID-19 emergency declaration under section 7.0.1 of the Emergency Management and Civil Protection Act.
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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 16th day of September, 2020.

Read a Third Time, Signed, Sealed and Finally Passed this 16th day of September, 2020.

The Corporation of the County of Frontenac

Ron Vandewal, Deputy Warden

Jannette Amini, Clerk

By-Law No. 2020-0039

of

The Corporation of the County OF Frontenac

being a by-law to confirm all actions and proceedings of County Council on
September 16, 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 September 16, 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 September 16, 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 September 16, 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 16th day of September, 2020

Read a Third Time and Finally Passed, Signed and Sealed this 16th day of September, 2020.

The Corporation of the County Of Frontenac

Ron Vandewal, Deputy Warden

Jannette Amini, Clerk