



**Frontenac County Council Meeting
Wednesday, April 8, 2020 – 9:00 a.m.
Frontenac Room,
2069 Battersea Road, Glenburnie
Council will resolve into Closed Meeting
and will reconvene as regular Council at 9:30 a.m.**

**Online via Teleconference and Broadcast live to the
County's Facebook Page
<https://www.facebook.com/FrontenacCounty/>**

Agenda

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 December 18, 2019
2. Labour relations or employee negotiations - as it relates to attendance management
3. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board - as it relates to mediation/arbitration with the City of Kingston.
4. Personal matters about an identifiable individual, including municipal or local board employees - as it relates to the salary grids of employees of the Corporation

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

Approval of Addendum

Disclosure of Pecuniary Interest and General Nature Thereof

Adoption of Minutes

a) Minutes of Meeting held February 19, 2020

Resolved That the minutes of the regular Council meeting held February 19, 2020 be adopted.

- b) Minutes of Special Meeting held January 29, 2020

Resolved That the minutes of the special Council meeting held January 29, 2020 be adopted.

Deputations and/or Presentations

Proclamations

- a) **Emergency Preparedness Week
May 3 to May 9, 2020**

Whereas the Council of the County of Frontenac recognizes the importance of everybody being prepared for emergencies;

And Whereas the goal of Emergency Preparedness Week is to raise community awareness and the need to prepare for the possibility of an emergency;

And Whereas the safety of our community is the responsibility of each and every one of us, we must prepare now and learn how to secure a strong and healthy tomorrow;

Now Therefore Be It Resolved That the Council of the County of Frontenac hereby proclaim the week of May 3 to May 9, 2020, to be **Emergency Preparedness Week** throughout the County of Frontenac with the theme of "**Emergencies can happen anytime - Are you Ready**"

And Further That all citizens are encouraged to make a plan, build a kit, stay informed and to participate in educational activities on emergency preparedness.

b) **Paramedic Services Week**
Paramedic as Educator – Citizen Ready
May 24 to May 30, 2020

Whereas each year the paramedics of Frontenac Paramedic Services will respond to approximately 22,000 calls for assistance from the public;

And Whereas the paramedics are ready to provide lifesaving care to those in need 24 hours a day, 7 days a week, 365 days a year;

And Whereas access to quality emergency medical care dramatically improves the survival and recovery rate of those who experience sudden illness or injury;

And Whereas the members of paramedic services teams, engage in thousands of hours of specialized training and continuing education to enhance their life saving skills;

And Whereas the members of paramedic services teams often find themselves in dangerous and traumatic situations requiring spontaneous decision-making;

And Whereas the members of paramedic services teams provide a vital pre-hospital service to the residents of the geographic area of the County of Frontenac and the City of Kingston;

Therefore Be It Resolved That the week of May 24 to May 30 ,2020 be proclaimed **Paramedic Services Week** in the County of Frontenac with the theme of "**Paramedic as Educator – Citizen Ready**" which demonstrates the important role that paramedics play as educators to the public.

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

Unfinished Business

Recommend Reports from the Chief Administrative Officer

a) **2020-039**
Corporate Services
Amendments to Procedural By-law 2013-0020 resulting from Bill 187, the Municipal Emergency Act, 2020
Recommendation

Resolved That the Council of the County of Frontenac receive the Corporate Services – Amendments to 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 Further That Procedural By-law 2013-0020, as amended, be further amended as follows:

1. That a new Section 9 – Procedures Applicable in Declared Emergencies be added as follows:

Application and Paramountcy	9.1	The following provisions of this section 9 apply only during an Emergency Period, and in the event of any inconsistency between them and any other provision in this By-law the provisions of this section 9 shall prevail
Full Participation by Electronic Means During Emergency Period	9.2	During any Emergency Period: a. any member of Council may participate in any meeting of Council or Committee of the Whole through Electronic Means, including any meeting or part thereof that is closed to the public; b. any member of a Committee may participate in any meeting of that Committee through Electronic Means, including any meeting or part thereof that is closed to the public; and i. any individual participating in such a meeting through Electronic Means shall be counted in determining whether or not a quorum is present at that meeting
Clerk authorized to establish Electronic Means for participation	9.3	The Clerk shall be authorized, in consultations with the Warden (or Chair) to determine the appropriate technology to provide for Electronic Means of participation in Meeting, provided that it allows for the following to occur simultaneously: a. each participant may hear any person authorized to speak, b. each participant entitled to speak may indicate to the Chair that they desire to speak, and i. provides for public access as set out in Section 9.4. if necessary.

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- b) **2020-028**
Emergency and Transportation Services
2019 Legislated Response Time Standard Performance Plan -
Reporting to the Ministry of Health and Long Term Care (MOLTC)
Recommendation

Resolved That the Council of the County of Frontenac receive the Emergency and Transportation Services - 2019 Legislated Response Time Standard Performance Plan Reporting to Ministry of Health and Long Term Care (MOHLTC) for information,

And Further That the 2019 Response Time Standard Performance Plan outcomes for the County of Frontenac be reported to the Director, Emergency Health Regulatory and Accountability Branch, Ministry of Health and Long Term Care as required by legislation.

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- c) **2020-031**
Corporate Services
Authorization to enter into an Agreement with Her Majesty the
Queen in right of Ontario as represented by the Minister of
Municipal Affairs and Housing for the Municipal Modernization
Program to complete a third party review of the Frontenac County
Economic Development program
Recommendation

Be It Resolved That the Council of the County of Frontenac receive for information the Corporate Services – Authorization to enter into an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to complete a third party review of the Frontenac County Economic Development program report;

And Further That County Council authorize the Warden and Clerk to enter into an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to complete a third party review of the Frontenac County Economic Development program

- d) **2020-032**
Corporate Services
Authorization to enter into an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to review the possible cost savings in creating a One-Window Permitting System for Freight Movement in the County of Frontenac, the United Counties of Leeds and Grenville, the County of Lanark, the United Counties of Prescott and Russell, United Counties of Stormont, Dundas and Glengarry, the City of Cornwall, and the Town of Smith Falls, (“the Municipalities”)

Recommendation

Be It Resolved That the Council of the County of Frontenac receive for information the Corporate Services – Authorization to enter into an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to review the possible cost savings in creating a One-Window Permitting System for Freight Movement in the County of Frontenac, the United Counties of Leeds and Grenville, the County of Lanark, the United Counties of Prescott and Russell, United Counties of Stormont, Dundas and Glengarry, the City of Cornwall, and the Town of Smith Falls, (“the Municipalities”);

And Further That County Council authorize the Warden and Clerk to enter into an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to review the possible cost savings in creating a One-Window Permitting System for Freight Movement in the County of Frontenac, the United Counties of Leeds and Grenville, the County of Lanark, the United Counties of Prescott and Russell, United Counties of Stormont, Dundas and Glengarry, the City of Cornwall, and the Town of Smith Falls, (“the Municipalities”).

e) **2020-040**
Corporate Services
Delegated Authority in absence of Council Authorization

Recommendation:

Be it Resolved That By-law 2016-0006, being by-law to establish a Delegation of Authority Policy and to authorize the delegation of certain powers and duties under the *Municipal Act, 2001*, the *Planning Act* and other Acts, be amended to add Schedule C as follows:

1. **That** in addition to those delegations of authority listed in Schedule B provided to the Chief Administrative Officer, the Chief Administrative Officer, or their delegate, is delegated the authority to:
 - a. approve any expenditures, enter into any agreements and/or other legal documents and incur any other liabilities which were part of the 2020 Budget;
 - b. approve any expenditures, enter into any agreements and/or other legal documents, and incur any other liability for unbudgeted emergency expenditures related to COVID-19;
 - c. Make changes to Human Resources and Procurement policies and procedures as they pertain to staffing and operations
 - d. amend due dates for requisition from Townships of Tax levy in consultation with member municipalities and
 - e. implement matters that Council has approved subject to modification as deemed necessary to address circumstances related to COVID-19; and
2. **That** due to the cancellation of the March 18, 2020 regular Council meeting, that this delegation of authority be retroactive to March 30, 2020;
3. **That** upon the termination of this delegation of authority, the Chief Administrative Officer shall report to Council of any exercise of a power or duty delegated under this By-Law;
4. **That** the delegation of powers and authority under this By-Law will only take effect and be limited to the time that County Council is unable to hold its regular or special meetings of Council or to address time sensitive matters as a result of the COVID-19 outbreak.

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- f) **2020-035
Corporate Services
2020 Draft Budget Revision**

Recommendation:

Resolved That the Council of the County of Frontenac receive the Corporate Services - 2020 Draft Budget Revision Report,

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

And Finally That the Council of the County of Frontenac pass a by-law later in the meeting approving the 2020 Budget.

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- g) **2020-036
Corporate Services
2020 Tax Rate**

Recommendation:

Resolved That Council of the County of Frontenac accept this Corporate Services - 2020 Tax Rate report;

And Further That Council consider a by-law, introduced later in the meeting, to establish the 2020 tax rates.

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- h) **2020-037
Corporate Services
2020 Temporary Borrowing By-Law**

Recommendation:

Resolved That Council of the County of Frontenac accept the Corporate Services – Finance - 2020 Temporary Borrowing By-Law report;

And Further That the Clerk be directed to introduce a by-law later in the meeting to authorize current borrowings from time to time during 2020.

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- i) **2020-038**
Corporate Services
2020 Tax Ratios and Tax Rate Reductions
Recommendation:

Resolved That the Council of the County of Frontenac accept this Corporate Services –2020 Tax Ratios and Tax Rate Reductions report;

And Further That Council consider a by-law, introduced later in the meeting, to confirm 2020 the tax ratios and tax rate.

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- j) **2019-043**
Planning and Economic Development
Extension of Approval of Draft Plan of Subdivision and Draft Plans of Condominium – (1) 2292 Sands Road; (2) Cranberry Cove; and (3) Johnston Point
Recommendation:

Resolved That the Council of the County of Frontenac receive the Planning and Economic Development - Extension of Approval of Draft Plan of Subdivision and Draft Plans of Condominium report;

And Further That the Council of the County of Frontenac extend draft plan approval to January 29th, 2021 for the following:

1. Draft Plan of Subdivision - 2292 Sands Road, Township of South Frontenac – County File #10T-2011/002;
2. Draft Plan of Condominium - Cranberry Cove, Township of South Frontenac – County File #10CD-2012/002; and
3. Draft Plan of Condominium - Johnston Point, Township of South Frontenac – County File #10CD-2014/001.

Information Reports from the Chief Administrative Officer

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- a) **2020-029**
Corporate Services
2019 Remuneration and Reimbursement of Expenses to Council Members and Non-Council Appointees Report

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- b) **2020-030**
Corporate Services
Amend Pay Equity Plan

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- c) **2020-033**
Frontenac Paramedics
Ambulance Service Review Final Report

- 94 - 97 d) **2020-041**
 Planning and Economic Development
 Initial COVID-19 Response for Businesses in Frontenac County
- 98 - 99 e) **2020-042**
 Human Resources
 Living Wage Employer Program

Reports from Council Liaison Appointees

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

Reports from External Boards and Committees

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

Reports from Advisory Committees of County Council

Return to Council

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

Adoption of the Report of the Committee of the Whole Council

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

Motions, Notice of Which has Been Given

a) **Food Policy Council for KFLA request for Financial Support**
[See Communications s)]

Moved by: Councillor Higgs

Seconded by: Councillor MacDonald

Whereas the County of Frontenac has been represented on the Food Policy Council since its inception in 2011, and,

Whereas the Food Policy Council supports and advocates for our regional food system, including a strong relationship between our rural and urban communities, and,

Whereas the Food Policy Council has set priorities for 2020 in the areas of food security and support for the regional food and agriculture economy, and,

Whereas the Food Policy Council supports initiatives throughout the Frontenacs that help create a resilient, ecologically and economically sustainable food and agriculture system;

Now Therefore be it Resolved That the Council of the County of Frontenac provide funding in the amount of \$500 to the Food Policy Council for KFL&A to help cover costs of general expenses such as website hosting, printing, literature, letter writing, mailing and advertising, to be expensed from the Stabilization Reserve;

And Further That a copy of this resolution be forwarded to the City of Kingston and the County of Lennox-Addington.

b) **Review of ATV access to the K&P Trail
South of Craig Road to Bellrock Road**

[See Communications k) and ah)]

Moved by: Deputy Warden Vandewal

Seconded by: Councillor MacDonald

Whereas in the fall of 2015, County Council approved the purchase of property failed tax sale property in Verona, adjacent to the K&P Trail, known now as the Verona Trailhead;

And Whereas ATV use on the K&P Trail is not permitted south of Craig Road

And Whereas the Verona Trailhead is the only area adjacent to the K&P Trail that allows for parking and the unloading of recreational vehicles;

And Whereas businesses in Verona are only accessible to ATV users via Highway 38 which is a busy highway;

And Whereas the Council of the County of Frontenac has received a petition from Verona District ATV Club petitioning the County to extend ATV use on the K&P Trail south of Craig Road to the Trailhead at Bellrock Road to allow ATV users to frequent businesses in Verona, including Muddy Waters, Asselstine Hardware and Toppers Gas Bar without having to use Highway 38;

Therefore Be It Resolved That staff be directed to bring back a report to Council at its May meeting with options for Council to consider in terms of allowing ATV access to the K&P Trail south of Craig Road to the Trailhead at Bellrock Road

Giving Notice of Motion

Communications

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

- a) Kingston & Frontenac Housing Corporation February 24, 2020 Agenda Package
[Distributed to Members of County Council February 21, 2020]
- b) Letter to Minister Hardeman from the Township of Madoc expressing its support for Bill 156
[Distributed to Members of County Council February 21, 2020]

- c) Resolution from Northumberland County regarding support for Conservation Authorities
[Distributed to Members of County Council February 21, 2020]
- d) Resolution from the County of Haliburton regarding Tourism Oriented Destination Signage Fee increases
[Distributed to Members of County Council February 21, 2020]
- e) Resolution from the Township of Madoc regarding its support for 911 misdials
[Distributed to Members of County Council February 21, 2020]
- f) Resolution from the Township of Madoc regarding its support for Conservation Authorities
[Distributed to Members of County Council February 21, 2020]
- g) Resolution from the Township of Puslinch regarding support for AMO's position on Bill 132
[Distributed to Members of County Council February 21, 2020]
- h) Resolution from the Township of Puslinch regarding Support for Electronic Delegation
[Distributed to Members of County Council February 21, 2020]
- i) From the City of Vaughan acknowledging receipt of County of Frontenac Resolution supporting Conservation Authorities
[Distributed to Members of County Council February 28, 2020]
- j) From the Honourable Steve Clark, Minister of MMAH regarding the release of the Provincial Policy Statement (PPS) 2020
[Distributed to Members of County Council February 28, 2020]
- k) Petition from the Verona District ATV Club regarding to permit ATV's access on the K&P Trail between Craig Rd and Bellrock Rd
[Distributed to Members of County Council February 28, 2020]
- l) Resolution from the County of Peterborough regarding support for Bill 156 Security from Trespass and Protecting Food Safety Act
[Distributed to Members of County Council February 28, 2020]
- m) Resolution from the Municipality of South Huron regarding enforcement for safety on family farms
[Distributed to Members of County Council February 28, 2020]
- n) Letter from the Corporation of the Municipality of West Nipissing Regarding Provincially Significant Wetlands Designation
[Distributed to Members of County Council March 6, 2020]
- o) Memorandum from the Strategy Corp Regarding Frontenac Service Delivery Review
[Distributed to Members of County Council March 6, 2020]

- p) Letter from the Corporation of the Township of Tyendinaga Regarding New Business – Motion of Support for a peaceful conclusion on the ongoing rail disruptions and encouragement for ongoing discussions for a solution to the costal GasLink Project
[Distributed to Members of County Council March 6, 2020]
- q) Letter from the Town of Ajax Regarding Supporting Conservation Authorities
[Distributed to Members of County Council March 6, 2020]
- r) From the Town of Kirkland Lake regarding resolution in support of Bill 156
[Distributed to Members of County Council March 13, 2020]
- s) Request for financial support from the Food Policy Council of KFL&A
[Distributed to Members of County Council March 13, 2020]
- t) From the County of Norfolk regarding Issues respecting the mapping of Provincially Significant Wetlands
[Distributed to Members of County Council March 13, 2020]
- u) New Release from the CRCA regarding the 2020 Flood Outlook for Lake Ontario and the St. Lawrence River
[Distributed to Members of County Council March 13, 2020]
- v) Letter from the Corporation of the Town of Grand Valley Regarding Support of Bill 156
[Distributed to Members of County Council March 20, 2020]
- w) Letter from the Corporation of the City of Sault Ste. Marie Regarding Support for Conservation Authorities
[Distributed to Members of County Council March 20, 2020]
- x) Letter from Grey County Regarding Grey County Council Supporting 100% Canadian Wines Excise Exemption
[Distributed to Members of County Council March 20, 2020]
- y) Letter from the Town of Amaranth Regarding Resolution of Support for Conservation Authorities
[Distributed to Members of County Council March 20, 2020]
- z) Memorandum from Dr. Kieran Moore, KFL&A Medical Officer of Health regarding COVID-19 Important Updates
[Distributed to Members of County Council March 20, 2020]
- aa) Council Update #2 – COVID 19
[Distributed to Members of County Council March 20, 2020]
- ab) Letter from the Town of Grimsby Administration Regarding Suspend Time-of-Use Electric Billing
[Distributed to Members of County Council March 27, 2020]

- ac) Letter from the Municipality of Chatam-Kent Regarding Support for Ban of Single-Use Disposable Wipes
[Distributed to Members of County Council April 3, 2020]
- ad) Letter from the Municipality of Chatam-Kent Regarding Support for Legislative Changes in Bill 132
[Distributed to Members of County Council April 3, 2020]
- ae) Letter from Kingsville Ontario Regarding Kingsville Council Request for Electricity Billing Relief During Covid-19
[Distributed to Members of County Council April 3, 2020]
- af) Letter from the Municipality of Grey Highlands Regarding Support for Ministers to allow for Electronic Delegations
[Distributed to Members of County Council April 3, 2020]
- ag) Resolution from the Town of Grimsby to Suspend Time-of-Use Electricity Billing Resolution.
[Distributed to Members of County Council April 3, 2020]
- ah) From the Verona ATV Club providing additional signatures on a Petition to open up the K&P Trail to ATV's.
[Distributed to Members of County Council April 3, 2020]
- ai) Memo from Jannette Amini, Manager of Legislative Services/Clerk to Council regarding COVID 19 - Council update #4
[Distributed to Members of County Council April 3, 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 m) that have been circulated to all Members of County Council and that by-laws a) through m) be read a first and second time.
- b) Third Reading
Resolved That by-laws a) through m) be read a third time, signed, sealed and finally passed.

By-Laws

- a) To amend By-law No. 2018-0032 (Council Remuneration By-law) as it relates to Per Diems for attendance at conferences, training and workshops
[Proposed By-law No. 2020-0013]

- b) To authorize the execution of an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to review the possible cost savings in creating a One-Window Permitting System for Freight Movement in the County of Frontenac, the United Counties of Leeds and Grenville, the County of Lanark, the United Counties of Prescott and Russell, United Counties of Stormont, Dundas and Glengarry, the City of Cornwall, and the Town of Smith Falls, (“the Municipalities”).
[Proposed By-law No. 2020-0014]
- c) To authorize the execution of an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to complete a third party review of the Frontenac County Economic Development program
[Proposed By-law No. 2020-0015]
- d) To appoint an Administrator for Fairmount Home
[Proposed By-law No. 2020-0016]
- e) To appoint a Treasurer for the County of Frontenac.
[Proposed By-law No. 2020-0017]
- f) To appoint a Deputy Treasurer for the County of Frontenac
[Proposed By-law No. 2020-0018]
- g) 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) to allow for the electronic participation of members of council at meetings any period where an emergency has been declared
[Proposed By-law No. 2020-0019]
- h) To amend By-law 2016-0006 to establish a Delegation of Authority Policy and to authorize the delegation of certain powers and duties under the Municipal Act, 2001, the Planning Act and other Acts as it relates to Delegating additional authority to the Chief Administrative Officer during the COVID-19 Pandemic
[Proposed By-law No. 2020-0020]
- i) To authorize temporary borrowing for current expenditures for the year 2020
[Proposed By-law No. 2020-0021]
- j) To set tax ratios and tax rate reductions for prescribed property sub-classes for County of Frontenac purposes and Local Municipal purposes for the taxation year 2020.
[Proposed By-law No. 2020-0022]

- k) To establish Tax Rates for the year 2020 for the purposes of the County of Frontenac and to establish rates to be levied for same against the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac
[Proposed By-law No. 2020-0023]
- l) To adopt the estimates for the sums required during the year 2020 for the purposes of the County of Frontenac (2020 Budget)
[Proposed By-law No. 2020-0024]
- m) To confirm all actions and proceedings of County Council on April 8, 2020
[Proposed By-law No. 2020-0025]

Adjournment

- c) **2020-020
Corporate Services
Updated Financial Implications regarding – Complaint Filed against a
Member of Council**

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**

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

- 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.

14 Reports from External Boards and Committees

- a) **Kingston Frontenac Library Board Update - Councillor Revill**

No report.

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

Councillor Doyle provided an overview of the Kingston, Frontenac Lennox and Addington Board of Health activities since the last Council meeting.

- c) **Housing and Homelessness Committee Update - Warden Smith**

No Report.

And Whereas Conservation Authorities provide essential services to municipalities in their watersheds;

And Whereas smaller municipalities do not have the capacity or the financial resources to employ staff with the technical expertise that conservation authorities provide;

Therefore Be It Resolved That the County of Frontenac encourages the province to continue to support the principle of planning on a watershed basis in the ongoing review and prioritize the allocation of adequate funding to support the core mandate of conservation authorities;

And Further That the provincial government will maintain and not diminish the core mandate of Conservation Authorities;

And Further That a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks, the Honourable John Yakabuski, Minister of Natural Resources and Forestry, Conservation Ontario, the Association of Municipalities of Ontario and all Ontario municipalities.

Carried

Giving Notice of Motion

Councillor Higgs advised that he will be bringing forward a motion to the March 18, 2020 County Council meeting requesting that Council provide funding in the amount of \$500 to the Food Policy Council of Kingston, Frontenac, Lennox and Addington.

Communications

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

- a) Letter from the Eastern Ontario Wardens' Caucus (EOWC) Regarding Rising Flooding Level across Eastern Ontario
[Distributed to Members of County Council January 17, 2020]
- b) Email from Joy Vileneuve, Citizen Regarding Funding for Frontenac Transportation
[Distributed to Members of County Council January 17, 2020]
- c) Email from Kevin Farrell, Manager of Continuous Improvement, providing Council with a Planning Applications - Process Improvement Update, as requested at the January 15 County Council Meeting
[Distributed to Members of County Council January 22, 2020]
- d) Notice of Kingston Dock Design and Construction Report
[Distributed to Members of County Council January 24, 2020]
- e) Letter from the Kingston Frontenac Public Library Regarding the Elected Chair and Vice Chair
[Distributed to Members of County Council January 24, 2020]
- f) Invitation from University Hospitals Kingston Foundation - Circle of Care

- Luncheon - Monday, March 2, 2020
[Distributed to Members of County Council January 24, 2020]
- g)** Email from Strathroy-Caradoc Regarding Watershed Management Programs
[Distributed to Members of County Council January 31, 2020]
 - h)** Email from The Town of Orangeville Regarding Environmental Awareness and Action
[Distributed to Members of County Council January 31, 2020]
 - i)** From SFCSC providing a copy of Reporting Summary for Transportation Services Q4
[Distributed to Members of County Council January 31, 2020]
 - j)** From the City of Sarnia providing resolution regarding Ontario Power Generations Deep Geologic Repository Project
[Distributed to Members of County Council January 31, 2020]
 - k)** From the Ontario Farmland Trust regarding invitation to the 2020 Farmland Forum
[Distributed to Members of County Council January 31, 2020]
 - l)** Letter from the Town of Collingwood Regarding Conservation Authorities
[Distributed to Members of County Council January 31, 2020]
 - m)** Letter from the Corporate of the Township of Madoc Regarding Joint and Several Liability Consultation – Town of Amherstburg Support
[Distributed to Members of County Council January 31, 2020]
 - n)** Letter from Rainy River District Municipal Association Office of the Secretary-Treasurer Regarding Resolution to Address Fair and Equitable Property Taxation Revenue on Railway Right-of Ways Collected by Municipalities in Ontario
[Distributed to Members of County Council January 31, 2020]
 - o)** Letter from the Town of Collingwood Regarding Conservation Authorities
[Distributed to Members of County Council January 31, 2020]
 - p)** Email from AMO Association of Municipalities Ontario Regarding the dates and times of regional roundtable discussion regarding the re-composition of OPP Detachment Boards
[Distributed to Members of County Council February 7, 2020]
 - q)** Letter from KFL&A Public Health Regarding 2020 Ontario Budget Consultation
[Distributed to Members of County Council February 14, 2020]
 - r)** From The County regarding resolution in support of Bill 156 Safety on Family Farms
[Distributed to Members of County Council February 14, 2020]
 - s)** From the Municipality of Chatham Kent regarding resolution supporting Bill 156 Trespass and Protecting Food Safety Act
[Distributed to Members of County Council February 14, 2020]
 - t)** From the Municipality of Chatham Kent regarding resolution supporting the Role of Conservation Authorities
[Distributed to Members of County Council February 14, 2020]
 - u)** From the Township of South Glengarry regarding Resolution In Support of Bill 156
[Distributed to Members of County Council February 14, 2020]
 - v)** From the Township of Wellington North to the Hon. Ernie Hardeman



FRONTENAC



**Minutes of the Special Meeting of Council
January 29, 2020**

A special meeting of the Council of the County of Frontenac was held in the Kingston Frontenac Rotary Auditorium of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, January 29, 2020 and was called to order at 5:00 p.m.

Present: Warden Fran Smith, Deputy Warden Ron Vandewal,
Councillors Denis Doyle, Ron Higgins, Bill MacDonald, Gerry
Martin and Alan Revill

Regrets: Councillor Bruce Higgs

Also Present: **County:**
Kelly Pender, Chief Administrative Officer
Joe Gallivan, Director of Planning and Economic Development
Susan Brant, Director of Corporate Services/Treasurer
Kevin Farrell, Manager of Continuous Improvement/GIS
Marco Smits, Communications Officer
Jannette Amiri, Manager of Legislative Services/Clerk

Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

Eastern Ontario Regional Network Cell Gap Coverage Project

Ms. Lisa Serverson, EORN Communications/Stakeholder Relations Officer provided all Member Councils with an overview of the Cell Gap Coverage project, including working assumptions, process and timing.

Council recessed at 5:45 p.m.

Council reconvened at 6:10 p.m.



Report 2020-039

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: April 8, 2020

Re: Corporate Services - Amendments to Procedural By-law 2013-0020 resulting from Bill 187, the Municipal Emergency Act, 2020

Recommendation

Resolved That the Council of the County of Frontenac receive the Corporate Services – Amendments to 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 Further That Procedural By-law 2013-0020, as amended, be further amended as follows:

1. **That** a new Section 9 – Procedures Applicable in Declared Emergencies be added as follows:

Application and Paramouncy	9.1	The following provisions of this section 9 apply only during an Emergency Period, and in the event of any inconsistency between them and any other provision in this By-law the provisions of this section 9 shall prevail
Full Participation by Electronic Means During Emergency Period	9.2	During any Emergency Period: a) any member of Council may participate in any meeting of Council or Committee of the Whole through Electronic Means, including any meeting or part thereof that is closed to the public; b) any member of a Committee may participate in any meeting of that Committee through Electronic Means, including any meeting or part thereof that is closed to

		the public; and c) any individual participating in such a meeting through Electronic Means shall be counted in determining whether or not a quorum is present at that meeting
Clerk authorized to establish Electronic Means for participation	9.3	The Clerk shall be authorized, in consultations with the Warden (or Chair) to determine the appropriate technology to provide for Electronic Means of participation in Meeting, provided that it allows for the following to occur simultaneously: a) each participant may hear any person authorized to speak, b) each participant entitled to speak may indicate to the Chair that they desire to speak, and c) provides for public access as set out in Section 9.4, if necessary.
Open Meetings	9.4	At the discretion of the Clerk, Meetings where Electronic Means are provided may not be physically opened for the public to attend. If the meeting is not physically opened to the public, the Clerk shall ensure that members of the public have a reasonable opportunity to hear all proceedings of the Meeting through Electronic Means, except for those parts of the Meeting that are closed to the public.
Voting	9.5	The Warden (or Chair) may, with the consent of the Meeting, enact such rules as may be necessary to provide for the conduct of voting in a meeting held in whole or part through Electronic Means, including the adoption of motions on unanimous consent, which rules shall supersede the rules on voting set out in section 22 of this By-law.
Recorded Vote	9.6	All votes taken during meetings held under Section 9 where the Electronic Means includes teleconference, votes shall be done through a recorded vote pursuant to procedures set out in Section 22.13
Warden to act as Chair	9.7	Despite Section 15.1, when a Council meeting is convened under Section 9, the Warden will act as Chair During Committee of the Whole
Motions to be read	9.8	Despite Section 19.11, all motions will be read during meetings held under Section 9

And Further That the remainder of By-law 2013-0020 be renumbered accordingly.

Background

Bill 187 being the Municipal Emergency Act, 2020, was passed by the Ontario Legislature March 19, 2020 and received Royal Assent the same day. This Bill provides municipal councils to convene through electronic participation and those participating electronically be counted as part of quorum during emergencies declared either at the County or provincial level. Frontenac County must amend its Procedural By-law in order to include a section to allow Council and Committees to participate electronically during an emergency in order to continue moving the business of the County forward. This new Section 9 will be entitled Procedures Applicable in Declared Emergencies.

Comment

Bill 187, the Municipal Emergency Act, 2020 passed third reading March 19, 2020. Under this Bill it provides that during emergencies, should they choose to, members of councils, local boards and committees who participate electronically in open and closed meetings may be counted for the purposes of quorum.

The Provincial government declared a state of emergency Tuesday March 17, 2020 due to the ongoing COVID-19 health crisis.

Until the emergency declaration has ended and with amendments to County of Frontenac's Procedural By-law, Bill 187 permits County of Frontenac Councillors to participate electronically in meetings, Council, Committee of the Whole and committees in general and continue to be counted as part of quorum.

It is staff's recommendation that a new Section 9 Procedures Applicable in Declared Emergencies be added to By-law 2013-0020 to allow council members to participate electronically for Council and all committee meetings during a declared emergency. The new section provides for overall electronic participation for council meetings and other matters that come along with such participation.

All changes made through Bill 187 are now in force.

Strategic Priorities Implications

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

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

Financial Implications

There are no financial implications directly associated with the adoption of a revised procedure by-law.

Organizations, Departments and Individuals Consulted and/or Affected



Report 2020-028

Recommend Report to Council

To: Warden and Council of the County of Frontenac

From: Kelly J. Pender, Chief Administrative Officer

Prepared By: Gale Chevalier, Chief of Paramedic Services/Director of
Emergency & Transportation Services

Date of Meeting: April 8, 2020

Re: **Emergency and Transportation Services - 2019 Legislated
Response Time Standard Performance Plan - Reporting to the
Ministry of Health and Long Term Care (MOHLTC)**

Recommendation

Resolved That the Council of the County of Frontenac receive the Emergency and Transportation Services - 2019 Legislated Response Time Standard Performance Plan Reporting to Ministry of Health and Long Term Care (MOHLTC) for information,

And Further That the 2019 Response Time Standard Performance Plan outcomes for the County of Frontenac be reported to the Director, Emergency Health Regulatory and Accountability Branch, Ministry of Health and Long Term Care as required by legislation.

Background

At its meeting held September 19, 2018 County Council passed the following resolution:

Resolved That the Council of the County of Frontenac accept this Emergency and Transportation Services - 2019 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 2019:

For the calendar year of 2019, from January 1 to December 31,

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

48% of the time, within 6 minutes from the time ambulance dispatch conveys the call information to the paramedic, the County of Frontenac will endeavor 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% of the time, within 8 minutes from the time ambulance dispatch conveys the call information to the paramedic, the County of Frontenac will endeavor 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:

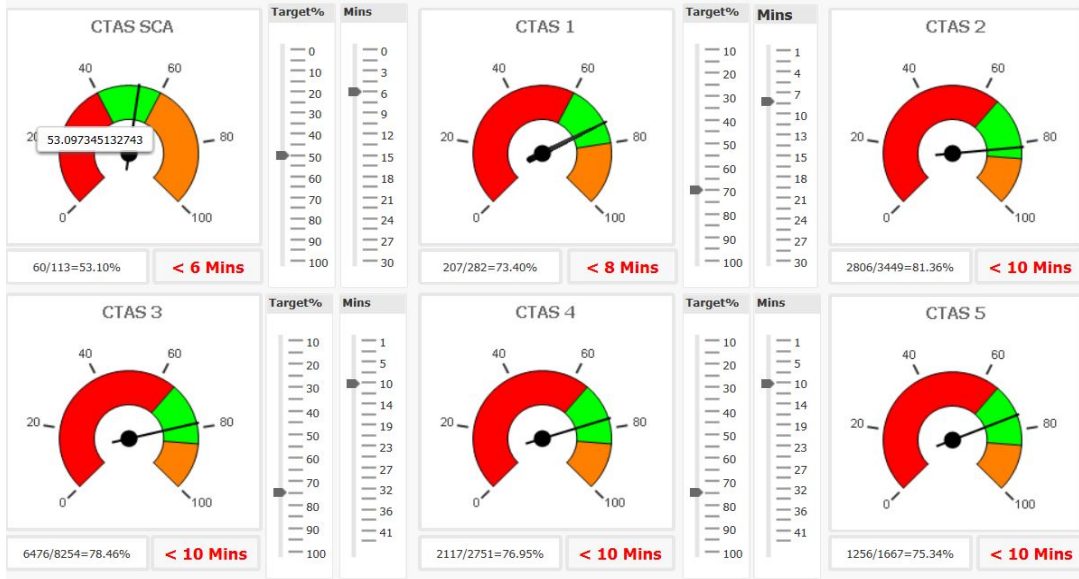
The County of Frontenac will endeavor to have a PARAMEDIC as defined by the *Ambulance Act*, duly equipped at the location of a patient determined to be CTAS 2, 3, 4, 5 within a period of time determined appropriate by the DDA and noted below in Table 1, or as resources permit (level of effort):

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

The County of Frontenac met and exceeded all of the response time targets set under our 2019 Response Time Standard Performance Plan.



Sustainability Implications

Good stewardship of the County's financial resources allows for the most appropriate care of our residents and visitors when in need of paramedic services.

Financial Implications

None at this time.

Organizations, Departments and Individuals Consulted and/or Affected

Marc Goudie, Deputy Chief of Performance Standards



Report 2020-031

Recommend Report to Council

To: Warden and Members of County Council

From: Kelly J. Pender, Chief Administrative Officer

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

Date of meeting: April 8, 2020

Re: **Corporate Services – Authorization to enter into an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to complete a third party review of the Frontenac County Economic Development program**

Recommendation

Be It Resolved That the Council of the County of Frontenac receive for information the Corporate Services – Authorization to enter into an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to complete a third party review of the Frontenac County Economic Development program report;

And Further That County Council authorize the Warden and Clerk to enter into an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to complete a third party review of the Frontenac County Economic Development program.

Background

At its regular meeting held November 20, 2019, County Council considered report 2019-145 which sought authorization from Council to complete an Expression of Interest for the Municipal Modernization Program to perform a third party review of the Frontenac County Economic Development program.

A service delivery review focused on the existing regional approach to Economic Development in order to make best use of limited resources. The County's Economic Development department has taken several new responsibilities in recent years including development and management of the Frontenac K&P Trail, tourism and visitor attraction, the Frontenac Brand and the Frontenac Ambassador program.

A final payment of up to \$11,250 will be made payable to the County of Frontenac no more than thirty (30) days after the successful completion of the following:

- Interim Progress Report
- Draft Independent Third-Party Reviewer's Report
- Publishing of Independent Third-Party Reviewer's Report on the County of Frontenac's publicly accessible website
- Final Report

Council authorization is required in order for the County to execute an agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to complete a third party review of the Frontenac County Economic Development program.

Strategic Priority Implications

Priority 1: Build community vitality and resilience

Sub-Priority 1.2 focuses on refining and investing in efforts to accelerate economic development - to grow businesses, attract more visits and expand the tax base. Part of the operational direction for this priority is to continue with current economic development programs including Trail asset programs.

Financial Implications

Pending the execution of this agreement the County would be eligible to receive up to a maximum of \$45,000 for this project.

Organizations, Departments and Individuals Consulted and/or Affected

Richard Allen, Manager of Economic Development
Alex Lemieux, Director of Corporate Services/Treasurer
Kathie Shaw, Acting Deputy Treasurer

Recommend Report to Council
Corporate Services – Authorization to enter into an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to complete a third party review of the Frontenac County Economic Development program
April 8, 2020



Report 2020-032

Recommend Report to Council

To: Warden and Members of County Council

From: Kelly J. Pender, Chief Administrative Officer

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

Date of meeting: April 8, 2020

Re: **Corporate Services – Authorization to enter into an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to review the possible cost savings in creating a One-Window Permitting System for Freight Movement in the County of Frontenac, the United Counties of Leeds and Grenville, the County of Lanark, the United Counties of Prescott and Russell, United Counties of Stormont, Dundas and Glengarry, the City of Cornwall, and the Town of Smith Falls, (“the Municipalities”).**

Recommendation

Be It Resolved That the Council of the County of Frontenac receive for information the Corporate Services – Authorization to enter into an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to review the possible cost savings in creating a One-Window Permitting System for Freight Movement in the County of Frontenac, the United Counties of Leeds and Grenville, the County of Lanark, the United Counties of Prescott and Russell, United Counties of Stormont, Dundas and Glengarry, the City of Cornwall, and the Town of Smith Falls, (“the Municipalities”);

And Further That County Council authorize the Warden and Clerk to enter into an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to review the possible cost savings in creating a One-Window Permitting System for Freight Movement in the County of Frontenac, the United Counties of Leeds and Grenville, the County of Lanark, the United Counties of Prescott and Russell, United Counties of Stormont, Dundas and Glengarry, the City of Cornwall, and the Town of Smith Falls, (“the Municipalities”).

Background

The Eastern Ontario Leadership Committee submitted an application on December 6, 2019 to the Municipal Modernization Fund to review the possible cost savings in creating a One-Window Permitting System for Freight Movement in the County of Frontenac, the United Counties of Leeds and Grenville, the County of Lanark, the United Counties of Prescott and Russell, United Counties of Stormont, Dundas and Glengarry, the City of Cornwall, and the Town of Smith Falls, (“the Municipalities”).

Comment

The Eastern Ontario Leadership Council (EOLC) will retain an independent third-party review to conduct a joint service delivery and modernization review of a One-Window Permitting System for Freight Movement in Eastern Ontario.

The project will investigate the potential for savings in the Municipalities’ staff time, improved compliance, and reduced infrastructure repair and maintenance costs. Specifically, this project would gather data, consults with the Municipalities and carrier stakeholders on the volume and types of permit requests that must be processed manually and quantify the potential for municipal savings.

The Eastern Ontario Leadership Council will retain the independent third-party review to compile the findings and recommendations in the Independent Third-Party Review’s Report.

The Eastern Ontario Leadership Council will submit a draft of the independent Third-Party Reviewer’s Report to the Province of Ontario by August 31, 2020. The draft will summarize the reviewer’s preliminary findings and recommendations for cost savings and improved efficiencies.

The Eastern Ontario Leadership Council will submit the Independent Third-Party Reviewer’s Report to the Province and publish the report on their publicly accessible website by September 18, 2020.

The report will summarize the reviewer’s findings and identify specific, actionable recommendations based on the analysis and findings that aim to identify cost savings and improved efficiencies.

Freight carriers that move through Ontario, especially those with oversize and over limit loads, must obtain permission to use highways and must also pay requisite fees to each municipality they pass through. As a result, municipal staff must review planned routes in relation to suitability for purpose, potential conflict, and municipal policies. Staff must determine whether the certificate of permission will be issued, notify the carrier of the outcome, and secure payment.

Recommend Report to Council
Corporate Services – Authorization to enter into an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to review the possible cost savings in creating a One-Window Permitting System for Freight Movement in the County of Frontenac, the United Counties of Leeds and Grenville, the County of Lanark, the United Counties of Prescott and Russell, United Counties of Stormont, Dundas and Glengarry, the City of Cornwall, and the Town of Smith Falls, (“the Municipalities”)
April 8, 2020

Ultimately, this project is key for forming a business case for a one-window service. In addition to municipal benefits, the project would assess the value proposition for freight carriers and the impact of the availability of a one-window system on the use of municipal roads and the ripple effect this could have on the total volume of permits. The analysis will consider whether a one-window permitting system would avoid additional staffing costs by increasing processing efficiency for permit applications.

Further, the study would offer preliminary assessment of the potential for a one-window permitting system that could potentially lead to reduced infrastructure damage and save municipalities money by reducing repair and maintenance costs. In addition, the consolidation and digital preservation of applications, certificates and associated trip documentation could be helpful to municipalities in resolving responsibility to any difficulties relating to non-compliant trips.

If this analysis demonstrates savings and efficiencies, a small pilot project with two or three adjacent municipalities would be executed to implement a prototype of the one-window permitting system. The pilot project is not included in the review.

Council authorization is required in order for the County to execute an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to complete this project.

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.

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

The EOWC, and subsequently, the EOLC are identified in Councils Strategic Plan as current and potential project partners

Financial Implications

Pending the execution of this agreement the Eastern Ontario Leadership Committee would be eligible to receive up to a maximum of \$23,914.00 for this project.

There are no financial implications for the County associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Eastern Ontario Leadership Council
Alex Lemieux, Director of Corporate Services/Treasurer
Kathie Shaw, Acting Deputy Treasurer

Recommend Report to Council

Corporate Services – Authorization to enter into an Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program to review the possible cost savings in creating a One-Window Permitting System for Freight Movement in the County of Frontenac, the United Counties of Leeds and Grenville, the County of Lanark, the United Counties of Prescott and Russell, United Counties of Stormont, Dundas and Glengarry, the City of Cornwall, and the Town of Smith Falls, (“the Municipalities”)
April 8, 2020

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Report 2020-040

Council Recommend Report

To: Warden and Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Jannette Amini, Manager of Legislative Services/Clerk
Date of meeting: April 8, 2020
Re: **Corporate Services – Delegated Authority in absence of Council Authorization**

Recommendation

Be it Resolved That By-law 2016-0006, being by-law to establish a Delegation of Authority Policy and to authorize the delegation of certain powers and duties under the *Municipal Act, 2001*, the *Planning Act* and other Acts, be amended to add Schedule C as follows

1. **That** in addition to those delegations of authority listed in Schedule B provided to the Chief Administrative Officer, the Chief Administrative Officer, or their delegate, is delegated the authority to:
 - a. approve any expenditures, enter into any agreements and/or other legal documents and incur any other liabilities which were part of the 2020 Budget;
 - b. approve any expenditures, enter into any agreements and/or other legal documents, and incur any other liability for unbudgeted emergency expenditures related to COVID-19;
 - c. Make changes to Human Resources and Procurement policies and procedures as they pertain to staffing and operations;
 - d. amend due dates for requisition from Townships of Tax levy in consultation with member municipalities and;
 - e. implement matters that Council has approved subject to modification as deemed necessary to address circumstances related to COVID-19; and;
2. **That** due to the cancellation of the March 18, 2020 regular Council meeting, that this delegation of authority be retroactive to March 30, 2020;
3. **That** upon the termination of this delegation of authority, the Chief Administrative Officer shall report to Council of any exercise of a power or duty delegated under this By-Law;

4. **That** the delegation of powers and authority under this By-Law will only take effect and be limited to the time that County Council is unable to hold its regular or special meetings of Council or to address time sensitive matters as a result of the COVID-19 outbreak.

Background

Like other municipalities across Canada, and the world, the County of Frontenac is facing unprecedented challenges as a result of the COVID-19 virus.

The virus continues to spread globally, and the County of Frontenac continues to communicate information to its residents and businesses, and function as normally as possible, to ensure effective provision of services and programs.

As of April 3, 2020 at 11:00 a.m. the Government of Canada reported 11,285 confirmed cases of COVID-19 in Canada with 173 deaths and Ontario with 3255 confirmed cases and 67 deaths. At the end of the day on April 2, 2020 KFL&A Public Health confirmed that there are now 47 cases of COVID-19 in the Kingston, Frontenac, Lennox and Addington area. The evidence of some community spread led all municipalities in the KFL&A region to declare simultaneously a State of Emergency in their respective municipalities, including the County of Frontenac.

The County of Frontenac's Senior Leadership Team continues to monitor the situation closely, and take proactive measures to limit the risk to the County's employees, their families and the community.

Considering current and anticipated future challenges, the Senior Leadership Team reviewed the County of Frontenac's corporate policies with a view to providing timely and effective responses to the challenges resulting from the COVID-19 Pandemic.

Comment

The Chief Administrative Officer (CAO) and Senior Leadership Team have consulted with their colleagues in other municipalities including those that are members of the Eastern Ontario Wardens' Caucus. Staff reviewed similar by-laws recently adopted by several municipalities, including: County of Renfrew, County of Hastings and County of Prince Edward, County of Northumberland as well as the City of Kingston.

Legislative Authority/Risk Considerations

The recommendations in this report are in line with the *Municipal Act, S.O. 2001 c. 25* ("the Act") (including Sections 23.2 (1) and 23.3 (1))

Council may delegate its powers and duties under the *Municipal Act and the Planning Act*, relating to the municipality and such other Acts as may be prescribed to a person or body subject to the restrictions set out in a municipality's Delegation of Authority By-law subject to the requirements of the *Municipal Act* for Administrative Powers and Duties such as matters required for the management of the corporation.

For Legislative and Quasi-Judicial Powers, which include all matters where council acts in a legislative or quasi-judicial function including enacting by-laws, setting policies and exercising decision making authority, the Legislative and quasi-judicial powers can only be delegated to the following:

- one or more members of municipal council,
- a body that has at least 2 members, of which 50% are council members, council appointees, or combination thereof,
- an officer, employee or agent of the municipality.

The purpose of this report is for Council to consider delegating all authority to the CAO (that would normally require Council approval), in the event Council meetings are cancelled due to COVID-19. The By-law is worded to require that the CAO report to Council on any actions taken under the provisions of the By-law at the next meeting of Frontenac County Council following any actions taken, and that the By-law will only take effect and be limited to the time that Frontenac County Council is unable to hold its regular or special meetings of Council as a result of the COVID 19 outbreak.

Due to the cancellation of the March 18, 2020 Council meeting, agreements with the Province regarding funding for projects under the Municipal Modernization Fund were required to be executed by the Warden and Clerk no later than March 30, 2020. By making this delegation of authority retroactive to March 30, 2020 provides the necessary authorization for these agreements.

Should Council chose to either adopt only some of the recommendations outlined or none, staff request Council to provide direction at the April 8, 2020 special meeting on how it will ensure that the County of Frontenac maintains effective program and service delivery, makes decisions, and takes actions in a timely and responsive manner, should Council be unable to meet for regular and/or special meetings.

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.

In addition, other Important and Continuing County Priorities include:

- Respect the taxpayer and keep tax increases close to the rate of inflation.
- Continually improve customer and financial services.

Financial Implications

As per the *Municipal Act, S.O. 2001 c. 25* (including Sections 23.3 (1) 8, delegated authority cannot be extended to the “power to adopt or amend the budget of the municipality”.

Depending on what transpires in the coming days, weeks, and potentially months, the delegated authorities will allow the Chief Administrative Officer or his delegate (Director of Corporate Services/Treasurer) to make decisions and take actions including:

- disposal of any real or personal property of the municipality that has a value exceeding \$50,000 at the time of disposal;
- expenditures or incur liabilities which exceeds \$50,000
- waive fees for late charges regarding deferral of transfer payments from member municipalities.

Organizations, Departments and Individuals Consulted and/or Affected

Senior Leadership Team
Alex Lemieux, Director of Corporate Services/Treasurer
Susan Brant, Administrator, Fairmount Home
Eastern Ontario Wardens Caucus Clerk’s Group



Report 2020-035

Recommend Report to Council

To: Warden and Council Members of the County of Frontenac
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Alex Lemieux, Director of Corporate Services/ Treasurer
Date of meeting: April 8, 2020

Re: Corporate Services - 2020 Draft Budget Revision

Recommendation

Resolved That the Council of the County of Frontenac receive the Corporate Services - 2020 Draft Budget Revision Report,

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

And Finally That the Council of the County of Frontenac pass a by-law later in the meeting approving the 2020 Budget.

Background

Council considered the budget on October 23 and 24, 2019 and directed amendments to the 2020 budget as outlined below.

Comment

This report brings to Council's attention, the directed budget amendments and information received after budget deliberations and the budget implications.

During the budget deliberations, the Committee of the Whole recommended \$96,000 to be funded from reserves for the Rural Frontenac Transportation Services and Southern Frontenac Community Services, and further that both organizations be advised that all future funding from the County will cease.

Financial Implications

To maintain the service delivery as recommended by Council at the budget deliberations, the following adjustments are proposed:

- The Project Proposals are moving forward for inclusion in the budget in the amount of \$763,672. The K&P Trail development of \$406,000 is to be funded from the Federal Gas Tax Reserve, Frontenac Paramedics autonomous IV program in the amount of \$120,242 is to be funded from the Frontenac Paramedic Equipment Replacement Reserve. The RPN and PSW positions for Fairmount Home in the amount of \$237,430 will be added to the levy in 2020.
- The External Agencies requests to provide a \$96,000 grant for transportation services will be funded through reserves. \$80,000 will come from the Strategic Project Reserve as the remaining part of the \$100,000 allotment set aside for seniors' transportation in September 2016. The remaining \$16,000 will be funded through the Stabilization Reserve.

The levy increase after growth is 2.93% (2.28% levy after growth plus 0.65% dedicated levy for capital).

Organizations, Departments and Individuals Consulted and/or Affected

Susan Brant, Administrator, Fairmount Home



Report 2020-036

Council Recommend Report

To: Warden and Council Members of the County of Frontenac
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Alex Lemieux, Director of Corporate Services/Treasurer
Date of meeting: April 8, 2020

Re: Corporate Services - 2020 Tax Rate

Recommendation

Resolved That Council of the County of Frontenac accept this Corporate Services - 2020 Tax Rate report;

And Further That Council consider a by-law, introduced later in the meeting, to establish the 2020 tax rates.

Background

The Budget Policy adopted in July 2015, indicates that County Council will pass the budget prior to year-end in non-election years.

The Municipal Property Assessment Corporation (MPAC) distributed the 2020 roll for the 2020 tax year in mid-December 2019.

Comment

Assessment in the County has increased by 3.175% of which 2.02% relates to growth and the remainder is as a result of assessment.

2019 Current Value Assessment (CVA) for 2020 tax year

Tax Class	2020 Current Value Assessment for 2019 tax year \$	2019-2020 % change
Residential & Farm Residential	5,639,913,526	2.748%
Multi-Residential	6,531,900	3.897%
Commercial Occupied	53,058,547	3.490%
Commercial Vacant	1,215,000	-3.475%
Parking Lot	43,000	5.199%
Industrial Occupied	18,514,200	6.848%
Industrial Vacant	913,400	15.600%
Farmland	198,474,775	12.522%
Managed Forests	31,127,900	8.838%
Payments in Lieu (PIL)	20,447,500	-4.315%
Exempt	154,605,400	7.388%
TOTAL	6,124,845,148	3.175%

The County relies heavily on its residential ratepayers as 92.08% of current value assessment and 97.63% of weighted taxable assessment is residential.

The following table depicts the shift in total share of the assessment between tax classes.

Tax Class	2019 % total	2019 % total
Residential & Farm Residential	92.47%	92.08%
Multi-Residential	0.11%	0.11%
Commercial Occupied	0.86%	0.87%
Commercial Vacant	0.02%	0.02%
Parking Lot	0.00%	0.00%
Industrial Occupied	0.29%	0.30%
Industrial Vacant	0.01%	0.02%
Farmland	2.97%	3.24%
Managed Forests	0.48%	0.51%
Payments in Lieu (PIL)	0.36%	0.33%
Exempt	2.43%	2.52%

The following table shows the shift in each Township's share of the overall weighted assessment in the County:

Share of Taxable Assessment		
	2020	2019
Frontenac Islands	9.31%	9.35%
South Frontenac	58.33%	58.35%
Central Frontenac	16.44%	16.36%
North Frontenac	15.92%	15.94%

Budget Levy Increase: Growth in assessment and transfers from reserves were used to mitigate the budget levy increase. The base budget, including current year projects and growth represents a 1.13% increase, which is just below the August 2019 CPI of 1.9%. The estimated reduction of \$118,162 in provincial funding has increased the County budget by 1.15%. The dedicated capital levy of 0.65% brings the overall tax increase in 2019 to 3.67%.

2020 Levy	\$	%
2019 Levy	10,263,152	
2020 Levy	<u>10,694,999</u>	
Levy Increase	<u>431,847</u>	4.21%
Composition:		
Current Year Levy	246,975	2.41%
2020 Project Proposals	196,219	1.91%
External Agencies Requests to be Reserved	96,000	0.94%
Reserve Allocations	-216,242	-2.11%
Growth	-207,316	-2.02%
Levy Before Provincial Funding Reductions, After Growth	<u>115,636</u>	<u>1.13%</u>
County Impact of Reduction in Provincial Grants	118,162	1.15%
Dedicated Capital Levy 2020	66,710	0.65%
Total 2020 Levy Increase, After Growth	<u>300,508</u>	<u>2.93%</u>

County Tax Rate: Each ratepayer in the County pays the same County rate within the same tax class. The tax rate calculations are shown in Schedules A-C. The residential tax rate is .0018645129, which will result in an additional \$3.72 per \$100,000 of residential assessment.

Schedule A provides the tax rate by RTC code and by Township. **Schedule B** provides the Payments in Lieu for 2019. **Schedule C** provides the weighted assessment and tax rate calculation.

Strategic Priorities Implications

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

- Continually improve customer and financial services

Organizations, Departments and Individuals Consulted and/or Affected

- MPAC
- Susan Brant, Administrator, Fairmount Home

**SCHEDULE A
COUNTY OF FRONTENAC
2020 Budget**

SCHEDULE A: 2020 SUMMARY OF TAXES RAISED BY COUNTY OF FRONTENAC TAX RATES SET OUT BELOW												
Assessment Class	Frontenac Islands			South Frontenac			Central Frontenac			North Frontenac		
	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised
Residential & Farm Residential	503,413,500	0.00186451	938,621	3,297,308,706	0.00186451	6,147,875	928,364,868	0.00186451	1,730,948	910,826,452	0.00186451	1,698,248
Multi-residential	0	0.00186451	0	5,681,900	0.00186451	10,594	850,000	0.00186451	1,585	0	0.00186451	0
Commercial Occupied	4,111,000	0.00186451	7,665	23,885,026	0.00186451	44,534	10,247,400	0.00186451	19,106	4,395,121	0.00186451	8,195
Commercial Vacant	0	0.00130516	0	718,300	0.00130516	937	348,300	0.00130516	455	103,100	0.00130516	135
Commercial New Construction	966,800	0.00186451	1,803	6,831,800	0.00186451	12,738	1,341,300	0.00186451	2,501	1,280,100	0.00186451	2,387
Commercial Excess New Construction	0	0.00130516	0	38,300	0.00130516	50	0	0.00130516	0	7,000	0.00130516	9
Parking Lot	0	0.00186451	0	43,000	0.00186451	80	0	0.00186451	0	0	0.00186451	0
Industrial Occupied	58,100	0.00186451	108	1,567,800	0.00186451	2,923	610,100	0.00186451	1,138	757,300	0.00186451	1,412
Industrial Vacant	0	0.00121193	0	543,000	0.00121193	658	17,100	0.00121193	21	42,500	0.00121193	52
Industrial New Construction	13,220,400	0.00186451	24,650	2,192,000	0.00186451	4,087	0	0.00186451	0	8,500	0.00186451	16
Industrial Small Scale On Farm Business	0	0.00046613	0	50,000	0.00046613	23	0	0.00046613	0	50,000	0.00046613	23
Industrial Excess New Construction	296,700	0.00121193	360	14,100	0.00121193	17	0	0.00121193	0	0	0.00121193	0
Farmland	62,299,100	0.00046613	29,039	113,328,575	0.00046613	52,826	19,420,400	0.00046613	9,052	3,426,700	0.00046613	1,597
Managed Forests	409,400	0.00046613	191	12,610,400	0.00046613	5,878	12,016,100	0.00046613	5,601	6,092,000	0.00046613	2,840
TOTALS	584,775,000		1,002,437	3,464,812,907		6,283,220	973,215,568		1,770,407	926,988,773		1,714,912

Schedule B
COUNTY OF FRONTENAC
2020 Budget

2020 SUMMARY OF TAXES RAISED BY PAYMENTS-IN-LIEU TO COUNTY OF FRONTENAC TAX RATES SET OUT BELOW												
Assessment Class	Frontenac Islands			South Frontenac			Central Frontenac			North Frontenac		
	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised
Residential & Farm Residential	152,200	0.00186451	284	2,603,200	0.00186451	4,854	2,724,800	0.00186451	5,080	4,531,000	0.00186451	8,448
Multi-residential	0	0.00186451	0		0.00186451	0		0.00186451	0		0.00186451	0
Commercial Occupied	421,100	0.00186451	785	4,768,600	0.00186451	8,891	2,513,000	0.00186451	4,686	2,508,100	0.00186451	4,676
Commercial Vacant	0	0.00130516	0		0.00130516	0		0.00130516	0	38,300	0.00130516	50
Parking Lot	0	0.00186451	0		0.00186451	0		0.00186451	0		0.00186451	0
Landfill	0	0.00186451	0	95,500	0.00186451	178	11,500	0.00186451	21	23,200	0.00186451	43
Industrial Occupied	0	0.00186451	0		0.00186451	0		0.00186451	0		0.00186451	0
Industrial Vacant	0	0.00121193	0	57,000	0.00121193	69		0.00121193	0		0.00121193	0
Farmland	0	0.00046613	0		0.00046613	0		0.00046613	0		0.00046613	0
Managed Forests	0	0.00046613	0		0.00046613	0		0.00046613	0	0	0.00046613	0
TOTALS	573,300		1,069	7,524,300		13,992	5,249,300		9,787	7,100,600		13,218

**Schedule C
COUNTY OF FRONTENAC
2020 Budget**

County of Frontenac TAX RATE CALCULATION

ASSESSMENT CLASS	CURRENT VALUE ASSESSMENT	TAX RATIO	WEIGHTED ASSESSMENT
Residential & Farm Residential	5,639,913,526	1.0000	5,639,913,526
Multi-residential	6,531,900	1.0000	6,531,900
Commercial Occupied	42,638,547	1.0000	42,638,547
Commercial Vacant	1,169,700	0.7000	818,790
Commercial New Construction	10,420,000	1.0000	10,420,000
Commercial Excess New Construction	45,300	0.7000	31,710
Parking Lot	43,000	1.0000	43,000
Industrial Occupied	2,993,300	1.0000	2,993,300
Industrial Vacant	602,600	0.6500	391,690
Industrial New Construction	15,420,900	1.0000	15,420,900
Industrial Small Scale On Farm Business	100,000	0.2500	25,000
Industrial Vacant New Construction	310,800	0.6500	202,020
Farmland	198,474,775	0.2500	49,618,694
Managed Forests	31,127,900	0.2500	7,781,975
	5,949,792,248		5,776,831,052

County of Frontenac Levy for 2020 is	10,704,266
Dedicated levy for capital asset management	66,710
Total levy	10,770,976

The Tax Rate Required is **0.0018645129**

Tax Rates	
Residential & Farm Residential	0.00186451
Multi-residential	0.00186451
Commercial Occupied	0.00186451
Commercial Vacant	0.00130516
Commercial New Construction	0.00186451
Commercial Excess New Construction	0.00130516
Parking Lot	0.00186451
Industrial Occupied	0.00186451
Industrial Vacant	0.00121193
Industrial New Construction	0.00186451
Industrial Small Scale On Farm Business	0.00046613
Industrial Vacant New Construction	0.00121193
Farmland	0.00046613
Managed Forests	0.00046613



Report 2020-037

Recommend Report to Council

To: Warden and Members of County Council
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Alex Lemieux, Director of Corporate Services/Treasurer
Date of meeting: April 8, 2020
Re: Corporate Services – 2020 Temporary Borrowing By-Law

Recommendation

Resolved That Council of the County of Frontenac accept the Corporate Services – Finance - 2020 Temporary Borrowing By-Law report;

And Further That the Clerk be directed to introduce a by-law later in the meeting to authorize current borrowings from time to time during 2020.

Background

On an annual basis, the *Municipal Act, Chapter 25 of the Statutes of Ontario 2001*, permits a council to pass a by-law authorizing the head and treasurer to borrow, from time to time by way of promissory note or banker's acceptance, such sums as the council considers necessary to meet current expenditures during the year. These provisions read as:

- 407(2) Except with the approval of the Ontario Municipal Board, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed,
 - (a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and
 - (b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.
- 407(3) Until the budget is adopted in a year, the limits upon borrowing under subsection (2) shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year.

Comment

Based on our 2020 estimates, unpaid temporary borrowings should not exceed \$23,382,060 for the first three-quarters of the year and \$11,691,030 for the final quarter of 2020.

Strategic Priorities Implications

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

- Continually improve customer and financial services

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Susan Brant, Administrator, Fairmount Home



Report 2020-038

Council Recommend Report

To: Warden and Council Members of the County of Frontenac
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Alex Lemieux, Director of Corporate Services/Treasurer
Date of meeting: April 8, 2020

Re: Corporate Services – 2020 Tax Ratios and Tax Rate Reductions

Recommendation

Resolved That the Council of the County of Frontenac accept this Corporate Services – 2020 Tax Ratios and Tax Rate Reductions report;

And Further That Council consider a by-law, introduced later in the meeting, to confirm 2020 the tax ratios and tax rate.

Background

The *Municipal Act*, subsection 308 (2) requires the County to establish tax ratios. Tax ratios are defined in subsection 308 (3) as “the ratios that the tax rate for each property class must be to the tax rate for the residential property class where the residential property class tax ratio is 1.”

The County is required under section 308 (5) of the *Act* to pass a by-law on or before April 30 each year to establish tax ratios for that year for the upper-tier municipality and its lower tiers.

According to the Fair Housing Plan, the Province implemented a mandatory New Multi-Residential property class province-wide for 2017 to ensure municipalities tax multi-residential buildings at a similar rate as other residential properties. This mandate will support and encourage development of new, purpose-built rental housing as a step to improve housing affordability in the rental market. Only properties with a building permit date of April 20, 2017 or later would receive this new coding by MPAC. The County did not have the previously optional NT class so the mandatory default ratio of 1.0 is required for this class.

Landfill properties were previously classed as commercial and in discussion with the Township Treasurers it was determined that it is appropriate to keep these properties at the residential tax rate similar to its prior treatment.

On May 3, 2018 under *Ontario Regulation 361/18*, the Government of Ontario established two new optional subclasses for small-scale on-farm businesses to promote and support local farms across Ontario. The commercial and industrial subclasses were created to provide a tax rate that is 75% lower than the existing commercial and industrial tax rates. The reduced tax rate will apply to the first \$50,000 of eligible assessment for 2018 taxation and subsequent taxation years. To qualify, the commercial and/or industrial facility must be an extension of the farming operation. In addition, 51% of the facility must be used to sell, process or manufacture something from a product produced on your farmland. If the commercial and/or industrial operation has an assessed value equal to or greater than \$1 million, it is not eligible for the small-scale on-farm business subclasses.

Vacant commercial property is assessed at 70% of the commercial rate and vacant industrial property is taxed at 65% of the industrial as prescribed in the *Act*.

The tax ratio for the farm property class prescribed under the *Assessment Act* is 0.25 or such lower tax ratio as the upper-tier municipality or single-tier municipality may establish.

The tax ratio for the managed forests property class prescribed under the *Assessment Act* is 0.25.

Comment

It is necessary to review the tax ratio by-law each year prior to the presentation of a new budget. However it was agreed in 1998 that all assessment classes should be taxed equally, excluding those for which special consideration must be given according to legislation. At that time, and it continues, this acceptance of fair taxing practices can be implemented without having significant implications for any one property class. The current tax ratios and tax rate reductions are:

Assessment Class	Tax Ratio
Residential & Farm Residential	1.0000
Multi-Residential	1.0000
New Multi-Residential	1.0000
Commercial Occupied	1.0000
Industrial Occupied	1.0000

Landfills	1.0000
Pipeline	0.7000
Farmland	0.2500
Managed Forests	0.2500
Small-Scale On-Farm Business	0.2500

SUBCLASSES	TAX RATE REDUCTION
Vacant Land, Vacant Units and Excess Land In the Commercial Property Class	30%
Vacant Land, Vacant Units and Excess Land Subclasses in the Industrial Property Class	35%
First Subclass of Farmland Awaiting Development for all Property Classes	65%
Second Subclass of Farmland Awaiting Development for all Property Classes	30%

Strategic Priorities Implications

Priority 1: Build community vitality and resilience

- 1.3 Pursue proactive planning approaches that reflect local concerns and priorities within strategic regional planning policy so as to enhance service levels, manage rising demand for new housing and deal with new types of development

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

- Continually improve customer and financial services

Organizations, Departments and Individuals Consulted and/or Affected

Township of North Frontenac
Township of South Frontenac
Township of Central Frontenac
Township of Frontenac Islands
Susan Brant, Administrator, Fairmount Home



Report 2020-043

Recommend Report to Council

To: Warden and Council Members of the County of Frontenac
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Joe Gallivan, Director, Planning & Economic Development
Date of meeting: April 8, 2020

Re: Planning and Economic Development – Extension of Approval of Draft Plan of Subdivision and Draft Plans of Condominium – (1) 2292 Sands Road; (2) Cranberry Cove; and (3) Johnston Point

Recommendation

Resolved That the Council of the County of Frontenac receive the Planning and Economic Development - Extension of Approval of Draft Plan of Subdivision and Draft Plans of Condominium report;

And Further That the Council of the County of Frontenac extend draft plan approval to January 29th, 2021 for the following:

- 1) Draft Plan of Subdivision - 2292 Sands Road, Township of South Frontenac – County File #10T-2011/002;
- 2) Draft Plan of Condominium - Cranberry Cove, Township of South Frontenac – County File #10CD-2012/002; and
- 3) Draft Plan of Condominium - Johnston Point, Township of South Frontenac – County File #10CD-2014/001.

Background

At its regular meeting held June 19, 2019, Council extended draft approval for the plan of subdivision and two plans of condominium for an additional year.

More information on each file, including the approval history and plans, can be found in the three planning reports from the June County Council meeting:

- [2292 Sands Road \(Ouellette\)](#) - Draft plan approval will lapse July 17, 2020;
- [Cranberry Cove](#) - Draft plan approval will lapse July 16, 2020; and
- [Johnston Point](#) - Draft plan approval will lapse June 28, 2020.

Section 50.1 of the *Planning Act* states:

Lapse of approval

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

Extension

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

Comment

On March 17, 2020, the Government of Ontario enacted a Declaration of a State of Emergency in response to the COVID-19 pandemic. Since that time, there have been two actions taken by the Government that affect proceedings under the *Planning Act*:

- (1) Ontario Regulation 73/20 - the Government of Ontario passed an Emergency Order under the *Emergency Management and Civil Protection Act*, retroactive to March 16, 2020; and
- (2) Local Planning Appeal Tribunal (LPAT) - on March 24, 2020, the LPAT issued a notice of suspension of operations.

Ontario Regulation 73/20 suspends any and all timelines and limitation periods contained in any provincial legislation during the emergency. Further, Section 2 of the Order pauses any proceeding or intended proceeding under various statutes, regulations, etc. including the *Planning Act*. While this Order suspends timelines and proceedings, **the legislation does not extend timeframes or lapsing provisions.**

On March 26, 2020 the County Planning Directors of Ontario jointly wrote to the Ministry of Municipal Affairs to seek clarity on the implications of the Emergency Order on any planning decisions made under the *Planning Act*. At the time of writing of this report there has been no response from the Ministry.

On the basis of fairness and caution, staff are recommending the time period of approval for the draft plan of subdivision and the two draft plans of condominiums be extended to January 29, 2021. This will ensure when the emergency declaration is lifted that the applicants have a fair opportunity to move forward with fulfilling conditions in a timely manner while also recognizing that planning staff will have a full complement of files to also move forward at that time. Further this ensures services deemed non-essential by

the Provincial Government, but necessary for the fulfillment of conditions, will be available.

Planning staff at the Township and County planning departments continue to work on these files during this time.

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Director of Development Services, Township of South Frontenac
County Planning Directors of Ontario



Report 2020-029

Council Information Report

To: Warden and Council Members of the County of Frontenac

From: Kelly J. Pender, Chief Administrative Officer

Prepared by: Kathie Shaw, Senior Financial Analyst
Alex Lemieux, Director of Corporate Services/ Treasurer

Date of meeting: April 8, 2020

Re: Corporate Services – 2019 Remuneration and Reimbursement of Expenses to Council Members and Non-Council Appointees Report

Recommendation

This Report is for information purposes only.

Background

Section 284 (1) of the *Municipal Act, 2001 S.O. 2001, Chapter 25*, states:

The treasurer of a municipality shall in each year on or before March 31 provide to the Council of the municipality an itemized statement on remuneration and expenses paid in the previous year to:

- (a) each member of Council in respect of his or her services as a member of the Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council;
- (b) each member of Council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and
- (c) each person, other than a member of Council, appointed by the municipality to serve as a member of any body, including

a local board, in respect of his or her services as a member of the body. 2001, c. 25, s. 284 (1).

Comment

By-law No. 2018-0032, and its predecessor By-law No. 2015-0042 outlines the remuneration to be paid to Councillors and Non-Council Appointees of the County as well as attendance at conferences and training opportunities.

The following charts provide an itemized statement on remuneration and expenses paid in 2019 to members of Council and persons appointed by Council to serve on Boards and Committees.

Council Members	Compensation as Council Member or Appointee	Conference/Training Travel and Other Related Expenses	Mileage and Per Diems	Total*
Ron Higgins, Warden	28,899.96	3,748.85	5,251.32	\$ 37,900.13
Frances Smith, Deputy Warden	14,280.00	1,811.56	2,783.88	\$ 18,875.44
Denis Doyle	11,900.04	1,485.35	604.00	\$ 13,989.39
Bruce Higgs	11,900.04	3,285.45	3,078.89	\$ 18,264.38
Bill MacDonald	11,900.04	81.00	1,959.24	\$ 13,940.28
Gerry Martin	11,900.04	1,144.87	3,850.64	\$ 16,895.55
Alan Reville	11,900.04	1,685.11	4,861.52	\$ 18,446.67
Ron Vandewal	11,900.04	1,515.42	914.00	\$ 14,329.46

Council remuneration includes representation on the following Boards and Committees:

Frances Smith	Planning Advisory Committee Rural Urban Liaison Advisory Committee (RULAC) Housing and Homelessness Advisory Committee Seniors Housing Task Force – Central Frontenac, no meetings CAO Performance Appraisal Review Committee, no meetings
Gerry Martin	Joint Accessibility Advisory Committee Administrative Building Design Task Force Staff Liaison Meetings
Ron Higgins	Rural Urban Liaison Advisory Committee (RULAC) Planning Advisory Committee CAO Performance Appraisal Review Committee, no meetings Seniors Housing Task Force, no meetings
Bruce Higgs	Food Policy Council of Kingston, Frontenac, Lennox and Addington Staff Liaison Meetings
Alan Revill	Kingston Frontenac Public Library Board Community Development Advisory Committee Staff Liaison Meetings
Ron Vandewal	Administrative Building Design Task Force Planning Advisory Committee Rural Urban Liaison Advisory Committee (RULAC) CAO Performance Appraisal Review Committee, no meetings
Denis Doyle	Planning Advisory Committee Community Development Advisory Committee KFL&A Public Health Board Administrative Building Design Task Force CAO Performance Appraisal Review Committee, no meetings
Bill MacDonald	Joint Accessibility Advisory Committee Administrative Building Design Task Force Staff Liaison Meetings

Person, other than a member of Council, appointed by the County to serve as a member of any body, including a local board:

Joint Accessibility Advisory Committee	Per Diem	Mileage HST included	Total
	\$	\$	\$
Neil Allen	300.00	23.20	323.20
David Yerxa	225.00	186.18	411.18
Margaret Knott	225.00	139.20	364.20
Kurt Halliday	75.00	44.08	119.08
Ed Schlievert	225.00	323.64	548.64

Community Development Advisory Committee	Mileage HST included
	\$
Barrie Gilbert	116.00
Betty Hunter	566.08
Mary Kloosterman	No Payment By Request
Lisa Henderson	45.24
Gregory Rodgers	295.80
Wilma Kenny	87.00

Kingston Frontenac Public Library Board	Per Diem	Mileage/Parking HST included	Total
	\$	\$	\$
John Purdon (2018)	150.00	162.80	312.80
Wilma Kenny (2018)	1,800.00	536.80	2336.80
Louise Moody	600.00	617.70	1217.70
Natalie Nossal	No Payment By Request		

Planning Advisory Committee	Per Diem	Mileage HST included	Total
	\$	\$	\$
Phil Leonard	150.00	71.92	221.92
Lisa Henderson	150.00	30.16	180.16
Barbara Sproule	150.00	411.80	561.80

Strategic Priorities Implications

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

- Respect the taxpayer and keep tax increases close to the rate of inflation
- Continually improve customer and financial services

Financial Implications

Amounts paid to County Council and other Board and Committee members were within budget.

Organizations, Departments and Individuals Consulted and/or Affected

Jannette Amini, Manager of Legislative Services/Clerk
Angelique Cardinal, Executive Assistant, Administrative and Financial Services
Nancy Elliott, Finance Clerk, Corporate Services



Report 2020-030

Council Information Report

To: Warden and Council Members of the County of Frontenac
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Barb McCulloch, Director of Human Resources
Date of meeting: April 8, 2020

Re: Corporate Services – Amended Pay Equity Plan

Recommendation

This Report is for information purposes only.

Background

The County is required to maintain pay equity compliance on an annual basis. C.P. Wilms Consulting was retained to independently analyze the non-union compensation practices and ensure Pay Equity was achieved in accordance with the legislative requirements of the *Pay Equity Act*, R.S.O. 1990.

The County had maintained Pay Equity compliance up to the end of 2017.

During 2018, the County undertook a non-union compensation study as part of a regular market review to identify the level of compensation competitiveness to other municipalities. Krecklo & Associates Inc. was retained to complete the compensation study for the County and compare to selected Ontario Municipalities.

Comment

Pay Equity

Following the market study, Mr. Clarence Wilms (C.P. Wilms Consulting) was engaged to complete the analysis of the non-union compensation to ensure pay equity compliance.

The Amended Pay Equity Plan is attached as **Appendix “A”**.

Strategic Priorities Implications

The development of Pay Equity compliant compensation practices for the management/non-union group will ensure that risks are minimized and retroactive costs are avoided.

Financial Implications

As the County is pay equity compliant up to December 31, 2019, no adjustments are required.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer
Barb McCulloch, Director of Human Resources
Clarence Wilms, C. P. Wilms Consulting

AMENDED NON-UNION PAY EQUITY PLAN



FRONTENAC

**County of Frontenac
Amended
Non-Union
Pay Equity Plan**

**This amended plan is provided under the
Ontario Pay Equity Act, 1990 as amended.**

Effective: January 1, 2020

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FRONTENAC

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2020-030 Appendix A Amended Pay Equity Plan

1. Employer

The County of Frontenac hereafter, “the Employer”.

2. Establishment

This amended plan applies to all non-union employees of the County of Frontenac.

3. Job Classes Covered by this Plan

The non-union female job classes are:

Female Positions
Administrative Assistant (Emergency and Transportation Services) ETS
Administrative Clerk (Emergency and Transportation Services)
Administrator (Fairmount Home)
Assistant Director of Resident Care (Fairmount Home)
Communications Officer
Deputy Treasurer
Senior Financial Analyst
Director of Resident Care (Fairmount Home)
Executive Assistant
Executive Assistant (Emergency and Transportation Services)
Executive Assistant (Fairmount Home)
Community Development Officer

2020-030 Appendix A Amended Pay Equity Plan

Human Resources Generalist
Human Resources Generalist - Attendance Management Specialist
Manager of Economic Development
Manager of Legislative Services/Clerk
Occupational Health Nurse
Performance Standards Assistant

The male non-union job classes are as follows:

Male Positions
Deputy Chief - Operations
Chief Paramedic/Director
Director of Planning and Economic Development
Logistics Clerk
Manager of Information Services
Marine Supervisor
Operations Supervisor/Superintendent
Supervisor, Performance Standards
Manager of Continuous Improvement

2020-030 Appendix A Amended Pay Equity Plan

The gender neutral non-union job class is as follows:

Gender Neutral Positions
Deputy Chief of Performance Standards
Director of Corporate Services/Treasurer
Manager of Human Resources
Manager of Community Planning

4. Male Comparator Job Classes

The male comparator job classes include all of the above non-union male classes.

5. Method of Comparison

The method of comparison used was a point factor job evaluation system. The application of this method resulted in a point value being assigned to each job class. The point of intersection of the total point value and the maximum hourly rate for each of the jobs was used to develop a male wage line for the purposes of establishing pay equity target rates for female jobs.

Job classes of equal or comparable value were determined by dividing the system into point bands, 50 points wide.

The point-factor job evaluation system used is summarized below:

Factor	Sub-factor Name	Sub-factor Weight	Factor Weight
Skill			35.0%
	1. Education	10.0%	
	2. Experience	10.0%	
	3. Communication Skills	7.5%	
	4. Decision Making/Problem Solving	7.5%	
Responsibility			37.5%
	5. Impact of Decisions	7.5%	
	6. Financial Responsibility	10.0%	
	7. Supervision/Leadership	10.0%	
	8. Responsibility for the Physical Health and Safety of Clients, Co-workers and the General Public	5.0%	
	9. Responsibility for the Delivery of Services to the General Public	5.0%	
Effort			20.0%
	10. Multiple Demands and Priorities	7.5%	
	11. Mental/Sensory Effort	7.5%	

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	12a. Physical Effort	5.0%	
Working Conditions			7.5%
	13. Work Environment/Hazards	7.5%	
Total			100%

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6. Results of Comparisons

The result of the application of the job evaluation system to the female jobs and representative male jobs is shown below.

Job Class	Total Points	Gender	Job-To-Job Male Comparator Or Proportional Value
Administrative Assistant (ETS)	290	Female	Proportional Value
Administrative Clerk	355	Female	Proportional Value
Logistics Clerk	385	Male	
Executive Assistant	419	Female	Proportional Value
Executive Assistant (Fairmount Home)	419	Female	Proportional Value
Executive Assistant (ETS)	419	Female	Proportional Value
Performance Standards Assistant	419	Female	Logistics Clerk
Human Resources Generalist	455	Female	Marine Supervisor
Human Resources Generalist – Attendance Management Specialist	455	Female	Marine Supervisor
Marine Supervisor	486	Male	
Community Development Officer	488	Female	Marine Supervisor
Communications Officer	494	Female	Marine Supervisor
Business Analyst	544	Gender Neutral	

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Senior Financial Analyst	535	Female	Proportional Value
Manager of Economic Development	600	Female	Supervisor, Performance Standards
Occupational Health Nurse	606	Female	Supervisor, Performance Standards
Supervisor, Performance Standards	625	Male	
Operations Supervisor	627	Male	
Assistant Director of Resident Care (Fairmount Home)	653	Female	Manager of Information Services
Manager of Legislative Services/Clerk	657	Female	Manager of Information Services
Manager of Continuous Improvement	660	Male	
Manager of Information Services	664	Male	
Deputy Treasurer	664	Female	Operations Supervisor
Manager of Community Planning	695	Gender Neutral	
Human Resources Manager	714	Gender Neutral	
Director of Resident Care (Fairmount Home)	715	Female	Deputy Chief - Operations
Deputy Chief of Performance Standards	716	Gender Neutral	
Deputy Chief - Operations	716	Male	

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Director of Planning and Economic Development	783	Male	
Director of Corporate Services/Treasurer	800	Gender Neutral	
Administrator (Fairmount Home)	808	Female	Chief Paramedic/Director
Chief Paramedic/Director	808	Male	

7. Method of Determining Adjustment and Value of Job Classes

Male comparator jobs were identified for the following female job classes:

- Administrator (Fairmount Home)
- Director of Resident Care (Fairmount Home)
- Deputy Treasurer
- Assistant Director of Resident Care (Fairmount Home)
- Manager of Legislative Services/Clerk
- Manager of Economic Development
- Occupational Health Nurse
- Communications Officer

The proportional value method for achieving pay equity was used for the following female job classes:

- Senior Financial Analyst
- Performance Standards Assistant
- Executive Assistant

Executive Assistant, Emergency and Transportation Services

Executive Assistant, Fairmount Home

Administrative Assistant (Emergency and Transportation Services)

The method of determining adjustment involved placing the female job classes on the male wage line (developed by the input of job rates and job values of the nine representative male job classes) using the method of regression analysis. Any female job class paid **below** the predicted job rate (rate falling below the intersection point on the male wage line) requires a pay equity adjustment to the predicted job rate. Any female job class that is paid at or above the predicted job rate does not need a pay equity adjustment, since pay equity has already been achieved.

8. Pay Equity Adjustments Required

All of the identified female job classes are pay equity compliant as per the January 1, 2020 calculation with the compensation of each female job class is at least as high as that of its male comparator, or the target rate as determined by the male wage line.

9. Differences

No positions under this amended plan were excluded under section 8 (3) of the Pay Equity Act.

10. Implementation

The amended pay equity plan will be implemented as of January 1, 2020. The pay equity plan will be reviewed on an annual basis beginning January 1, 2020 to ensure maintenance of this amended pay equity plan through monitoring of changes to job content and compensation.

11. Further Information

As of the posting date, March 20, 2020, employees have 90 days to raise concerns about the plan to the attention of Kelly Pender. Following this 90-day period, the County of Frontenac has 7 days to re-post a revised plan or post a notice saying there will be no revisions.

After this, any employee has 30 days to bring an objection to the Pay Equity Commission.

If no objection is received by the Pay Equity Commission by the end of this 90-7-30 day appeal period, this plan is deemed approved and will be implemented.

For further information regarding this amended pay equity plan, please contact:

Kelly Pender

Chief Administrative Officer

County of Frontenac

2069 Battersea Road

Glenburnie ON K0H 1S0

Phone: 613 548-9400 Ext 300

Email: kpender@frontenacounty.ca

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Report 2020-033

Council Information Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

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

Date of meeting: April 8, 2020

Re: **Frontenac Paramedics—Ambulance Service Review Final Report**

Recommendation

This report is for information purposes only.

Background

The *Ambulance Act* requires that all Paramedic Services in the Province Ontario pass a Ministry of Health Service Review every three years in order to confirm the provider meets legislated certification standards.

Frontenac Paramedic's (FP) previous certificate expired September 25, 2019. A Ministry Review was conducted June 4 and 5, 2019 and a draft report issued on September 16, 2019 indicated that FP had met the Ministry standard and a new certificate was issued, valid until September 25, 2022.

A follow-up visit was conducted on December 10, 2019 to ensure FP was addressing any issues identified in the Draft Report.

On February 18, 2020 FP received the Final Report (attached).

Comment

The Ambulance Service Review focuses on three main areas

- Patient Care
- Quality Assurance
- Administration

To meet certification standards, a Service Provider must meet two thresholds:

1. 90%+ for Patient Care (which represents 70% of the overall inspection)
2. 90%+ overall score (Patient care 70%, Quality Assurance 20%, Administration 10%)

Inspection Methodologies include:

- Interviews
- Documentation Review
- Ride-outs
- Observation and Examination

Frontenac Paramedics received nine Observations and fourteen Commendations.

Frontenac Paramedics were commended on:

- Preparation for the certification inspection
- Quality Assurance/CQI
 - 97.7% of ACRs reviewed demonstrated patient care was provided in accordance with Patient Care Standards
 - 100% of FP staff were noted to carry the service-specific ID card
 - Preventative maintenance programs met manufacturer's specifications 93.1% of the time
 - 99.8% of HIR files met requirements
 - 99.2% of ACR data points captured

- Training
 - 100% of files reviewed demonstrated the components of patient care equipment knowledge and skills are demonstrated and tested.
- Vehicles
 - 99.9% of equipment and supply requirements met
 - 100% of patient care and accessory equipment was maintained in working order and equipment and vehicles cleaned
 - 100% of vehicles and equipment observed demonstrated expired devices and material were identified and removed from use
 - 100% of bases and vehicles observed demonstrated the safe disposal of biomedical sharps
 - 100% of vehicles inspected met Ontario Provincial Land Ambulance and Emergency Response Vehicle Standards
 - Preventative Maintenance programs followed 100% of the time

Observations noted were:

- 75% of ride-out observations demonstrated patient care met Patient Care Standards
- Patient care and accessory equipment and supplies were not always secured in vehicles as per the standards
- Should straps were not always used on patient while vehicle in motion
- Ambulances reviewed captured 99.9% of equipment and supply requirements from the Equipment Standards
- Preventative maintenance programs for medical equipment met manufacturer's specifications 93.1% of the time
- Fire extinguishers from four vehicles were missing annual inspection certificates
- 99.8% of HRI files met requirements
- Mandatory fields on ACR not always completed
- Service did not always have sufficient staff at each level of qualification to meet deployment plan+

Strategic Priority Implications

Other Important and Continuing County Priorities: Continually improve customer and financial services

Financial Implications

None at this time

Organizations, Departments and Individuals Consulted and/or Affected

N/A



Report 2020-041

Council Information Report

To: Warden and Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Richard Allen, Manager of Economic Development
Date of meeting: April 8, 2020
Re: **Planning and Economic Development – Initial COVID-19 Response for Businesses in Frontenac County**

Recommendation

This report is for information only.

Background

Since the COVID-19 Pandemic has reached Canada, the response by public health officials and every level of government has been dramatic, with policy announcements and regulations in Ontario impacting first schools, but then workers, residents, businesses, and travellers shortly afterwards. As the landscape continues to shift on almost a daily basis, businesses struggle to respond to evolving conditions, with many seeing an immediate and direct impact on their bottom line.

Discussion

However swiftly the new policies have been implemented, there is now a risk of longer periods of isolation and temporary business closures as public health officials work to slow the rapid spread of the virus. On March 31, 2020, the provincial government extended closures of schools until May 4, 2020 indicating that the current state of emergency will continue in some form until then. This leaves many businesses uncertain of when they may expect to generate revenues again, and in the case of many seasonal and tourism businesses, if they will be able to open at all in 2020.

Essential businesses and those that have adapted to the COVID-19 requirements are currently permitted to continue operations under the State of Emergency. They have adapted their business model in order to both serve the community and continue to

generate revenue. These businesses have seen support from the local community, and have implemented measures to protect workers from potential infection.

During the past few weeks, the Frontenac County Economic Development team has been monitoring the local, provincial and national response to COVID-19 and has committed to the following:

- Maintaining a comprehensive web page with up-to-date resources for businesses
- Sharing relevant information to local business via weekly email newsletters
- Hearing regularly from businesses by hosting video conference “check-ins”
- Understanding the real-time impacts on businesses through a monthly survey
- Launching a local pride social media campaign
- Meeting with Tourism and Economic Development officials to learn best practices as they are developed and to coordinate response strategies
- Developing response and recovery strategies (to be detailed in subsequent reports)

Information Hub

Staff have been collecting and filtering information from partners and other levels of government, and keeping it on a single comprehensive webpage. The information is geared towards business, but does include public health information and initiatives being launched by local partners.

Get the most up to date information at www.infrontenac.ca/covid-19

Weekly Update Newsletter

Using the communications channels associated with the Frontenac Ambassador Program, the Economic Development Team first started to inform local businesses of program cancellations due to COVID-19 on March 13 and began to providing weekly updates with relevant news and resources. In order to receive these newsletters, businesses must be registered for the Frontenac Ambassador program. Details on the program and registration can be found at infrontenac.ca/ambassadors.

Weekly Business Check-In

Staff have been hosting weekly group video conference meetings with businesses. The calls are an opportunity for business owners to simply connect, to share their stories, successes and challenges. Feedback has been very positive. These meetings are extremely valuable and provide insight into how Frontenac County can best respond to the local situation. Businesses from every Township across Frontenac County have participated in the meetings. They have also been attended by Anne Prichard (Frontenac Community Futures Development Corporation), Ian Murdoch (Kingston Economic Development) and Kimberly Sutherland Mills (Kingston Frontenac Public Library) who have offered support and advice to the participating business owners.

Businesses can register for upcoming meetings at:

infrontenac.ca/business-check-in

Frontenac Business Impact Survey

On March 31, 2020 staff launched the first monthly COVID-19 Business Impact Survey. This series of surveys will deploy at the start of each month for a week in order to capture a sense of how businesses have been impacted, how the local business landscape is shifting and to determine how the County can best support businesses going forward.

The current survey is open from March 31 - April 6, 2020:

infrontenac.ca/covid-19-BusinessImpactSurvey

Local Pride Campaign

For residents and businesses alike, now is a time for coming together to support one another. Local residents and businesses have already taken initiative to serve local needs and strengthen the bonds within our Frontenac communities. Staff are working to quickly develop a campaign to further the reach of these initiatives and help strengthen the message that “our community is in this together, and together we will get through it.”

Partner Communication

County Economic Development staff have been meeting on a regular basis with partners in economic development and tourism to determine strategies for short-term response and long term recovery. This includes almost daily calls with the Frontenac CFDC and weekly meetings with Eastern Ontario tourism colleagues.

Frontenac Family Campaign

Staff are working with Jon Allison of Back Country Branding to develop a campaign to foster support for businesses and a spirit of community pride in Frontenac. The campaign will centre around the concept that we – everyone who lives and works here – is part of the Frontenac family. “In times of crisis, families need to stick together. And together, we will weather the storm.” The campaign will include specific suggestions for residents to support businesses and will celebrate the extraordinary ways our community is coming together.

Financial Implications

There are no financial implications with this report.

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

Businesses in Frontenac County
Joe Gallivan, Director of Planning and Economic Development
Ontario Highlands Tourism Organization (RTO11)
Southeastern Ontario (RTO9)
Anne Prichard, Frontenac Community Futures Development Corporation



Report 2020-042

Information Report to Council

To: Warden and Members of County Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Barb McCulloch, Director of Human Resources
Date of meeting: April 8, 2020

Re: Human Resources - Living Wage Employer Program

Recommendation

This report is for information purposes only.

Background

During the last Council meeting of February 19, 2020, Councillor Higgs recommended that the County of Frontenac seek to achieve the Living Wage Employer program certification.

The Ontario Living Wage Network is a collaborative of employers, entrepreneurs, organizers and communicators that believe that full time employees should be able to make ends meet and participate in the community. The purpose of the network is to strengthen and support local community efforts and provincial initiatives that encourage employers across Ontario to provide a working wage.

Comment

The Living Wage Employer Program recognizes and celebrates employers that pay their direct and indirect employees a living wage.

Direct employees are all of our full-time, part-time and casual employees. Indirect employees are contract workers who work for another organization however, perform more than 120 hour of work per year at County premises. Indirect workers may include landscapers, snow plough services and cleaning services.

Although the County cannot inform the wages of these contract workers, if certified under the Living Wage Employer Program, the County would need to include the expectation in RFP's and demonstrate its commitment to ensuring that any contracted service that performs more than 120 hours of work per year at County premises, pays their employees at minimum, the living wage calculated for the Kingston area. The

County would need to agree to insert a Living Wage clause in agreements for these contracted services.

For the Kingston area, the living wage has been calculated at \$17.57/hour, as at November 2019. This rate will be reviewed annually.

The Living Wage Employer Program has three levels of recognition:

- **Supporter:** All direct full-time employees are paid a living wage. The Employer is committed to raising the pay of all direct part-time employees to the living wage rate.
- **Leader:** All direct full-time and part-time employees are paid at the living wage rate. The Employer is committed to including living wage in service contracts for externally contracted employees that provide service on a regular basis are paid a living wage (greater than 120 hours per year).
- **Champion:** All direct full-time and part-time employees are paid at the living wage rate, and all externally contracted staff that provide service on a regular basis are paid at the living wage or the Employer has notified their intent to re-contract at the living wage rate when the contract renews.

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

There are no financial implications directly associated with this report.

Should Council wish to proceed, the fee for certification based on the number of employees at the County is \$400 per year.

Should the County be using service contractors that are not paying the living wage rate, this could increase the cost of those service contracts if the County commits to only using contracted services that pay the living wage rate.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer
[Ontario Living Wage](#)