Frontenac County Council Meeting
Wednesday, July 20, 2022 – 9:00 a.m.
Council will resolve into Closed Meeting
and will reconvene as regular Council at 9:30 a.m.
Meeting to be held in combination of in person and Virtual Electronic Format,
and live streamed on the County of Frontenac's YouTube Channel
https://youtu.be/uHGzsgjAGSs

Agenda

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Call to Order

Closed Session

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

1. Adoption of Closed Minutes of Meetings held June 15, 2022
2. Labour relations or employee negotiations - as it relates to negotiations with CUPE 2290; CUPE 109; OSPEU 462
3. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose - as it relates to a request made under the Municipal Freedom of Information and Protection of Privacy Act for legal opinions provided to Council and received by Council in Closed Session

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

15 - 24 a) Minutes of Meeting held June 15, 2022

Resolved That the minutes of the regular Council meeting held June 15, 2022 be adopted.

25 - 29

b) Minutes of Special Public Meeting held July 13, 2022

Resolved That the minutes of the Special Public Meeting of Council held July 13, 2022 be adopted.

Deputations and/or Presentations

Proclamations

Move into Committee of the Whole

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

Briefings

30 - 48

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

Unfinished Business

Recommend Reports from the Chief Administrative Officer

49 - 51

a) **2022-075**
Corporate Services
Restricted acts after Nomination Day – Delegation of Authority to Chief Administrative Officer to authorize unbudgeted expenditures in excess of $50,000 related to the re-development of the County Administration Building and the Paramedic Station at 2069 Battersea Road

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 liability for unbudgeted emergency expenditures related to the re-development of the County Administration Building and the Paramedic Station at 2069 Battersea Road;
2. **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;
3. **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 subject to the restricted acts under Section 275 of the *Municipal Act*.

52 - 54

b) **2022-076**
Corporate Services
Removal of 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 as follows:

1. **That** Schedule B be amended to remove from the Chief Administrative Officer, or their delegate, the delegated 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.

55 - 59 c) **2022-078**
Corporate Services
New Loan Application to Ontario Infrastructure and Lands Corporation

Recommendation:

Be It Resolved That the Corporate Services – New Loan Application to Ontario Infrastructure and Lands Corporation report be received;

And Further That Council of the County of Frontenac pass a by-law later in the meeting authorizing the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for the long-term financing of certain capital work(s) of the Corporation of the County of Frontenac (the "municipality"); and to authorize the entering into of a Rate Offer Letter Agreement pursuant to which the municipality will issue debentures to OILC.

60 - 92 d) **Consultant Briefing:** Mr. Phil Goodfellow, G architects, will provide County Council with a briefing regarding the Fairmount Home Re-Development Project.
[See Recommend Reports from the Chief Administrative Officer, clause e)]

93 - 273 e) **2022-077**
Fairmount Home
Redevelopment Study

Recommendation:

Be it Resolved That the Council of the County of Frontenac receive for information the Fairmount Home - Redevelopment Study report prepared by G architects;

And Further That the Council of the County of Frontenac direct staff to incorporate recommendations into the Fairmount Home's Business Plan and Project Proposals for future consideration by Council.

274 - 275 f) **2022-079**

Planning and Economic Development

Request to declare lands as surplus for the purpose of granting a quit claim for a 0.48-acre parcel along the Frontenac K&P trail; Part of Lot 5, Concession 2, Geographic Township of Hinchinbrooke, Township of Central Frontenac

Recommendation:

Resolved That the Council of the County of Frontenac receive the Planning and Economic Development report – Request to declare lands as surplus for the purpose of granting a quit claim for a 0.48-acre parcel along the Frontenac K&P trail; Part of Lot 5, Concession 2, Geographic Township of Hinchinbrooke, Township of Central Frontenac;

And Further That in accordance with By-law Number 17-1995, the Council of the County of Frontenac pass a by-law later in the meeting to declare lands legally described as number 11344 of instrument number FR204629 (subject to confirmation by legal), Part of Lot 5, Concession 2, Geographic Township of Hinchinbrooke, Township of Central Frontenac as surplus, for the purpose of granting a quit claim to clear up an overlapping discrepancy in title.

And Further That Council of the County of Frontenac authorize staff to execute the necessary legal agreements to provide the above-noted quit claim subject to the following conditions:

1. All surveying and legal fees be borne by the landowner;
2. The County maintains a 66-foot right-of-way for the existing K&P trail corridor; and,

And Further That the Clerk be directed to give public notice of Council's intention in accordance with By-Law Number 17-1995.

276 - 280 g) **2022-081**

Planning and Economic Development

Authorization to use Capital Reserve for Elbow Creek Bridge Replacement

Recommendation:

Be It Resolved That Council direct staff to proceed with the replacement of the Elbow Creek Bridge;

And Further That Council authorize the use of $300,000 in reserve funds from the Capital Replacement Reserve for the removal and replacement of the Elbow Creek Bridge.

281 - 283 h) **2022-082**
Planning & Economic Development
Authorization to enter into an Memorandum of understanding Agreement with the Frontenac Arch Biosphere

Recommendation:

Be It Resolved That the Council of the County of Frontenac receive the Planning & Economic Development - Authorization to enter into a Memorandum of Understanding Agreement with the Frontenac Arch Biosphere Report;

And Further That County Council authorize staff to enter into a Memorandum of Understanding agreement with Frontenac Arch Biosphere Network to participate FABExperiences Program

284 - 285 i) **2022-083**
Planning & Economic Development
Authorization to participate in the RTO 9 Drive for Excellence Program

Recommendation:

Be It Resolved That the Council of the County of Frontenac receive the Planning & Economic Development - Authorization to participate in the RTO 9 Drive for Excellence Program Report;

And Further That County Council authorize staff to enter into a Memorandum of Understanding with Regional Tourism Organization 9 (RTO 9) in order to participate in the Drive for Excellence Program

286 - 289

j) **2022-084**
Planning and Economic Development
Request to Declare Lands as Surplus for the Purpose of a Right-of-Way over the Frontenac K&P Trail at PT LT 16-17 CON 1 and PT LT 16 CON 2, Geographic Township of Hinchinbrooke, Township of Central Frontenac

Recommendation:

Resolved That the Council of the County of Frontenac receive the Planning and Economic Development report – Request to Declare Lands as Surplus for the Purpose of a Right-of-Way over the Frontenac K&P Trail at PT LT 16-17 CON 1 and PT LT 16 CON 2 in Geographic Township of Hinchinbrooke, Township of Central Frontenac;

And Further That in accordance with By-law Number 17-1995, the Council of the County of Frontenac pass a by-law at a future meeting to declare the subject lands surplus for the purpose of granting a right-of-way over part of the K&P Trail right-of-way for the purpose of accessing this newly created lot.

And Further That Council of the County of Frontenac authorize staff to execute the necessary legal agreements to provide the above-noted legal right-of-way to the adjacent landowner subject to the following conditions:

1. All surveying and legal fees be borne by the landowner;
2. The right-of-way across the K&P Trail shall be surveyed to ensure access from Ball Road to both lots located along the western edge of the K&P Trail, a length of approximately 160 metres, as per the concept drawing included in Appendix A of this report;
3. The crossing location will also provide public access to the K&P Trail from Ball Road, and this access will be reflected in the final agreement. A small parking area will be constructed on County property south of the Ball Road access at a future date, pending appropriate approvals.
4. The trail crossing on County lands will be upgraded, at the expense of the applicant, to the Frontenac County Private Roads (Lanes) Study standards, and in such a way to ensure the trail surface will not be exposed to unnecessary damage or deterioration from the improved crossing. Consideration will also be given to drainage. This work will be completed to the satisfaction of the Manager of Economic Development, or their designate.

290 - 297 k) **2022-087**
Planning and Economic Development
Operational Update and requirement for trail passes on the Frontenac K&P Trail

Recommendation:

Be It Resolved That County Council receive Report 2021-051 "Planning and Economic Development – Operational Update on the Frontenac K&P Trail"

And Further That staff be directed to renegotiate the partnership agreement with the Verona District ATV Club to implement a trail pass requirement in 2023.

298 - 300 l) **2022-088**
Office of the CAO
Approval of Proposal for Paramedic Station at 2069 Battersea Road

[Proposals are still being reviewed by staff. Report to follow under separate cover]

Recommendation:

Be It Resolved That the Office of the CAO – Approval of Proposal for Paramedic Station at 2069 Battersea Road report be received;

And Further That the Council of the County of Frontenac authorize the Warden and Clerk to enter into an agreement with Wemp & Smith Construction Ltd. for the design and build of a paramedic base at 2069 Battersea Road in the amount of $2,499.960.

301 - 319 m) **2022-089**

Office of the Chief Administrative Officer

Authorization to enter into a Lease Agreement with the Cataraqui Region Conservation Authority (CRCA) for a Joint Administrative Facility

Recommendation:

Be It Resolved That the Office of the Chief Administrative Officer – Authorization to enter into a Lease Agreement with the Cataraqui Region Conservation Authority (CRCA) for a Joint Administrative Facility report be received;

And Further That the Council of the County of Frontenac authorize the Warden and Clerk to enter into a Lease Agreement with the Cataraqui Region Conservation Authority (CRCA) for a Joint Administrative Facility located at 2069 Battersea Road, Glenburnie.

320 - 330 n) **2022-290**

Office of the Chief Administrative Officer

Public Meeting Report and next steps regarding Communal Services Draft Business Case Study

Recommended:

Resolved That the Council of the County of Frontenac receive the Office of the Chief Administrative Officer – Public Meeting Report and next steps regarding Communal Services Draft Business Case report for information

And Further That the Council of the County of Frontenac approve the Business Case Study based on all input from the Townships and the Public;

And Further That the Business Case Study be forwarded to the member municipalities with a request for their consideration prior to August 18, 2022;

And Further That Council direct staff to begin the implementation of step 5, being by drafting agreements and documents for approval by all Councils.

331 - 448 o) **2022-086**
Corporate Services
Report of the Procedural By-law Review Committee on the Comprehensive Review of Procedural By-law 2013-0020

Recommendation:

Be It Resolved That the Council of the County of Frontenac receive the Corporate Services – Report of the Procedural By-law Review Committee on the Comprehensive Review of Procedural By-law 2013-0020 report for information;

And Further That the Council of the County of Frontenac approve the draft Procedural By-law [subject to the following amendments]:

And Further That the Council of the County of Frontenac authorize the Clerk to bring forward a new Procedural By-law later in the meeting, to take effect November 15, 2022.

Information Reports from the Chief Administrative Officer

449 - 450 a) **2022-080**
Fairmount Home
Quarterly Update Activity Report

451 - 454 b) **2022-085**
Office of the Chief Administrative Officer
Key Performance Indicators (KPIs) and Balanced Scorecard Update

Reports from Council Liaison Appointees

455 - 456 a) Report from Fairmount Home Liaison Councillor Gerry Martin

Reports from External Boards and Committees

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

457 - 460

a) **Request by the Township of North Frontenac**
Re-allocation of Seniors Housing Funds

Moved by: Deputy Warden Higgins
Seconded by: Councillor Martin

That the County transfer the $337.5K which was previously allocated to a senior housing facility to North Frontenac's Seniors Reserve Fund.

Giving Notice of Motion

Communications

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

a) From the Municipal Engineers Ass. regarding the Retention of Professional Engineers at Ontario Municipalities
[Distributed to Members of County Council June 30, 2022]

b) From the Municipality of Shuniah regarding a resolution to support release of documents on residential schools
[Distributed to Members of County Council June 30, 2022]

c) Invitation to the Verona Trailhead Ribbon Cutting Ceremony
[Distributed to Members of County Council June 30, 2022]

d) From Tay Valley Township regarding Annual Emergency Exercise Exemption
[Distributed to Members of County Council July 8, 2022]

e) From the Town of West Lincoln regarding a resolution on Bill 109 More Homes for Everyone Act
[Distributed to Members of County Council July 8, 2022]

f) From the Town of West Lincoln regarding a resolution on Funding Support for Infrastructure
[Distributed to Members of County Council July 8, 2022]

g) From the Township of Grey Highlands regarding a resolution of support regarding the Voter's List
[Distributed to Members of County Council July 15, 2022]

h) From the municipality of Shuniah regarding a resolution on expanding the Amber Alert System
[Distributed to Members of County Council July 15, 2022]

i) From the Municipality of Killarney regarding a resolution on the Community Schools Alliance
[Distributed to Members of County Council July 15, 2022]

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 k) that have been circulated to all Members of County Council and that by-laws a) through k) be read a first and second time.

b) Third Reading

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

By-Laws

461 - 466 a) To approve the submission of an application to Ontario Infrastructure and Lands Corporation (“OILC”) for the long-term financing of certain capital work(s) of the Corporation of the County of Frontenac (the “municipality”); and to authorize the entering into of a Rate Offer Letter Agreement pursuant to which the municipality will issue debentures to OILC
[Proposed By-law No. 2022-0020]

467 b) To amend By-law 2016-0006 to delegate authority under Section 23.1 (1) of the *Municipal Act* to the Chief Administrative Officer for expenditures related to the re-development of the County Administration Building and the Paramedic Station at 2069 Battersea Road
[Proposed By-law No. 2022-0021]

468 c) To Authorize the Warden and Clerk to Enter into a Memorandum of Understanding with Regional Tourism Organization 9 (RTO 9) in order to participate in the Drive for Excellence Program
[Proposed By-law No. 2022-0022]

469 - 470 d) 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 deleting of the delegation of additional authority to the Chief Administrative Officer during the COVID-19 Pandemic
[Proposed By-law No. 2022-0023]

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471 - 472	e)	To declare lands Legally Described number 11344 of instrument number FR204629 (subject to confirmation by legal), Part of Lot 5, Concession 2, Geographic Township of Hinchinbrooke, Township of Central Frontenac Surplus for the Purposes of Correcting a discrepancy in title [Proposed By-law No. 2022-0024]
473	f)	To Authorize the Warden and Clerk to Enter into a Memorandum of Understanding with agreement with Frontenac Arch Biosphere Network in order to participate FABExperiences Program [Proposed By-law No. 2022-0025]
474 - 524	g)	To govern the proceedings of the Council and its Committees, the Conduct of Members and the Calling of Meetings and to Repeal By-Law Number 2013-0020, Council Procedural By-Law, as Amended, in its Entirety - Short Title: “Procedural By-Law” [Proposed By-law No. 2022-0026]
525	h)	To Authorize the Warden and Clerk to Enter into an Agreement with Emmons & Mitchell Construction (2000) Ltd for the Renovations & Additions for Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority [Proposed By-law No. 2022-0027]
526	i)	To Authorize the Warden and Clerk to Enter into an Agreement with Wemp & Smith Construction Ltd. for the design and build of a paramedic base at 2069 Battersea Road [Proposed By-law No. 2022-0028]
527	j)	To Authorize the Warden and Clerk to Enter into a Lease Agreement with the Cataraqui Region Conservation Authority (CRCA) for a Joint Administrative Facility located at 2069 Battersea Road, Glenburnie [Proposed By-law No. 2022-0029]
528 - 529	k)	To confirm all actions and proceedings of County Council on July 20, 2022 [Proposed By-law No. 2022-0030]

Adjournment

FRONTENAC

Minutes of the Regular Meeting of Council
June 15, 2022

A regular meeting of the Council of the County of Frontenac was held in the Frontenac Room of the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, June 15, 2022 at 9:30 AM

There was a "Closed Meeting" of the Committee of the Whole from 9:00 am to 9:29 am., with regular business commencing at 9:30 am.

Present:	Warden Denis Doyle, Councillors Fran Smith, Ron Vandewal, Bill MacDonald, Bruce Higgs, Alan Revill and Gerry Martin
Present Electronically	Deputy Warden Ron Higgins
Also Present:	**County:** Brieanna McEathron, Executive Assistant (Recording Secretary) Kelly Pender, Chief Administrative Officer/Deputy Clerk Alex Lemieux, Director of Corporate Services/Treasurer Gale Chevalier, Chief/Director of Emergency & Transportation Services Susan Brant, Administrator, Fairmount Home Barb McCulloch, Director of Human Resources

Closed Session

Motion #: 93-22 Moved By: Councillor Revill
Seconded By: Councillor Martin

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 April 20, 2022
2. Adoption of Closed Minutes of Special Meetings held May 4, 2022
3. A proposed or pending acquisition or disposition of land by the municipality or local board - as it relates to property acquisition for the K&P Trail.

Carried

Motion #: 94-22 Moved By: Councillor Vandewal
Seconded By: Councillor Smith

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

Carried

Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

Adoption of Minutes

a) Minutes of Meeting held May 18, 2022

Motion #: 95-22 Moved By: Councillor Higgs
Seconded By: Councillor MacDonald

Resolved That the minutes of the regular Council meeting held May 18, 2022 be adopted.

Carried

Deputations and/or Presentations

Proclamations

Move into Committee of the Whole

Motion #: 96-22 Moved By: Deputy Warden Higgins
Seconded By: Councillor Smith

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

Carried

Briefings

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

Unfinished Business

clause g) was considered at this time.

(Please refer to page 5)

Motion # 103-22 being clause h) was considered at this time.

(Please refer to page 5)

a) 2022-063
Corporate Services
Setting of a Public Meeting for the Business Case Study on Communal Services

Motion #: 97-22 Moved By: Councillor Vandewal
Seconded By: Councillor Martin

Be it Resolved that the Council of the County of Frontenac receive the report, Corporate Services – Setting of a Public Meeting for the Business Case Study on Communal Services;

And Further That the County of Frontenac host a Public Meeting in combination of in person and virtual on Wednesday, July 13, 2022 at 6:00 p.m. in the Township of South Frontenac.

Carried

b) 2022-067
Fairmount Home
Authorization to Proceed with Replacement of Nurse Call Bell System

Motion #: 98-22 Moved By: Councillor Revill
Seconded By: Councillor MacDonald

Be It Resolved That the Council of the County of Frontenac proceed with the purchase to replace the Nurse Call Bell system

And Further That any surplus on the municipal contribution in 2022 should be used to offset the costs over budget to purchase and implement the Nurse Call Bell system

And Finally That County Council authorize the use of the Fairmount Capital Replacement Reserve for any County share exceeding the capital budget and the municipal surplus to purchase and implement the Nurse Call Bell System

Carried

c) 2022-070
Corporate Services
Approval of Asset Management Plan for Core Assets

Motion #: 99-22 Moved By: Councillor Higgs
Seconded By: Councillor Smith

Be It Resolved That the Council of the County of Frontenac receive the Asset Management Plan for Core Assets report for information;

And Further That the Clerk be authorized to bring forward a by-law later in the meeting to approve the Asset Management Plan for Core Assets attached to this report as Appendix A.

Carried

d) 2022-068
Corporate Services
Extension of Agreement with Aird Berlis as Integrity Commissioner for the County of Frontenac

Motion #: 100-22 Moved By: Deputy Warden Higgins
Seconded By: Councillor Vandewal

Be It Resolved That Council receive for information the Corporate Services – Extension of Agreement with Aird Berlis as Integrity Commissioner for the County of Frontenac;

And Further That the County of Frontenac exercise its option to continue the services of Aird Berlis as Integrity Commission for an additional one-year term.

Carried

e) 2022-069
Corporate Services
Report Received from Aird Berlis, Integrity Commissioner – Complaint Filed Against a Member of Council

Motion #: 101-22 Moved By: Councillor Martin
Seconded By: Councillor Revill

Resolved That the Council of the County of Frontenac receive the "Integrity Commissioner Report – Code of Conduct Complaint – 2022-01, submitted by Meaghan Barrett of Aird Berlis – Integrity Commissioner, dated June 2, 2022 attached to this report as Appendix A.

Carried

Deputy Warden Higgins read a prepared statement at this time which can be viewed on the live video at 1:45:10

Council recessed at 10:55 a.m.
Council reconvened at 11:06 a.m.

f) 2022-071
Office of the Chief Administrative Officer
Status and Timing of County Corporate Strategy and Related Projects

Motion #: 102-22 Moved By: Councillor MacDonald
Seconded By: Councillor Higgs

Resolved That the Council of the County of Frontenac accept the Office of the Chief Administrative Officer Report – Status and Timing of County Corporate Strategy and Related projects report for information;

And Further That the Council of the County of Frontenac approves as follows:

1. **That** staff immediately commence the Request for Proposals (RFP) for a facilitator to commence the 2022 public consultation process for the 2023-2026 County strategic plan as outlined in the report;
2. **That** staff be directed to include in the 2023 County budget for consideration a line item to complete the 2023-2026 County strategic plan process;

Carried

The below Briefing and Motion #103-22 were considered at the beginning of the Recommend Reports from the Chief Administrative Officer.

g) Consultant Briefing: Mr. Howard Allen, KPMG, will address County Council regarding the audit findings report for the year ended December 31, 2021

[See Recommend Reports from the Chief Administrative Officer, clause h)]

h) 2022-064
Corporate Services
2021 County of Frontenac Audited Financial Statements

Motion #: 103-22 Moved By: Councillor Smith
Seconded By: Deputy Warden Higgins

Resolved That the Council of the County of Frontenac receive the Corporate Services - 2021 Audited Financial Statements report;

And Further That the Council of the County of Frontenac approve the 2021 Audited Financial Statements of the Corporation of the County of Frontenac.

And Finally That the Council of the County of Frontenac approve the transfer of the year-end surplus of $323,657 to the Stabilization Reserve.

Carried

Information Reports from the Chief Administrative Officer

a) 2022-065
Corporate Services
2022 First Quarter Financial Summary and Outlook

b) 2022-066
Corporate Services
2021 Reserve and Reserve Funds

Reports from Council Liaison Appointees

a) Fairmount Home Liaison Report from Councillor Gerry Martin

Reports from External Boards and Committees

Reports from Advisory Committees of County Council

a) Report of the Administrative Building Design Task Force

Motion #: 104-22 Moved By: Councillor Vandewal
Seconded By: Councillor Martin

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

Report of the Administrative Building Design Task Force

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

1. **2022-058**
Office of the Chief Administrative Officer
Review and Award of the RFP for the Renovations & Additions for Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority

Be It Resolved That the Office of the Chief Administrative Officer – Review and Award of the RFP for the redevelopment of the Administrative Building report be received;

And Further That the Council of the County of Frontenac authorize the Warden and Clerk to enter into an agreement with Emmons & Mitchell Construction (2000) Ltd for the Renovations & Additions for Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority in the amount of Four Million, Four Hundred and Ninety Thousand ($4,490,000.00), subject to the approval by the Cataraqui Region Conservation Authority (CRCA).

Carried

b) Report of the Community Development Advisory Committee

Motion #: 105-22 Moved By: Councillor Revill
Seconded By: Councillor MacDonald

That the Report received from the Community Development Advisory Committee be received and adopted.

Report of the Community Development Advisory Committee

The Community Development Advisory Committee reports and recommends as follows:

1. **2022-059**
   Community Development Advisory Committee
   Destination Development Plan 5-year Implementation Plan

   Be It Resolved That the County Council endorses the Frontenac County Destination Development Plan Implementation described in report 2022-059.

   And Further That staff be directed to include Destination Plan implementation in the Planning & Economic Development Budget and Business Plan 2023- 2027.

Carried

Return to Council

Motion #: 106-22 Moved By: Councillor MacDonald
Seconded By: Councillor Higgs

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

Carried

Adoption of the Report of the Committee of the Whole Council

Motion #: 107-22 Moved By: Councillor Smith
Seconded By: Deputy Warden Higgins

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

Carried

Motions, Notice of Which has Been Given

a) Community Schools Alliance Action Plan and Social and Economic Impact for Small Communities in Ontario

Motion #: 108-22 Moved By: Warden Doyle
Seconded By: Councillor Revill

Whereas all students should have the opportunity to attend elementary and secondary school in their home community;

Therefore Be It Resolved That Council hereby receives the Community Schools Alliance Action Plan and Social and Economic Impact for Small Communities in Ontario Study;

And Further That the province increase the Rural and Northern Education Fund (RNEF) to $50 million;

And Further That should the current moratorium on accommodation reviews and school closures be lifted, we ask that the moratorium remain in place for schools that qualify for the RNEF until a thorough review of the education funding formula is completed;

And Further That before templates required by the 2018 Pupil Accommodation Review Guide (PARG) are developed, there be consultation with school boards and community groups including the Community Schools Alliance.

And Further That a copy of this resolution be forwarded to Ontario municipalities, Community Schools Alliance, local MP's and MPP's and the Premier of Ontario.

Carried

Giving Notice of Motion

Communications

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

a) From the City of Brantford regarding a resolution to Release Federal and Provincial documents on Residential Schools
[Distributed to Members of County Council May 20, 2022]
b) From the City of Cambridge regarding a Resolution on free Public Transit
[Distributed to Members of County Council May 20, 2022]
c) From the Food Policy Council of KFL&A regarding updates on Bill 216
[Distributed to Members of County Council May 20, 2022]
d) From the Town of Rainy River regarding a resolution on Connecting Links
[Distributed to Members of County Council May 20, 2022]
e) From the Municipality of Shuniah regarding a Resolution on the

Community Schools Alliance Action Plan
[Distributed to Members of County Council May 27, 2022]

f) From the Municipality of Shuniah regarding a Resolution on Support for Infrastructure
[Distributed to Members of County Council May 27, 2022]

g) Invitation from St. Georges Cathedral Kingston to participate in Service of Thanksgiving to Celebrate the Platinum Jubilee
[Distributed to Members of County Council May 27, 2022]

h) From the City of Cambridge regarding a Resolution on build right the first time
[Distributed to Members of County Council June 3, 2022]

i) From the City of Cambridge regarding a Resolution to address Joint and Several Liability
[Distributed to Members of County Council June 3, 2022]

j) From the City of Kitchener regarding a resolution on Energy Performance Tiers
[Distributed to Members of County Council June 3, 2022]

k) From the Food Literacy Council regarding the All-party forum recording & Op-ed on Food Literacy & School Food
[Distributed to Members of County Council June 3, 2022]

l) From the Town of Fort Erie regarding a resolution on Bidding War on Apartments
[Distributed to Members of County Council June 3, 2022]

m) From the Town of Fort Erie regarding a resolution supporting voluntary Russian Sanction
[Distributed to Members of County Council June 3, 2022]

n) From the Town of Fort Erie regarding a resolution to Tax vacant Foreign Owned Properties
[Distributed to Members of County Council June 3, 2022]

o) From the Town of the Blue Mountains regarding a resolution on the Voter's List Information to Candidates
[Distributed to Members of County Council June 3, 2022]

p) From Kelly Pender thanking Council for their condolences on the passing of his mother
[Distributed to Members of County Council June 10, 2022]

q) From Southern Frontenac Community Services regarding its Q1 Transportation Report
[Distributed to Members of County Council June 10, 2022]

Other Business

Public Question Period

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

a) First and Second Reading

Motion #: 109-22 Moved By: Councillor Martin
Seconded By: Councillor Higgs

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

Carried

b) Third Reading

Motion #: 110-22 Moved By: Councillor Martin
Seconded By: Councillor Higgs

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

Carried

By-Laws

a) To Authorize the Warden and Clerk to enter into a one (1) year Extension Agreement with Aird Berlis for Integrity Commissioner services for the Corporation of the County of Frontenac
[Proposed By-law No. 2022-0016]
b) To adopt an Asset Management Plan for Core Assets Policy
[Proposed By-law No. 2022-0017]
c) To confirm all actions and proceedings of County Council on June 15, 2022
[Proposed By-law No. 2022-0018]

Adjournment

Motion #: 111-22 Moved By: Councillor MacDonald
Seconded By: Councillor Revill

That the meeting hereby adjourn at 11:20 a.m.

Carried

Denis Doyle, Warden

Kelly Pender, Deputy Clerk

FRONTENAC

Minutes of the Special Meeting of Council
July 13, 2022

A special public meeting of the Council of the County of Frontenac was held in combination of in person and Virtual Electronic Format at the Township of South Frontenac Council Chamber, 4432 George Street, Sydenham, ON, July 13, 2022 at 6:00 PM

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

Also Present: **County:**
Kelly Pender, Chief Administrative Officer/Deputy Clerk
Joe Gallivan, Director of Planning and Economic Development
Jannette Amini, Manager of Legislative Services/Clerk
Brieanna McEathron, Executive Assistant

Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

Public Meeting

Public Meeting Introduction

Notice of Collection – Personal information collected as a result of this public meeting is collected under the authority of the *Planning Act* and will be used to assist in making a decision on these matters. All names, addresses, opinions and comments may be collected and may form part of the minutes which will be available to the public. Questions regarding this collection should be forwarded to Jannette Amini, Manager of Legislative Services/Clerk.

The following was a public meeting to permit members of the public to allow public consultations and to address any concerns by the community at large regarding the Frontenac Communal Services project. Interested persons are requested to give their name and address for recording in the minutes.

The public meeting report and presentation is provided to inform the public of all relevant information regarding the Communal Services Project and to answer any questions or concerns by the public.

2022-074
Office of the Chief Administrative Officer
Public Meeting Report – Communal Services Draft Business Case Study

Motion #: 112-22 Moved By: Councillor Smith
Seconded By: Councillor Higgs

Resolved That the Council of the County of Frontenac receive the Office of the Chief Administrative Officer – Public Meeting Report – Communal Services Draft Business Case report for information

And Further That the matter be referred to the next County Council meeting to consider any changes necessary to the Business Case Study based upon public input.

Carried

Warden Doyle called on the County's Director of Planning and the CAO to explain the purpose of the public meeting. A presentation was provided, a copy of which is attached to the record in the Clerk's Office.

Warden Doyle then invited those who were attending in person to come and speak.

Ms. Kathleen Clayton asked if these systems are only being considered for future development or will they also be available for existing developments and systems, to which Mr. Gallivan gave the example of the Marysville Secondary Plan currently being undertaken now on Wolfe Island which contemplates this is where Township Council may consider allowing existing properties in Marysville to hook up to this system. Mr. Gallivan noted that in this case it would be at the owners expense and there is no obligation for existing homes to connect. In terms of follow up, Mr. Gallivan indicated that generally, the communal services study considered new development rather than existing residential areas.

Warden Doyle then invited those attending virtually to speak.

Ms. Brenda Martin asked, in terms of the Sharbot Lake public school site, how this site will access the lake water given the complex is in the middle of the village, to which Mr. Gallivan noted the intention will be for a pipe that will collect water from the lake and pump it up to the site. This will require environmental approvals from the Ministry of the Environment as well as the Mississippi Conservation Authority. As a follow up, Mr. Gallivan indicated that the pipes would be buried under public roadways and not under private lands.

Ms. Cindy Deachman asked, in terms of the Asset Transfer policy, how the share structures will affect the overall project when assets are transferred in, and would shares be issued in lieu of, and will that dilute the share system as she is concerned with what is initially set up will change over time. Mr. Pender noted that when and if assets are transferred in, such as the municipal water system in Sydenham, this would need to be a decision of the Township of South Frontenac Council and the membership will decide how that happens. All participating municipalities will need to vote on the

types of shares. Ms. Deachman followed up by asking if, in 10 years a developer asks that an asset be transferred to the Municipal Service Corporation (MSC), how would that work, to which Mr. Pender responded that if an asset is coming from a private developer, it would be a direct purchase and sale or a cash deal as a MSC cannot have private shareholders. The developers would transfer the asset to the Corporation, not the municipality and this would be dealt with through a Plan of Subdivision agreement.

Ms. Darlene Plumley asked if this affects a municipalities current Asset Management Plan to which Mr. Pender responded no as a MSC is a separate corporate entity.

Ms. Cindy Deachman noted that the February 2021 report speaks about the viability of this system and asked what the scope of the conversation was with developers as smaller rural communities do not have large developments. Mr. Gallivan noted that this question had also come up during public sessions in Marysville and the answer is that the demand for new housing – and mixed housing - is going to be there. In terms of consultations with developers, there was one meeting with five developers as part of the 2019 study and each developer was positive about setting up a utility and indicated that it would make it easier for developers to create business plans and sell this to potential home buyers.

Warden Doyle then invited any other persons wishing to make comments on or ask questions about communal services, to speak

To questions raised by Councillor Revill regarding liability on the municipality should a catastrophe happen, Mr. Pender noted that the legal opinion from the County's lawyers indicates there is no liability to municipalities and were a catastrophe to happen, the MSC could borrow. Council Revill noted the reports indicated there is a financial ask from all municipalities to set up the MSC and provide seed funding until the MSC had the ability to set this up, to which Mr. Pender noted that there is no ability for a MSC to ask for additional money from municipalities and the seed money is only to set up the MSC.

Councillor Ron Vandewal asked if the municipality has to contribute seed money or just a letter indicating that if something were to happen it could support this, to which Mr. Pender responded that the initial contribution as laid out in report #2. Beyond that, any financial contribution is strictly voluntary. The entire system is set up similar to assuming a municipal road. The business case sets out the financial commitment over 5 years.

Councillor Gerry Martin noted that there are two existing systems in North Frontenac and asked if we allow these private systems to become part of the MSC, to which Mr. Gallivan noted that there is the possibility if they asked to become part of this but the utility would need to inspect the existing system and would require the private system be brought up to standards prior to transfer; however this would be the utility and not the municipality taking on the private system.

Deputy Warden Higgins asked why an MRA doubles the cost for developers, to which Mr. Gallivan noted the requirement that a municipality enter into an agreement should the developer go bankrupt, which then puts the municipality on the hook to fix it should

something go wrong. As such, based on research, no rural municipality will take that risk on without requiring the developer to put up the money and set up a trust fund, which doubles the cost of development. The utility takes this out as there will be no need for a municipal agreement as the structure is owned by the utility. This can be done through Plan of Subdivision agreements. In addition, the utility would not need to take the system over right away as if the system were to fail, it generally happens in the first few years.

Deputy Warden Higgins noted the consultant had indicated in the report that communal services cannot be privately owned and this is incorrect and asked that this be reviewed again when discussed at Council. Mr. Pender noted that in Ontario, you cannot privatize municipal water systems. You can however do this with communal systems. If this MSC comes into being, it cannot sell those assets and that is what is referenced in the study. It doesn't mean you can't have one. Deputy Warden Higgins asked what would happen if we go with a MSC and a Township decides to opt out. Mr. Pender noted that the key point is that this is your Townships decision, and you can opt out. If you are outside of the MSC, the MSC cannot do work within your municipality in terms of water.

The public meeting concluded at 7:07 p.m.

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

First and Second Reading

Motion #: 113-22 Moved By: Councillor Vandewal
Seconded By: Councillor Martin

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

Carried

Third Reading

Motion #: 114-22 Moved By: Councillor Vandewal
Seconded By: Councillor Martin

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

Carried

By-Laws

To confirm all actions and proceedings of County Council on July 13, 2022

[Proposed By-law No. 2022-0019]

Adjournment

Motion #: 115-22 Moved By: Councillor MacDonald
Seconded By: Councillor Revill

That the meeting hereby adjourn at 7:09 p.m.

Carried

Denis Doyle, Warden

Jannette Amini, Clerk

Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...

Administrative Report

July 20, 2022

Report 2022-07

FRONTENAC

Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...

FRONTENAC

CAO Schedule – July

- Indigenous Partnership Building Working Group July 5
- EOLC Finance Committee Meeting July 6
- EOLC Board Meeting July 13
- County Council Public Meeting for Communal Services July 13
- EOWC Meeting July 14 & 15
- FLAOHT Partnership meeting July 19
- County Council July 20
- Ted Hsu, MPP Meeting July 20
- OPSEU Bargaining Meeting July 25 & 26
- EOWC Meeting July 30

Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...

FRONTENAC

CAO Schedule – August

- EOLC Finance Committee Meeting - August 3
- EOLC Strategic Planning Committee Meeting – August 11
- FLAOHT TLC Partnership meeting – August 11
- AMO Conference – August 15, 16 & 17th

Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...

FRONTENAC

AMO Conference – August 14-17, 2022

- After two years of virtual meetings and conferences, AMO is excited to welcome back delegates to our in-person conference. Hosted by the beautiful City of Ottawa, the AMO conference will offer all of the familiar events and more that will make the 2022 Annual Conference and Annual General Meeting a remarkable gathering for the Ontario's municipal sector.

Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...

FRONTENAC

AMO Secretary Treasurer's Nomination Report on the 2022-2024 AMO Board of Directors

- Election Process

Election to the AMO board of Directors will be held during the conference on Monday, August 15th, 12:00 p.m. – 5:30 p.m. and Tuesday August 16, 8:00 a.m. – 12:00 p.m.

Voting will be conducted in person in the Parliament Foyer, Shaw Centre, Ottawa

Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...

FRONTENAC

Update – EOWC and EOLC

- EOWC

  CAO's meeting

  July 14 & 15, Prescott and Russell

  Strategic Planning Committee

  July 30, 2022

- EOLC

  Finance Committee Meeting

  July 6, 2022 Virtual

  Board Meeting - AGM

  July 13, 2022, Glenburnie

FRONTENAC

Initial Letters to Cabinet Ministers Sent

- On June 24th, 2022, Premier Ford announced his new Cabinet. Over the next four years, AMO and the province will have an opportunity to work together to address the truly complex issues we face together: issues that shape our ability to attract the people and investment necessary for Ontario's economic growth. There are many including: housing affordability and homelessness, climate change and sustainable infrastructure, transportation and transit, broadband and connectivity, rural and northern economic development, responsive and effective health services in our communities, mental health and social services, and the fiscal sustainability of municipal governments.

- AMO looks forward to welcoming the Ministers, Parliamentary Assistants, and other members of provincial Parliament to this year's AMO Conference in Ottawa from August 14th to 17th, 2022. The popular Ministers' Forum event is scheduled for Tuesday, August 16th.

FRONTENAC

Ontario Legislature to Resume in August

- Premier Doug Ford has confirmed that the Ontario Legislature will be recalled for a five-week session beginning August 8. It is expected during this time the Throne Speech will be delivered, a new Speaker will be elected, and the provincial budget will be introduced and passed.
- The resumption of the Legislature on August 8th is not expected to impact the attendance of Cabinet Ministers or Party Leaders at the AMO Conference including the Ministers' Forum and delegation meetings

FRONTENAC

Blue Box Transition
Upcoming July 15 Deadline for Providing Curbside Collection Services

- The first communities to transition their Blue Box programs to full producer responsibility will begin on July 1, 2023. Details on when every municipality with a Blue Box program transitions are posted.
- The operational planning for the collection and processing system for Blue Box materials is well underway. The organization representing the majority of producers, Circular Materials, is asking that municipalities inform them of their interest or non-interest in providing curbside collection services for the Blue Box program during the transition period by **July 15, 2022**. A survey is available to provide your indication.

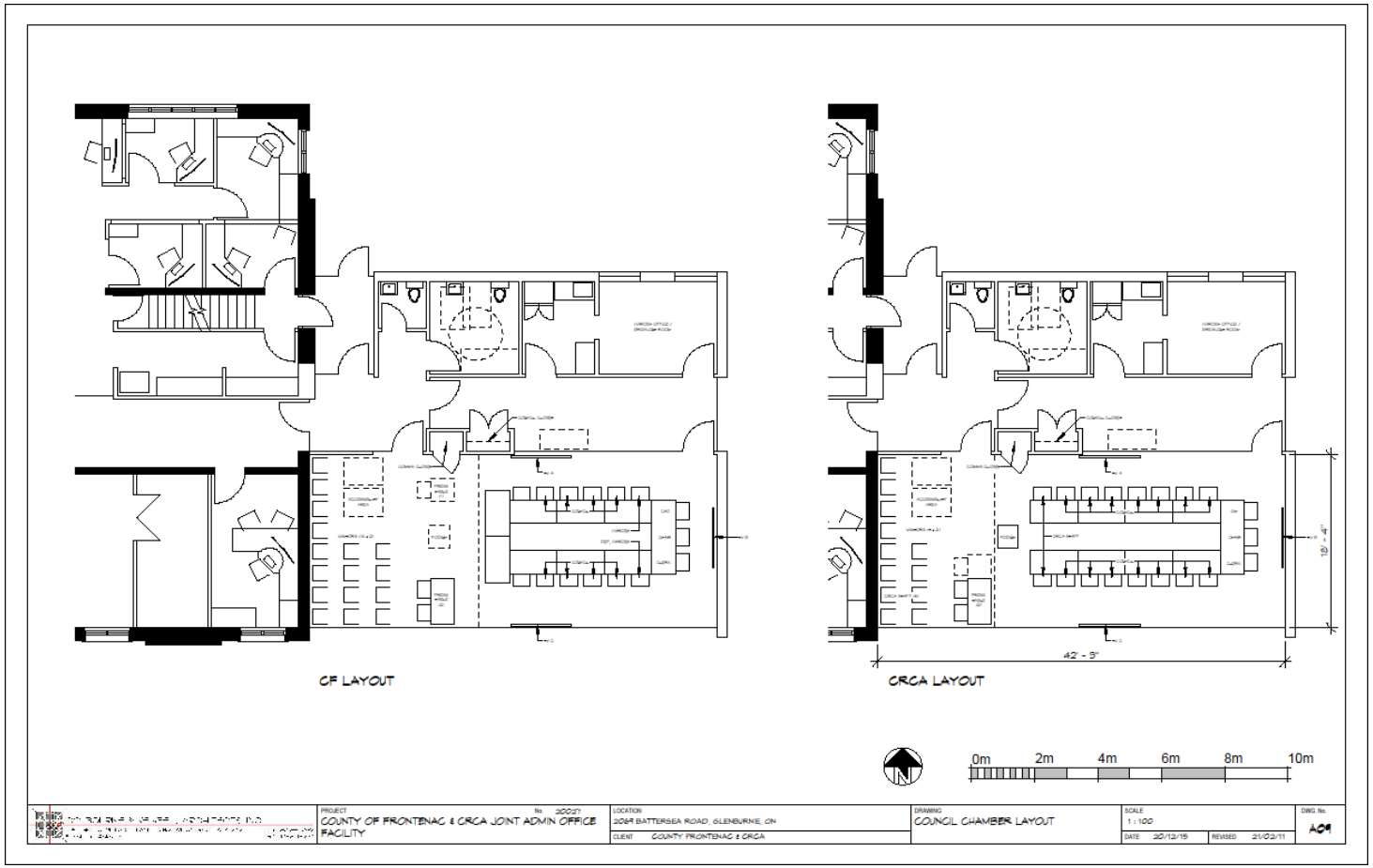
Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...

FRONTENAC

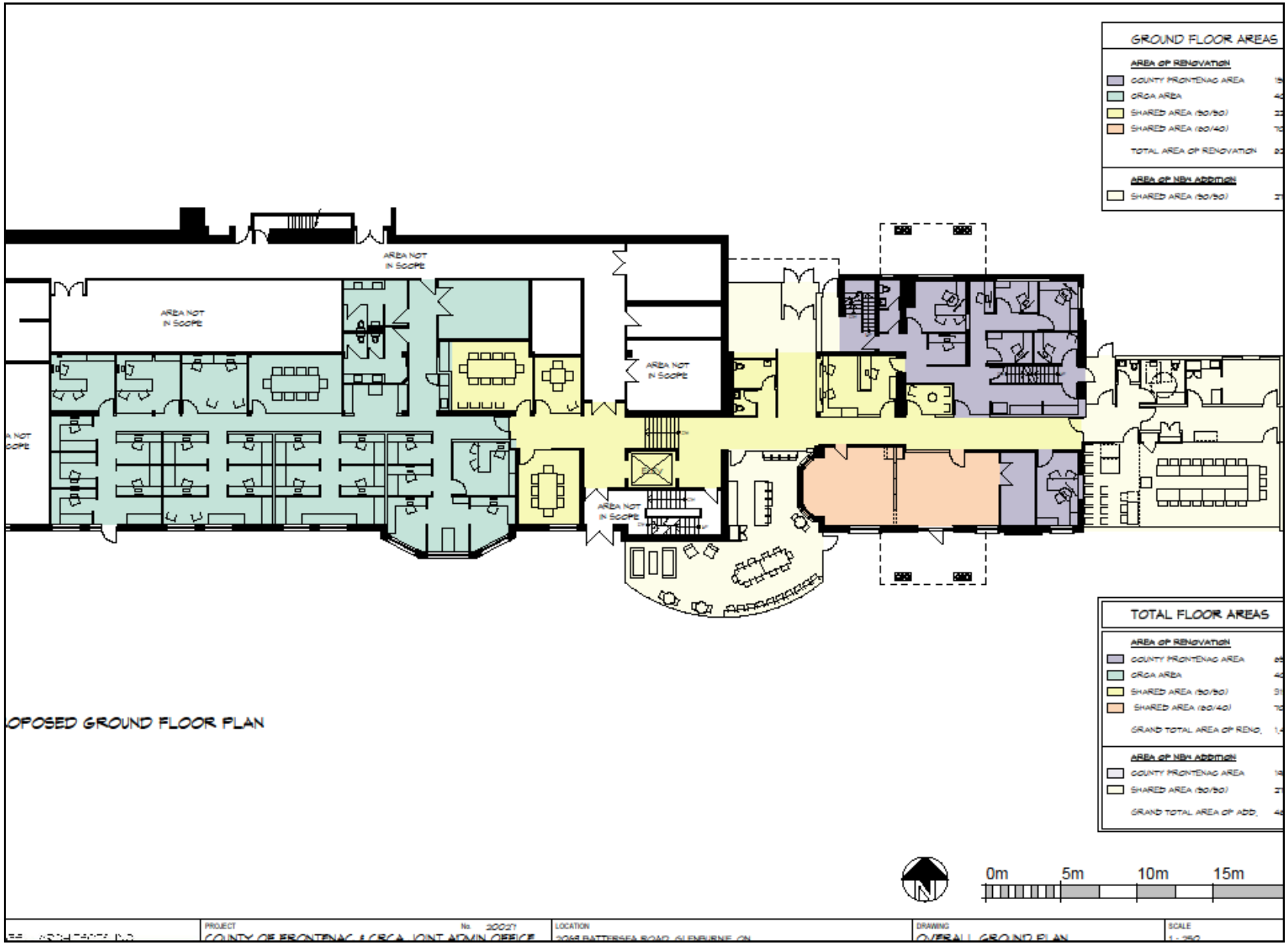
Administrative Building Redevelopment

- Construction to begin on July 18th
- County of Frontenac Administration Staff abatement of building on July 15th
- Frontenac Staff Trailer to be set-up on July 11th with rotating staff on-site which includes:
  - Chief Administrative Officer, Executive Assistant, Clerk, Director of Corporate Services/Treasurer, Deputy Treasurer and AR/AP clerks
- Frontenac Wellness Room to be set-up on July 18th with 2 rotating hot desks available for staff on-site as well as permanent IT staff.

Mr. Kelly Pender , Chief Building Officer, will provide Council wi...



Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...



Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...

FRONTENAC

Human Resources Update

- 2022 – 306 postings as at July 12, 2022
  - Ongoing Health Human Resources crisis
  - Key County Admin positions filled: Administrative Clerk, Corporate Services
  - Temporary Human Resources Assistant to support Fairmount recruitment (funding through FMT)
- Negotiations:
  - OPSEU – July 25, 26
- Notice to unions re discontinuing pay for part-time COVID sick effective August 2, 2022
- HRIS –upload for payroll complete; recruitment, onboarding, offboarding modules, training and development; performance management, succession planning; labour relations; discipline; scheduling module commencing this week
  - Heavy workload for finance and HR
- Leadership skills needs assessment conducted
- Office move
- Semi-annual Succession Planning meeting; Attendance Review Committee meeting

Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...

FRONTENAC

Engagement & Communications Update for June, 2022

Website Pageviews	
FrontenacCounty.ca	25,674
InFrontenac.ca	15,513
FrontenacMaps.ca	6,248
EngageFrontenac.ca	547
Social Media Engagement	
County Facebook & Instagram	6,753
County Twitter	333
County Youtube	645
FPS Twitter	1,538
Visit Frontenac Facebook & Instagram	573
Visit Frontenac Twitter	15
Fairmount Facebook	1,693
K&P Trail Twitter	22
K&P Trail Facebook Group	1,646
H.I. Ferry Twitter	932
Total engagements in March	62,132
Change from April 2022	-4%
Change from June 2021	2%

Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...

Around Frontenac in June

Despite persistent visitation restrictions that kept families away, The Fairmount Home annual Butterfly Release Ceremony on the 22nd was also a favourite among audiences.

Photos on the Fairmount facebook page were very popular among families and video of the ceremony published on the county Youtube channel was watched more than 300 times, pushing our Youtube numbers for the month to a near-record high.

Mr. Kelly Pender , Chief Building Official, will provide Council wi...
Page 45 of 120

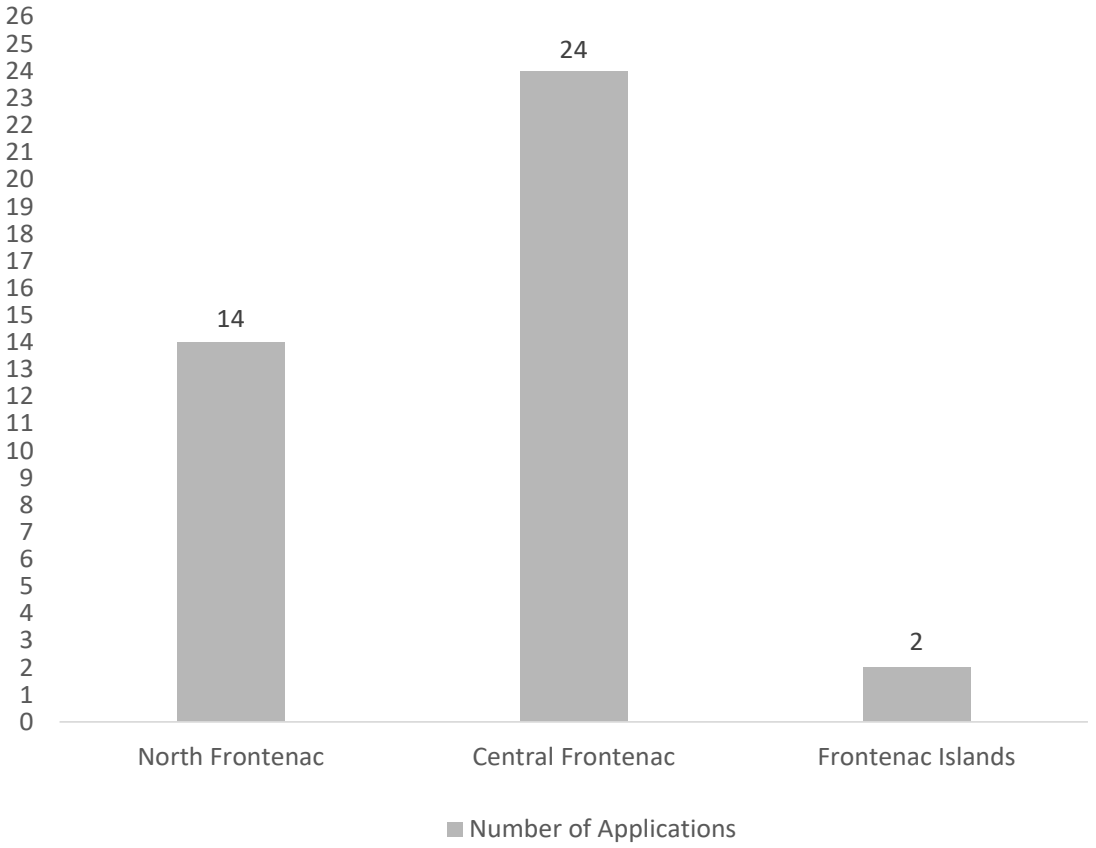
FRONTENAC

Planning Department Update

- **Sharbot Lake School Site Redevelopment – Communal Services Feasibility Study**
  - Work on the feasibility study for redeveloping the former Sharbot Lake school site on communal services is progressing well. Revisions are being made to the consultant's draft report and staff anticipate presenting the final report to township council before the end of the summer.
- **Central Frontenac Zoning By-Law**
  - Central Frontenac is in the middle of the comprehensive review of their zoning by-law. There are two public open houses planned for August 13th and 18th in Sharbot Lake.
- **Marysville Secondary Plan**
  - The Official Plan Amendment to implement the secondary plan for the Village of Marysville is available on Engage Frontenac. There was a second public meeting on July 5th. The final version of the proposed amendment will be presented to township council in September.

Planning Application Update - Townships

- Applications for North and Central remain high for June and July.
- In terms of <u>new</u> applications submitted in 2022, the percentage of files is currently 37% of the volume from 2022.
- However, when you add in files that were submitted late in 2021, as well as deferred files that were carried over, the total is 53% of the 2022 total.



Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...

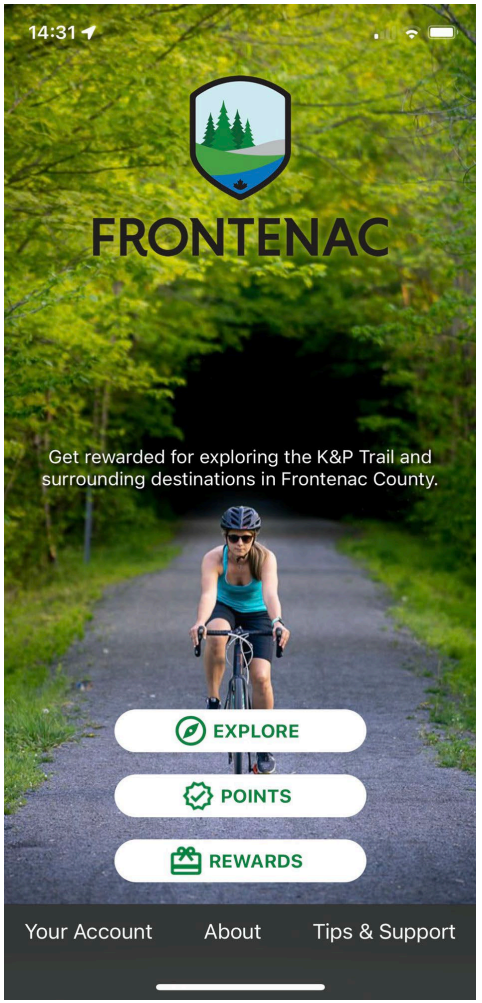
Economic Development Update

Get the Frontenac App to engage with local businesses and earn rewards

The Frontenac App is a place-based phone application that uses geolocation to allow users to collect points while exploring Frontenac County trails.

These points can be redeemed at participating businesses for a discount or other reward.

The app has over 140 users with 18 featured businesses so far. Search for “Frontenac” on your app store to download for free.



Mr. Kelly Pender , Chief Administrative Officer, will provide Council wi...

FRONTENAC

Staff Updates

- Congratulations Tina Caird who started the permanent position of Administrative Clerk in Corporate Services

- Congratulations Matt Fodey who accepted the Temporary Position of Human Resources Assistant

FRONTENAC

Report 2022-075

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:	July 20, 2022

Re: Corporate Services – Restricted acts after Nomination Day – Delegation of Authority to Chief Administrative Officer to authorize unbudgeted expenditures in excess of $50,000 related to the re-development of the County Administration Building and the Paramedic Station at 2069 Battersea Road

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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 liability for unbudgeted emergency expenditures related to the re-development of the County Administration Building and the Paramedic Station at 2069 Battersea Road;

2. **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;

3. **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 subject to the restricted acts under Section 275 of the *Municipal Act*.

Background

Section 275 of the Municipal Act sets out Restricted Acts after Nominations Day for municipal councils. This is typically termed as “Lame Duck”. A Council can become Lame Duck in one or both of two separate time periods:

1. The period from nomination day to Election Day (2 p.m. August 19 – October 24);

2. From Election Day to the end of the term of Council (October 24 – November 14).

Section 275 (2) of the *Municipal Act* states:

Basis for determination

(2) If a determination under subsection (1) is made,

(a) after nomination day but before voting day, the determination shall be based on the nominations to the new council that have been certified and any acclamations made to the new council; or

(b) after voting day, the determination shall be based on the declaration of the results of the election including declarations of election by acclamation. 2001, c. 25, s. 275 (2).

For the Council of the County of Frontenac, these restrictions would apply if it can be determined that the new Council will include less than three-quarters of the members of the outgoing council or if 3 or more current members of Council chose not to run in the case of (a) or 3 or more current members of Council are not re-elected in the case of (b).

The following restrictions are set out under Section 275 (3) of the Act should Council become “Lame Duck” in either scenario noted above:

Restrictions

(a) the appointment or removal from office of any officer of the municipality;

(b) the hiring or dismissal of any employee of the municipality;

(c) the disposition of any real or personal property of the municipality which has a value exceeding $50,000 at the time of disposal; and

(d) making any expenditures or incurring any other liability which exceeds $50,000.

Exceptions

Under Section 275 (4) and (4.1) of the Act, clauses (3) (c) and (d) do not apply if the disposition or liability was included in the most recent budget adopted by Council if the budget was passed prior to nominations day and, nothing in this section prevents a municipality taking any action in the event of an emergency. Although “emergency” is not defined in this section of the Act, should Council wish to exercise its authority under this section, it should be prepared to defend its action in the event that a court challenge arises.

Section 275 (6) of the Act states that nothing in section 275 of the Act prevents any person or body from exercising any authority that is delegated to them prior to

nominations day. The hiring or dismissal of employees of the County of Frontenac is delegated to staff under the County's Recruitment Policy HR-02-11 except those statutory positions which are appointed by by-law and as such, subsection (3) (b) above would also be exempt.

Comment

At its June 15, 2022 meeting, Council authorized the Warden and Clerk to enter into an agreement with Emmons & Mitchell Construction (2000) Ltd for the renovations and additions for a joint administration facility for the County of Frontenac and Cataraqui Regional Conservation Authority in the amount of four million, four hundred and ninety thousand ($4,490,000.00). On July 15th, all staff will have vacated the building and on July 18th, Emmons & Mitchell will have taken over the building. Although all the Contractors who submitted bids were eligible as determined by their attendance at the Pre-Bid Mandatory Site Meeting, a $50,000 unbudgeted expenditure or liability for a project of this scale may occur.

At its May 18th meeting, Council authorized staff to proceed with a Request for Proposals (RFP) for the construction of a new two bay paramedic station located at 2069 Battersea Road, with final approval of the award of the project to be confirmed by Council. It was indicated to Council at that time, that the cost of construction and supply chain disruptions made establishing an accurate estimate extremely difficult and recognizing this uncertainty, preliminary budget estimates, including studies were in the $2 to $3M range. The RFP was issued on June 15, 2022 and closed on July 13th. There is a report on the July 20th Council agenda for Council approval; however again, a $50,000 unbudgeted expenditure or liability for a project of this scale may occur.

Strategic Priority Implications

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

2.3 Develop plans within a changing legislative and service delivery landscape to provide additional facilities for **Frontenac Paramedics** that will effectively meet steadily growing demand for services and accommodate more paramedic training.

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

Financial Implications

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer
Gale Chevalier, Chief/Director of Emergency and Transportation Services
Joe Gallivan, Director of Planning and Economic Development

FRONTENAC

Report 2022-076

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:	July 20, 2022
Re:	**Corporate Services – Removal of 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 as follows:

1. **That** Schedule B be amended to remove from the Chief Administrative Officer, or their delegate, the delegated 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.

Background

On March 26, 2020, then Warden Fran Smith declared an Emergency in accordance with the Emergency Management & Civil Protection Act 2009 s.4.(1) due to the emergency described as the COVID-19 pandemic for the County of Frontenac.

At its special meeting held April 8, 2020, Council receive Report 2020-040 - Corporate Services Delegated Authority in absence of Council Authorization to consider delegating

all authority to the CAO (that would normally require Council approval), in the event Council meetings were cancelled due to COVID-19. The By-law was 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 would 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. Council was asked how it would 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.

As a result of the report, the following resolution was passed, being Recommend Reports from the Chief Administrative Officer, clause e):

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

Motion #: 59-20	Moved By: Seconded By:	Councillor Doyle Councillor Higgins

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.

Carried (8:0)
(See Recorded Vote)

Yeas: Councillor Doyle, Councillor Higgins, Councillor Higgs, Councillor MacDonald, Councillor Martin, Councillor Revill, Warden Smith, Deputy Warden Vandewal (8)

Nays: (0)

Comment

On July 5, 2022, Warden Denis Doyle declared the Emergency due to COVID-19 terminated in accordance with the Emergency Management Act 1990. Prior to Warden Doyle terminating the declared emergency, staff were consulted regarding any potential issues that may arise with this termination.

In addition, this delegated authority was authorized in the event that Council would be unable to meet due to COVID-19 lockdown; however the County now has the ability to meet electronically should in person meetings not be an option. As such, this delegation of authority is no longer required.

The use by the Chief Administrative Officer of this delegated authority was reported to Council as part of the Corporate Services – Annual Report on Delegation of Authority to Council on at its January meeting in both 2021 and 2022. For Council's reference, those reports were Report 2021-003 and Report 2022-004.

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

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Barb McCulloch, Director of Human Resources
Alex Lemieux, Director of Corporate Services/Treasurer
Susan Brant, Administrator, Fairmount Home
Gale Chevialier, Chief/Director of Emergency and Transportation Services

FRONTENAC

Report 2022-078

Council Recommend Report

To:	Warden and Council of the County of Frontenac
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Alex Lemieux, Director of Corporate Services/Treasurer
Date of meeting:	July 20, 2022
Re:	**Corporate Services – New Loan Application to Ontario Infrastructure and Lands Corporation**

Recommendation

Be It Resolved That the Corporate Services – New Loan Application to Ontario Infrastructure and Lands Corporation report be received;

And Further That Council of the County of Frontenac pass a by-law later in the meeting authorizing the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for the long-term financing of certain capital work(s) of the Corporation of the County of Frontenac (the "municipality"); and to authorize the entering into of a Rate Offer Letter Agreement pursuant to which the municipality will issue debentures to OILC.

Background

On June 8, 2022, Council authorized the Warden and Clerk to enter into an agreement with Emmons & Mitchell Construction (2000) Ltd for the Renovations & Additions for a Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority in the amount of Four Million, Four Hundred and Ninety Thousand ($4,490,000.00), subject to the approval by the Cataraqui Region Conservation Authority (CRCA).

On June 15, both the County of Frontenac and Cataraqui Conservation endorsed recommendations to continue its participation in the Joint Administration Facility project.

Comments

The $4,490,000 submitted by Emmons and Mitchell does not include any contingency. Calculations to meet financial sustainability for our capital reserve balances are based off borrowing 50% of funds for building projects, with the remaining 50% coming from reserves. Staff recommend that the application submitted to OILC be for the amount of $2,500,000 to account for any cost overruns. If there are no cost overruns, the County would draw less from its capital reserves than originally anticipated.

Staff reached out to TD Bank and OILC for pricing on a fixed rate 20-year debenture to borrow $2,500,000. OILC offered the lowest Interest rate of the two financing institutions. The indicative rate as of June 29, 2022 through Infrastructure Ontario was 4.66% on a fixed 20-year loan, though is subject to change between now and the execution of the rate letter.

As part of the application for a loan with OILC, a by-law is required to approve the submission of an application for the long-term financing for the Administrative Building Redesign. The recommendation from staff is to pass the by-law later in the meeting. This by-law does not require the County to enter into a borrowing agreement immediately and would allow the County to borrow funds within the next 12 months. There may be a possibility to extend the timeline with Infrastructure Ontario beyond 12 months on an exception basis if required.

Next Steps

Should Council wish to borrow funds as soon as possible, the anticipated timeline from when the application is made to approval is 3 to 4 weeks after submission. Once the application is approved, OILC will then provide a rate letter with the final rate for the 20-year debenture, which the Warden and the Treasurer will have authority to execute per the proposed by-law being considered at this meeting. The County of Frontenac would then be required to pass a second by-law to authorize the debenture after the rate letter has been received.

In consultation with our investment advisors, Johnson, Johnston and Macrae Investment Group, and through the economists they work with at CIBC Wood Gundy, the overnight interest rate was anticipated to increase 75 basis points in July, with a further 75 basis point increase throughout 2022. No increases to the overnight rate are anticipated for 2023. On July 13, 2022, the Bank of Canada announced that the overnight rate would increase by 100 basis points.

Despite the projected increases in overnight rates, long-term rates are projected to drop into 2022 through December 2023. Long-term borrowing rates would generally follow long-term interest rate trends. Staff will continue to monitor changes in interest rates.

Forecast Details

Table: Canadian interest rates (end of period)

Variable	2022 28-Jun	2022 Sep	2022 Dec	2023 Mar	2023 Jun	2023 Sep	2023 Dec
Overnight target rate	1.50	2.75	3.00	3.00	3.00	3.00	3.00
98-Day Treasury Bills	2.10	2.80	2.80	2.75	2.70	2.65	2.60
2-Year Government Bond	3.19	3.25	3.10	2.95	2.85	2.80	2.70
10-Year Government Bond	3.38	3.20	3.15	3.00	2.75	2.60	2.45
30-Year Government Bond	3.33	3.10	3.10	3.00	2.90	2.75	2.55
Canada - US T-Bill Spread	0.35	0.00	-0.33	-0.25	-0.10	-0.05	0.10
Canada - US 10-Year Bond Spread	0.19	0.00	0.10	0.05	-0.05	-0.05	0.15
Canada Yield Curve (10-year — 2-year)	0.19	-0.05	0.05	0.05	-0.10	-0.20	-0.25

Source: CIBC Capital Markets, Economics and FICC Strategy Forecast Update, June 28, 2022

The County of Frontenac has the option to borrow at the onset of construction or to borrow at its conclusion. The trade-off the County faces if borrowing at the onset is that interest rate risk would be eliminated by providing certainty with the borrowing rate on debenture payments in exchange for starting interest payments early. To summarize, the three options available:

Option 1 – Borrow at project onset

- Interest rate locked in for 20 years
- Interest payments start at loan start (2022)
- Cash flow for construction provided upfront

Option 2 – Enter into construction loan, finance project at conclusion

- Can borrow partial amounts through construction can be borrowed at a reduced rate through the construction phase (2022-23)
- Interest-only payments made on amount of construction loan
- Final interest rate uncertain, determined at the project conclusion when 20-year payments would commence

Option 3 – Borrow at project conclusion (or later in the project)

- Final interest rate uncertain

- Can elect to borrow full amount between now and project conclusion
- Cash flow to fund project would be received when debenture agreement is entered into
- 20-year payments would commence effective when the debenture was entered into

Given where long-term interest rate projections are currently for 2022 and 2023, there is little financial incentive to enter into the borrowing agreement at this time and to begin repayments of the loan prior to receiving loan payments. However, should long-term interest rate forecasts change, or should Council be sensitive to the risk of increasing interest rates, Council can direct staff to enter into the loan agreement with OILC prior to completion.

Financial Implications

There are no immediate financial implications with the submission of the application to provide authorization to enter into a long-term borrowing by-law with OILC. The subsequent financial implications would come later after Council entered into a debenture agreement with OILC.

Assuming a rate of 4.66% and a start date in August 2022, if the County of Frontenac were to borrow before completion, they would incur $81,193 in debenture payments for 2022 and $194,864 in 2023 before receiving lease payments from CRCA to partially offset the debenture payments in 2024. CRCA's portion is assumed to be fully financed, with their lease payment based on 31.8% of the total cost of construction. Annual payments would be $194,864 for the duration of the agreement beyond 2024 which would be offset by lease payments from CRCA of $120,761.

No debenture payments were budgeted for 2022 for the Admin Building project. If the County were to borrow ahead of time, the County would have to fund the anticipated debenture payments through a combination of its stabilization reserve or through cost savings on other initiatives. The County has $157,721 budgeted for debenture payments in 2022 to payoff the final year of the debenture for Fairmount Home. That amount could be used to offset the payments in 2023 and would require an additional $37,143 be added to the levy in 2023 to make the debenture payments.

Strategic Priorities Implications

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

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

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

Organizations, Departments and Individuals Consulted and/or Affected

Cataraqui Region Conservation Authority
Infrastructure Ontario
The Johnson, Johnston and MacRae Investment Group, CIBC Wood Gundy

Consultant Briefing: Report 6 Section 5.2, G architects, will provide Cou...

Fairmount Home

Presentation to County Council

July 20, 2022

G architects 310 Spadina Avenue, Suite 303, Toronto, ON M5T 2E8 | (647) 727 8860 | hello@garchitects.ca | www.garchitects.ca

Consultant Briefing: Magnetic Location Study, G architects, will provide Cou...

Outline

- Scope of Study
- Preliminary Site & Building Analysis
- Preferred Options
- Cost Estimate
- Recommendation
- Feedback/ Discussion

Consultant Briefing: Magnetic Road, G architects, will provide Cou...

Scope of Study

Feasibility Study

- Explore potential solutions on the site
- Eliminate unfeasible options from consideration
- Explore new build additions & renovation options
- Order of Magnitude budget

Decision making (TBD)

Functional Program & Detailed Consultation 3-6 months

Detailed Design & Approvals +/- 1 year

Construction +/- 2 years

Consultant Briefing: Magnetic Scotia, G architects, will provide Cou...

Scope of Study

- Review of Existing Site, Facility & Building Systems
- Visioning to assess Project Goals & Community Need
- Review constraints & opportunities for renovation/ expansion options, develop preliminary options
- Develop preferred approach to adding 32 beds to existing 128-bed facility (total of 160 beds)
- Develop Concept Site Plan, Block Plans & Design Briefs for 2 options *(addition, renovation and/or redevelopment)*
- Construction Cost Estimate & Report

Consultant Briefing: Magnetic Hill Lodge, G architects, will provide Cou...

Project Goals & Community Need

Fairmount's Description of Need

In the nearly 20 years, the LTC world has changed dramatically, to a high acuity care facility that deals with end-of-life care that often involves complicated treatments for serious, chronic health conditions or disabilities. In addition, physical distancing requirements, behavioural issues and bariatric residents have unique requirements in their physical environments.

The COVID-19 pandemic has further highlighted the need to address issues, like isolation units, storage for personal protective equipment (PPE), and visitation options during prolonged lock down. Physical distancing also means that many of our existing common areas are too small, including dining halls, shared rooms, staff rooms, administrative offices, and nursing stations.

At the same time, LTC care models have also changed, to more of a "home-like" settings that incorporates colour, outdoor spaces, streetscapes, and campuses of care.

- Capture "big picture" goals in Feasibility Study
- Impact items on layout, size/ building area & costs
- MLTC Design Manual vs "Enhancements"

Consultant Briefing: Magnetic Scott Rd, G architects, will provide Cou...

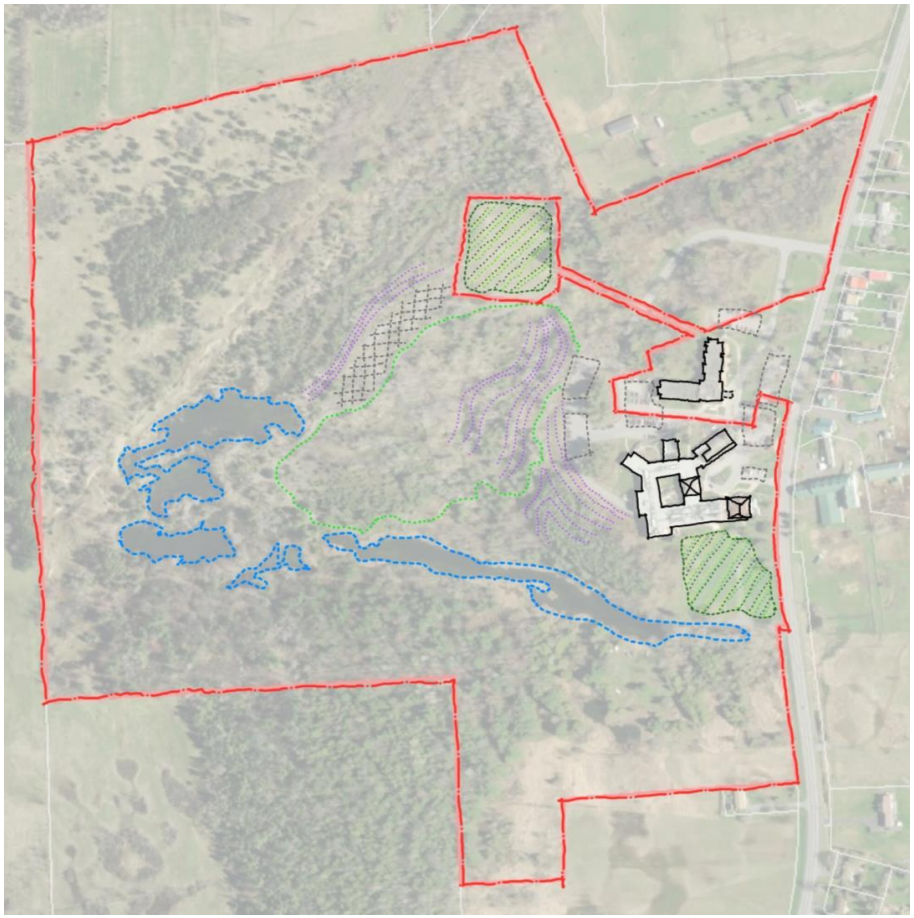
Visioning Included

- High-level visioning with key stakeholders
  1. Household size
  2. Special programs (i.e. BSU, ALC, Palliative, Hospice)
  3. Models or philosophies of care
  4. What "home-like" means to the County of Frontenac
  5. Future goals for the site
  6. Post Pandemic Lessons Learned

Consultant Briefing: Magnetic Southlands, G architects, will provide Cou...

Site Analysis - Constraints

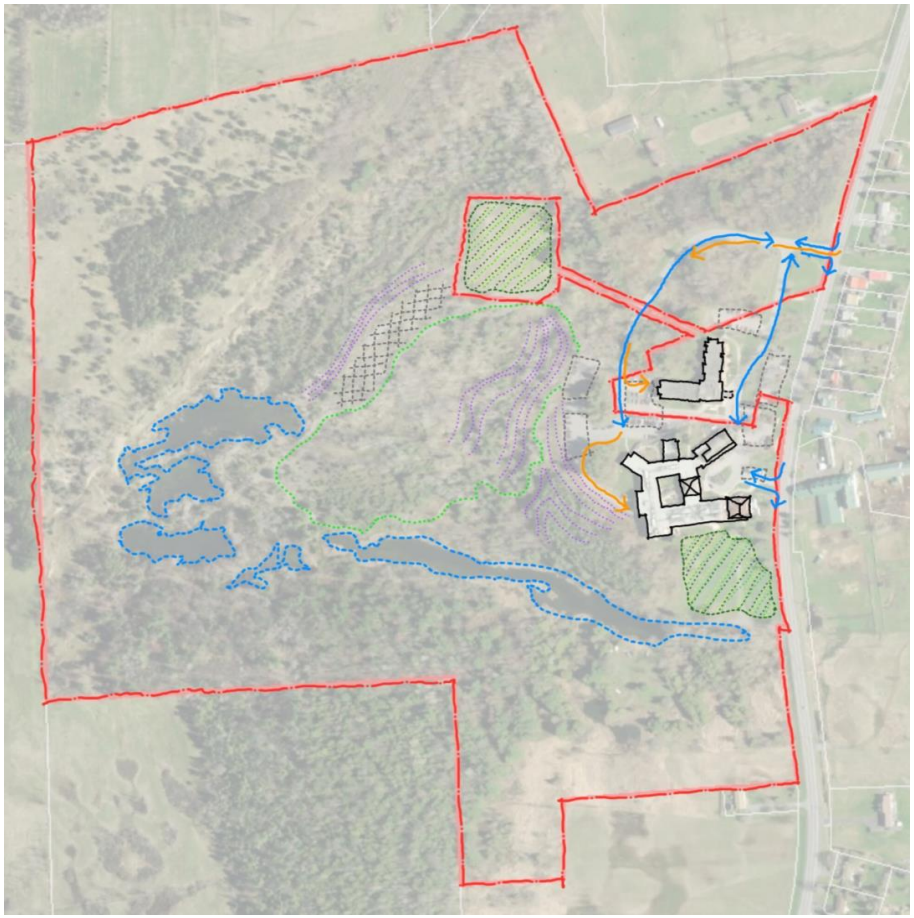
- Treed areas
- Water courses
- Grade changes
- Walking trails
- Septic Fields
- Existing parcels
- Existing parking
- Existing buildings
- Proposed EMS



Consultant Briefing: Magnetic Road, G architects, will provide Cou...

Site Analysis - Opportunities

- Site access
- Separation of service traffic
- Large, available land to north
- Ability to bend service roadway
- Flat area for new septic
- Height constraints



Consultant Briefing: Magnetic Scotia, G architects, will provide Cou...

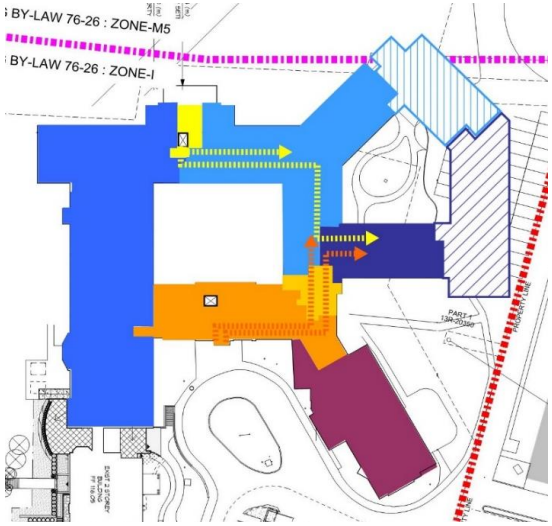
Building Analysis – Concept Options

- **Renovation/ Addition to existing Fairmount Home**
  - Adding net new 32-beds
  - Renovations to existing beds may be required
  - Phasing of renovations 1-6 moves

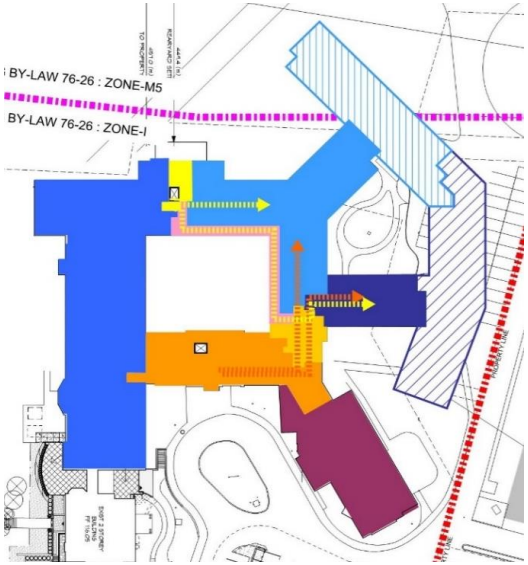
- **Build New Fairmount Home**
  - Minimum of 160-bed, potential for more
  - Built somewhere else on the site
  - Move residents over one construction complete

Consultant Briefing: Magnetic Scotia, G architects, will provide Cou...

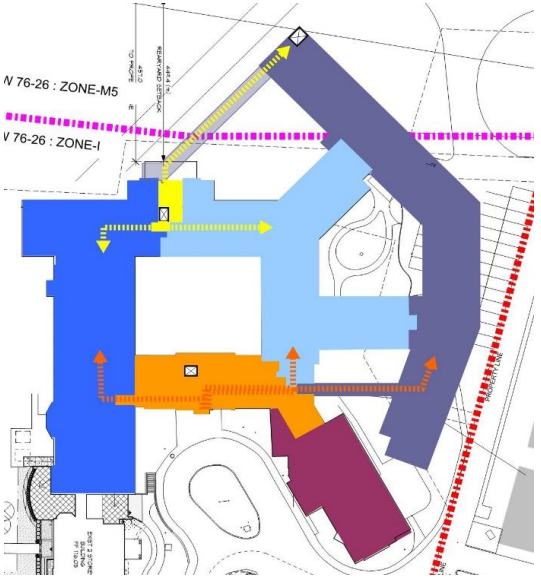
Concept Options | Addition/ Renovation



Option 1



Option 2

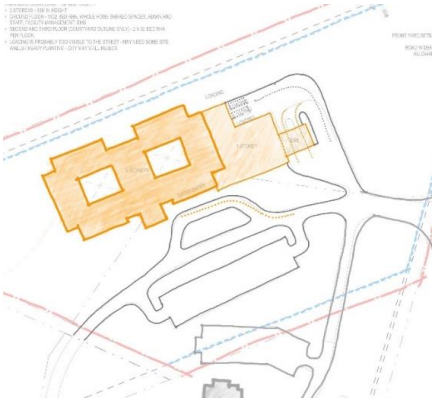


Option 3

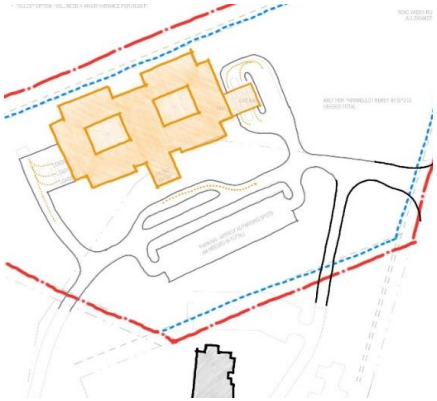
Preferred Option
No resident impacts

Consultant Briefing: Regional Co... Page 76 of 120 ... G architects, will provide Cou...

Concept Options | New Build

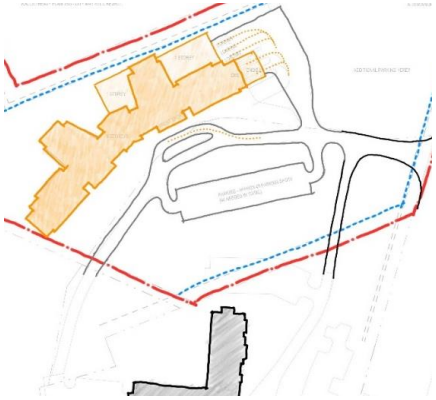


Option 1A

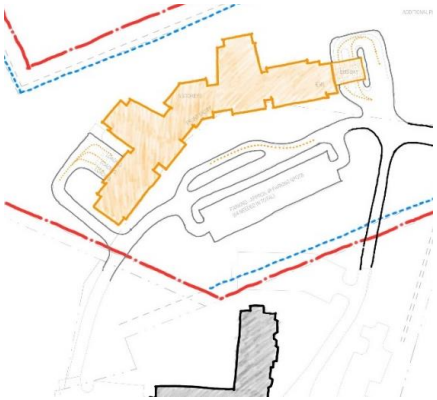


Option 1B

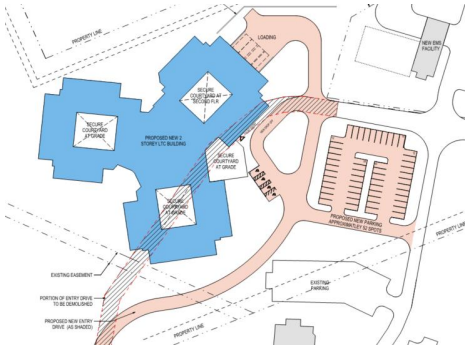
Option 1C



Option 2A



Option 2B



Option 3
Preferred Option

G architects

Fairmount Home

Consultant Briefing: Magnetawan Council, G architects, will provide Cou...

Beyond 2025

What do we do with the existing Fairmount Home if we build a new one?

- 100,000 sf become vacated
- Institutional zoning
- Potential future uses
  - Hospice, Alternate Levels of Care
  - Retirement/ Assisted Living, Affordable Rental Housing
  - Homelessness/ Shelter Support Services
  - Community Medicine/ Clinic
  - Daycare, Community Hall, Offices

Consultant Briefing: Magnetawan 72 outlook, G architects, will provide Cou...

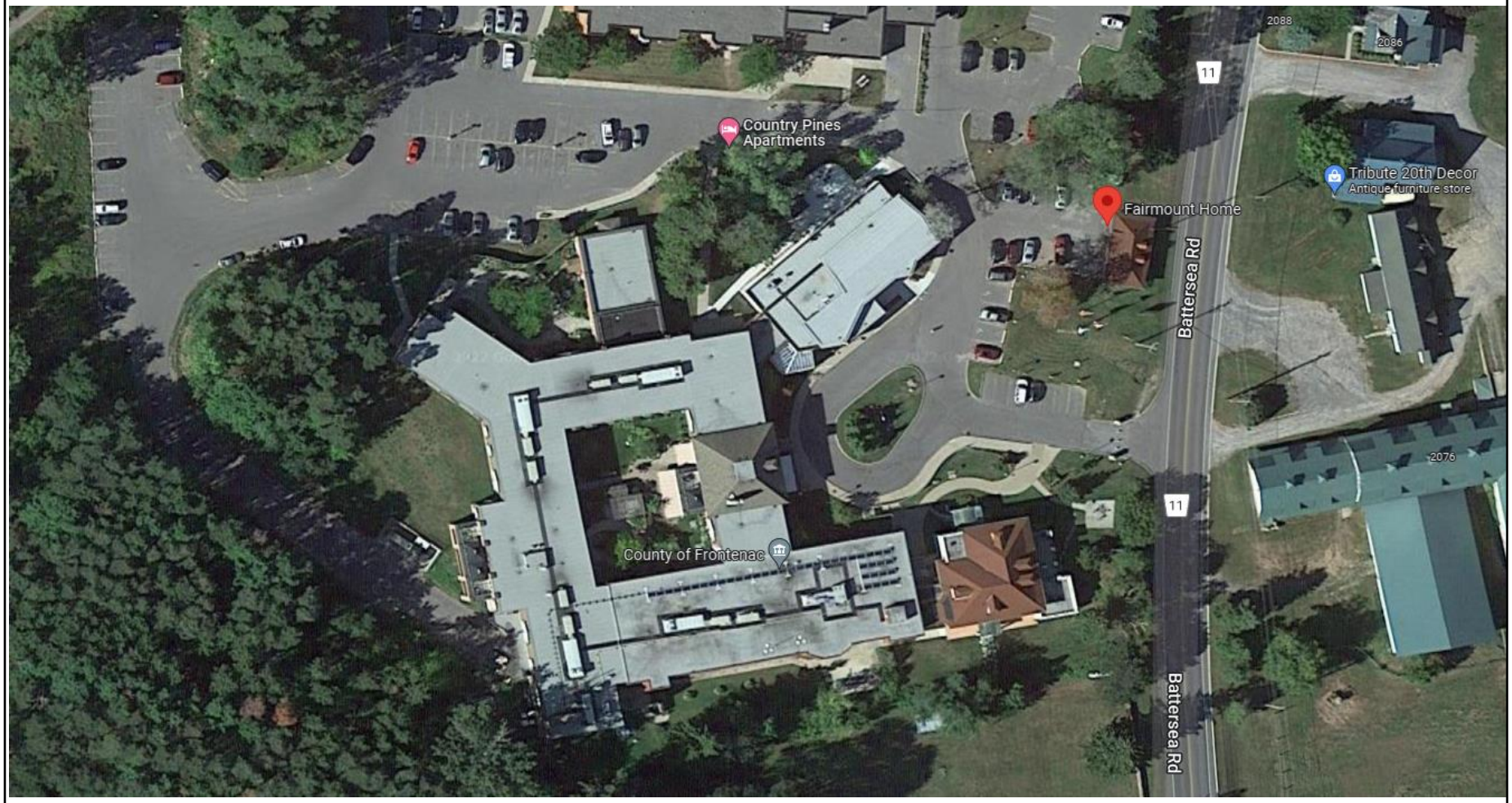
Preferred Options

- **Addition to Fairmount Home**
  - Adding 32 net new beds
  - Minor renovations at connection points

- **New Build on overall site**
  - New160-bed Redevelopment
  - Existing facility becomes available for other uses once residents are moved in

Consultant Briefing: Meeting #3 on Tuesday, G architects, will provide Cou...

Addition to Fairmount Home



G architects

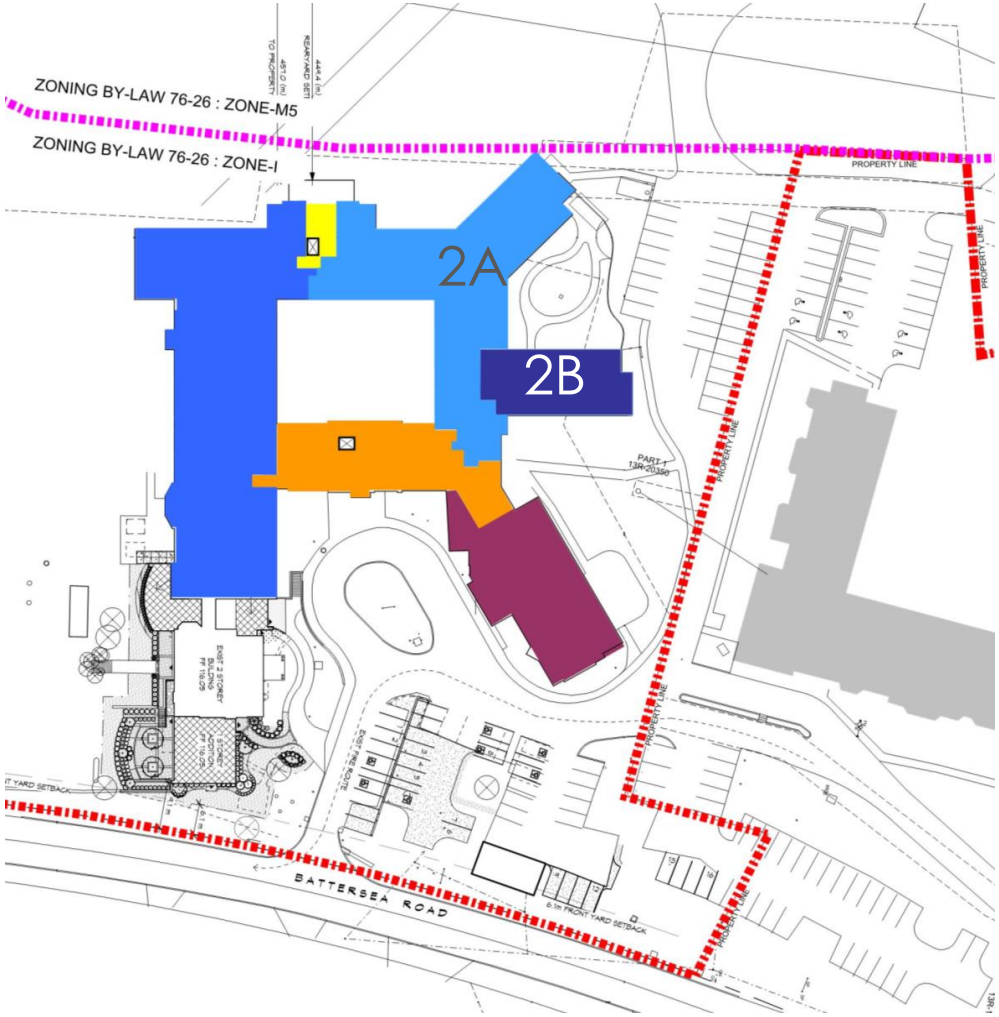
Fairmount Home

Fairmount Home
Presentation to County Council

Consultant Briefing: Regular Council Meeting, May 7, 2024 - Page 120 of 520
G architects, will provide Cou...

Addition | Constraints & Challenges

- Split RHA-2 into two RHA's



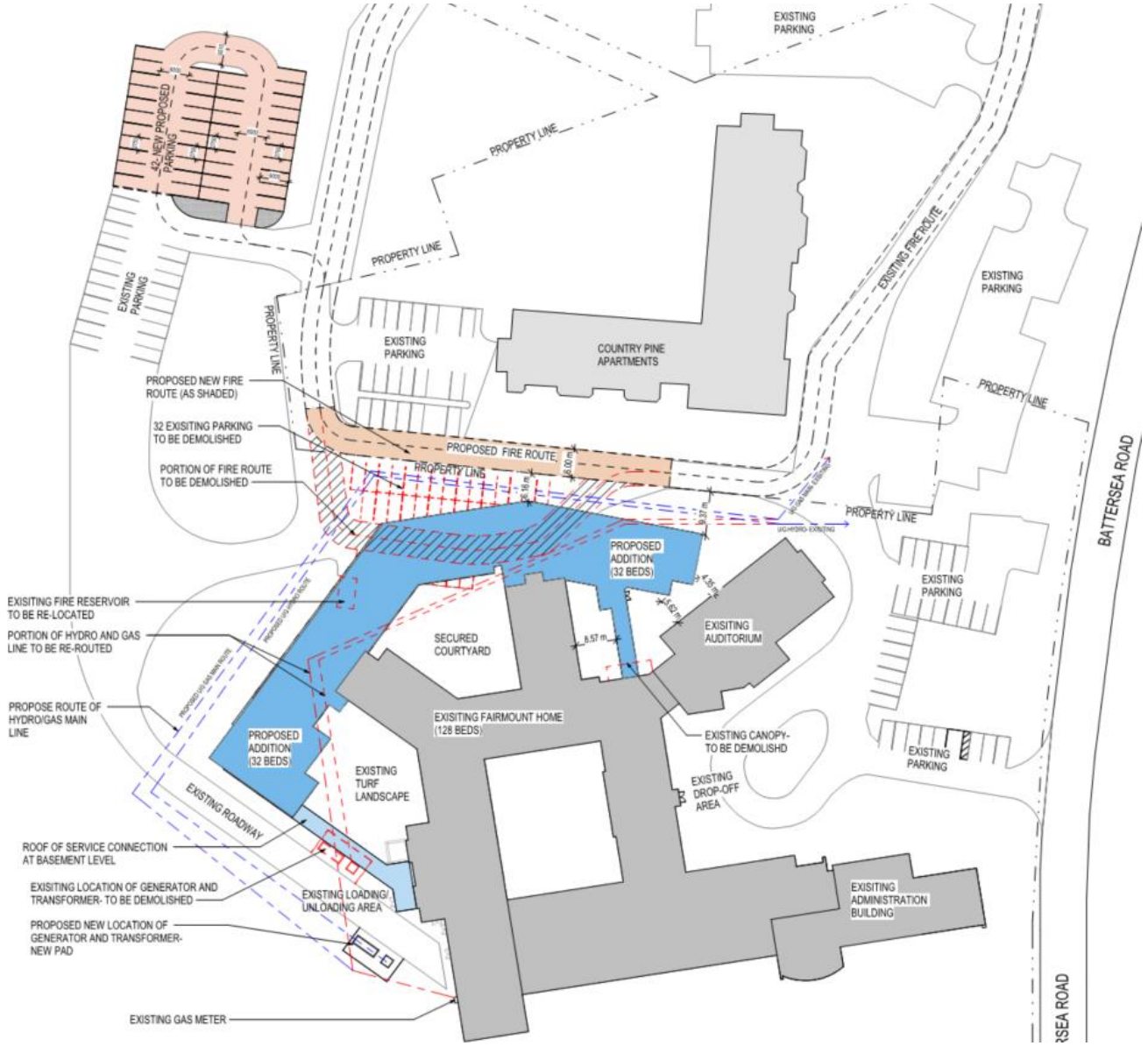
LEGEND:

- RHA- 1
- RHA- 2A
- RHA- 2B
- SERVERY/SUPPORT AREAS
- WHOLE HOME AREAS
- AUDITORIUM
- PROPERTY LINE
- ZONING LINE

Consultant Briefing: Page 75 of 120

Addition

Site Plan

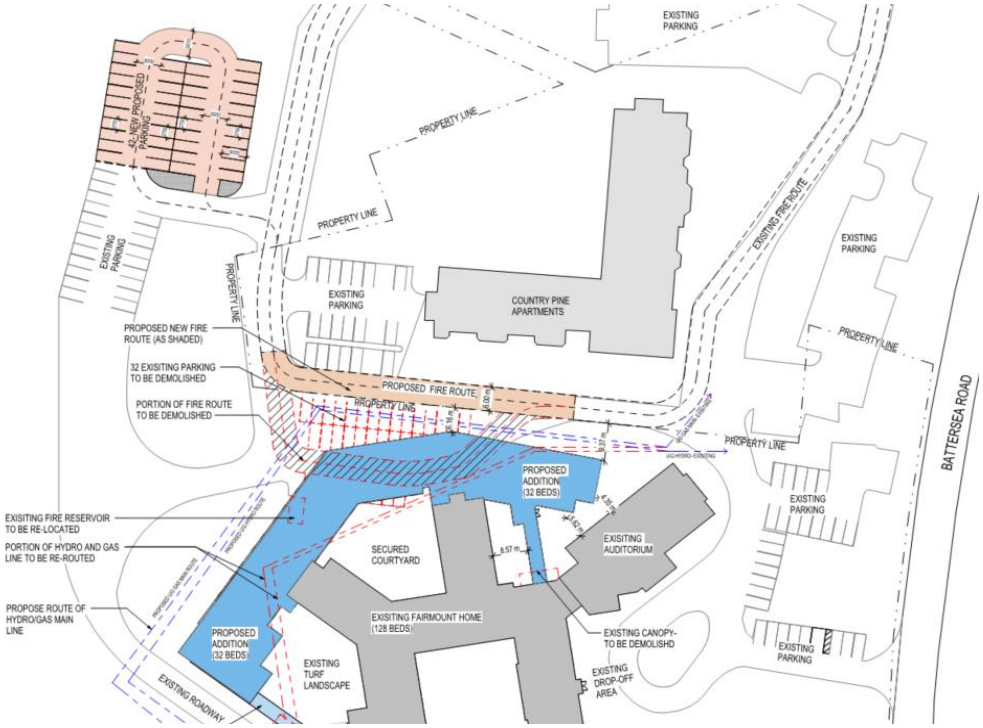


Consultant Briefing: Page 75 of 120, G architects, will provide Cou...

Consultant Briefing: Report 76 Item 5.2a, G architects, will provide Cou...

Addition

Site Statistics



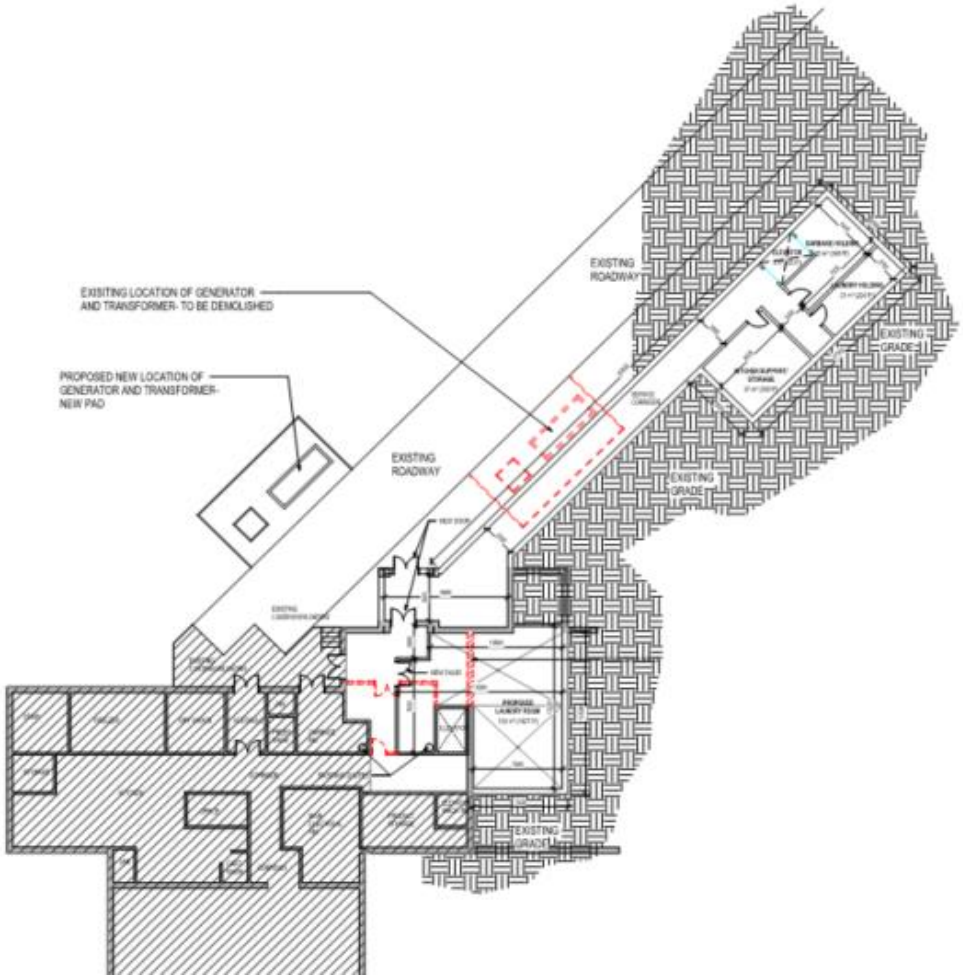
SITE / AREA INFORMATION:	
ZONING : INSTITUTIONAL (ADDITION REQUIRES ZONING VARIANCE). NEW ADDED BEDS = 32 PRIVATE BEDS = 28 SHARED BEDS = 4 HEIGHT : 1 STOREY (3.8 M)	PROPOSED ADDITION AREA (GROSS): GROUND FLOOR = 1873 SQ.M. (20161 SQ.FT.) BASEMENT = 297 SQ.M.(3197 SQ.FT.) TOTAL = 2170 SQ.M.(23358 SQ.FT)

PARKING CALCULATION:	
PARKING DEMOLISHED (DUE TO NEW ADDITION)	= 32
PARKING PROVIDED FOR ADDED 32 BEDS (8 REQUIRED BY ZONING- 0.25/BED)	= 10
TOTAL NEW PARKING PROVIDED	= 42

Consultant Briefing: Magnetic Road, G architects, will provide Cou...

Addition

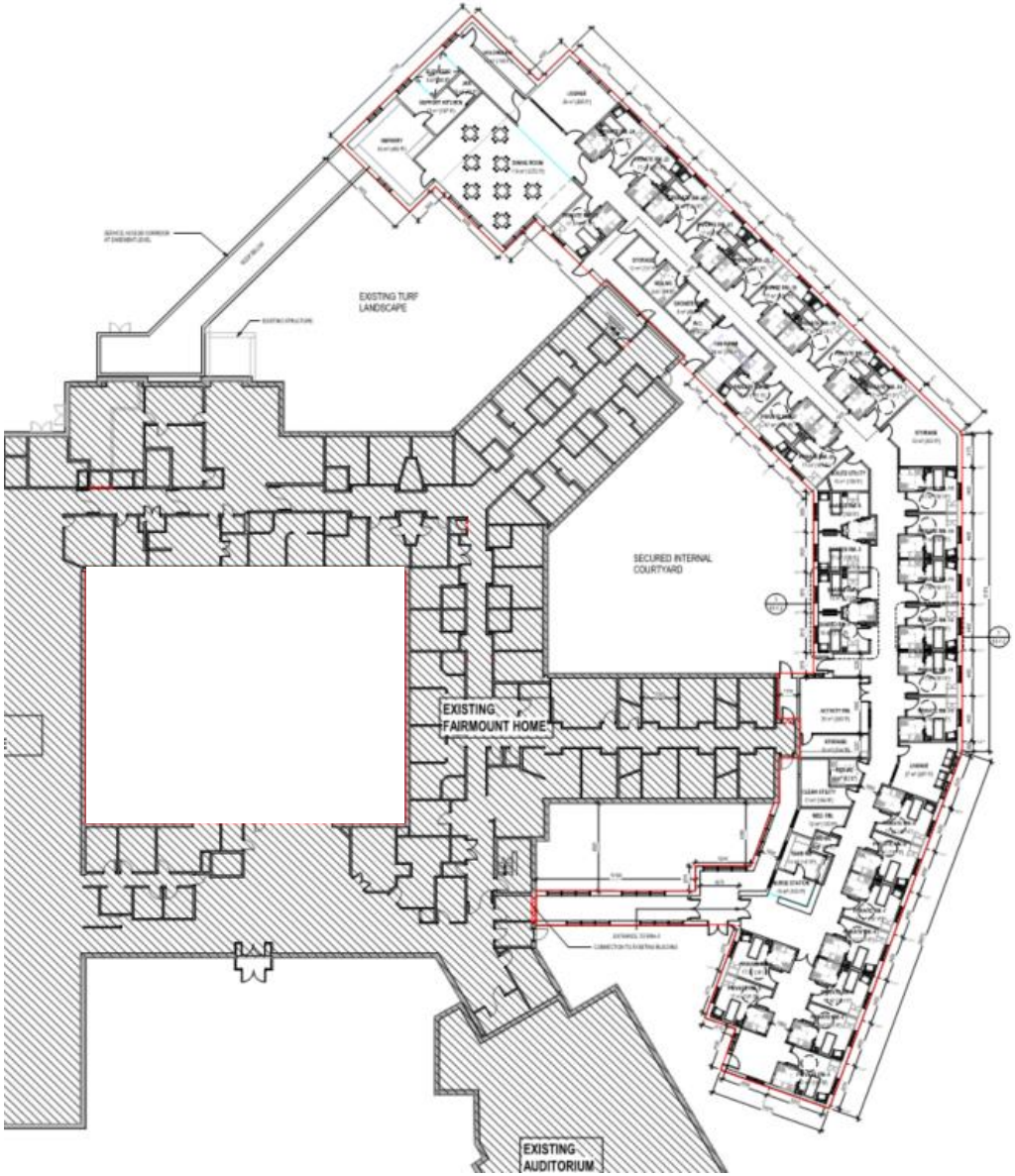
Basement Floor Plan



Consultant Briefing: Magnetic South, G architects, will provide Cou...

Addition

Ground Floor Plan



Consultant Briefing: Magnetic Scotland, G architects, will provide Cou...

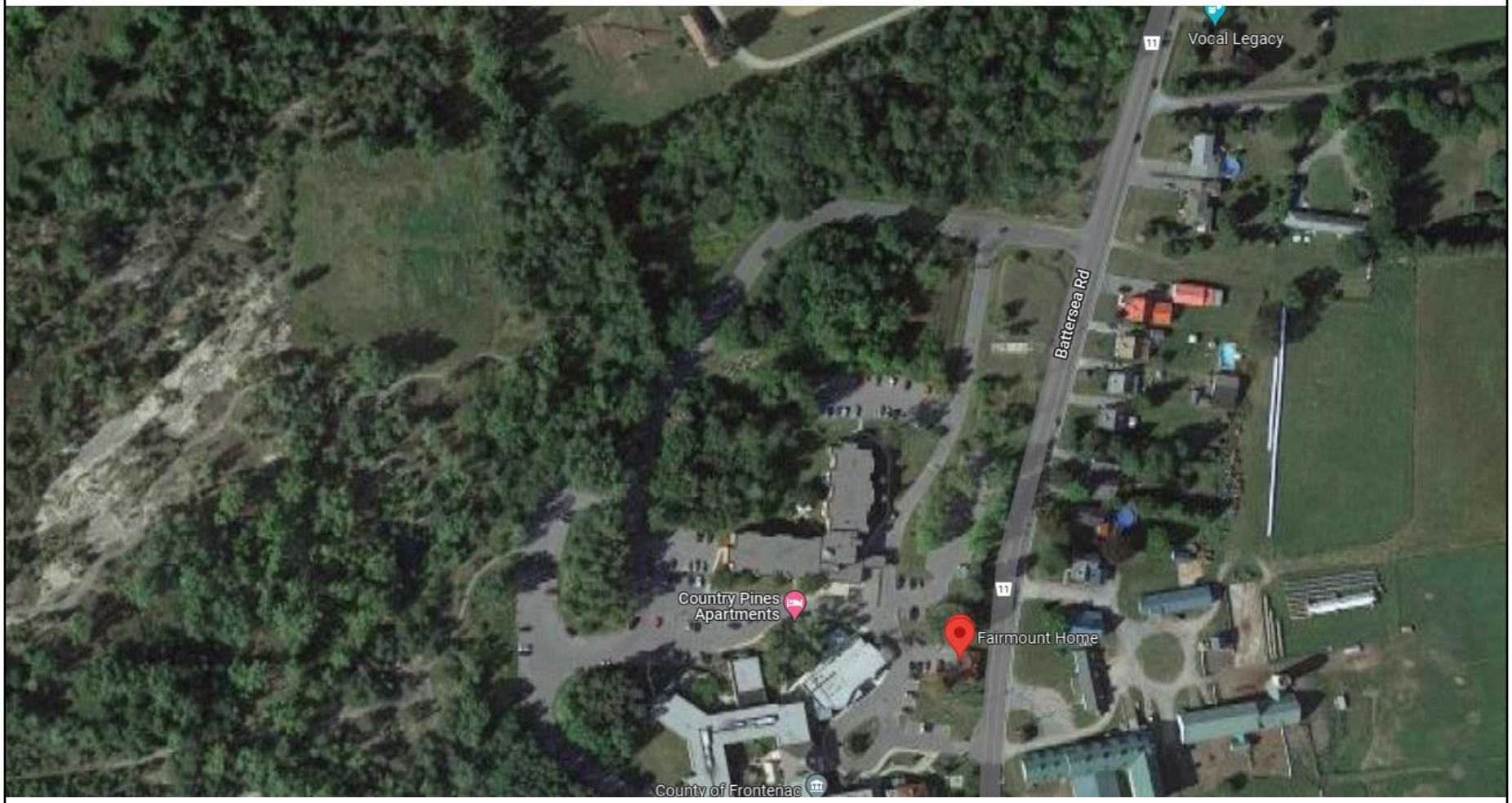
Addition | Engineering Highlights

- **Assumptions:**
  - Existing septic field has capacity
  - Existing well has capacity

- **New Services:**
  - New electrical service and gas service required
  - New generator, transformer & switchgear required
  - New RTU & AC required
  - Existing boiler capacity is being reviewed

Consultant Briefing: Page 86 of 520
Report 2, G architects, will provide Cou...

New Build on Adjacent Site



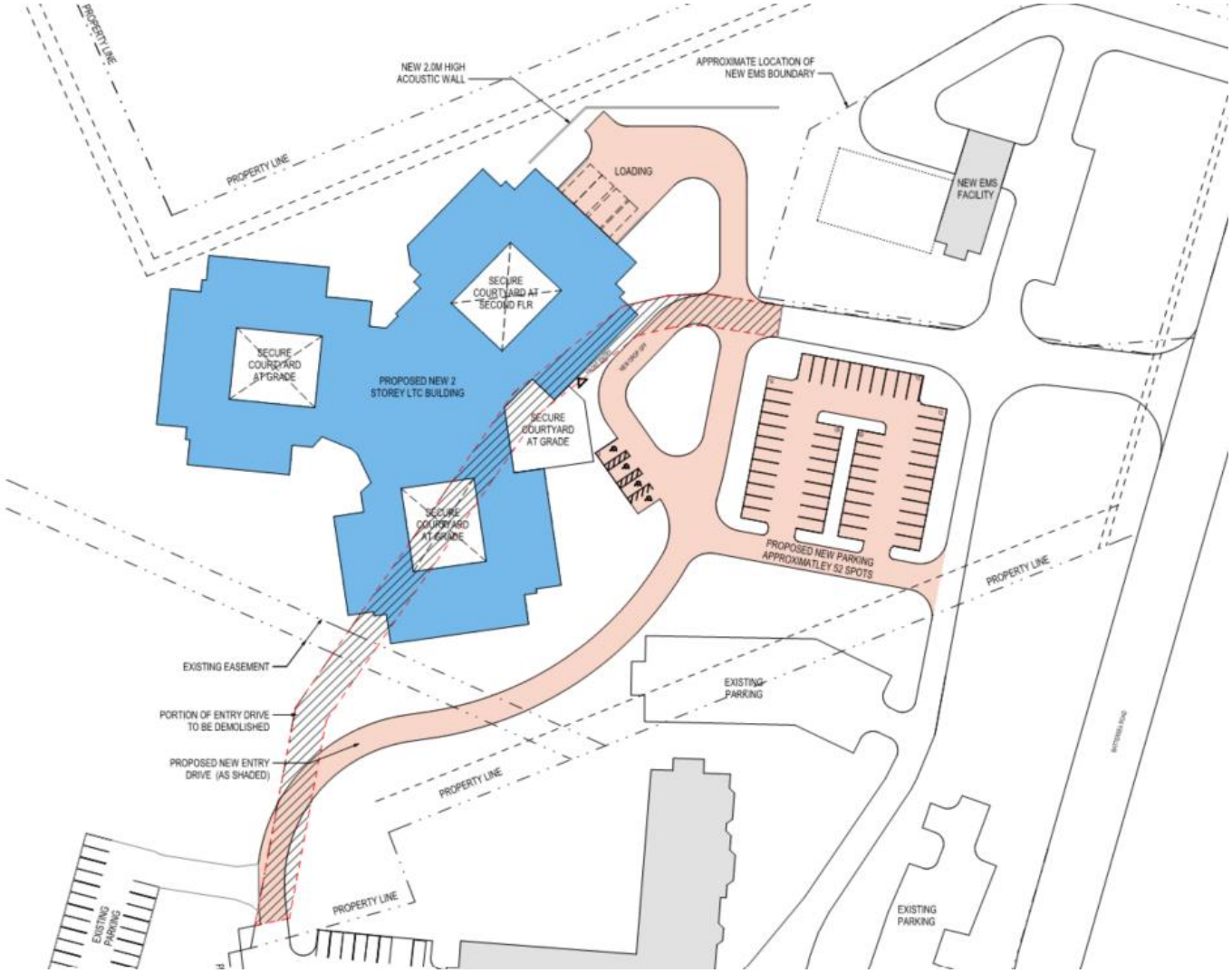
G architects

Fairmount Home

Fairmount Home
Presentation to County Council

New Build

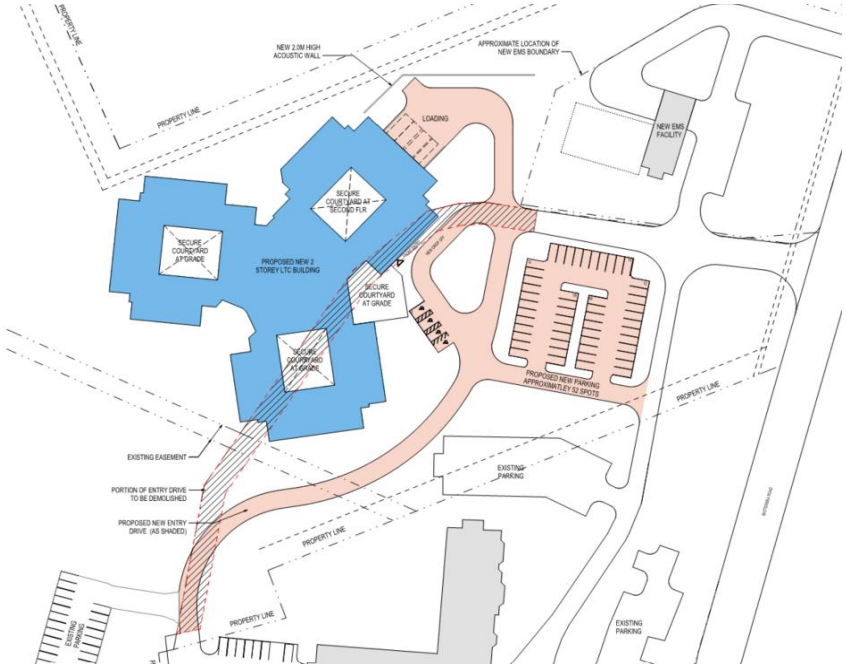
Site Plan



Consultant Briefing: Page 82 of 520
Magnus Kerr, G architects, will provide Cou...

New Build

Site Statistics



SITE / AREA INFORMATION:	
ZONING : INSTITUTIONAL	PROPOSED AREA (GROSS):
NEW BEDS = 160	GROUND FLOOR = 5,290 SQ.M SECOND FLOOR = 5,500 SQ.M.
HEIGHT : 2 STOREY (9.8 M)	TOTAL = 10,790 SQ.M.

PARKING CALCULATION:	
PARKING REQUIRED (160 BEDS x 0.25 PER BED)	= 40
ACCESSIBLE PARKING (40 SPOTS x 0.10)	= 4
PARKING PROVIDED	= 56

Consultant Briefing: Magnet Court, Wilmslow, G architects, will provide Cou...

New Build

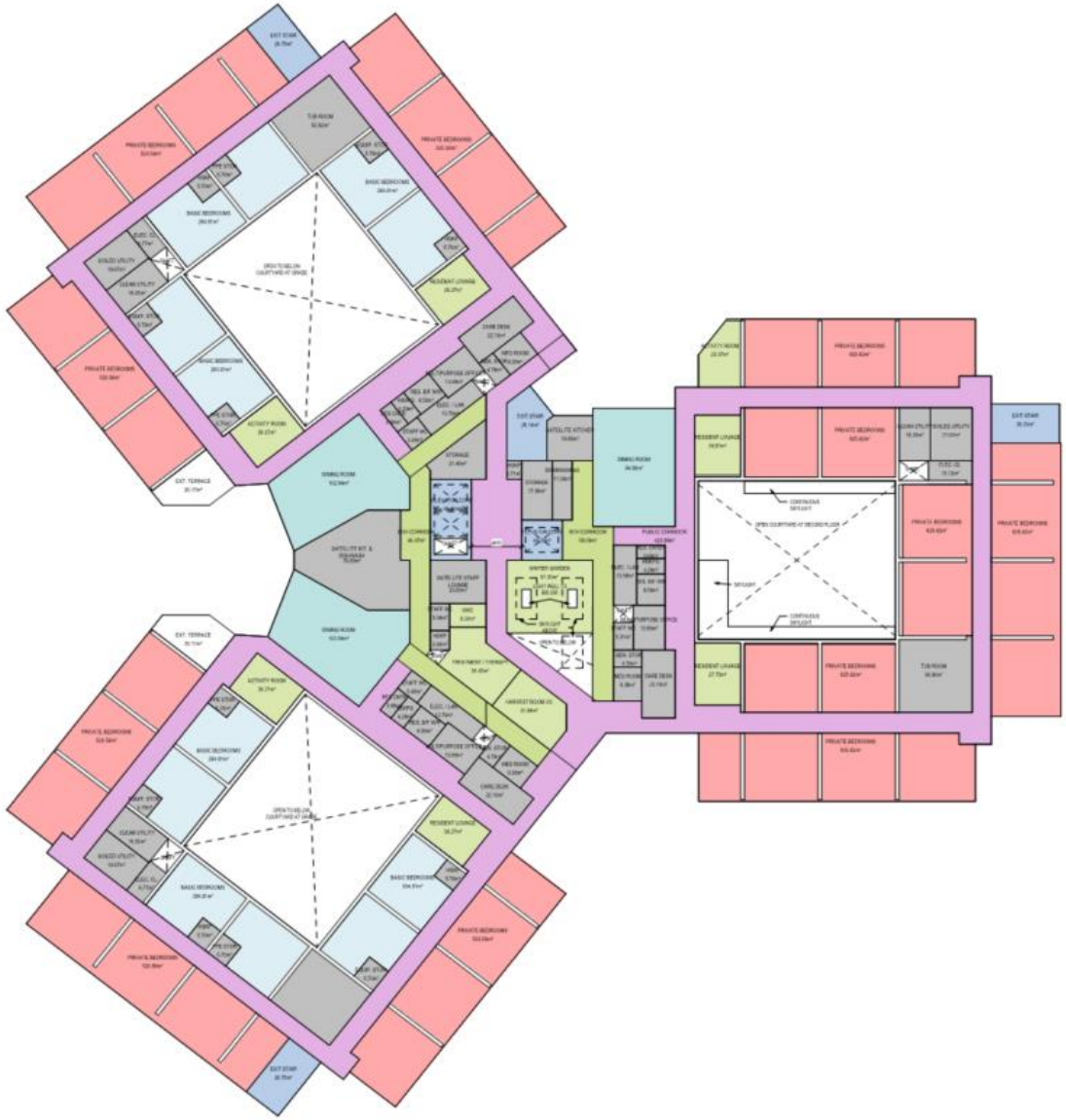
Ground Floor Plan

G architects

Fairmount Home

New Build

Second Floor Plan



G architects

Fairmount Home

Consultant Briefing: Magnet Scoping, G architects, will provide Cou...

New Build | Engineering Highlights

- **Assumptions:**
  - New septic field will need to be provided somewhere on the greater site
  - New well will be required
  - New building services will be required (power, gas, generator, etc)

Consultant Briefing: Magnet 86 Scoil Eanna, G architects, will provide Cou...

Cost Estimate

- Prepared by Turner & Townsend
- Class D – Order of Magnitude estimate
- Based on preferred option drawings & design briefs
- Reviewed by consultant & engineering team
- Reflective of current construction market & post-pandemic impacts on capital costs

Consultant Briefing: Page 87 of 520
Report to Council, G architects, will provide Cou...

Cost Estimate

- **Renovation/ Addition to existing Fairmount Home**
  - Building & Site Costs: $16,311,000
  - Construction Contigency: $1,631,000
  - Total Captial Costs: $17,942,000

Excludes escalation, anciallary costs & HST

Consultant Briefing: Magnetic Scotia, G architects, will provide Cou...

Cost Estimate

- **Build New Fairmount Home**
  - Building & Site Costs: $56,589,000
  - Construction Contigency: $2,829,000
  - Total Captial Costs: $59,418,000

Excludes escalation, anciallary costs & HST

Consultant Briefing: Magnet Scoping, G architects, will provide Cou...

Cost Estimate

- **Renovation/ Addition to existing Fairmount Home**
  - Cost/sf: $666
  - Cost per bed: $510,000
  - Opportunity Costs:
    Challenging addition to an existing sprawling home
- **Build New Fairmount Home**
  - Cost/sf: $487
  - Cost per bed: $354,000
  - Opportunity Costs:
    Post-pandemic home with existing retained assets

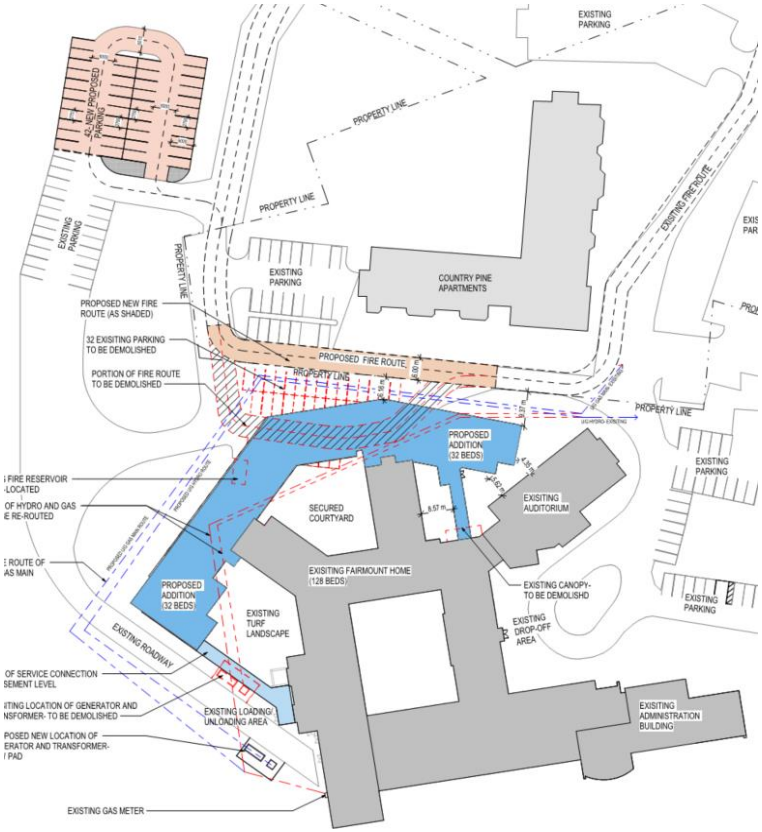
Consultant Briefing: Magnet Cooling, G architects, will provide Cou...

Recommendation

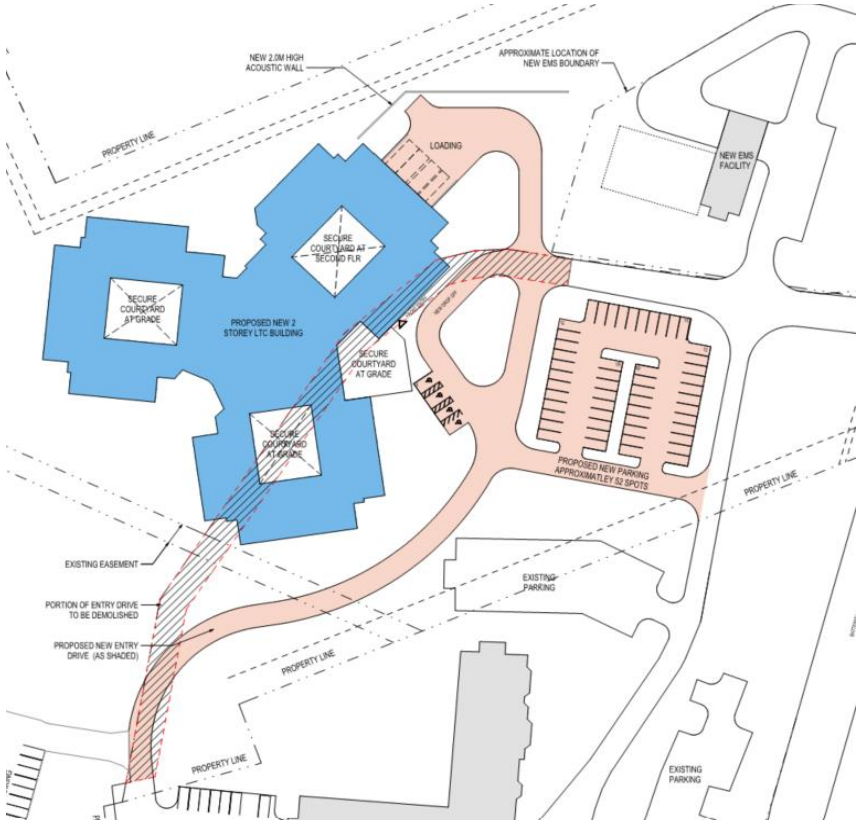
- Our recommendation is that **the New Build** is the best opportunity for Fairmount Home

  - New facility that incorporates post-pandemic lessons learned
  - Opportunities for specialised units
  - No resident disruption/ moves during construction
  - Available land
  - Retains existing home for future County uses

Questions & Discussion



Addition



New Build

Thank you for your time and questions

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FRONTENAC

Report 2022-077

Council Recommend Report

To:	Warden and Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Susan Brant, Administrator Alex Lemieux, Director of Corporate Services/Treasurer
Date of meeting:	July 20, 2022
Re:	**Fairmount Home – Redevelopment Study**

Recommendation

Be it Resolved That the Council of the County of Frontenac receive for information the Fairmount Home - Redevelopment Study report prepared by G architects;

And Further That the Council of the County of Frontenac direct staff to incorporate recommendations into the Fairmount Home's Business Plan and Project Proposals for future consideration by Council.

Background

As directed by County Council's Strategic Plan, staff were instructed to design a framework, explore options, and initiate plans for the development of a long-term care facility that will meet Fairmount Home's mandate. In addition, under report 2019-089 at their regular Council meeting on July 17, 2019, Council authorized an allocation of $70,000 from supplemental provincial funding for the home's study from staff. A Request for Proposal for Fairmount Home's Redevelopment Study was issued in January 2022 and G architects was awarded the contract.

Comment

The Fairmount Home Redevelopment Study was completed by G architects in collaboration with WSP Canada Inc. who led the engineering review and Turner & Townsend who led the costing report.

Fairmount Home is an accredited, 128 bed long-term care home that last underwent a physical renewal in 2002-03 that was designed and constructed to meet the standards of care in the early 2000s. In the nearly 20 years, the long-term care sector has dramatically changed to a high acuity facility that deals with end-of-life care that often involves complex treatments for serious, chronic health conditions.

The COVID-19 pandemic has further highlighted the need to address issues in the home including the need for isolation units, storage for personal protective equipment, and physical distancing, that cannot be achieved in the home's small common areas such as dining halls, shared resident rooms, staff rooms, nursing staffs and administrative offices.

The scope of the study explores the redevelopment by providing two options:

Option 1: Review of the existing facility to determine if the existing facility can be renovated for an addition of newly granted 32 additional beds, forming an overall 160 bed facility.

Option 2: Proposing a new built home for a 160 bed facility (including the additional newly granted 32 beds) while identifying potential uses for the existing facility.

The Fairmount Home Redevelopment Study Report (Appendix A) provides preliminary spatial configuration for the proposed options based on the current equipment requirements and configurations. The report must be reviewed in conjunction with the Engineering Design Brief prepared by WSP Canada Inc. (Appendix B) and the Cost Report prepared by Turner & Townsend (Appendix C).

Strategic Priority Implications

Priority 2: Explore new funding and invest in infrastructure

2.2 Design a framework, explore options and initiate plans for development of a long-term care facility that will Fairmount Home's mandate.

Other Important and Continuing County Priorities

Implement strategic plans for Fairmount Home

Financial Implications

There are no financial implications at this point.

The County's Annual Repayment Limit for debt is an estimated $3,963,591 per year. The Annual Repayment Limit is the most the County could pay in interest and debt repayments without obtaining approval from the Ontario Municipal Board. Based on a rate of borrowing of 5% and 20 year repayment period, the County of Frontenac would be permitted to take on a total of $46,857,000 in total debt; this would include any debt taken for Fairmount in addition to any other long-term obligations. As currently structured, the County would not be able to borrow the funds for Option 2 without either

a significant down payment, approval from the Ontario Municipal Board, or a change in the funding formula from the Ministry of Long-Term Care.

Organizations, Departments and Individuals Consulted and/or Affected

G architects
WSP Canada Inc.
Turner & Townsend

Fairmount Home
Redevelopment Study Report

Version 1.0
Date: July 07, 2022

Table of Contents

1. Introduction
2. Approach & Methodology
3. Option 1: Addition of 32 beds
4. Option 2: 160 bed New build
5. Recommendation

Appendices

Appendix A	Architectural Drawings	*Prepared by G architects*
Appendix B	Engineering Design Briefs	*Prepared by WSP, Canada*
Appendix C	Cost Estimate - Class D	*Prepared by Turner Townsend*
Appendix D	Presentation to County Council	*Prepared by G architects*

1.0 Introduction:

This report is in response to the study commissioned by the County of Frontenac for the potential Redevelopment study of their existing long-term care facility to determine its future potential. The study has been completed by G architects in collaboration with WSP Canada Inc. who led the engineering review and Turner Townsend who led the costing report.

Fairmount Home is an accredited, 128-bed municipal long-term care (LTC) home that last underwent a physical renewal in 2002-03 that was designed and constructed to meet the standards of care in the early 2000s. The twentieth anniversary of this renovation is fast approaching, and long-term care models have changed, particularly during the COVID-19 pandemic. The scope of study explores the potential redevelopment by providing two options:

- Option 1: Review of the existing facility to determine if the existing facility can be renovated for an addition of newly granted 32 additional beds, forming an overall 160 bed facility.
- Option 2: Proposing a new built home for 160 bed facility (including the additional newly granted 32 beds) while identifying potential uses for the existing facility.

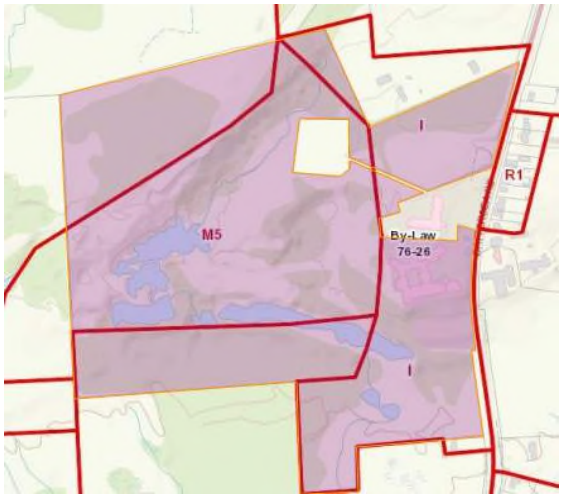
Both Options are developed in adherence to current Ministry of Long term Care (MLTC) Enhanced Long-term Care Renewal Standards.

The report endeavors to provide preliminary spatial configuration for various proposed options, based on the current understanding of the equipment requirements and configurations. This report should be reviewed in conjunction with the Engineering Design Brief prepared by WSP Canada Inc, included in Appendix B and cost report prepared by Turner Townsend, included in Appendix C.

2.0 Approach and Methodology:

2.1 The Site:

Dia 1. Site Boundary

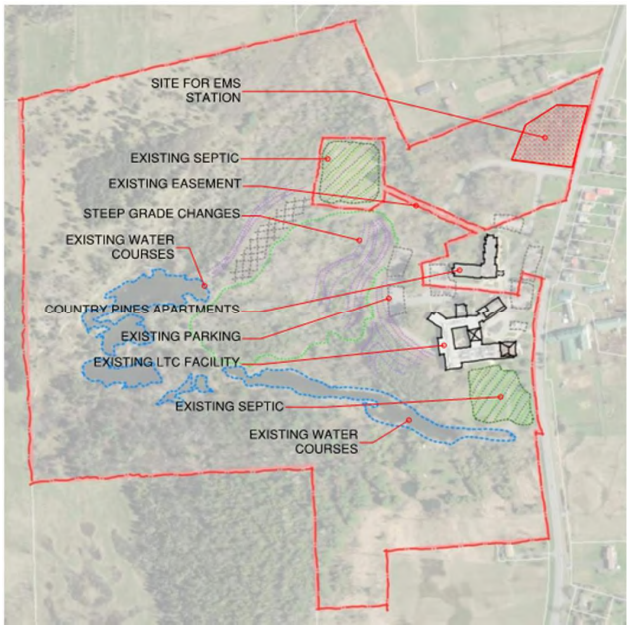


Dia 2. Site Boundary overlaid with zoning map

The site is located at 2069 Battersea Road, Kingston, Ontario and has three zoning usage portions – Institutional (I), Extractive Industrial (M5) and Restricted Agricultural (A1) as shown in Diagram 2. The existing built forms on site are limited to Institutional zone areas.

The site houses 128-bed Fairmount home along with a newly added auditorium, County administration building, various parking lots (some shared with Country pines apartments) and septic fields. A new addition to the site is an EMS station located on northern east corner of the site as shown in Diagram 3.

A large portion of the site is covered with watercourses, rock outcrop, walking trails and are treed areas which make it a unique site for the redevelopment.

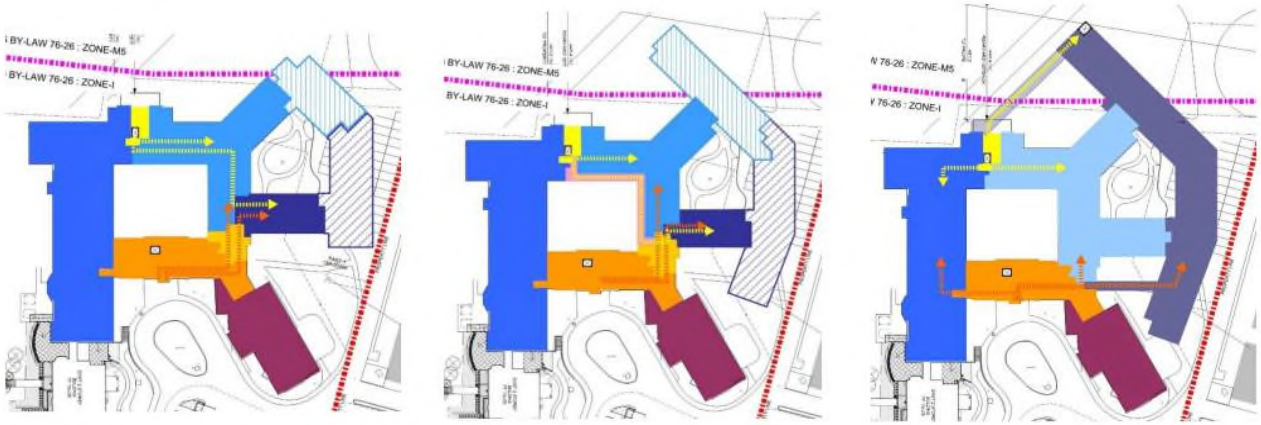


Dia 3. Site diagram highlighting built form along with natural features like water courses, graded treed areas, septic fields etc.

2.2 Design Approach: Addition of 32 beds

The design of the expansion is based on the Fairmount's philosophy of 'Gentlecare' approach which is centered towards Resident centered care. The proposed unit has majority of private rooms based on the most preferred existing private room model.

Three options were explored to identify the best possible addition strategy as discussed below and the preferred option is elaborated in section 3.0. All the options requires zoning variance as the addition footprint goes beyond the Institutional (I) zoning boundary. Due to the location of expansion footprint, some parking spots needs to be relocated and the hydro and gas lines are required to be re-routed.



Option A **Option B** **Option C**

Dia 4. Three options explored for the Fairmount Home Expansion.

Option A explored the possibility of splitting the existing RHA into two sub- RHA's and substituting them with the addition to form 3 RHA's on ground floor. A separate entrance created from the whole home areas to the both sub-divided RHA's but the subdivided RHA's share the service connection for back-of –house traffic flow. The subdivision added 16 beds on each floor and hence adding total of 32 beds over two floors. This option utilizes the least site area for the building footprint but would require relocating/renovating existing resident rooms.

Option B explored the similar strategy as Option A but creates a separate / non-interfering service route to both RHA's. The sub-divided RHA's have a separate public access from the lobby areas. This option requires the maximum relocation/ renovation to the existing rooms and has bigger footprint than Option A. Similar to Option A, 16 new beds are added on each floor, hence adding total of 32 beds over two floors.

Option C doesn't interfere with the existing RHA's and service flows but creates a new wing of 32 new beds with separate public access from the lobby areas. This option is a single storey addition and connects at basement level to the existing building for food/service flow. This option covers maximum site area and was preferred due to least interference with the existing RHA. Refer to Section 3.0 for details of preferred option for Addition.

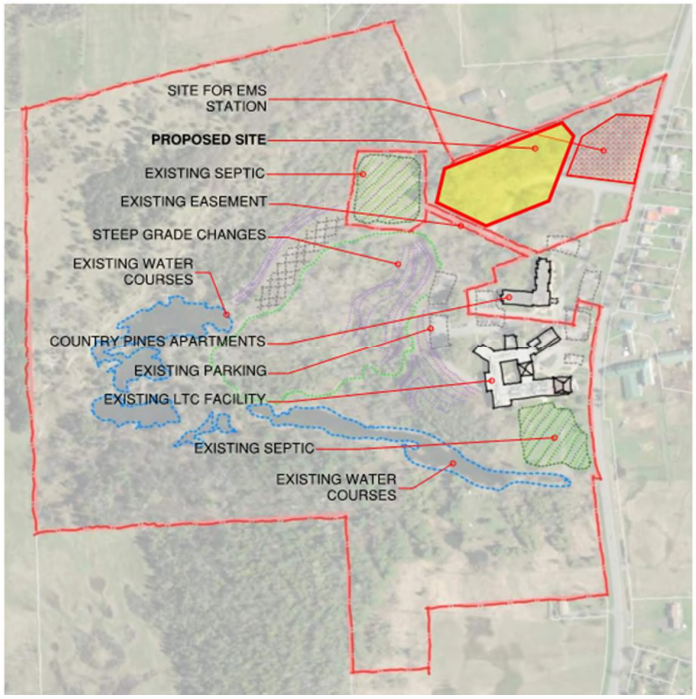
2.3 Design Approach: New Built of 160 beds.

An option for a New Long Term Care facility was also explored, as it could provide better overall value since renovating and creating an addition to an existing LTC is quite complex. The new facility is for 160 beds, and developed in adherence to the current Ministry of Long Term Care Enhanced Long-Term Care Renewal Standards and Fairmount's 'Gentlecare' Philosophy. Gentlecare' Philosophy revolves around Resident – centered care and honoring their needs and wants rather than implementing uniform regulations for all. The New Fairmount Home is designed to manage behaviors and support staff in 'Individual' care in a Home-like Environment. Quality staff spaces for effective collaborations are also an integral part of the new built home.

The existing site conditions presents quite a few constraints for the selection of site area for the new built. Due to the presence of various natural water courses, steep grading, septic fields and other buildings, a

portion at north east of the site was selected. The site selection took into consideration the easement to Country Pines septic field and the site for the EMS station.

The built form was kept a maximum of 2 storey to maintain the pastoral character of site and neighbours' concerns. Measures are also taken to screen the new built home from neighboring residential sites along the north wall. Refer to section 4.0 for detailed description of the option.



Dia 5. Site selection for the 160 bed New built home along with existing site features.

As the existing resident would move to the new built, following potential uses are possible for the existing Fairmount home:

- Hospice Facility
- Alternate Levels of care
- Retirement/ Assisted Living
- Affordable Rental Housing
- Homelessness/ Shelter Support Services
- Community Medicine/ Clinic
- Adult Daycare
- Community Hall
- Administrative Offices

3.0 Option 1: Addition of 32 beds to existing Facility

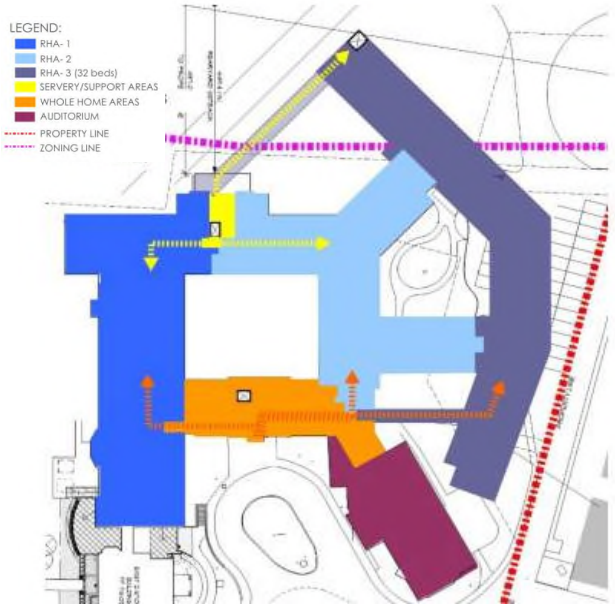
This preferred option demonstrates the addition of 32 additional beds to the 128- bed existing Fairmount Facility by creating a separate public access from the main lobby/whole home area spaces. Proposed single-storey addition is a mix of 28 private beds + 4 shared beds along with its own assisted bathing facilities, dining areas, activities spaces and other MLTC required spaces. The private and shared room sizes duplicates the preferred room models in the existing home for the convenience of residents and staff.

The added RHA shares the whole home area spaces similar to other RHA's and offers an opportunity to cluster 5 beds together as isolation cluster providing flexibility during pandemic/emergency situations (Refer to Appendix A for detailed drawings). The addition also forms an additional secured courtyard for resident recreational activities.

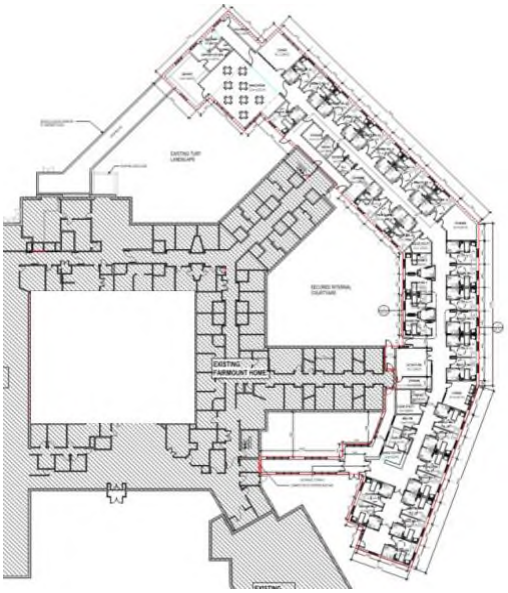
A new service connection at basement level is created for food and soiled traffic flow to the added RHA from the existing Home service areas. The basement level includes minor renovations for the connection and adds new laundry for the home areas.

Adequate parking is proposed along with the relocation of existing disrupted parking due to addition. Site works also entailed re-routing hydro and gas lines and relocated existing generator and transformer as shown in the detailed drawings packages- Appendix A.

The addition provides minimal interference/disturbance to the existing resident home areas and will require zoning variance to proceed.



Dia 6. Conceptual diagram for the expansion. Refer to Appendix A for detailed drawings



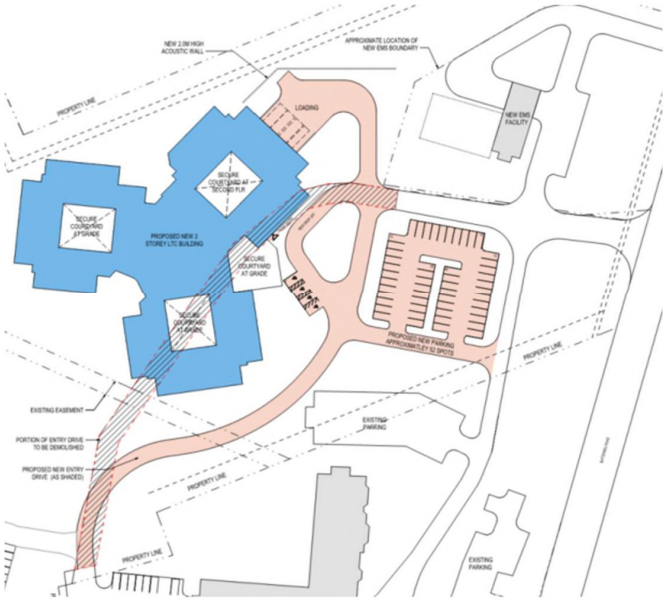
Dia 7. Ground floor plan with 32 bed addition. Refer to Appendix A for detailed drawings

4.0 Option 2: New Built 160-bed Facility

The new building is proposed at the north end of the property. To the east will be the new EMS station, to the west an existing septic field connected to the Country Pines Apartments with an easement, which are located to the south of the site. The proposed site is adjacent to the residential areas along north.

The site is entered from existing driveway from Road and needs to be reworked in order to maintain the existing connections. A new 52 spot parking lot will need to be constructed, which will exceed the required 40 parking spots based off of the zoning requirement of 0.25 parking spots per bed. A new roundabout drop off with 4 accessible parking spots is proposed at the front entry to the building. Finally, a new loading zone will be created for the new facility on the east side.

An acoustic wall is proposed at the north end of the loading docks to help reduce noise transmission to the neighboring property to the north. Refer to Appendix A – Proposed New Building Option – Site Plan.



Dia 8. Site Plan sketch for the New Built with modified service road. Refer to Appendix A for detailed architectural drawings

Dia 9. Ground Floor Plan sketch for the New Built. Refer to Appendix A for detailed architectural drawings.

The proposed new facility will only be two stories in height in order to conform to the existing zoning by-law, which stipulates a maximum overall building height of 35 ft (10.66m). As such, the ground floor will contain the facility management, whole home shared spaces and administration offices, along with two 32 bed RHA's, each one based around a courtyard. The RHA's have a mix of 60% private beds and 40% basic beds. The courtyard typology provides an opportunity of compact clusters yet providing secured internal courtyards for various resident recreational activities. Both RHA's private rooms opens to the scenic views at the west of the site.

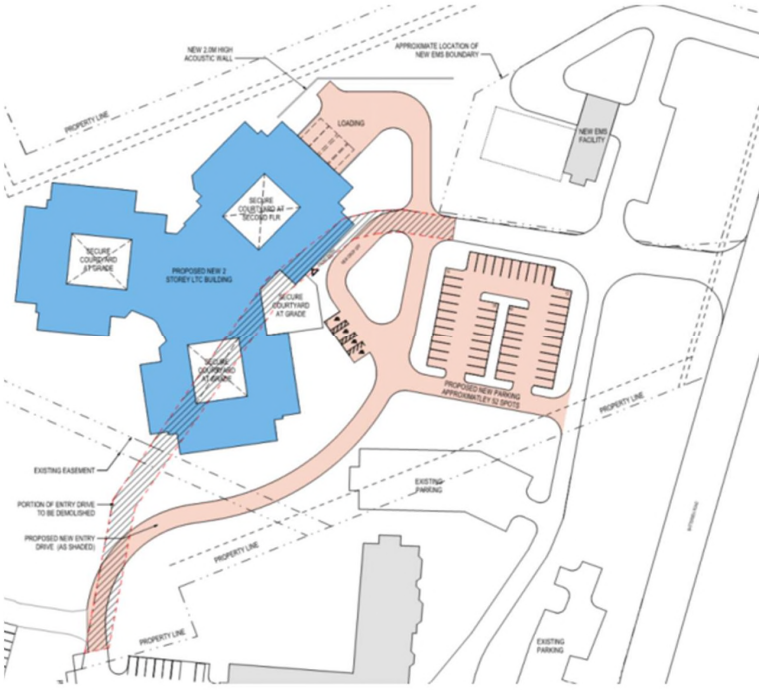
The administrative area receives natural light via series of designed skylights. A winter garden is also proposed for the residents to enjoy outdoors in the winter months.

The second floor will have three 32 bed RHA's, two based around the courtyards below, with the third being based around a second floor courtyard. The third RHA is designed to be a 'special unit' is all private rooms and can cater to 'higher-needs' residents. The overall GFA of the building is estimated to be approximately 116,142 ft² (10,790 m²).

5.0 Recommendation

Based on the scope of the study, which included a review of the existing facility, a Visioning session on the future of care at Fairmount Home, and discussions on the impacts of active construction, phasing and renovations on residents and staff, we recommend that the County begin discussions with the Ministry of Long-Term Care to make an application for additional beds in the County.

We recommend that the existing 128-beds and the new 32-beds form a single redevelopment of Fairmount Home on adjacent County land. A redevelopment of the Home would be the most cost effective and resident-centered approach and best long-term investment for seniors in the community.



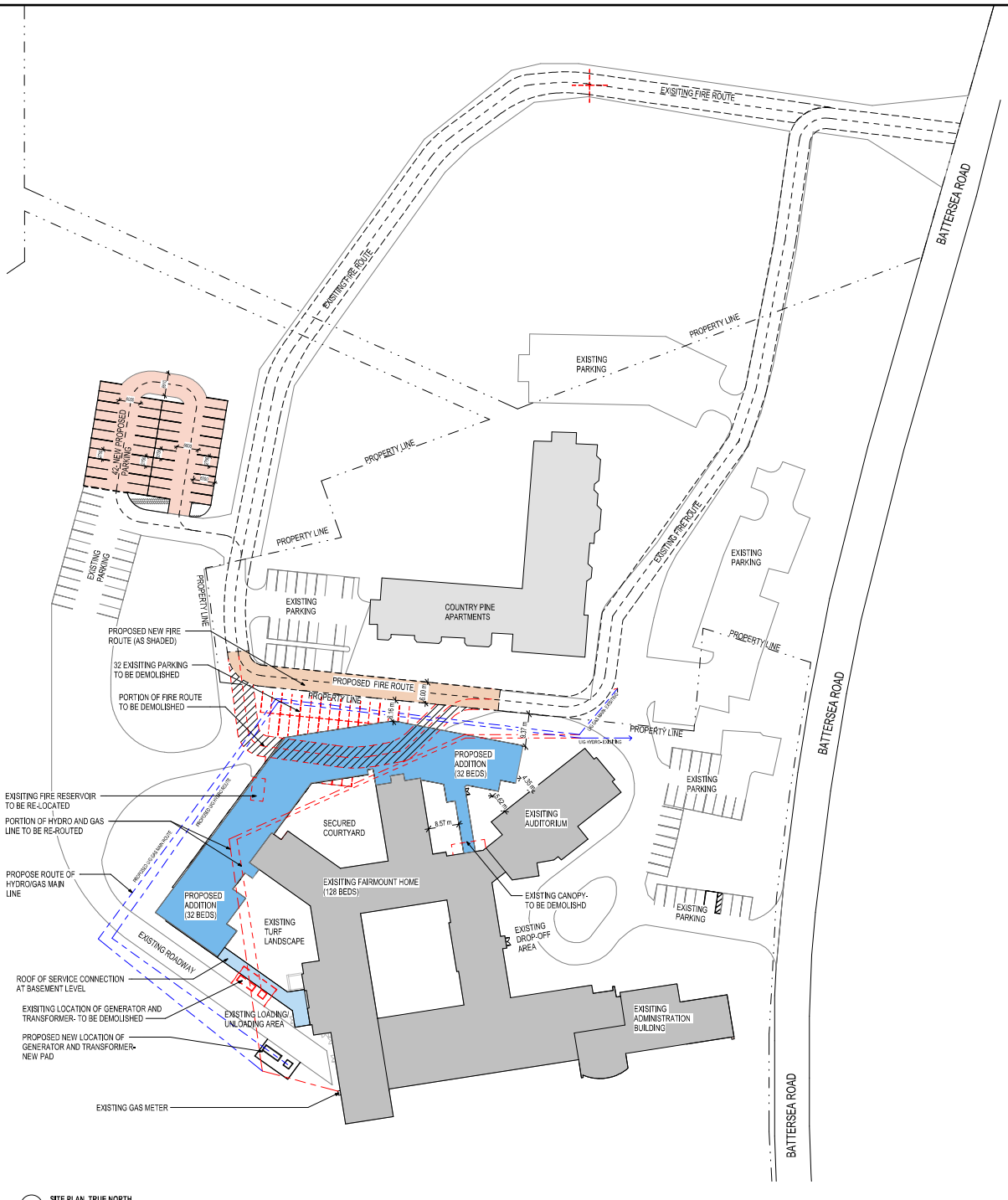
Dia 10. Site Plan sketch for the New Built (2 storey; 160 bed) facility as preferred option.

Appendix A

Architectural Drawings- Option 1 and Option 2

Prepared by G architects

OPTION 1 : 32 BED ADDITION



1 SITE PLAN_TRUE NORTH
1:500

SITE / AREA INFORMATION:	
ZONING : INSTITUTIONAL (ADDITION REQUIRES ZONING VARIANCE).	PROPOSED ADDITION AREA (GROSS):
NEW ADDED BEDS = 32 PRIVATE BEDS = 28 SHARED BEDS = 4	GROUND FLOOR = 1873 SQ.M, (20161 SQ.FT.) BASEMENT = 297 SQ.M,(3197 SQ.FT.)
HEIGHT : 1 STOREY (3.8 M)	TOTAL = 2170 SQ.M,(23358 SQ.FT)

PARKING CALCULATION:	
PARKING DEMOLISHED (DUE TO NEW ADDITION)	= 32
PARKING PROVIDED FOR ADDED 32 BEDS = 10 (8 REQUIRED BY ZONING- 0.25/BED)	
TOTAL NEW PARKING PROVIDED	= 42

DRAWING LEGEND:
- NEW CONSTRUCTION
- EXISTING DOOR AND FRAME TO BE DEMOLISHED
- EXISTING INTERIOR PARTITION TO REMAIN
- EXISTING WALLS/AREA TO BE DEMOLISHED

FAIRMOUNT HOME LTC

SITE PLAN

SCALE As indicated

S1-1.0

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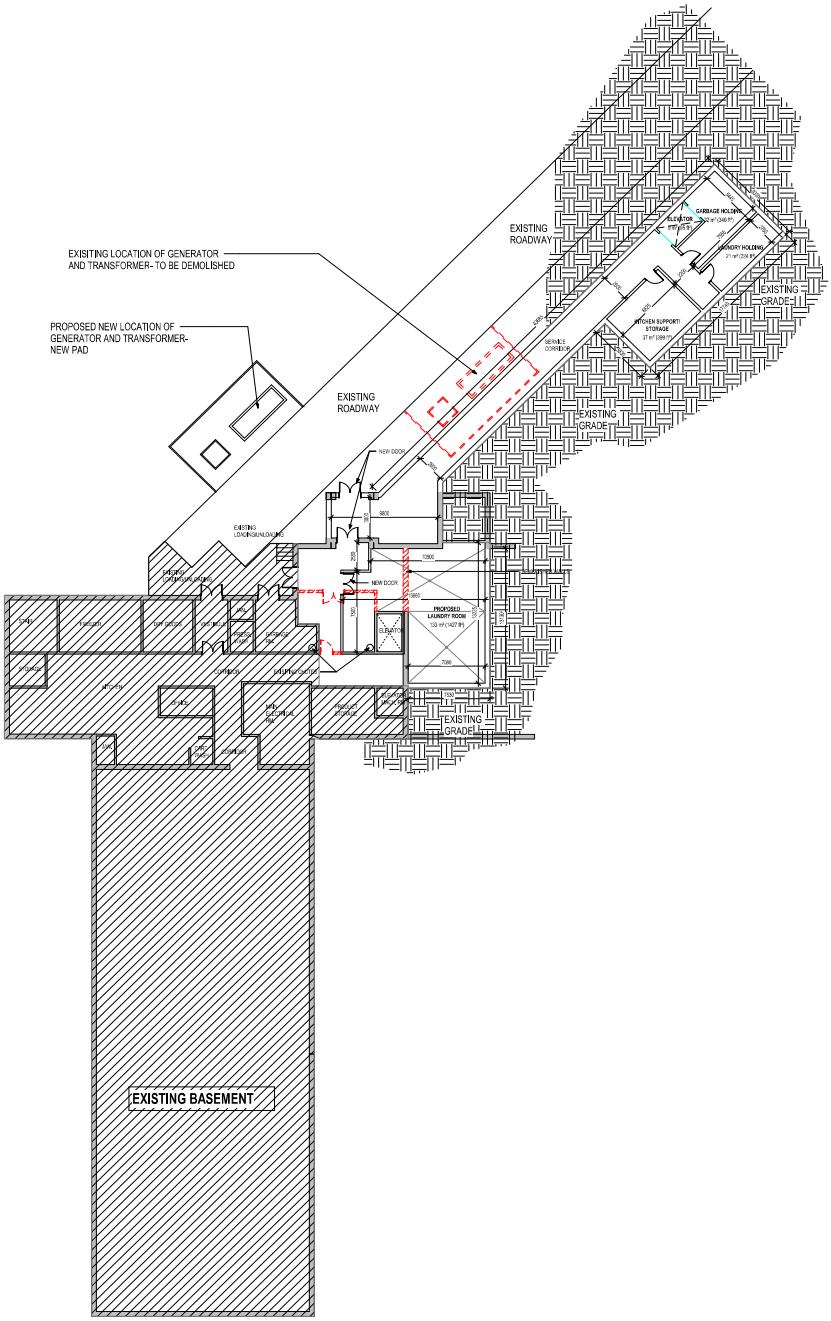

1 BASEMENT LEVEL- PROPOSED FRAMING PLAN
1 : 200

AREA TABLE

RESIDENT ROOMS

LEVEL	ROOM NAME	QUANTITY	AREA (SM)	AREA (SF)
LEVEL 1	PRIVATE ROOMS	28	17 m²	181 SF
LEVEL 1	PRIVATE BATHROOMS	28	5 m²	54 SF
LEVEL 1	SHARED ROOMS	4	16 m²	169 SF
LEVEL 1	SHARED BATHROOMS	2	7 m²	74 SF
TOTAL			60 m²	1427 SF

RESIDENT SPACES

LEVEL	ROOM NAME	AREA (SM)	AREA (SF)
LEVEL 1			
DINING, PROGRAM ACTIVITY			
LEVEL 1	LOUNGE	27 m²	287 SF
LEVEL 1	ACTIVITY RM.	35 m²	380 SF
LEVEL 1	TUB ROOM	20 m²	218 SF
LEVEL 1	PUC	5 m²	57 SF
LEVEL 1	SHOWER RM.	8 m²	86 SF
LEVEL 1	RESPIC	9 m²	94 SF
LEVEL 1	DINING ROOM	118 m²	1272 SF
LEVEL 1	RESPIC	8 m²	81 SF
LEVEL 1	STORAGE	15 m²	156 SF
LEVEL 1	LOUNGE	36 m²	385 SF
TOTALS: 11		281 m²	3026 SF

STAFF SUPPORT AREAS

LEVEL	ROOM NAME	AREA (SM)	AREA (SF)
LEVEL 1			
STAFF / ADMIN.			
LEVEL 1	STORAGE	33 m²	352 SF
LEVEL 1	TEA/KITCH.	14 m²	147 SF
LEVEL 1	MED. RM.	12 m²	130 SF
LEVEL 1	CLEAN UTILITY	17 m²	185 SF
LEVEL 1	STORAGE	12 m²	127 SF
LEVEL 1	SC. WC.	4 m²	45 SF
LEVEL 1	NURSE STATION	13 m²	138 SF
LEVEL 1	SUPPORT KITCHEN	17 m²	187 SF
LEVEL 1	SERVERY	43 m²	465 SF
LEVEL 1	JAN.	5 m²	53 SF
LEVEL 1	SOILED UTILITY	13 m²	139 SF
TOTALS: 11		179 m²	1967 SF

SERVICES

LEVEL	ROOM NAME	AREA (SM)	AREA (SF)
BASEMENT LEVEL			
SERVICE			
BASEMENT LEVEL	PROPOSED LAUNDRY ROOM	133 m²	1427 SF
BASEMENT LEVEL	GARBAGE HOLDING	32 m²	340 SF
BASEMENT LEVEL	LAUNDRY HOLDING	21 m²	224 SF
BASEMENT LEVEL	KITCHEN SUPPORT STORAGE	37 m²	389 SF
BASEMENT LEVEL	ELEVATOR	9 m²	95 SF
LEVEL 1			
SERVICE			
LEVEL 1	HOLDING RM	13 m²	139 SF
LEVEL 1	ELEVATOR	9 m²	96 SF
TOTALS: 7		253 m²	2721 SF

TOTAL PROGRAMMED AREA = 1402 SQ.M. (15091 SQ.FT.)

DRAWING LEGEND:

- NEW CONSTRUCTION
- EXISTING DOOR AND FRAME TO BE DEMOLISHED
- EXISTING PARTITION TO REMAIN
- EXISTING WALLS AREA TO BE DEMOLISHED

FAIRMOUNT HOME LTC

PROPOSED BASEMENT LEVEL

SCALE As indicated

S1-1.1

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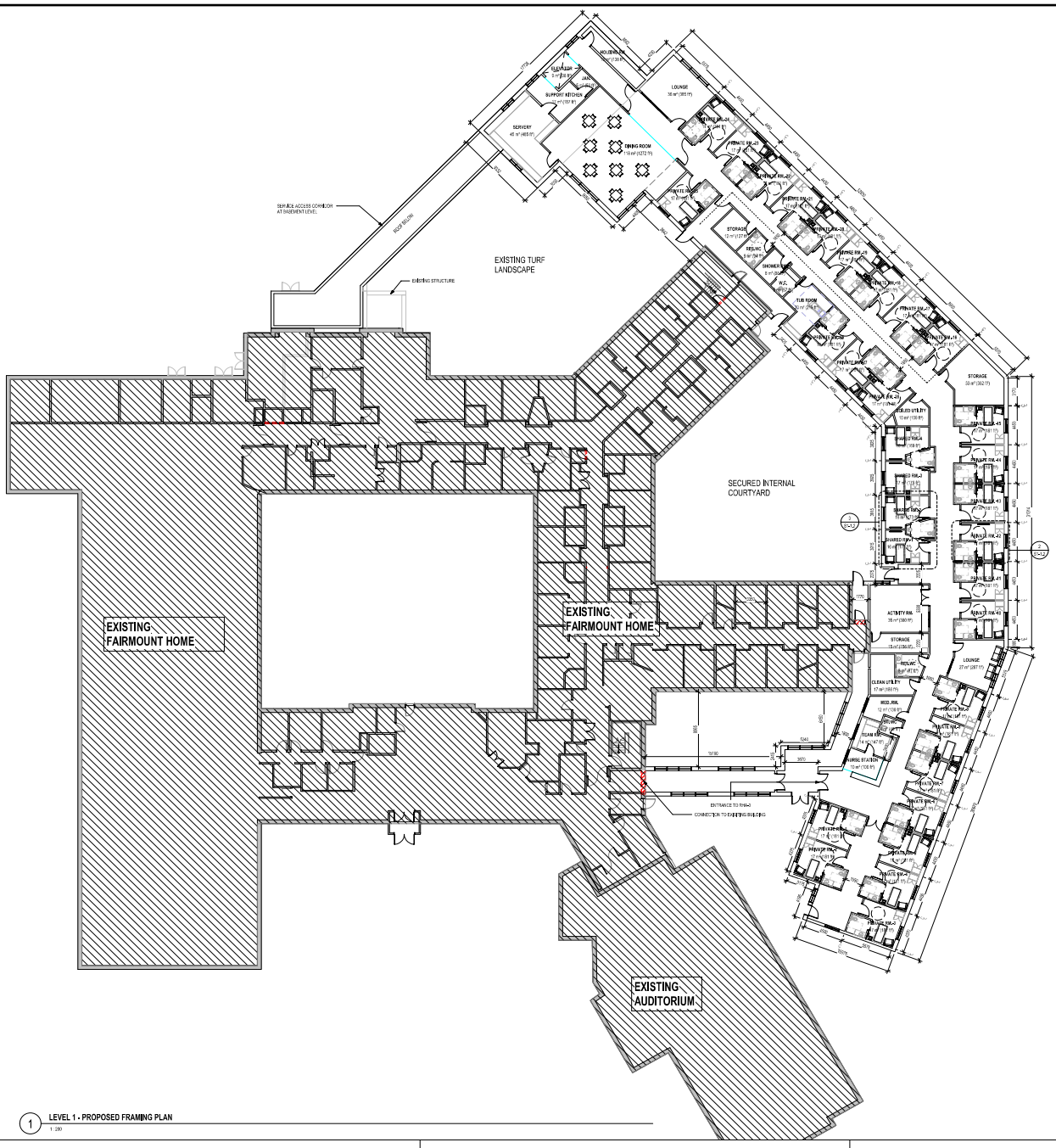
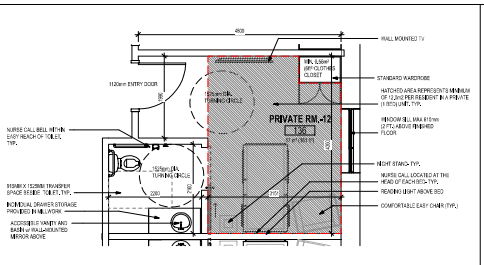
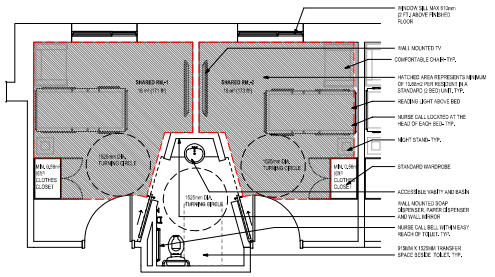


1 LEVEL 1 - PROPOSED FRAMING PLAN
1 : 200



2 LEVEL 1 - PRIVATE ROOM- ENLARGED
1 : 50



3 LEVEL 1 - SHARED RM- ENLARGED PLAN
1 : 50

DRAWING LEGEND:
- NEW CONSTRUCTION
- EXISTING DOOR AND FRAME TO BE DEMOLISHED
- EXISTING PARTITION TO REMAIN
- EXISTING WALLS/AREA TO BE DEMOLISHED

FAIRMOUNT HOME LTC

PROPOSED G.F. PLAN AND ENLARGED PLAN

SCALE As indicated

S1-1.2

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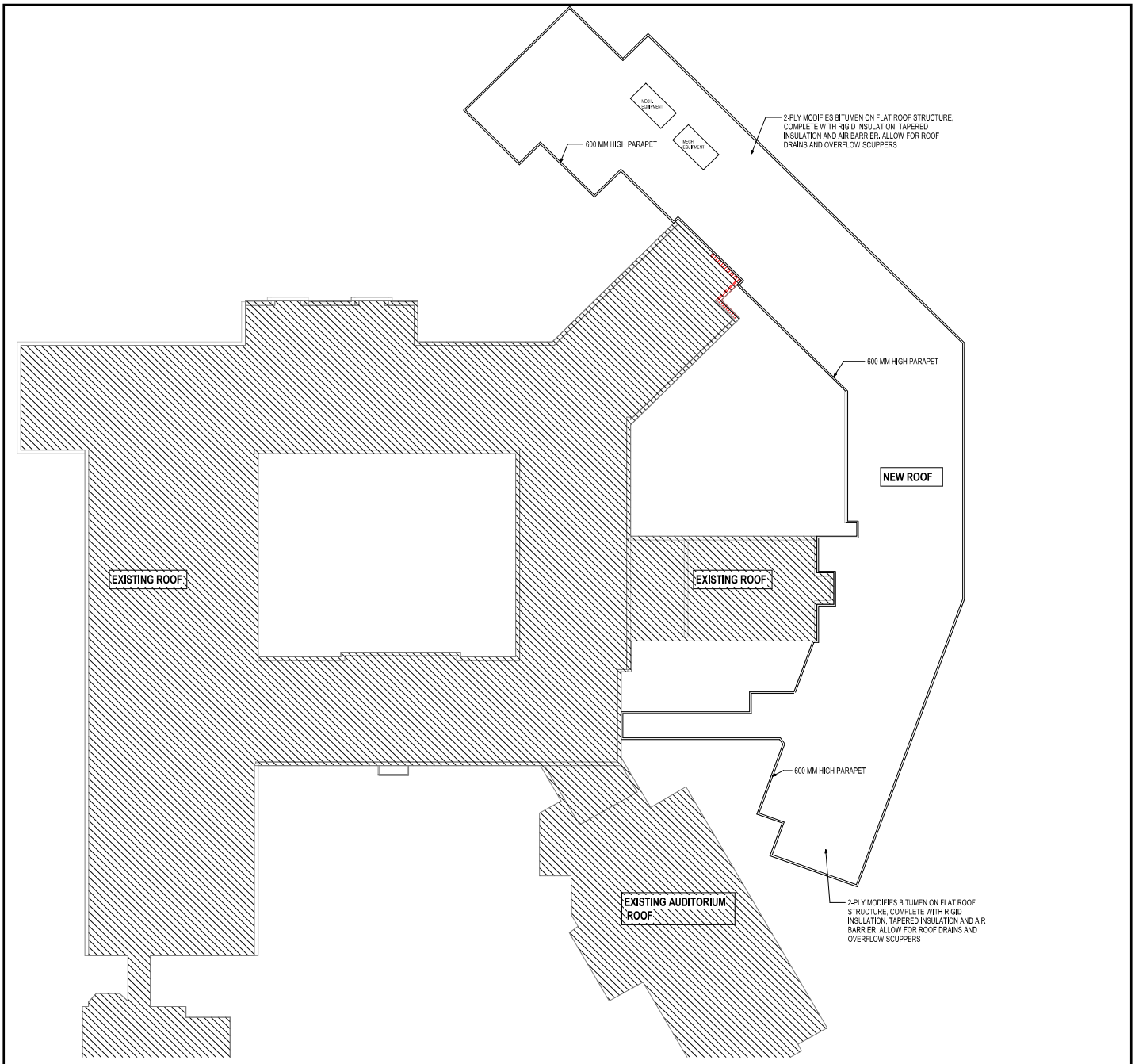

1 LEVEL 3 - FRAMING
1:200

DRAWING LEGEND:

NEW CONSTRUCTION

EXISTING DOOR AND FRAME TO BE DEMOLISHED

EXISTING INTERIOR PARTITION TO REMAIN

EXISTING WALLS/AREA TO BE DEMOLISHED

FAIRMOUNT HOME LTC

PROPOSED ROOF PLAN

SCALE As indicated

S1-1.3

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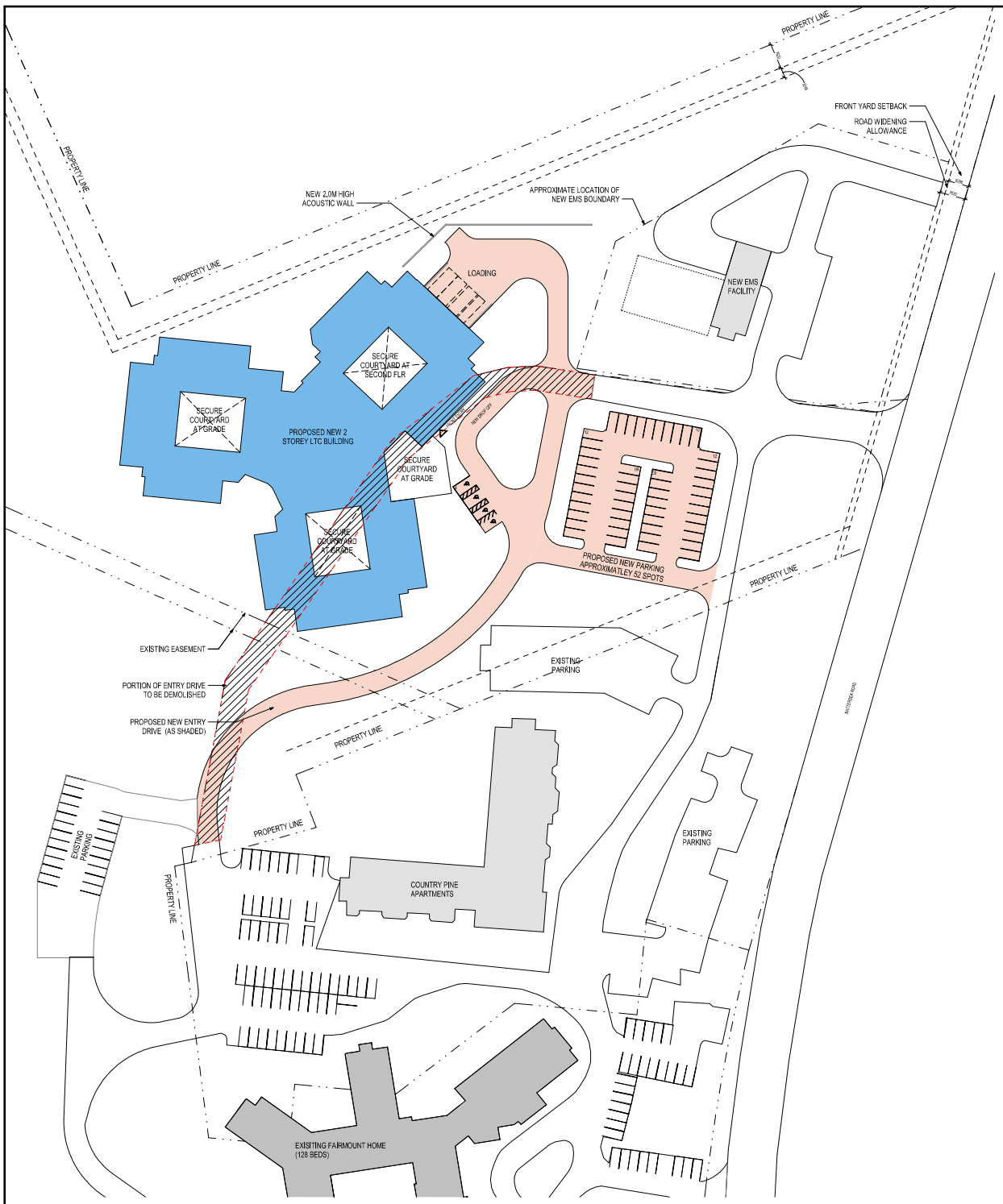
OPTION 2 : 160 BED NEW BUILT



SITE / AREA INFORMATION:	
ZONING : INSTITUTIONAL	PROPOSED AREA (GROSS):
NEW BEDS = 160	GROUND FLOOR = 5,500 SQ.M SECOND FLOOR = 5,290 SQ.M.
HEIGHT : 2 STOREY (9.8 M)	TOTAL = 10,790 SQ.M.

PARKING CALCULATION:	
PARKING REQUIRED (160 BEDS x 0.25 PER BED)	= 40
ACCESSIBLE PARKING (40 SPOTS x 0.10)	= 4
PARKING PROVIDED	= 56

FAIRMOUNT HOME LTC

PROPOSED NEW BUILDING OPTION - SITE PLAN

SCALE 1 : 500

S1-1.4

Garchitects
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www.garchitects.ca | (416) 937-7733 | hello@garchitects.ca

FAIRMOUNT HOME LTC

PROPOSED NEW BUILDING OPTION - GROUND FLOOR

SCALE 1 : 200

A2.0

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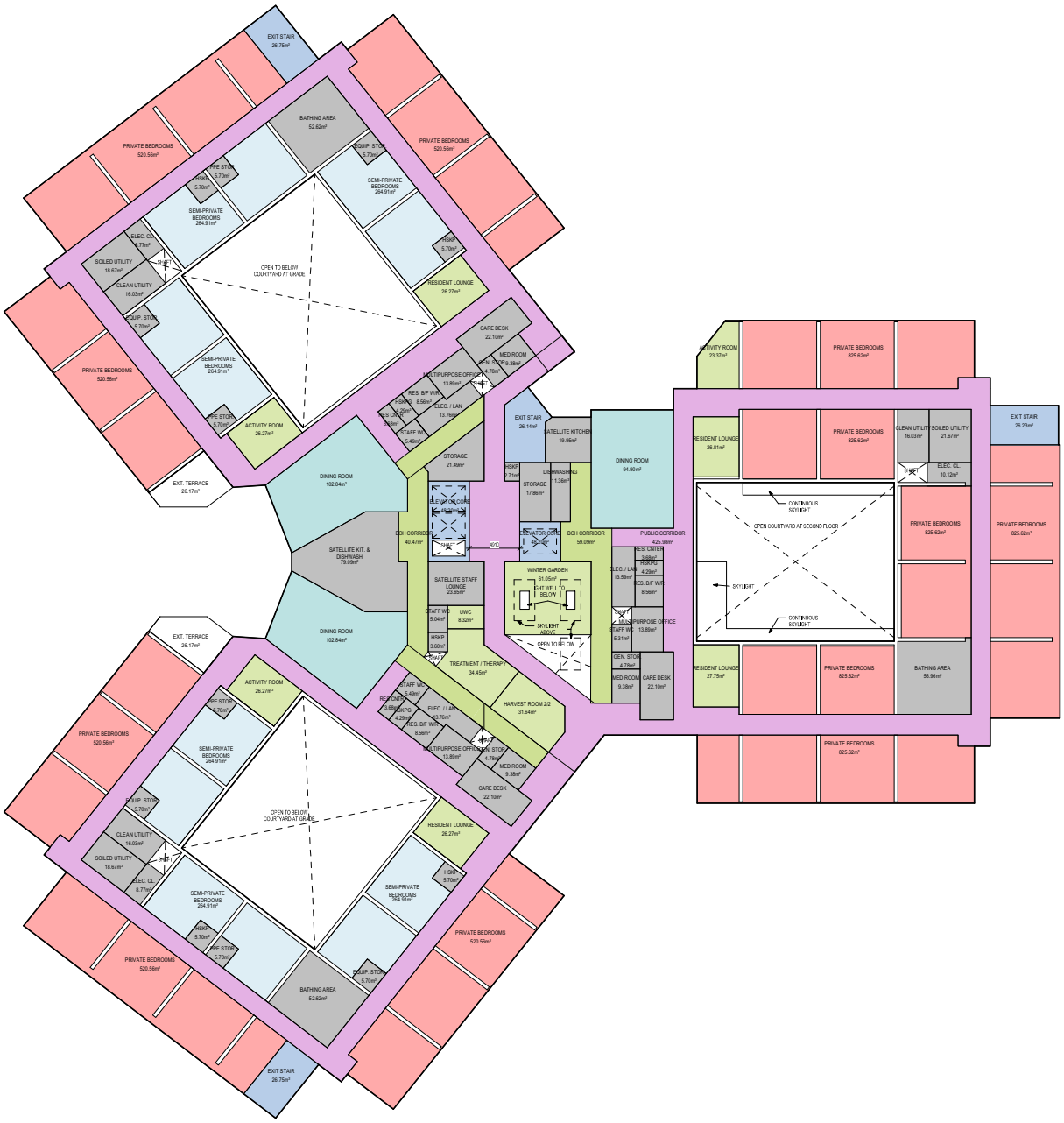

FAIRMOUNT HOME LTC

PROPOSED NEW BUILDING OPTION - SECOND FLOOR

SCALE 1 : 200

A2.1

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Appendix D

Presentation to County Council

Prepared by G Architects

Fairmount Home

Presentation to County Council

July 20, 2022

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Outline

- Scope of Study
- Preliminary Site & Building Analysis
- Preferred Options
- Cost Estimate
- Recommendation
- Feedback/ Discussion

Scope of Study

Feasibility Study

- Explore potential solutions on the site
- Eliminate unfeasible options from consideration
- Explore new build additions & renovation options
- Order of Magnitude budget

Decision making (TBD)

Functional Program & Detailed Consultation 3-6 months

Detailed Design & Approvals +/- 1 year

Construction +/- 2 years

Scope of Study

- Review of Existing Site, Facility & Building Systems
- Visioning to assess Project Goals & Community Need
- Review constraints & opportunities for renovation/ expansion options, develop preliminary options
- Develop preferred approach to adding 32 beds to existing 128-bed facility (total of 160 beds)
- Develop Concept Site Plan, Block Plans & Design Briefs for 2 options
  (addition, renovation and/or redevelopment)
- Construction Cost Estimate & Report

Project Goals & Community Need

Fairmount's Description of Need

In the nearly 20 years, the LTC world has changed dramatically, to a high acuity care facility that deals with end-of-life care that often involves complicated treatments for serious, chronic health conditions or disabilities. In addition, physical distancing requirements, behavioural issues and bariatric residents have unique requirements in their physical environments.

The COVID-19 pandemic has further highlighted the need to address issues, like isolation units, storage for personal protective equipment (PPE), and visitation options during prolonged lock down. Physical distancing also means that many of our existing common areas are too small, including dining halls, shared rooms, staff rooms, administrative offices, and nursing stations.

At the same time, LTC care models have also changed, to more of a "home-like" settings that incorporates colour, outdoor spaces, streetscapes, and campuses of care.

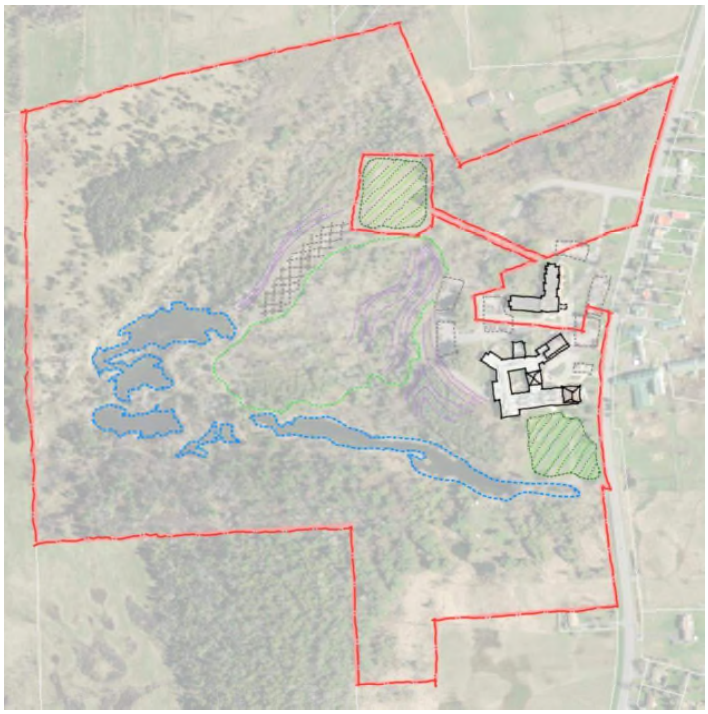
- Capture "big picture" goals in Feasibility Study
- Impact items on layout, size/ building area & costs
- MLTC Design Manual vs "Enhancements"

Visioning Included

- High-level visioning with key stakeholders
  1. Household size
  2. Special programs (i.e. BSU, ALC, Palliative, Hospice)
  3. Models or philosophies of care
  4. What "home-like" means to the County of Frontenac
  5. Future goals for the site
  6. Post Pandemic Lessons Learned

Site Analysis - Constraints

- Treed areas
- Water courses
- Grade changes
- Walking trails
- Septic Fields
- Existing parcels
- Existing parking
- Existing buildings
- Proposed EMS



Site Analysis - Opportunities

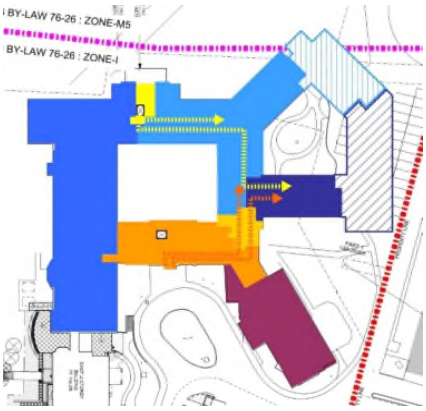
- Site access
- Separation of service traffic
- Large, available land to north
- Ability to bend service roadway
- Flat area for new septic
- Height constraints

Building Analysis – Concept Options

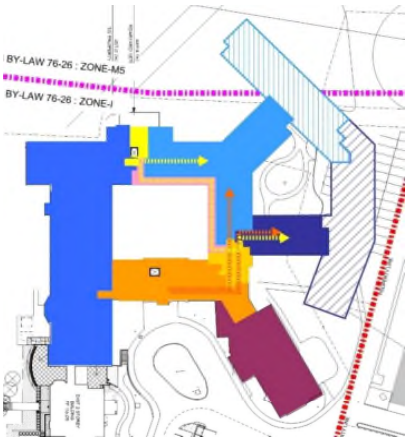
- **Renovation/ Addition to existing Fairmount Home**
  - Adding net new 32-beds
  - Renovations to existing beds may be required
  - Phasing of renovations 1-6 moves

- **Build New Fairmount Home**
  - Minimum of 160-bed, potential for more
  - Built somewhere else on the site
  - Move residents over one construction complete

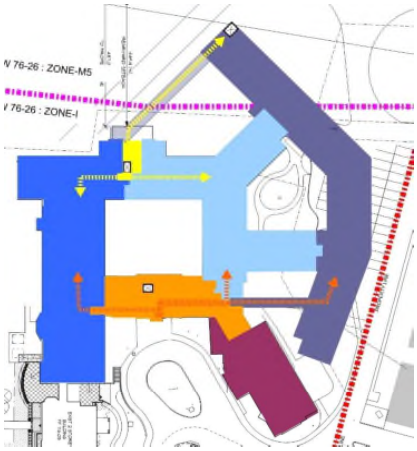
Concept Options | Addition/ Renovation



Option 1



Option 2

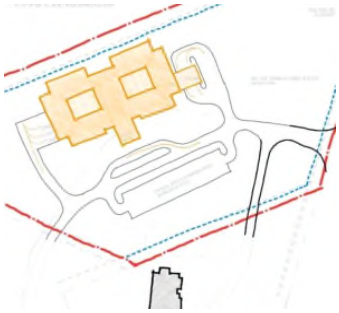


Option 3

Preferred Option
No resident impacts

Concept Options | New Build

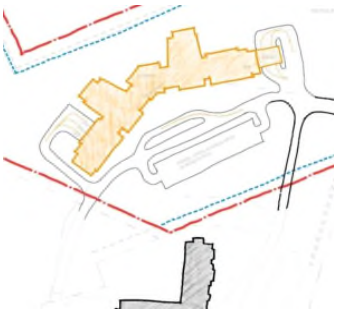
Option 1A



Option 1B

Option 1C

Option 2A



Option 2B

Option 3
Preferred Option

Beyond 2025

What do we do with the existing Fairmount Home if we build a new one?

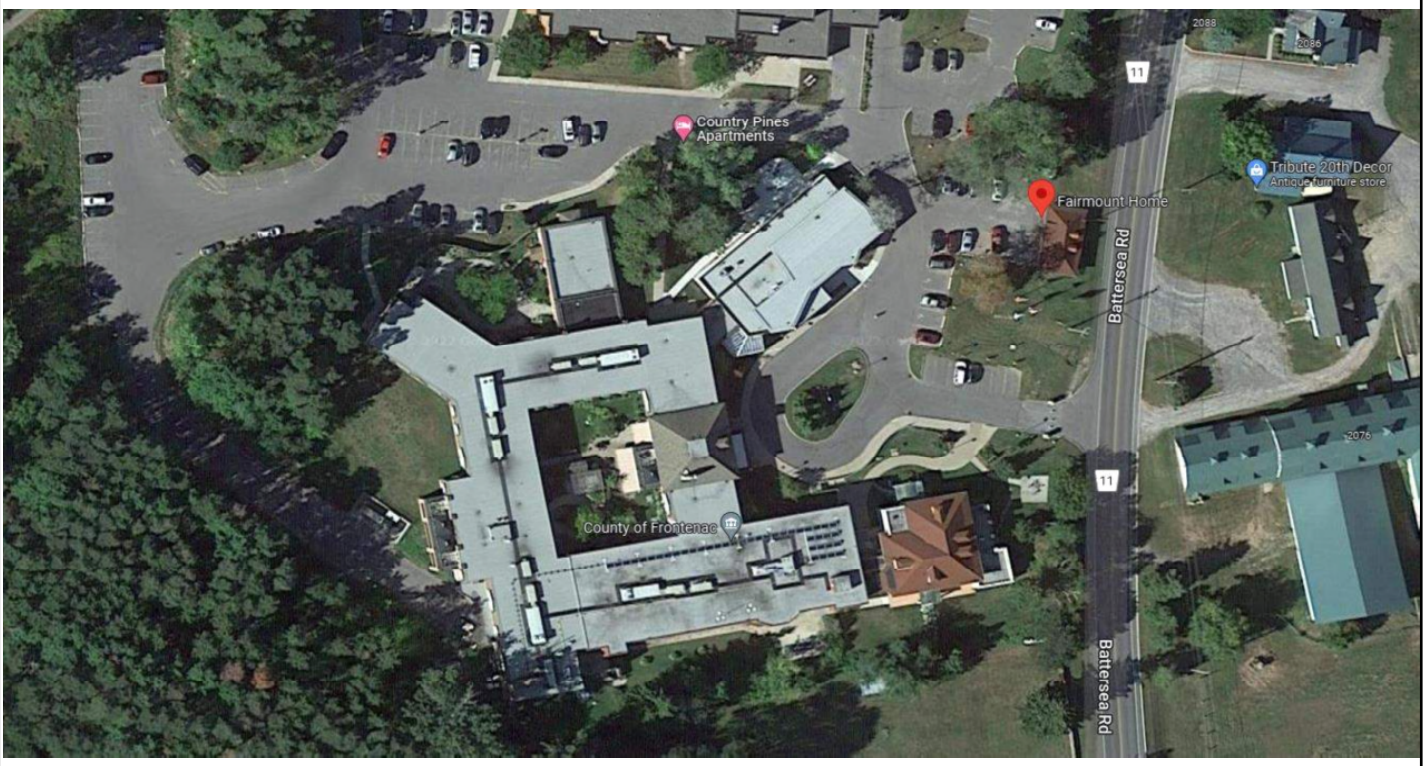
- 100,000 sf become vacated
- Institutional zoning
- Potential future uses
  - Hospice, Alternate Levels of Care
  - Retirement/ Assisted Living, Affordable Rental Housing
  - Homelessness/ Shelter Support Services
  - Community Medicine/ Clinic
  - Daycare, Community Hall, Offices

Preferred Options

- **Addition to Fairmount Home**
  - Adding 32 net new beds
  - Minor renovations at connection points

- **New Build on overall site**
  - New160-bed Redevelopment
  - Existing facility becomes available for other uses once residents are moved in

Addition to Fairmount Home



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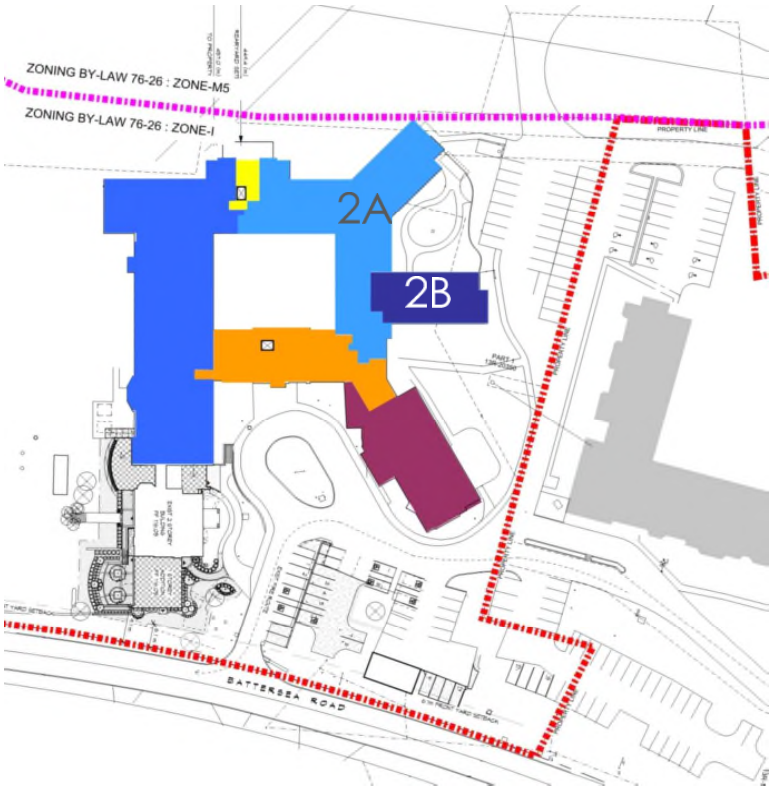
Fairmount Home

Fairmount Home
Presentation to County Council

Addition | Constraints & Challenges

- Split RHA-2 into two RHA's

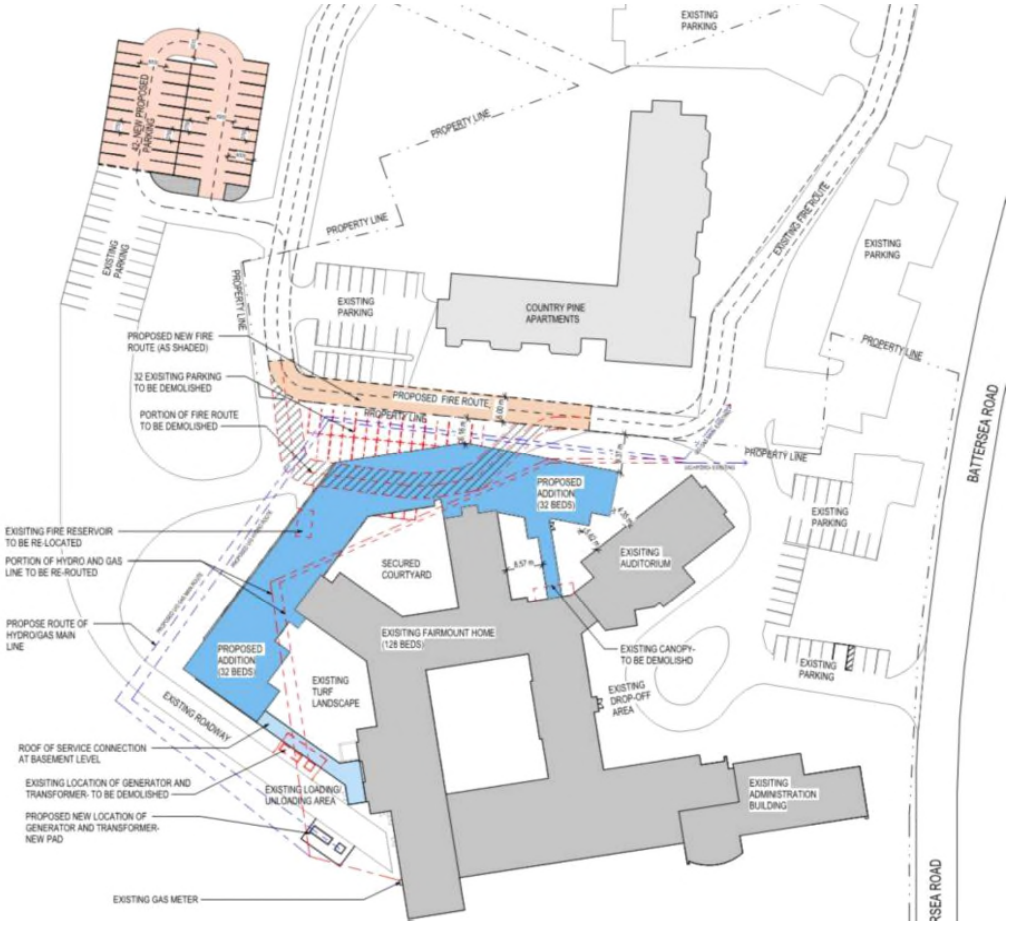


LEGEND:

- RHA- 1
- RHA- 2A
- RHA- 2B
- SERVERY/SUPPORT AREAS
- WHOLE HOME AREAS
- AUDITORIUM
- PROPERTY LINE
- ZONING LINE

Addition

Site Plan



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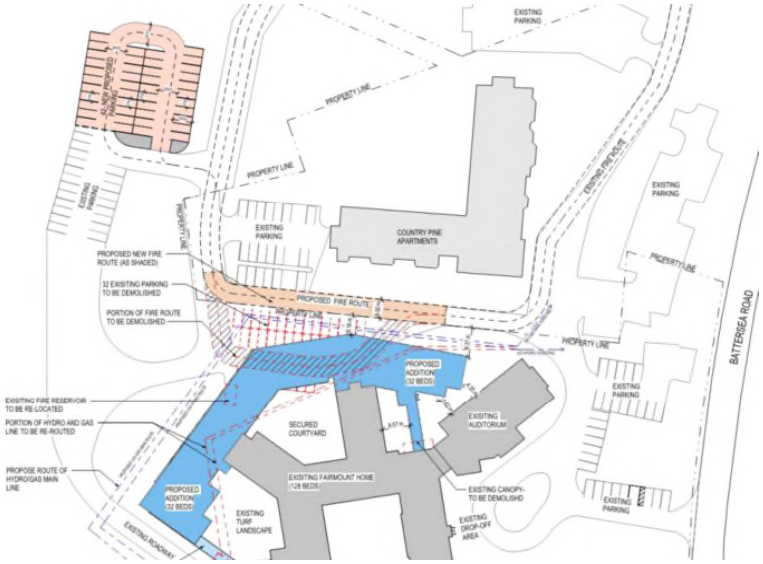
Addition

Site Statistics



SITE / AREA INFORMATION:	
ZONING : INSTITUTIONAL (ADDITION REQUIRES ZONING VARIANCE). NEW ADDED BEDS = 32 PRIVATE BEDS = 28 SHARED BEDS = 4 HEIGHT : 1 STOREY (3.8 M)	PROPOSED ADDITION AREA (GROSS): GROUND FLOOR = 1873 SQ.M. (20161 SQ.FT.) BASEMENT = 297 SQ.M.(3197 SQ.FT.) TOTAL = 2170 SQ.M.(23358 SQ.FT)

PARKING CALCULATION:	
PARKING DEMOLISHED (DUE TO NEW ADDITION)	= 32
PARKING PROVIDED FOR ADDED 32 BEDS (8 REQUIRED BY ZONING- 0.25/BED)	= 10
TOTAL NEW PARKING PROVIDED	= 42

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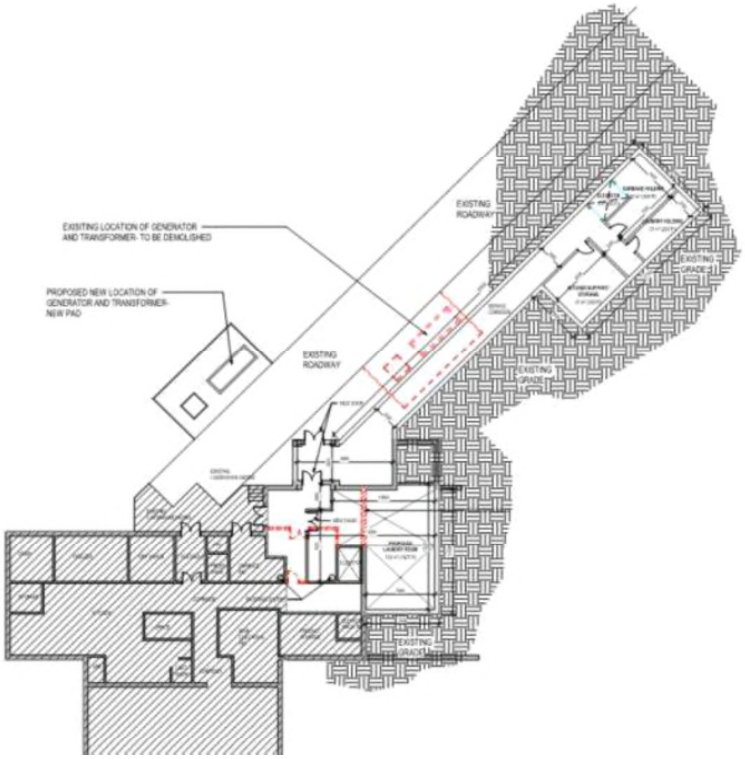
Fairmount Home

Addition

Basement Floor Plan



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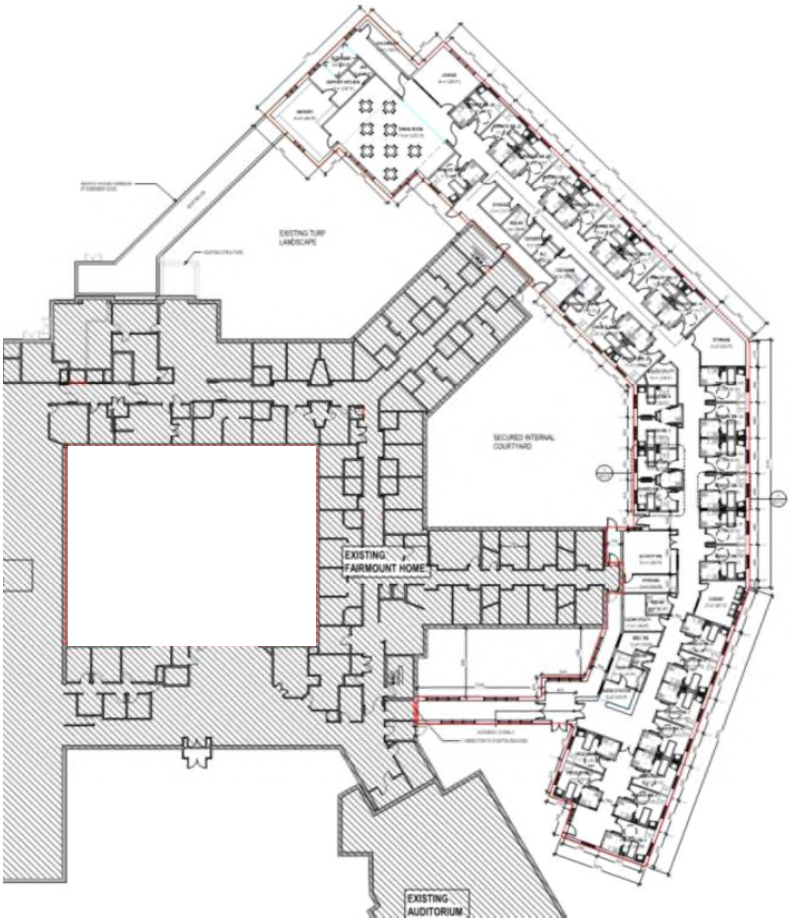
Fairmount Home

Fairmount Home
Presentation to County Council

Addition

Ground Floor Plan



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Fairmount Home
Presentation to County Council

Addition | Engineering Highlights

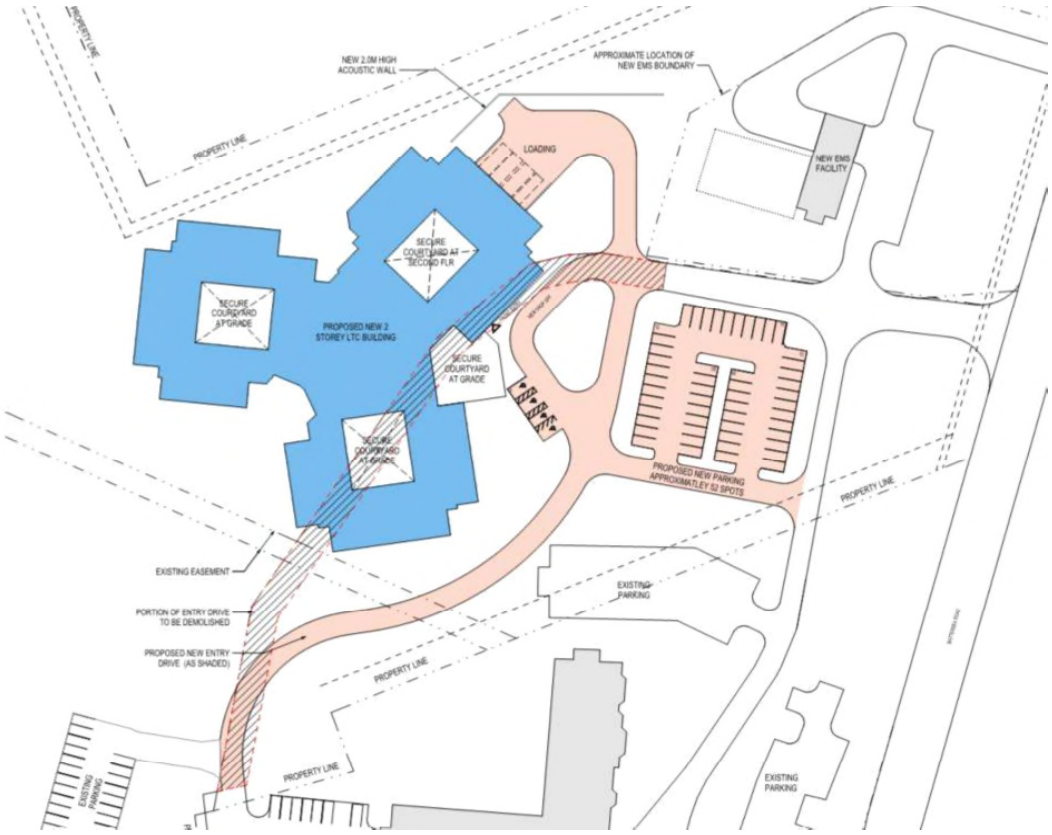
- **Assumptions:**
  - Existing septic field has capacity
  - Existing well has capacity

- **New Services:**
  - New electrical service and gas service required
  - New generator, transformer & switchgear required
  - New RTU & AC required
  - Existing boiler capacity is being reviewed

New Build on Adjacent Site

New Build

Site Plan



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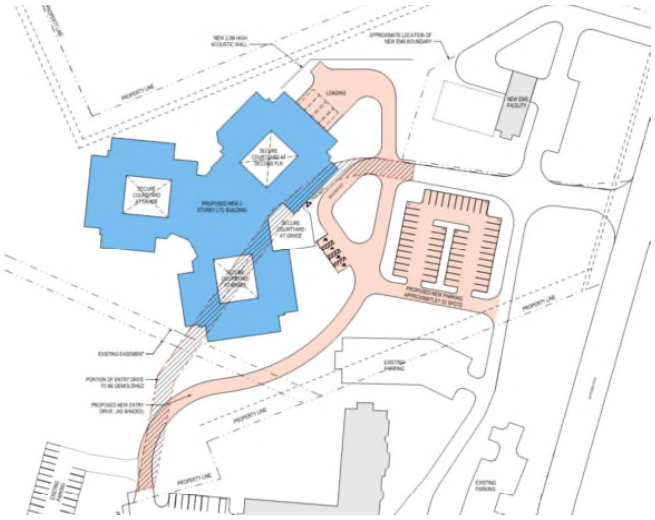
Fairmount Home

Fairmount Home
Presentation to County Council

New Build

Site Statistics



SITE / AREA INFORMATION:	
ZONING : INSTITUTIONAL NEW BEDS = 160 HEIGHT : 2 STOREY (9.8 M)	PROPOSED AREA (GROSS): GROUND FLOOR = 5,290 SQ.M SECOND FLOOR = 5,500 SQ.M. TOTAL = 10,790 SQ.M.

PARKING CALCULATION:	
PARKING REQUIRED (160 BEDS x 0.25 PER BED)	= 40
ACCESSIBLE PARKING (40 SPOTS x 0.10)	= 4
PARKING PROVIDED	= 56

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Fairmount Home

Fairmount Home
Presentation to County Council

New Build

Ground Floor Plan

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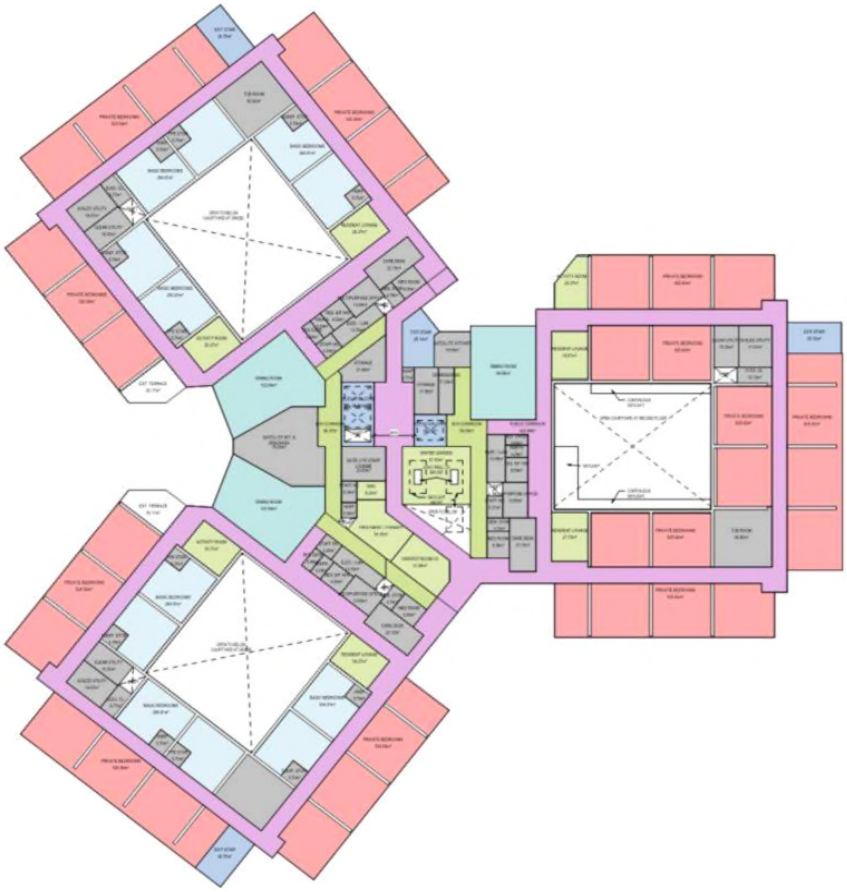
Fairmount Home

Fairmount Home
Presentation to County Council

New Build

Second Floor Plan



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Fairmount Home

Fairmount Home
Presentation to County Council

New Build | Engineering Highlights

- **Assumptions:**
  - New septic field will need to be provided somewhere on the greater site
  - New well will be required
  - New building services will be required (power, gas, generator, etc)

Cost Estimate

- Prepared by Turner & Townsend
- Class D – Order of Magnitude estimate
- Based on preferred option drawings & design briefs
- Reviewed by consultant & engineering team
- Reflective of current construction market & post-pandemic impacts on capital costs

Cost Estimate

- **Renovation/ Addition to existing Fairmount Home**
  - Building & Site Costs: $16,311,000
  - Construction Contigency: $1,631,000
  - Total Captial Costs: $17,942,000

Excludes escalation, anciallary costs & HST

Cost Estimate

- **Build New Fairmount Home**
  - Building & Site Costs: $56,589,000
  - Construction Contigency: $2,829,000
  - Total Captial Costs: $59,418,000

Excludes escalation, anciallary costs & HST

Cost Estimate

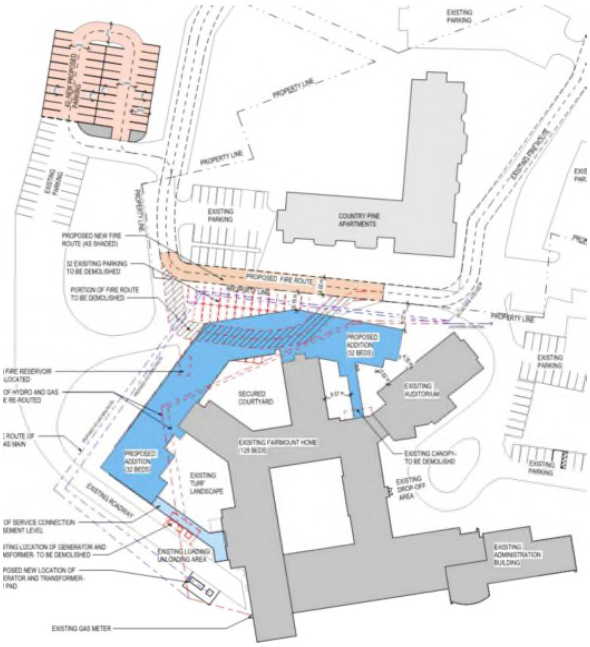
- **Renovation/ Addition to existing Fairmount Home**
  - Cost/sf: $666
  - Cost per bed: $510,000
  - Opportunity Costs:
    Challenging addition to an existing sprawling home
- **Build New Fairmount Home**
  - Cost/sf: $487
  - Cost per bed: $354,000
  - Opportunity Costs:
    Post-pandemic home with existing retained assets

Recommendation

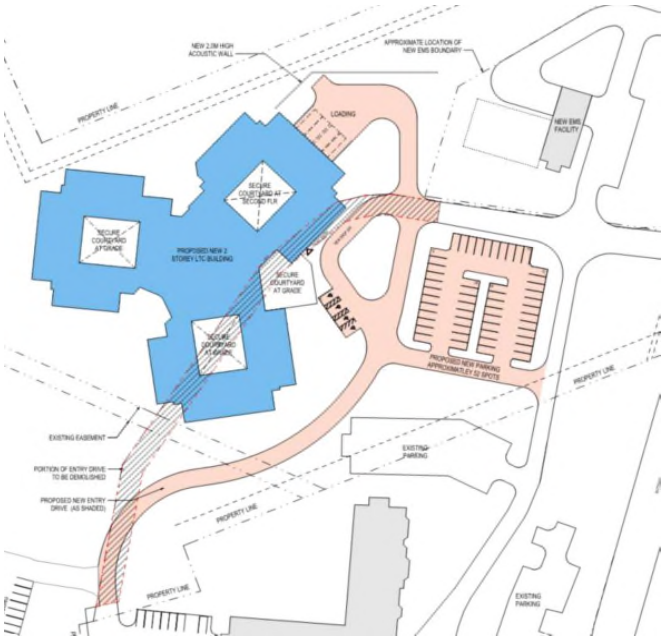
- Our recommendation is that **the New Build** is the best opportunity for Fairmount Home

  - New facility that incorporates post-pandemic lessons learned
  - Opportunities for specialised units
  - No resident disruption/ moves during construction
  - Available land
  - Retains existing home for future County uses

Questions & Discussion



Addition



New Build

Thank you for your time and questions

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Appendix B

Engineering Design Briefs

Prepared by WSP Canada

FAIRMOUNT HOME REDEVELOPMENT

MECHANICAL, ELECTRICAL, SITE SERVICES DESIGN BRIEF

G ARCHITECTS

DRAFT
ISSUED FOR COSTING

PROJECT NO.: 221-04183-00
DATE: JUNE 03, 2022

WSP
1345 ROSEMOUNT AVE
CORNWALL, ON K6J 3E5

WSP.COM

REVISION HISTORY

FIRST ISSUE

June 03, 2022	Issued for Costing				
Prepared by	Prepared by	Prepared by	Reviewed By	Reviewed By	Reviewed By
Andrew Knight	Mark Langsford	Maggie Ottenhof	Jonathan Osborne	Nathan Murphy	Zhidong Pan

SIGNATURES

PREPARED BY

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Mechanical Engineer

June 03, 2022

Mark Langsford
Electrical Engineering Technologist

June 03, 2022

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STORM DRAINAGE

'ATING VENTILATION AND AIR CONDITIONING

RESIDENT HOME AREA AIR HANDLING SYSTEMS

RESIDENT DINING/CENTRAL COMMON AREA AIR CONDITIONING SYSTEM (RTU-

ADMINISTRATION AREA AIR CONDITIONING SYSTEM (RTU-

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KITCHEN AIR CONDITIONING SYSTEM
HVAC DISTRIBUTION
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NORMAL POWER SYSTEM

DESCRIPTION OF EXISTING NORMAL POWER SYSTEM
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EMERGENCY POWER SYSTEM

EXISTING EMERGENCY POWER SYSTEM
EXPANSION OF SCOPE OF WORK
LIGHTING SYSTEMS

EXISTING LIGHTING AND LIGHT FIXTURES
EXPANSION OF SCOPE OF WORK
FIRE ALARM SYSTEM

EXISTING FIRE ALARM SYSTEM.
EXPANSION OF SCOPE OF WORK
STRUCTURED CABLING

STATION CABLING
EXPANSION OF SCOPE OF WORK
NURSE CALL SYSTEM

EXISTING NURSE CALL
EXPANSION OF SCOPE OF WORK
PAGING SYSTEM

EXISTING PAGING SYSTEM
EXPANSION OF SCOPE OF WORK
SECURITY SYSTEM.

EXISTING SECURITY SYSTEM
EXPANSION OF SCOPE OF WORK
CONTROLS AND OTHER FEATURES

EXISTING BUILDING CONTROL SYSTEM
EXPANSION SCOPE OF WORK
TELEPHONE/DATA SYSTEMS

EXISTING TELEPHONE AND DATA SYSTEMS
EXPANSION SCOPE OF WORK
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EXISTING SYSTEM
EXPANSION SCOPE OF WORK

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EMERGENCY POWER SYSTEM
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PAGING SYSTEM
SECURITY AND RESIDENT WANDERING SYSTEMS.
CONTROLS AND OTHER FEATURES
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WIRELESS TELEPHONE SYSTEM
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1 GENERAL

1.1 OBJECTIVE

Fairmount Home, located at 2069 Battersea Road in Glenburnie, Ontario, is a 128-bed long-term care home originally constructed in 1968, with major renovations in 1972, 2004 and 2014.

The Fairmount Home redevelopment project is intended to investigate options to realign the facility to current use patterns. There are two main options described in this report as follows:

Option #1: Expansion of Existing Building: In this option a new wing will be added to the North and West of the existing LTC facility. The ground floor of the expansion will include 32 new LTC beds and associated dining, program, activity, staff and administration areas. A new basement area will include laundry and other back of the house support spaces.

Option #2: New Build: In this option, a new two-story facility will be built to the north of the existing Country Pines Apartments. The new facility will include the new 160 LTC beds and associated dining, program, activity, staff, administration, laundry, kitchen and back of house areas.

The purpose of this report is to provide a description of the proposed mechanical and electrical systems for the options described above in sufficient detail for class D estimation.WSP

1.2 INFORMATION AVAILABLE

1.2.1 EXISTING MECHANICAL AND ELECTRICAL DOCUMENTS

The following documents were available to the design team:

- Mechanical, electrical and structural drawings of the 2004 Fairmount Home Addition and Renovation
- Final Property Condition Assessment for Fairmount Home: August 31, 2015

1.2.2 INFORMATION PROVIDED BY G ARCHITECTS

- Schematic Design Options Drawings
- Draft Space Table Version 1.0, For Review: May 20, 2022

1.2.3 SITE VISITS

WSP toured the existing Fairmount Home facility April 21, 2022

2 MECHANICAL SYSTEMS

2.1 CODE REFERENCES

- Ontario Building Code
- NFPA 13 – Standard for Installation of Sprinkler Systems
- NFPA 10 – Standard for Portable Fire Extinguishers
- NFPA 96 – Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
- Ontario Fire Code
- CSA Z317.1-16 – Special Requirements for Plumbing Installations in Health Care Facilities
- CSA B149.1 – Natural Gas and Propane Installation Code
- CSA Z317.2-19 – Special Requirements for Heating, Ventilation, and Air Conditioning (HVAC) Systems in Health Care Facilities
- CSA B149.1 – Natural Gas and Propane Installation Code
- NFPA 211 - Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances

2.2 OPTION #1: EXPANSION OF EXISTING BUILDING

2.2.1 GENERAL

This section of the report describes the proposed scope of work for new mechanical systems for base case option #1.

2.2.2 FIRE PROTECTION

2.2.2.1 *EXISTING SYSTEMS*

The existing building is equipped with a wet pipe sprinkler system serving most of the occupied areas with a dry pipe sprinkler system serving the loading dock. A standpipe system serves firehose cabinets throughout the building. Four underground reservoirs with a capacity of 50,000 litres, store water for fire protection, with a 30hp fire pump package providing system capacity of 31.5 l/s at 480 kPa boost through a 150mm main. A fire department connection is located on the east side of the building adjacent to the main entrance.

There is a stand-alone wet chemical suppression system serving the kitchen grease hood and fire extinguishers are located throughout the building.

The systems were installed as part of the 2004 addition and were reported to not likely require any major upgrades or replacement.

2.2.2.2 CAPACITY FOR EXPANSION

Based on WSPs review of the existing drawings, there is no additional capacity planned in the existing fire protection system sizing for the proposed addition. Hydraulic calculations will be carried out to confirm in the design phase.

2.2.2.3 SCOPE OF WORK

A new wet pipe sprinkler system will provide full coverage to all areas within the new wing of the facility. Standpipe coverage will be provided by fire hose cabinets located throughout the new wing of the facility in accordance with OBC. New piping will be routed back to the existing main fire protection header. Each new zone will be complete with an alarm flow switch, electronically supervised isolating butterfly valve and inspector's test connection. Flow of sprinkler water will be detected by the fire alarm system and signaled on the fire alarm panel. The sprinkler occupancy classification is generally light hazard. The kitchen, laundry and other service areas are ordinary hazard (group 1). Analysis of existing fire reservoir ongoing, to determine extent of upgrade requirements.

2.2.3 PLUMBING AND DRAINAGE

2.2.3.1 EXISTING SYSTEMS

The main domestic cold-water service is located in the basement mechanical room. Two 25mm water lines provide water from the two drilled wells to the two 50,000 litre DCW reservoirs and the four 50,000 litre fire protection water reservoirs. A three-pump (12.5 l/s @480 kPa maximum) booster pump set boosts the DCW pressure to the building. DCW is distributed to fixtures throughout the building from a 75mm main. Water treatment includes a water softener and chlorine injection system, with backflow preventers in place to protect potable from non-potable water.

Domestic hot water for the LTC is generated by four gas-fired fin-tube boilers located in the basement mechanical room. Each boiler has an output capacity of 152 kW, with two boilers serving the high-temperature (60°C) loop dedicated to the kitchen and laundry areas and two providing lower-temperature water (49°C) to the patient care areas. The 60°C and 49°C DHW is distributed via dedicated piping loops, each with a 50mm supply main and 25mm recirc main complete with an inline circulator.

Sanitary drainage is collected from fixtures throughout the building and exits through a 150mm drain at the south-east corner of the building.

Storm water is collected from fixtures throughout the building and exits through a 300mm storm drain at the south end of the building.

The utility natural gas meter is located at the south-east corner of the building. The natural gas assembly is sized for 12,000 CFH @7" W.C.

Most of these elements were installed as part of the 2004 renovation project. The 2015 Property Condition Assessment notes that the hot water generating equipment is nearing the end of its expected service life and is recommended to be replaced.

2.2.3.2 CAPACITY FOR EXPANSION

Based on WSPs review of the existing drawings, there is no additional capacity planned in the existing plumbing systems sizing for the proposed addition.

2.2.3.3 SCOPE OF WORK

FIXTURES

All plumbing fixtures in the new addition area will be as per the IPAC and Health & Safety standards to meet infection control and safety protocols, and low flow type for water conservation. Plumbing fixtures in accessible areas will comply with barrier free guidelines. “Hands-free” or electronically operated faucets will be provided for hand hygiene sinks (HHS) where required, public washrooms and all other areas within the facility as deemed appropriate.

Consideration shall be given to water flow, as well as fixture shape, size and design, with regard to splatter control and prevention of environmental contamination and will be determined in consultation with the user group.

Thermostatic mixing valves will be provided at each new plumbing fixture with “hands-free” operation.

Emergency shower and eyewash stations will be provided in locations requested by the owner and where required for safety.

All new exposed supplies to fixtures will be rigid chrome plated copper or stainless steel.

All new plumbing fixtures will be in conformance with CSA Z317.1 and CSA Z8000.

DOMESTIC COLD WATER

A new domestic cold-water branch will be run from the existing facility main to the new addition area. Refer to site development portion of report for analysis of existing well and reservoir capacity. The new domestic cold-water line will then distribute in the ceiling space to all new fixtures and equipment requiring cold water. The new domestic cold-water lines will be thermally insulated type L copper. All new equipment fixtures and branches will be isolated with ball valves.

DOMESTIC HOT WATER

The existing domestic hot water generating equipment will be replaced by removed. New natural gas fired condensing domestic water heaters will be installed. The quantity and capacity of heaters will be determined during design development. The new plant will have the capacity to meet the all existing and new addition domestic hot water needs of the facility with any one tank out of service (N+1 redundancy)

Two (2) new, duplex domestic hot water recirculation pumping systems will be provided.

The water will be stored at 71°C (160°F). A line carrying 71°C (160°F) hot water will extend from the domestic hot water heaters. Fixtures on the existing higher-temperature loop in the kitchen and laundry areas will receive 71°C (160°F) hot water. Pressure compensated thermostatically controlled mixing valves will temper the water to provide 43°C (110°F) hot water to the piping serving the remaining fixtures. New supply and recirc piping mains will be extended from the existing headers to the new addition areas. New distribution piping will run to each new fixture requiring DHW. The new laundry room will be served by a new DHW branch connecting back to the existing higher-temperature DHW header.

Water temperature in the building distribution piping will be monitored at all times. An alarm will annunciate at the building automation system as well as the nursing station serving the area where dangerous water temperatures are detected.

The domestic hot water lines will be thermally insulated type L copper. All equipment, fixtures and branches will be isolated with ball valves.

SANITARY DRAINAGE

Sanitary waste from fixtures in the new addition is proposed to be collected and conveyed through new underground sanitary drain piping and connect to the existing underground sanitary main serving the existing portion of the building. New sanitary piping will be extended from the new main to all new fixtures requiring sanitary drainage.

Floor drains will be installed in the new serveries, soiled utility rooms, Janitor rooms, personal care rooms, laundry rooms, mechanical rooms and any other areas requiring sanitary drainage. All floor drains ultimately terminate, draining into the existing onsite sewage system.

Based on an addition of 32 Long Term Care beds, an estimated sewage system daily design flow increase of 14,400L/Day is to be expected. Past projects have shown an average cost $20 per treated Litre to $25 per treated Litre of effluent can be used for an equivalent of a Class C cost estimate. (i.e the cost per treated litre can be multiplied by the increase in daily flow for an approximate cost for the increased daily design flow).

To support this increased daily flow, an area of approximately 1,800m² should be allocated adjacent to the existing sewage system components as reserved space. Additionally, existing sewage system components may require upgrades or overhauling/refurbishing to be considered to be fit for re-use. Considerations should be given to shallow bedrock being encountered below ground surface when completing the detailed design of the system, along with any possible setback restrictions from existing drilled wells and regulatory limits.

Sewage systems with daily design sewage flows greater than 10,000 L/day, an Environmental Compliance Approval (ECA) from the Ministry of the Environment, Conservation and Parks (MECP) is required. Since an existing ECA already exists for this property, it will need to be updated/amended to reflect the increase in flow and additional infrastructure. Timing constraints for MECP review and approval should also be considered as the review and approval process can be expected to take up to 9 to 12 months.

STORM DRAINAGE

A new storm line will extend from the new addition area to the existing storm sewer on site. The new line will extend to each of the new roof drains. The drainage piping will consist of multiple rainwater leaders throughout the building to reduce horizontal lengths of piping

2.2.4 HEATING VENTILATION AND AIR CONDITIONING

2.2.4.1 EXISTING SYSTEMS

Heating water for the building is supplied by three (3) natural gas fired fin-tube boilers, manufactured in 2003. Each boiler has an output capacity of 425kW with a peak efficiency of 81%. Hot water is delivered by circulating pumps to wall-fin, unit heaters, force flow heaters and reheat coils throughout the building. The 2015 Property Condition Assessment notes that the boilers are nearing the end of their expected service life and are recommended to be replaced.

Patient rooms and common areas are served by rooftop air handling units RTU-1 to RTU-4, each with glycol heating coils, DX cooling, heat recovery, supply, return and exhaust fans. These units were installed as part of the 2004 renovation project and range in capacity from 2,930 to 4,395 l/s with 70kW of cooling. The facility is in the process of starting an HVAC upgrade

Kitchen and laundry areas are served by a 2,360 l/s natural gas-fired make-up air unit with DX cooling.

Humidification is provided by two gas-fired steam boilers located in the basement mechanical room. The steam system includes a condensate receiver/feedwater tank, water treatment system, steam traps and piping up to the rooftop units. It is noted that the boilers are not operational at this time.

2.2.4.2 *CAPACITY FOR EXPANSION*

Based on WSPs review of the existing drawings, the HVAC systems are not designed with capacity for the proposed addition.

2.2.4.3 *SCOPE OF WORK*

The HVAC systems serving the new building addition will be designed in accordance with the Long-Term Care Home Design Manual and CSA Z317.2 Special requirements for heating ventilation and air conditioning (HVAC) in health care facilities. All new spaces within the building addition will be fully air conditioned. Airflow within the building addition will be delivered in clean resident and staff areas and exhausted from dirty/soiled rooms to control odors and contaminated air. The building pressurization will follow recommended practices outlined in the Long-Term Care Home Design Manual and CSA Z317.2. Energy conservation will be achieved by recovering usable energy from building exhaust to pre-condition incoming fresh air. It is proposed to serve the building addition with several air handling systems to allow for scheduling where areas are not occupied all the time as well as to provide some redundancy in the event of equipment failure. The heating system for the building will also be designed with redundancy so that the building can remain occupied in the event of an equipment failure.

RESIDENT BEDROOM AIR CONDITIONING SYSTEM (RTU-1)

The resident bedrooms will be served by a new 6,000 l/s main air handling unit (RTU-1) and a 3,500 l/s dedicated outside air supply unit (DOAS-1). DOAS-1 will exhaust all resident washrooms and soiled areas within the new addition. DOAS-1 will have a dual-core type, 90% effective energy recovery module to pre-condition the outside air. In addition to heat recovery, the dedicated outside air supply unit will have a heating and cooling coil to condition the incoming fresh air to be delivered to the air handling unit serving the resident rooms.

DOAS-1 will consist of: inlet/exhaust dampers, supply and exhaust fans, 25mm panel filters providing 30% filtration upstream of the supply and exhaust fans, heat recovery cores, DX cooling, glycol heating coil and an airflow station.

RTU-1 will consist of:

- Mixing section
- Return fan
- three (3) stage filtration system providing 90% filtration. The first stage consists of a 50mm three-stage panel filter that collects particulate and removes odors. The outer layer of media is made of polyester fibers for effective particulate collection. Removal of particulate extends the odor absorbing life of the carbon granules by preventing the millions of tiny pores from becoming clogged with dirt. The second stage is a substrate impregnated with a high density of granular, 60% minimum activity-rated carbon. The carbon imbedding process bonds the granules to the fibers preventing carbon settling or spilling. The third stage is made of polyurethane foam that serves as both a final filter for particulate collection and a protective covering for the carbon pad to prevent the granules from being dislodged. A cartridge filter section provides 90% final filtration. The third stage of filtration will be the final section in the supply air stream before the air exits the unit to the space.

- DX cooling with multiple circuits for redundancy
- Heating coil (glycol)
- Supply fan

RTU-1 will recirculate returned air from the resident rooms mixed with fresh air supplied from DOAS-1.

Humidity levels above 60% are conducive to mold growth, the mechanical system's ability to remove moisture from outside air is critical to prevent high indoor humidity conditions, specifically for systems with high outside air flow requirements.

Under high outdoor air humidity conditions, the dedicated outside air unit energy recovery module will exchange both latent and sensible energy from the incoming outdoor air to the outgoing exhaust air. After the outside air temperature and humidity is initially reduced by the heat recovery module, the cooling coil will further cool/dehumidify the air before delivering to RTU-1.

The dedicated outside air unit cooling coil will be sized to handle all of the latent load associated with the incoming fresh air. The cooling coil within RTU-1 will further cool the air to be delivered to the resident rooms and associated space based on temperature sensors located within each RHA. Final temperature control in each resident room will be accomplished utilizing a terminal re-heat coil dedicated to each room. The building control system will constantly monitor the level of re-heat occurring within the space to determine an appropriate discharge air temperature from the unit.

Humidifiers will provide 30% relative humidity to the space within the space during the winter months. A humidification boiler system will be installed to serve the new air handling units. Steam will be dispersed into the air stream through a short absorption distance manifold located in the air handling units.

BASEMENT AIR CONDITIONING SYSTEM (RTU-2)

A new rooftop unit will provide air conditioning and make-up air to the lower-level storage and laundry areas in the new addition. This packaged unit will consist of:

- Inlet air damper and mixing section for economizer operation c/w airflow station for fresh air.
- Return fan
- Two(2) stage filtration providing 80% filtration c/w airflow station
- DX cooling with multiple circuits for redundancy
- Heating Coil (glycol)
- Supply fan VFD

RTU-2 will be variable volume based on carbon dioxide and requirements for makeup air in the laundry area.

HVAC DISTRIBUTION

Ductwork joints will be sealed. Air leakage tests will be carried-out on all ductwork systems to ensure leakage is below the minimum levels allowed by ASHRAE and SMACNA.

Thermally insulated galvanized steel ductwork will distribute supply air. Supply air to each space will be through ceiling diffusers. Each bedroom will receive a minimum of four (4) air changes per hour of supply air. This equates to 59Lps (125 cfm) to each private bedroom.

Galvanized steel ductwork will carry the exhaust air from the washrooms, janitor rooms, soiled linen rooms, soiled utility rooms, and personal care centres. Exhaust air change rates will be:

- washrooms: 12 air, changes per hour (minimum)
- soiled utility: 10 air changes per hour

A ducted return system will be required; ceiling space will not be used as a return plenum.

As per OBC 3.1.8.7, which was updated in January 2020, smoke dampers or combination fire and smoke dampers shall be installed in ducts or air transfer openings that penetrate an assembly required to be a fire separation where the fire separation serves a care or care and treatment occupancy. This includes non-rated (0hr) fire separations. Each smoke damper is required to be actuated based on a signal from a smoke detector in the duct.

HEATING PLANT

The existing hydronic boiler plant will be replaced with a new plant consisting of three gas-fired boilers. The boilers will be sized such that the building perimeter heat will be fully operational with one boiler offline. The new boiler plant will distribute hot water through the existing piping loops to all existing equipment. New piping will extend from the existing supply and return headers to the new addition. Piping will distribute within the new addition ceiling space to new terminal reheat coils, perimeter heating, unit heaters and glycol heat exchangers serving the air handling units. The two 7.5hp and two 3hp existing heating water pumps are also recommended for replacement.

Hydronic radiant ceiling panels will be used for perimeter heating. Each bedroom will be provided with a space thermostat to provide individual room control of both the radiant panel and terminal reheat coil serving each resident room.

A heat-exchanger will be provided to serve air handling unit heating coils. On the secondary side of the heat exchanger, two (2) inline circulators (one run/one standby) will circulate hot glycol to feed the air handling unit heating coils.

HEATING BOILERS STANDBY PROPANE SYSTEM

CSA Z317.2 requires where the primary heating unit is dependent on a combustible fuel source (whether supplied by a utility or stored on site) a standby fuel supply shall be stored on site. The intent of this Clause is to ensure that failure of the primary fuel supply does not cause a shut-down of the facility.

The standby fuel supply on site is to allow for continued operation of the HCF in accordance with the requirements in CSA Z8000 for maintenance of essential services during catastrophic events. It is proposed that the standalone secondary fuel delivery system for the boilers would consist of propane storage tank with sufficient volume for 3 days (72hr) of boiler runtime. The total runtime should be confirmed in further discussion.

NATURAL GAS

The existing natural gas service and meter may need to be updated to suit the revised loads for the building. The existing gas meter location is proposed to remain. Piping will extend from the meter to loads in the laundry, existing boiler room and for rooftop units. Natural gas will be distributed through the building at 2psi with pressure reducing valves located at each piece of equipment.

2.2.5 CONTROLS

All new systems will be integrated into the existing control system.

2.3 OPTION #2: NEW BUILD

2.3.1 GENERAL

This section of the report describes the proposed scope of work for mechanical systems for option #2, a new two-storey facility adjacent-to, but not attached-to, the existing LTC facility.

2.3.2 FIRE PROTECTION

The new facility will be fully sprinklered. The sprinkler system serving the new LTC will be wet pipe type providing full coverage to all areas of the facility. Standpipe coverage will be provided by fire hose cabinets throughout the new building in accordance with OBC.

A new fire water entry and header will be provided in the main water entry room of the new building. A fire pump will be provided to boost the water pressure as required to suit. Fire department connections to the sprinkler and standpipe systems will be located adjacent to the firefighting access route. The fire department connections will be piped to the fire protection header.

Refer to site services portion of report for analysis of reservoir capacity.

The facility will be divided into sprinkler zones in accordance with NFPA 13 . Each zone will be complete with an alarm flow switch, electronically supervised isolating butterfly valve and inspector's test connection. Flow of sprinkler water to any of the zones will be detected by the fire alarm system and signaled on the fire alarm panel.

Fire extinguishers will be provided as required for coverage in accordance with Ontario Fire Code. Fire extinguishers will be installed in semi-recessed cabinets in finished areas, and on exposed wall brackets for mechanical and service spaces.

The sprinkler occupancy classification is generally light hazard. The kitchen, laundry and other service areas are ordinary hazard (group 1).

A pre-engineered wet chemical fire protection system will be installed for the kitchen exhaust canopy and associated ductwork.

2.3.3 PLUMBING AND DRAINAGE

2.3.3.1 FIXTURES

All plumbing fixtures installed in the LTC resident home areas will be as per the IPAC and Health & Safety standards to meet infection control and safety protocols, and low flow type for water conservation and will be in conformance with CSA Z317.1 and CSA Z8000. Plumbing fixtures in accessible areas will comply with barrier free guidelines. "Hands-free" or electronically operated faucets will be provided for hand hygiene sinks (HHS) where required, public washrooms and all other areas within the facility as deemed appropriate.

Consideration shall be given to water flow, as well as fixture shape, size and design, with regard to splatter control and prevention of environmental contamination and will be determined in consultation with the user group.

The resident washroom water closets will be wall mounted, flush valve, elongated bowl. Toilet will be low water volume to reduce water consumption.

The lavatories in resident washrooms and personal care centre will be vitreous china semi-countertop basins, 203mm centres, and sealed overflows. Brass will have metal blade handles and laminar flow outlet.

The hand wash sinks in resident support areas will be wall hung, vitreous china, sealed overflow, complete with concealed arm supports. Brass will be electronic faucets with laminar flow outlets.

The clinic service sinks in the soiled utility room will be wall hung, vitreous china with trim consisting of a wall mounted supply fitting with vacuum breaker, blade handles, chrome plated spout with pail hook, laminar flow control moderator, forked brace to wall. Sink includes a bedpan cleanser and flush valve.

The stainless steel sinks in the meds room and clean utility rooms will be provided. Trim will have 200mm centresets, blade handles, gooseneck spouts and laminar flow outlets.

The stainless steel sinks in the soiled utility rooms will be provided. Trim will have 200mm centresets, blade handles, gooseneck spouts and laminar flow outlets.

The stainless steel sinks in the laundry rooms will be double bowl. Bowl depth to be 250mm.

The shower enclosures will be constructed with slip resistant floors. The shower valve will be single lever pressure balancing control, lever handle, adjustable hot water limit stop, 610mm combination stainless steel slide grab bar, 2m flexible hose with shower head.

Emergency shower and eyewash stations will be provided in locations requested by the owner and where required for safety.

All exposed supplies to fixtures will be rigid chrome plated copper or stainless steel.

2.3.3.2 *DOMESTIC COLD WATER*

Refer to the site services portion of this report for analysis of reservoir capacity. The new system will include duplex water softeners, chlorination and treatment systems and a triplex domestic water booster pump system. Backflow preventers will be provided to isolate the domestic cold water supply to the plumbing fixtures from the cold water serving the fire protection system and the domestic cold water makeup for the heating and cooling plants.

Thermally insulated, type L copper domestic cold water lines will extend from the new water entry main to all fixtures and equipment requiring cold water.

An emergency domestic cold water connection, connected to the booster pump system, will be provided at the exterior of the building for connection to a water tanker in the event that the water supply is interrupted for a period of time.

2.3.3.3 *DOMESTIC HOT WATER*

Domestic hot water will be provided by a series of three new natural gas fired tank-type water heaters installed in the mechanical room. The plant will have the capacity to meet the domestic hot water needs of the facility with any one tank out of service (N+1 redundancy).

Based on CSA Z317.1, the following how water temperatures will be maintained in the system.

SERVICE	MINIMUM WATER TEMPERATURE
Domestic Hot Water Storage tanks	70°C +/- 10°C
Piping Distribution	60°C +/- 5°C
Resident / Public Use Outlets	43°C
General Use Outlets	49°C
Automatic Washers	77°C (point of use heating to be provided)
Laundry	77°C (point of use heating to be provided)
Other Uses	43°C

A central digital mixing valve will be provided to reduce the hot water temperature from 70°C to 60°C before it enters the piping distribution. Pressure compensated thermostatically controlled mixing valves will temper the water to provide 43°C (110°F) hot water to newly installed fixtures.

A domestic hot water recirculation system will be installed complete with two new domestic hot water recirculating pumps operating in parallel for redundancy.

Water temperature in the building distribution piping will always be monitored at locations required by CSA Z317.1. An alarm will annunciate at the building automation system as well as the nursing station serving the area where dangerous water temperatures are detected. Where existing distribution is reused, alarm sensors will be installed as required.

Domestic hot water piping will be thermally insulated type L copper.

Thermostatic mixing valves will be provided at each plumbing fixture with “hands-free” operation and at resident/public fixtures to maintain temperatures required by CSA Z317.1.

2.3.3.4 *SANITARY DRAINAGE*

Sanitary waste from fixtures and equipment will be collected and conveyed through new underground sanitary drain piping to a new onsite sewage treatment and dispersal system. Drainage and vent piping will be PVC.

Floor drains will be installed in the serveries, soiled utility rooms, Janitor rooms, personal care rooms, laundry rooms, mechanical rooms and any other areas requiring sanitary drainage.

The new Long Term Care Home will be comprised of 160 beds, an estimated sewage system daily design flow of 72,000L/Day is to be expected. Past projects have shown an average cost $20 per treated Litre to $250 per treated Litre of effluent can be used to predict sewage system installation costs as per a Class C cost estimate equivalent. Those dollar values can be multiplied by the daily flow for an approximate cost for the new on site sewage system.

To support this increased daily flow, an area of approximately 9,000 m² (0.9 hectares) should be allocated for the sewage system components as reserved space. Considerations should be given to shallow bedrock being encountered below ground surface when completing the detailed design of the system, along with any possible setback restrictions from existing drilled wells and regulatory limits.

Sewage systems with daily design sewage flows greater than 10,000 L/day, an Environmental Compliance Approval (ECA) from the Ministry of the Environment, Conservation and Parks (MECP) is required. Since an existing ECA already exists for this property, it will need to be updated/amended to reflect the increase in flow and additional infrastructure. Timing constraints for MECP review and approval should also be considered as the review and approval process can be expected to take up to 9 to 12 months.

2.3.3.5 *STORM DRAINAGE*

Storm water from the new building roof drains will be conveyed through new storm drains and connect to the new storm site services.

2.3.3.6 *NATURAL GAS*

A new natural gas meter (by utility) will be provided. Piping will extend from the meter to various loads in the laundry and kitchen and to the new heating plant. Natural gas will be distributed through the building at 2psi with pressure reducing valves located at each piece of equipment.

2.3.4 HEATING VENTILATION AND AIR CONDITIONING

The HVAC systems serving the building will be designed in accordance with the Long-Term Care Home Design Manual and CSA Z317.2 Special requirements for heating ventilation and air conditioning (HVAC) in health care facilities. All spaces within the building will be fully air conditioned. Airflow within the building will be delivered in clean resident and staff areas and exhausted from dirty/soiled rooms to control odors and contaminated air. The building pressurization will follow recommended practices outlined in the Long-Term Care Home Design Manual and CSA Z317.2. Energy conservation will be achieved by recovering usable energy from building exhaust to pre-condition incoming fresh air. It is proposed to serve the building with several air handling systems to allow for scheduling where areas are not occupied all the time as well as provide some redundancy in the event of an equipment failure. The chilled water plant and heating system for the building will also be designed with redundancy so that the building can remain occupied in the event of an equipment failure.

2.3.4.1 *RESIDENT HOME AREA AIR HANDLING SYSTEMS*

The resident home areas of the new building will be served by three main air handling systems (RTU-1, RTU-2 and RTU-3) and their associated dedicated outside air supply units (DOAS-1, DOAS-2 and DOAS-3). These systems will be located on the roof of the building. The systems will be interconnected with bypass ductwork which will allow each system to serve all of the resident bedroom areas in the event that one of the systems fails or is shut down for maintenance. Under this mode of operation, the resident bedrooms will receive 50% of the design airflow capacity.

Each system includes a dedicated outside air supply (DOAS) module and an air handling unit. The dedicated outside air handling unit will exhaust all resident washrooms and soiled areas within the RHA's and other shared spaces within the LTC area of the building. The dedicated outside air unit will have a dual-core type, 90% effective energy recovery module to recover sensible and latent energy from the exhaust air stream to transfer to the incoming outside air. The energy recovery module will reduce the energy required to condition outside air. In addition to heat recovery, the dedicated outside air supply units will have heating and cooling coils to condition the incoming fresh air to be delivered to the air handling units serving the resident rooms.

DOAS-1,2 and 3 will consist of: inlet/exhaust dampers, supply and exhaust fans, 25mm panel filters providing 30% filtration upstream of the supply and exhaust fans, heat recovery cores, DX cooling, glycol heating coil and an airflow station. DOAS 1 and 2 will each have a capacity of 5,000 l/s; DOAS 3 will have a capacity of 2500 l/s.

The air handling units (RTU-1, 2 and 3) will consist of:

— Mixing section

- Return fan
- Three (3) stage filtration system providing 90% filtration. The first stage consists of a 50mm three-stage panel filter that collects particulate and removes odors. A cartridge filter section provides 90% final filtration. The third stage of filtration will be the final section in the supply air stream before the air exits the unit to the space.
- Chilled water cooling coil
- Glycol heating coil
- Supply fan

The resident air handling units will recirculate returned air from the resident rooms mixed with fresh air supplied from the dedicated outside air units.

Variable air volume boxes will be installed for the common areas to allow set-back of airflow when these areas are not in use.

The air handling units serving resident spaces will be designed to provide up to100% outdoor air in the event of an internal catastrophic event such as an infectious disease outbreak. They will also have the ability to operate in 100% recirculation mode in the event of an external catastrophic event causing poor air quality. Under these conditions, CSA Z317.2 allows the systems airflows to be reduced to 70% for resident care areas, which will lessen the load that is required for cooling and heating under peak conditions.

Humidity levels above 60% are conducive to mold growth, the mechanical systems ability to remove moisture from outside air is critical to prevent high indoor humidity conditions, specifically for systems with high outside air flow requirements.

Under high outdoor air humidity conditions, the dedicated outside air unit energy recovery module will exchange both latent and sensible energy from the incoming outdoor air to the outgoing exhaust air. After the outside air temperature and humidity is initially reduced by the heat recovery module, the cooling coil will further cool/dehumidify the air before delivering to the RHA air handling units.

The dedicated outside air unit cooling coil will be sized to handle the latent load associated with the incoming fresh air. The cooling coil within the RHA air handling units will further cool the air to be delivered to the resident rooms and associated space based on temperature sensors located within each RHA. Final temperature control in each resident room will be accomplished utilizing a terminal re-heat coil dedicated to each room. The building control system will constantly monitor the level of re-heat occurring within the space to determine an appropriate discharge air temperature from the unit to minimize the use of reheat.

Humidifiers will provide 30% relative humidity to the space within the space during the winter months. A humidification boiler system will be installed to serve the new air handling units. Steam will be dispersed into the air stream through a short absorption distance manifold located in the air handling units.

As a part of option #2, three (3) resident home area air handling systems are planned as follows:

- RTU-1 serving the RHA areas of Levels 1&2 North (approx. 8,600 l/s)
- RTU-2 serving the RHA areas of Levels 1&2 South (approx. 8,600 l/s)
- RTU-3 serving the RHA areas of Level 2 East (approx. 4,500 l/s)

2.3.4.2 *RESIDENT DINING/CENTRAL COMMON AREA AIR CONDITIONING SYSTEM (RTU-4)*

A 9,000 l/s dedicated air handling system will serve the dining rooms, serveries, multi-purpose rooms, living rooms and activity rooms within the central portion of the RHA's on levels 2 to 6. This system will consist of:

- Return fan with VFD
- economizer capable of introducing 100% outside air c/w airflow station.
- three (3) stage filtration system providing 90% filtration, similar to that described for resident bedroom ventilation system.
- Cooling coil
- Heating coil (Glycol)
- Supply fan with VFD

A humidifier will provide 30% relative humidity to the space during the winter months. Steam will be dispersed into the air stream through a short absorption distance manifold located in the supply duct. Maximum absorption distance is 610mm.

The central dining unit will be controlled on a time-of-day schedule. At night when the dining areas are not occupied the system airflow rate will be reduced to save energy. Each room within the spaces served by the central dining unit will be equipped with a variable volume control damper with an integral terminal re-heat coil. This will allow for air to be directed to occupied areas based on carbon dioxide concentration in each space and a time-of-day schedule.

2.3.4.3 *ADMINISTRATION AREA AIR CONDITIONING SYSTEM (RTU-5)*

A 1,500 l/s dedicated air handling system will serve the administration wing on ground level of the building. This system will consist of:

- Return fan with VFD
- economizer capable of introducing 100% outside air c/w airflow station.
- three (3) stage filtration system providing 90% filtration, similar to that described for resident bedroom ventilation system.
- Cooling coil
- Heating coil (Glycol)
- Supply fan with VFD

A humidifier will provide 30% relative humidity to the space during the winter months. Steam will be dispersed into the air stream through a short absorption distance manifold located in the supply duct. Maximum absorption distance is 610mm.

The administration wing unit will be controlled on a time-of-day schedule. At night when the area is not occupied the system airflow rate will be reduced to save energy. Each room within the space will be equipped with a variable volume control damper. Discharge air temperature from the air handling unit will be determined using temperature sensors within the space. The unit fresh air rate delivery to the space will be based on carbon dioxide levels within the space.

2.3.4.4 *BACK OF HOUSE AIR CONDITIONING SYSTEM (RTU-6)*

This 3,000 l/s air handling system will provide air conditioning and make-up air to the ground floor receiving and laundry areas. This packaged air conditioning unit consists of:

- inlet air damper and mixing section for economizer operation c/w with airflow station for fresh air.
- Return fan
- two (2) stage filtration providing 80% filtration c/w airflow station.
- Cooling coil (glycol)
- Heating Coil (glycol)
- Supply Fan VFD

The system will be variable volume based on carbon dioxide and requirements for makeup air in the areas served.

2.3.4.5 *KITCHEN AIR CONDITIONING SYSTEM*

A dedicated air handling system will provide air conditioning and make-up air to the food services and dishwashing area. This 5,000 l/s packaged air conditioning unit consists of:

- Return fan with VFD
- economizer capable of introducing 100% outside air c/w airflow station
- two (2) stage filtration providing 80% filtration c/w airflow station.
- Cooling coil (glycol)
- Heating Coil (glycol)
- Supply Fan

The kitchen air conditioning system will be interlocked with a kitchen exhaust system consisting of:

- Exhaust canopy
- Roof exhaust fan

The unit fresh air will be modulated as required to suite the make-up air being removed from the space through the kitchen exhaust canopy during kitchen operating hours. When the kitchen exhaust is shut down, the unit will reduce the fresh air to a minimum position and reduce the total supply airflow to conserve energy.

A separate dishwasher exhaust fan will exhaust moist air from the dishwasher

2.3.4.6 *HVAC DISTRIBUTION*

In all systems, the ductwork joints will be sealed. Air leakage tests will be carried out on all ductwork systems to ensure leakage is below the minimum allowable levels allowed by ASHRAE and SMACNA.

Thermally insulated galvanized steel ductwork will distribute supply air to the resident bedrooms. Supply air to each space will be through ceiling diffusers. Each bedroom will receive a minimum of four (4) air changes per hour of supply air and minimum two (2) air changes per hour of fresh air. Duct mounted hot water reheat coils will provide final temperature control for each resident room.

Galvanized steel ductwork will carry the exhaust air from the washrooms, janitor rooms, soiled linen rooms, soiled utility rooms, and personal care centers.

For common RHA areas and non-resident care areas, thermally insulated galvanized steel ductwork will distribute supply air to all areas. Supply air to each space will be through ceiling diffusers. Final temperature control will be provided by variable volume airflow control boxes with integral hot water terminal reheat coils operating in conjunction with hot water perimeter radiation.

A ducted return system will be utilized. The ceiling space will not be used as a return air plenum.

As per OBC 3.1.8.7, which was updated in January 2020, smoke dampers or combination fire and smoke dampers shall be installed in ducts or air transfer openings that penetrate an assembly required to be a fire separation where the fire separation serves a care or care and treatment occupancy. This includes non-rated (0hr) fire separations. Each smoke damper is required to be actuated based on a signal from a smoke detector in the duct.

Thermally insulated galvanized steel ductwork will distribute supply air to the food service area. Supply air to each space will be through ceiling diffusers. Exhaust ductwork will extend from the kitchen exhaust canopy to the kitchen exhaust fan on the roof. Dishwasher exhaust ductwork will be factory-built, zero-clearance to combustibles listed grease duct system.

2.3.4.7 *HYDRONIC HEATING SYSTEM*

The heating plant will consist of three (3) dual-fuel (natural gas/propane) boilers located in the mechanical room. The capacity of the heating plant will be approximately 2,500kW (8,500MBH). The boilers will be sized such that 2/3 of the design heating load is able to be provided with one boiler offline, and that enough heating capacity is available for the facility to continue essential operations.

Hot water from the boilers will be distributed to three (3) heating loops. Two (2) inline circulators (one run/one standby) will circulate hot water to each loop. The hot water heating loops are:

Building perimeter heating piping (radiant panels, convectors, force flow heaters, and unit heaters)

Reheat piping serving in duct reheat coils.

Heat exchangers for air handling unit heating coils (glycol).

The boiler controls and heating water circulating pumps will all be on delayed vital power. An emergency boiler connection will be provided at the ground level to allow a temporary emergency boiler system to be connected to the building heating system.

Hydronic radiant heating ceiling panels will be used for perimeter heating. Each bedroom will be provided with a space thermostat to provide individual room control of both the radiant panel and terminal re-heat coil serving each resident room.

Heat-exchangers will be provided to serve air handling unit heating coils. On the secondary side of the heat exchangers, two (2) inline circulators (one run/one standby) will circulate hot glycol to feed the LTC resident home area RTU heating coils.

A digital water meter will be provided to monitor makeup water for the central heating plant. The meter will be connected to the building automation system and a log maintained for water usage.

2.3.4.8 *COOLING PLANT*

The cooling plant will consist of two (2) packaged air-cooled chillers. Each 740 kW (210 ton) chiller will be served by a set of duplex pumps.

The chillers will not be fed by emergency power. For critical rooms requiring year-round cooling, dedicated ductless splits will be provided. The ductless split will be on conditional emergency power.

Chilled water from the chillers will be distributed to each air handling unit coil. The cooling medium will be mixture of water and glycol. This will eliminate the need to drain the system in the winter.

As the chilled plant will be on the roof, an emergency chiller connection will be provided at the ground level to allow a temporary emergency chiller system to be connected to the building chilled system in the event of a system failure.

2.3.5 CONTROLS

A complete system of networked Direct Digital Controls (DDC) to monitor and control the ventilation and air conditioning systems, the heating and cooling plants and other mechanical equipment will be provided. The system will include all hardware software, engineering, start-up and training necessary for a completely functional system.

A new PC-based operator workstation will be located in the Maintenance Manager's Office where all points of the DDC system will be accessible for observation and adjustment based upon password accessibility. This will enable the maintenance manager to change heating and cooling setpoints and schedule when the units start and stop. The DDC system will also enable the maintenance manager to maintain and troubleshoot the system. Various system variable such as operating status of units ("ON" or "OFF"), dirty filter status, discharge and return air setpoints, etc. can be monitored. Through the use of a modem, the DDC system can also communicate with a remote workstation allowing maintenance personnel to monitor and control the system from a remote location.

3 ELECTRICAL SYSTEMS

3.1 OPTION #1: EXPANSION OF EXISTING BUILDING

3.1.1 NORMAL POWER SYSTEM

3.1.1.1 *DESCRIPTION OF EXISTING NORMAL POWER SYSTEM*

Electricity is supplied to the building underground via a 1000KVA-27.6KV-347/600V-3PH-4W pad-mounted transformer located exterior to the building on the west side of the site. The main "AAA" switchgear is located in the basement in Electrical Room S-014. The switchgear is rated for 1,200A, 347/600V, three-phase, four-wire. The building has separate Normal and Emergency Power electrical distribution systems (see "Emergency Power" for more). Power is distributed to electrical closets in the corridors before being supplied to the suites (and other loads). There is an electrical closet on every floor and wing. Each closet has a disconnect switch rated at 100A, 347/600V which provides a disconnecting means for 600/120/208V transformers and distribution and power (receptacle)

panelboards. There is an area of the Mechanical Room E-000 where electrical panels and transformers are located. Some panels are located in the Kitchen S-015, as well as in the electrical room of the Auditorium. There are several air-cooled step-down transformers throughout the building. These transformers step a portion of the 600V service down to 120/208V for localized low-voltage distribution. In Electrical Room S-006, there is an older 1968 vintage switchboard ("DP-2P"), which provides 200A, 120/208V, three-phase normal power to the Old House and Paramedics area.

There are solar panels located on the rooftop above the south wing. The power generation system includes components on the south wing roof, a main panel mounted on the exterior wall of the stairwell from the south wing rooftop and in the main Electrical Room S-014. It has its own independent utility meter in the main Electrical Room S-014. The system is not tied into the building's electrical system and provides utility offered rebates on the electricity bills. The system was installed in 2013. The building has undergone several renovations and additions since it was built in 1968. In 2004 there was an extensive renovation that replaced the majority of the electrical infrastructure, feeders and wiring. In 2014 the Auditorium was extended and extensively renovated.

3.1.1.2 *EXPANSION SCOPE OF WORK*

Based on 12 months of peak demand information from the Electrical Utility, the peak demand of the facility is indicated on the September 19 2014 utility bill as 324 kW (342 kVA). An estimated load calculation was completed for the expansion space and the basic load was calculated at 39 kW, Elevator load is estimated at 15kW, mechanical equipment electrical load estimate is 201 kW and an additional 50KW was allowed for the new laundry area. The total estimated additional load being added to the existing distribution system was calculated at 305kW (342 kVA). Adding the existing peak demand load and the calculated load for the expansion produces a total estimate electrical load post construction of 629 kW (699 kVA). Therefore, based on the utility transformer being 1,000kVA there exists adequate spare capacity on the existing electrical service to accommodate the proposed 32 bed expansion.

The existing Hydro One utility transformer (1000KVA-27.6KV-347/600V-3PH-4W) will require relocation to suit the proposed expansion due to the existing location conflicting with the proposed expansion layout. Existing high voltage primary conduit and wiring as well as the secondary low voltage conduit and wiring will be required to be replaced to suit the new location.

New 347/600V distribution panels and new 120/208V panelboards complete with all associated transformers, conduit and wiring will be installed in the expansion area to serve the 32 new suites, associated mechanical equipment and auxiliary spaces.

3.1.2 EMERGENCY POWER SYSTEM

3.1.2.1 *EXISTING EMERGENCY POWER SYSTEM*

Emergency power is provided by a standby diesel-fired 250kW (313kVA) (+10% tested overload capacity (1 hour duration)) generator. The generator was manufactured by Generac Power System (model SD250). It is located outside to the west of the building, adjacent to the utility-owned pad-mounted transformer and provides power through an automatic transfer switch to the fire pump and associated jockey pump, elevators, heating plant, one washing machine, roughly 50% of the lighting (which provides emergency lighting for the building), exit signs, one receptacle per resident room (intended for resident medical equipment like oxygen pumps), select receptacles in the kitchen and serveries, the nurse call system, the fire alarm system, selected pumps and mechanical equipment. The generator control panel has a dedicated 200A-3P breaker for the fire pump and a 400A-3P breaker for the remainder

of the building's emergency power load. The only fuel storage tank is a sub-base generator mounted tank. The tank is double-walled, with a storage capacity of 183 gal of diesel.

The existing transfer switch "ATS-1" is rated for 600A, 347/600V, and is located in the main Electrical Room S-014. The fire pump has a dedicated automatic transfer switch skid mounted on the packaged fire pump assembly in Mechanical Room E-000.

Emergency Lighting is provided by standard light fixtures powered from the emergency power system primarily with wall mounted battery packs connected to local and remote emergency light fixtures in electrical rooms. Exit signs are primarily LED signs that read "Exit" in red except in the Auditorium where in the 2014 renovation green pictogram exit signs were installed.

The building has separate Normal Power and Emergency Power electrical distribution systems. Emergency power is distributed to electrical closets in the corridors before being supplied to the suites (and other loads). There is an electrical closet on every floor and wing. Each ground floor closet has a disconnect switch rated at 60A, 347/600V which provide a disconnecting means for a 600/120/208V transformer for emergency power (receptacle) panelboards. There is an area of the Mechanical Room E-000 where emergency power electrical panels and transformers are located. Some emergency power panels are also located in the Auditorium. Also, in the basement there is panel LP-E located in Electrical Room S-006. There are several air-cooled step-down transformers throughout the building. These transformers step a portion of the 600V service down to 120/208V for localized low-voltage distribution.

Weekly generator test reports indicate that the peak demand on the generator has been 180A. At this peak demand the generator is roughly between 50% and 75% loaded and the listed standby diesel fuel consumption at 75% loading is 16 gal/hour. Therefore, at the measured peak, there is less than 12 hours of fuel present. It is unlikely that the measured peak demand occurred with the 30hp fire pump running therefore actual hours of fuel usage will be less if a fire occurs during the peak. Per present day Codes (CSA C282-19 Emergency Power for Buildings, and CSA Z32-21 Long Term Care referenced by the latest version of the Ontario Building Code) this building (Long Term Care), a Class B Health Care Facility, requires a minimum of 24 hours of on-site fuel storage for the standby emergency generator at 100% generator nameplate. Therefore, we recommend provision be made for automatic filling of the daytank from additional on-site storage as the existing sub-base tank is not large enough to meet this demand. Per the 2021 Ontario Electrical Safety Code, a fire pump requires a dedicated automatic transfer switch (which it has), life safety loads require a dedicated safety switch (such as the fire alarm panel, nurse call system, heat, fire fighter's elevator, resident room receptacles used for medical equipment and emergency lighting) and additional conditional loads are required to be on their own transfer switch. This third transfer switch is not present.

3.1.2.2 *EXPANSION OF SCOPE OF WORK*

As indicated above the existing generator does not appear sufficient to serve the building with the proposed 32 bed expansion included. Based on the proposed site plan the generator would also be required to be relocated to suit the building expansion. Therefore, we recommend that the existing generator be replaced with a minimum 400kW (500kVA), 347/600V, three-phase, C282 compliant, TSSA compliant (24 hour runtime fuel capacity) generator c/w outdoor sound attenuated enclosure on a new concrete pad. Existing conduit to be reworked/extended to the new generator location, existing wiring to be removed and replaced with new fire rated feeder cabling to the existing ATS-1 and existing Fire Pump ATS. In order to meet the requirements of CSA Z32 for separate transfer switches for vital, and conditional electrical loads A new 600A-347/600V-3PH Automatic Transfer Switch (ATS) and associated electrical distribution system (Panels, breakers, transformers, etc.) will be required to be installed to accommodate conditional loads. The new unit will be designed to meet the requirements of CAN C282 Emergency Electrical

Power supply for buildings. A generator load bank connection box permanently wired to the generator main circuit breakers connection point will be in the vicinity of the new generator.

3.1.3 LIGHTING SYSTEMS

3.1.3.1 EXISTING LIGHTING AND LIGHT FIXTURES

Existing Lighting systems include the following:

- Interior: Wall sconces with compact fluorescent lamps. Ceiling mounted fixtures with primarily T8 fluorescent lamps. Decorative surface mount ceiling fixtures with compact fluorescent lamps. Approximately 50% of the resident rooms had their lighting upgraded to LED. Majority of corridor lighting has also been upgraded to LED.
- Interior Auditorium: Surface mounted, T-bar recessed and pendant hung LED light fixtures. There is also a track lighting system for performances. Lights are controlled by a variety of toggle switches, dimmer switches and occupancy sensors (Auditorium primarily). In the Auditorium there is a "nLight" Lighting Control System.
- Exterior: Wall sconces with high pressure sodium lamps and decorative light sconces and under canopy lighting. The site light standards and bollards are a combination of high pressure sodium and LED. Exterior lights installed on the Auditorium are LED. The exterior lights are controlled by a contactor in turn controlled by the BACS, ahead of the lighting panel LP-BA1.

3.1.3.2 EXPANSION OF SCOPE OF WORK

Lighting through-out the proposed 32 bed expansion will be served by new LED fixtures ranging from standard recessed troffers, downlights and wall sconces to the suit the proposed layout. New lighting controls to be installed including occupancy sensors, dimmers, daylight sensors and etc. as required to suit the proposed layout and the requirements of the Ontario Building Code (OBC), SB-10 and Energy Standard for Buildings Except Low-Rise Residential Buildings (I-P Edition) ANSI/ASHRAE/IES Standard 90.1-2013. Lighting levels will be as per CSA Z317.5-2017 (Health Care Facility) Illumination Systems in Health Care Facilities and IESNA (Illuminating Engineering Society of North America) and the long-term care facility design manual. The designed levels will be the higher of the two.

LED dimmable drivers will be specified to allow for dimming of all areas. LED color rendering lamps at 3500°K will be used to allow for proper skin tone rendering.

The above referenced standards require different lighting levels in resident rooms for health examinations and normal use. To accommodate these different lighting comfort levels within the resident rooms, multiple occupancy and/or dimmers will be used. The activity areas will have both general lighting and task lighting for the specific activity. All interior lighting will be powered by 120 volts, and all will have dimmable option.

In resident rooms, the emergency lighting will be supplied from a vital system lighting panel. In the general areas, the emergency lighting levels will be attained by using a night lighting system which will be wired to a vital system lighting panel. Remaining lights will have a preset number of luminaires lighting minimum.

The exit lighting will be provided using LED pictogram exit signs.

Parking lot lighting will use LED luminaries with full cut-off and house side shield to control light spill onto surrounding properties. Lighting levels will be an average of 22 lux. Light levels will meet all appropriate codes and regulations.

A photometric site plan would be provided to confirm cut-off compliance. The project would be designed to meet mandated vertical illuminances at the lighting boundary.

Walkways will be illuminated with 10’ pedestrian poles and, or bollards with LED lamps with an average of 22 lux.

A LED fixture will illuminate each exit to 30 lux.

All exterior lighting will be controlled by Photocell.

3.1.4 FIRE ALARM SYSTEM

3.1.4.1 EXISTING FIRE ALARM SYSTEM

The existing building has a two-stage fire alarm system. The control panel was manufactured by Siemens (Cerberus Pyrotronics) and is a MXL addressable fire alarm panel. It is located in the Auditorium vestibule. A remote annunciator is located in the entrance vestibule of the Old House and four Nurse Call Annunciation Stations also annunciating fire alarm status and information, exist in the various wings of the existing facility.

The fire alarm system monitors smoke and heat detectors located throughout the building, supervised valves in the suppression and sprinkler systems, fire pump and fire tank statuses, and manual pull stations at required exits. Signalling devices (mostly bells) are located throughout the building. Each suite has a ceiling mounted addressable ionization smoke detector per bed location within the suite in accordance with the requirements of a care and detention facility. The fire alarm system, including all devices and wiring, was installed in 2004. All smoke detectors and pull stations were replaced in late 2021 and early 2022 and the main panel was replaced in 2019.

3.1.4.2 EXPANSION OF SCOPE OF WORK

New fire alarm devices (heat detectors, smoke detectors, bell/strobes, etc.) are to be installed through-out the proposed 32 bed expansion as required to the suit the layout and the latest Ontario Building Code (OBC) and Underwriter’s Laboratory of (ULC) requirements. Fire alarm devices are to be Siemens type to ensure compatibility with the existing system and compliance with latest fire alarm codes and standards. The main fire alarm panel is to be upgraded to accommodate the new device loops and provide voice communication for the new speakers to be located in the expansion area. Smoke detectors with relay bases will be located in each resident room. These relay bases will send a signal, upon alarm, to the dome light above the patient room door for visual indication to firefighters and staff to indicate which room is in alarm. New fire alarm remote annunciator will be installed at the new nurse station. The voice communication system as part of the fire alarm and control panel with a two-way voice communication system will be provided to meet the requirements of O.B.C. 3.2.4.23 as required by O.B.C. Section 3.2.6. Located at the new elevator.

3.1.5 STRUCTURED CABLING

3.1.5.1 STATION CABLING

Existing structured cabling system infrastructure is to remain. Existing system consists of a main entrance facility providing the primary connection to the service providers. Separate communications equipment rooms are located on each of the floors. Existing cable trays and conduit pathways through-out the facility provide pathways for all structured cabling.

3.1.5.2 EXPANSION OF SCOPE OF WORK

New cable tray to be in the corridors and conduit from the cable tray out to each room. Existing cable tray and conduit pathways within existing portions of the building are to remain and be used to route cabling to the 32 bed expansion area.

- All horizontal designs shall be based on a star topology from the TR locations no further than 90m from the work area.
- Transition points, such as splices, cross-connects, interconnect, or consolidation points, shall not be permitted within the horizontal link. All cables shall be installed in a continuous run.
- All work areas shall have a minimum of two (2) horizontal cables, in accordance with the ANSI/EIA/TIA 568 B.1.
- Horizontal cabling requirements apply to the cabling installed to the wireless network devices discussed below.
- All pathways are to go over the hallways and not resident rooms
- Components shall meet CSA, UL, and ANSI/EIA/TIA-568B.1, B.2-1, and B.3 requirements.
- Category 6A modular jacks (T568A termination) performance shall comply with ANSI/EIA/TIA-568-B.2-1 100 Ohm balanced twisted pair connecting hardware specifications and ANSI/EIA/TIA-568- B.2-1 transmission performance specifications for 4-pair 100 Ohm Category 6A cabling.
- Category 6A cable performance shall comply with ANSI/EIA/TIA-568-B.2-1 100 Ohm balanced twisted pair connecting hardware specifications and ANSI/EIA/TIA-568-B.2-1 transmission performance specifications for 4-pair 100 Ohm Category 6A cabling.
- Category 6A patch cord performance shall comply with ANSI/EIA/TIA-568-B.2 section 5 100 Ohm balanced twisted pair connecting hardware specifications and ANSI/EIA/TIA-568-B.2-1 transmission performance specifications for 4-pair 100 Ohm Category 6A cabling.
- ANSI/EIA/TIA-568B.1 installation practices shall be followed.
- All cabling manufacturer's instructions for installation shall be adhered to.

3.1.6 NURSE CALL SYSTEM

3.1.6.1 EXISTING NURSE CALL

The existing nurse call system is to remain through-out the existing facility. Existing system consists of nurse call stations located at the nurse station on each floor. Nurse call bedside stations are installed in each of the patient rooms and washrooms, dome lights are installed outside the room and through-out the corridors.

3.1.6.2 EXPANSION OF SCOPE OF WORK

A new nurse call station is to be installed at the new nurse station within the 32 bed expansion for Visual and audible annunciation of normal and emergency calls. Bedside stations are to be installed in each patient room, nurse call dome lights installed outside each patient room and through-out the new corridor for way finding. The nurse call system will be integrated into both the fire alarm system and the telephone system. System wiring will be run in cable tray in the corridors and in conduit from the cable tray out to each room.

3.1.7 PAGING SYSTEM

3.1.7.1 EXISTING PAGING SYSTEM

The existing paging system is to remain through-out the existing facility. Existing system consists of paging stations at the nurse stations on each floor and speakers through-out the building.

3.1.7.2 EXPANSION OF SCOPE OF WORK

A new paging station will be installed at the new nurse station within the 32 bed expansion for broadcasting paging messages. New ceiling mounted paging speakers to be installed through-out the expansion area. System wiring will be run in cable tray in the corridors and in conduit from the cable tray out to each room.

3.1.8 SECURITY SYSTEM

3.1.8.1 EXISTING SECURITY SYSTEM

The existing security system is to remain through-out the existing facility. The existing system consists of RFID access control at the main entrance doors via magnetic locks or latches. The existing system is interconnected with the fire alarm system.

3.1.8.2 EXPANSION OF SCOPE OF WORK

All exit and stairwell doors will be provided with RFID access control via a magnetic lock or latches to lock them in the closed position. The locks will be released by the fire alarm system in the case of a fire or by a local means such as a card reader, keypad, smoke detector or F/A pull station as required by OBC. New access control systems are to be interconnected with the existing access control head-end equipment.

The new expansion entrance will be open during daytime hours and locked after hours with access via an interphone to the registered nurse.

3.1.9 CONTROLS AND OTHER FEATURES

3.1.9.1 EXISTING BUILDING CONTROL SYSTEM

The existing building automation system (BAS) is to remain and is by the mechanical division. The existing BAS controllers are connected to emergency power and are to remain.

3.1.9.2 EXPANSION SCOPE OF WORK

New emergency power circuits are to be installed for the new BAS controllers serving the equipment in the 32 bed expansion area. Refer to mechanical for additional scope of work related to the BAS.

3.1.10 TELEPHONE/DATA SYSTEMS

3.1.10.1 EXISTING TELEPHONE AND DATA SYSTEMS

The existing telephone/data systems are to remain through-out the existing facility. Existing equipment consists of an average density of rack mounted switches, patch panels and etc. located in communications rooms and closets through-out the facility. Each communications room serves data/phone and wireless access point connections through-out the wing/area. A primary entrance facility provides connections to external service providers.

3.1.10.2 EXPANSION SCOPE OF WORK

New telephone and data outlets are to be located through-out the 32 bed addition with a typical density of outlets. CAT6 FT6 horizontal cabling to be installed to serve the new telephone/data outlets and be routed through existing and new conduit/cable tray pathway back to existing IT/communication rooms. Pathways and cabling to be installed as detailed in item 2.5 above.

3.1.11 WIRELESS DATA NETWORK

3.1.11.1 EXISTING SYSTEM

The existing wireless data network is to remain through-out the existing facility. Existing equipment consists of a typical density of ceiling mounted wireless access points and rack mounted network switches serving the access points.

3.1.11.2 EXPANSION SCOPE OF WORK

New wireless access points are to be installed ceiling mounted in the corridor through-out the 32 bed expansion area to provide wireless access through-out. New CAT6 FT6 horizontal cabling to be installed to serve the new wireless access points and routed through existing and new conduit/cable tray pathway back to existing IT/communication rooms. Pathways and cabling to be installed as detailed in item 2.5 above.

3.2 OPTION #2: NEW BUILD

3.2.1 ELECTRICAL NORMAL POWER SYSTEM

An estimated service size calculation was completed for the Fairmount LTC facility, the basic electrical load was calculated at 137.2kW, food and laundry area loads were estimated at 288kW, Mechanical equipment electrical loads were estimated at 1091kW and elevators loads were estimated at 45kW for a total estimated service size of 1561.2kW before demand factor. Accounting for demand factors allowed by the Ontario Electrical Safety Code (OESC) the total estimated electrical load is 1035kW. Based on this preliminary information we recommend a minimum electrical service size of 2000kVA to allow for additional design development and future electrical loads.

Electrical power for the site will be provided by Hydro One via 27.6kV primary underground feed to a 2000kVA, 27.6kV-347/600V, 3 Phase, 4 wire pad mounted transformer located adjacent to the new building. The transformer secondary feed will be run underground to the main electrical room located on the ground floor.

The ground floor electrical room will contain the main 600V service entrance normal power switchgear and distribution, 600-120/208V transformation and the 120/208V distribution panels for the ground floor and second floor panels as well as vital, delayed vital and conditional switchgear.

Panels will be located throughout the facility in such a manner that the distance, and therefore voltage drop, to individual loads will be minimized. Panel feeds will use the stacked electrical rooms and electrical closets to rise from the ground level to their respective floor and then branch circuits will travel through the corridor ceiling spaces in conduit to the electrical closets located in each wing.

Distribution panels will be provided in the main electrical room to serve the adjacent mechanical room and associated equipment (primarily run by VFD's). Power factor correction will be provided within each packaged unit with motors totaling 25HP or more.

3.2.2 EMERGENCY POWER SYSTEM

The emergency power system will consist of two paralleled diesel generators estimated at 1000KVA-600V 3 phase 4 wire pad mounted at ground level exterior to the main building. Power will be fed to a dead bus switchboard and then to associated transfer's switches that will in turn feed emergency power to Vital, delayed vital and conditional distribution power panels throughout the facility. A separate skid mounted ATS will be provided to serve a dedicated fire pump.

An underground on site fuel supply will be provided for the generators. The generators will be mounted in sound attenuating enclosure/s with exhaust stacks. The enclosure will also contain a day tank. The unit will be designed to meet the requirements of CAN C282 Emergency Electrical Power Supply for Buildings. The 600V vital distribution, 600-120/208V vital transformation and the 120/208V distribution will be in the main electrical room on ground level. Vital power panels will be located beside the conditional and normal power panels for each wing located in fire rated electrical closets dedicated to each wing. Vital, delayed vital and normal power panels required for kitchen/dining areas, offices, and other spaces located in the main wing and will be located in the ground level main electrical room and the 2nd floor main wing electrical closet.

Vital Power and delayed power distribution panels will be located in the ground level main electrical room for power supplies to all variable frequency drives serving motors and feeds to mechanical equipment. Power factor correction will be provided within each packaged unit with a total of 25HP or greater.

A generator load bank connection box permanently wired to the generator main circuit breakers connection point will be in the vicinity of the MCW pick-up entrance.

Fire rated feeder cables will be provided for vital electrical power distribution power panels per OBC requirements to ensure the distribution equipment will continue to supply power to life safety lighting, fire fighter elevators, water supply equipment and air pressurization fans after the onset of a fire.

3.2.3 LIGHTING AND LIGHT FIXTURES

LED sources of lighting will be used throughout the facility to accommodate the required lighting levels. Lighting controls will be as per Energy Standard for Buildings Except Low-Rise Residential Buildings (I-P Edition) ANSI/ASHRAE/IES Standard 90.1-2019. Lighting levels will be as per CSA Z317.5-2017 (Health Care Facility) Illumination Systems in Health Care Facilities and IESNA (Illuminating Engineering Society of North America) and the long-term care facility design manual. The designed levels will be the higher of the two.

LED dimmable drivers will be specified to allow for dimming of all areas. LED color rendering lamps at 3500°K will be used to allow for proper skin tone rendering.

The above referenced standards require different lighting levels in resident rooms for health examinations and normal use. To accommodate these different lighting comfort levels within the resident rooms, multiple occupancy and/or dimmers will be used. The activity areas will have both general lighting and task lighting for the specific activity. All office area LED light fixtures will be complete with an integral daylight harvesting sensor and will be controlled by a wall mounted combination occupancy/dimming control. All interior lighting will be powered by 120 volts, and all will have dimmable option.

In resident rooms, the emergency lighting will be supplied from a vital system lighting panel. In the general areas, the emergency lighting levels will be attained by using a night lighting system which will be wired to a vital system lighting panel. Remaining lights will have a preset number of luminaires lighting minimum. The electrical rooms and main sprinkler and fire pump rooms will have individual emergency battery packs in addition to having circuits derived from a vital source for regular lighting. The exit lighting will be provided using LED pictogram exit signs.

Parking lot lighting will use LED luminaries with full cut-off and house side shield to control light spill onto surrounding properties. Lighting levels will be an average of 22 lux.

A photometric site plan would be provided to confirm cut-off compliance. The project would be designed to meet mandated vertical illuminances at the lighting boundary.

Walkways will be illuminated with 10’ pedestrian poles and/or bollards with LED lamps with an average of 22 lux.

A LED fixture will illuminate each exit to a minimum of 30 lux.

All exterior lighting will be controlled by Photocell.

3.2.4 FIRE ALARM SYSTEM

A two stage, addressable distributed fire alarm system c/w voice communication will be provided for the facility. Addressable fire alarm devices will be utilized enabling the location of the device in alarm to be quickly identified. The fire alarm system and all its components will be from one manufacturer. All of the fire alarm equipment will be Underwriter's Laboratory of Canada (ULC) listed and installed to conform to the Ontario Building Code (OBC) and Ontario Electrical Safety Code (OESC). Smoke detectors with relay bases will be located in each resident room. These relay bases will send a signal, upon alarm, to the dome light above the patient room door for visual indication to firefighters and staff to indicate which room is in alarm. Smoke detectors and manual pull stations will be located throughout the building in accordance with OBC and ULC specifications. The fire alarm control panel will be located in the central alarm & control facility/security room on the ground level adjacent to the main entrance and will serve as the fire department response point. A Control / annunciator panel will also be located in the security office with remote annunciators located at all of the nurses' stations. The fire alarm control panel will be capable of stand alone testing and operation. These locations will be coordinated with the local Fire department. The fire alarm system will be supplied with battery back-up power as well as being wired to an essential power circuit, in accordance with OBC 3.2.7.8. for 2 hrs. (3)(1)(b)(i) Two addressable initiation loops per floor, wired in a DCLAR format will be provided with loop isolation modules installed between fire zones. One alarm annunciating circuit will be provided per floor per wing.

The voice communication system as part of the fire alarm and control panel with a two-way voice communication system will be provided to meet the requirements of O.B.C. 3.2.4.23 as required by O.B.C. Section 3.2.6. Located at each stairway exit and elevators.

The system will provide two-way communications from the central alarm and control facility and the mechanical control centre from each floor area via emergency phones. Transmitting voice messages to each floor and each fire zone and stairway of the building individually or simultaneously via fire alarm speakers. Combination strobe/speakers will be installed per O.B.C.

3.2.5 STRUCTURED CABLING

3.2.5.1 SPACES

Redundancy shall be integral to the design for spaces, pathways, cable and power serving the ICT systems. Rooms should be located away from sources of electromagnetic interference such as transformers, motors, and generators.

The facility shall account for the following dedicated IT spaces:

Entrance Facility (EF) (for incoming services from Voice and Data service providers)

- Shall be located at Grade Level
- Shall be fed via 3x4" conduits from Property Line into EF
- Shall be connected to the Main IT room VIA 3x4" EMT conduits primary
- Shall be connected to the Main IT room VIA 3x4" EMT conduits Redundant

Common Equipment Room (CER) for Clients Network Servers, Telephone and Paging Main equipment

- CER shall be located at Grade level
- Shall be connected to each Equipment room VIA 2x4" EMT conduits 1 Primary, 1 Redundant

- CER is an environmentally controlled centralized space for telecommunications and networking equipment that serves the occupants and devices of a building
- The size of the CER shall be determined by the quantity of equipment that is expected plus a growth factor of at least 100% during the expected building life span
- Generator and UPS backup power is required for all systems in the CER.
- CER environmental control systems shall be designed to provide continuous environmental conditions (365days, 24 hours) within the following limits, measured at 1500mm above the floor level at any point along an equipment aisle centre line:
  - Design range: temperature of 22º C ±1º C and 45 to 50 percent relative humidity
  - Maintained operating conditions: temperature range of 18 to 24º C maintained at a relative humidity range of 40 and 55 percent

Equipment Room (ER) primary used for Horizontal It cables, Security and Audiovisual interconnects

- There shall be at a min 1 per floor providing overall cable length does not exceed 85m horizontal length
- Additional ERs shall be placed to maintain Drop length as required to meet standards.
- ERs shall be stacked at all times.
- Min Size as per ITA/EIA and BICSI Standards shall be to accommodate 3 Free Standing Racks and service Space 3m wide x 4m deep with a door swing out (if door swing is required to be in additional space is required)
- At least two diverse backbone pathways are required to each ER
- ER support systems maintain the required room environment for the systems within to function within specified operating parameters. These systems include HVAC, electrical distribution panels, grounding, security, architectural, and fire protection systems. The support systems shall be reliable equipment.
- Temperature and humidity controls for the ER need to be zoned separately from the surrounding space.
- TR environmental control systems shall be designed to provide continuous environmental conditions (365days, 24 hours) within the following limits, measured at 1.5m (5 ft.) above floor elevation at any point along an equipment aisle centre line:
  - design range: temperature of 22º C ±1º C (72° F ±2° F) and 45 to 50 percent relative humidity
  - maintained operating conditions: temperature range of 18 to 24º C maintained at a relative humidity range of 30 and 55 percent
- Generator and UPS backup power is required for all systems in the ER, with at least generator power for the support systems. High reliability and redundancy options for the UPS systems shall be implemented. Each ER shall have its own UPS unit.

3.2.5.2 *BACKBONE*

The Riser Backbone links the EF to the CER and CER to each ER. The riser backbone consists of the transmission media of Fiber and Copper between these locations to meet Client's IT standards, it is installed in a star topology,

Backbone wiring will be run in conduit for 100% of it length.

- All copper cables shall comply with ANSI/EIA/TIA-568B.2.
- Backbone cable infrastructure shall include laser-optimized 50/125 micron multimode fibre optic cable (OM4) capable of supporting gigabit Ethernet.
- Backbone cable infrastructure shall include 8 micron single-mode fibre optic cable (OS1) capable of supporting multi-gigabit Ethernet.
- Backbone capacity for other building systems beyond traditional voice and data applications shall be installed to support an integrated network where all systems in the facility are supported by a converged, fully redundant network.
- All fibre optic cables shall comply with ANSI/EIA/TIA-568B.3.

- Cable routing through previously referenced paths shall use physically separate, redundant routes between the CER, ERs, and other telecom spaces.
- Copper multi-pair cables shall be terminated on high-density wall-mounted Insulation Displacement Connector (IDC) termination blocks.
- Fibre optic cables shall be terminated in industry standard fibre optic patch panels.
- Fibre optic connectors for both single-mode and multimode applications shall be duplex LC.
- All sleeves, slots, and penetrations through building structures shall be fire stopped according to code requirements.
- All vertical backbone cables shall be supported in each floor.

3.2.5.3 *STATION CABLING*

System wiring will be run in cable tray in the corridors and in conduit from the cable tray out to each room.

- All horizontal designs shall be based on a star topology from the TR locations no further than 90m from the work area.
- Transition points, such as splices, cross-connects, interconnect, or consolidation points, shall not be permitted within the horizontal link. All cables shall be installed in a continuous run.
- All work areas shall have a minimum of two (2) horizontal cables, in accordance with the ANSI/EIA/TIA 568 B.1.
- Horizontal cabling requirements apply to the cabling installed to the wireless network devices discussed below.
- All pathways go over the hallways and not resident rooms
- Components shall meet CSA, UL, and ANSI/EIA/TIA-568B.1, B.2-1, and B.3 requirements.
- Category 6A modular jacks (T568A termination) performance shall comply with ANSI/EIA/TIA-568-B.2-1 100 Ohm balanced twisted pair connecting hardware specifications and ANSI/EIA/TIA-568- B.2-1 transmission performance specifications for 4-pair 100 Ohm Category 6A cabling.
- Category 6A cable performance shall comply with ANSI/EIA/TIA-568-B.2-1 100 Ohm balanced twisted pair connecting hardware specifications and ANSI/EIA/TIA-568-B.2-1 transmission performance specifications for 4-pair 100 Ohm Category 6A cabling.
- Category 6A patch cord performance shall comply with ANSI/EIA/TIA-568-B.2 section 5 100 Ohm balanced twisted pair connecting hardware specifications and ANSI/EIA/TIA-568-B.2-1 transmission performance specifications for 4-pair 100 Ohm Category 6A cabling.
- The network infrastructure shall support as a minimum 10 gigabit per second performance from the TR to the data drops.
- ANSI/EIA/TIA-568B.1 installation practices shall be followed.
- All cabling manufacturer’s instructions for installation shall be adhered to.

3.2.6 COMMUNICATION AND SECURITY SYSTEMS

3.2.6.1 *NURSE CALL*

The nurse call system will be a distributed addressable, audible/visual system capable of two-way communication between the resident bedside, duty stations, and mobile pocket phones. Audible and visible annunciation of both normal and emergency calls will be available from mobile pocket phones / pagers and displays mounted through out the corridors. Visual annunciation of normal and emergency calls will be seen at the resident room being called from, via hallway room dome lights and corridor sector dome lights. The nurse call system will be integrated into both the fire alarm system and the telephone system. Additional features such as transferring calls to an alternate

floor if a time out feature is programmed as well as recording call response times will be discussed with administration during the progression of the project design.

System wiring will be run in cable tray in the corridors and in conduit from the cable tray out to each room.

3.2.6.2 *PAGING SYSTEM*

The paging/music system will be through the normal telephone and wireless telephone system. Paging will be divided into floor/wing zones with the possibility of General paging of the entire building. Office areas/boardrooms will have local room volume control for speakers.

System wiring will be run in cable tray in the corridors and in conduit from the cable tray out to each room.

3.2.6.3 *SECURITY AND RESIDENT WANDERING SYSTEMS*

All exit and stairwell doors will be provided with RFID access control via a magnetic lock or latches to lock them in the closed position. The locks will be released by the fire alarm system in the case of a fire or by a local means such as a card reader, keypad, smoke detector or F/A pull station as required by OBC.

The main entrance will be open during daytime hours and locked after hours with access via an interphone to the security guard. Similarly, the loading dock door will be locked always with access via an interphone to the receiver's cell phone.

Residents will have free access within the facility common areas except for dementia residents and staff identified residents. A special behavioural unit will be housed within the second floor east wing. Entry or exit to this area will be via a key pad requiring an access code. Residents identified with early dementia not housed within the dementia unit or others identified by the staff will wear identification bracelets that will activate door locks and elevator defeat controls limiting their ability to leave their own wing.

The resident wandering system will be installed to control access to the elevators. On approach by a resident with a wrist band the elevator doors will not close and will remain opened. A by-pass system will be provided to allow staff to move these residents between floors.

The main doors to the ground floor will be controlled by the Resident Wandering System on both exit and entrance. This will allow staff to deny entry or exit to any identified resident.

A security office / Control centre will be provided on the ground floor. All CCTV cameras, Access Control Systems, Intrusion Alarms and Intercoms will be monitored from this room. A video wall located in this room will enable monitoring of the facility. Security alarms from the Access Control System, Staff Duress Alarm System and Resident Wandering system will be annunciated in this room.

3.2.7 CONTROLS AND OTHER FEATURES

3.2.7.1 *BUILDING CONTROL SYSTEM*

The building mechanical control system will be by the mechanical Division. Circuits for control systems will be provided via the vital power systems branch wiring.

Electrical controls will be provided to control 50% of all receptacles in conference rooms, staff rooms, meetings rooms and print rooms to meet ASHRAE 90.1 (8.4.2).

3.2.7.2 WIRELESS TELEPHONE SYSTEM

A wireless telephone system will be provided throughout the facility. Key personnel will carry wireless telephones. Direct contact with these personnel from inside and outside the facility will be through this system. The Nurse Call system will use these phones as an integral part of communication between staff and resident. This will keep the noise levels down by minimizing overhead paging requirement as well as reducing walking travel and communication times.

3.2.8 LIGHTNING PROTECTION SYSTEM

A lightning protection system will be installed to cover the entire roof area. The complete system will also include down conductors that will be connected down and through the building to ground rods/electrodes placed around the exterior perimeter of the building and interconnected with a ground loop conductor. The roof system conductors will also bond any protruding roof mounted metal exhaust ducts. Finally surge protection devices will be provided for all main distribution equipment.

3.2.9 TELEPHONE/DATA SYSTEMS

Telephone/data raceway system will be provided from the main telephone/data room to dedicated rooms located on the floors areas from the ground level to 2nd floor. All wiring from the dedicated rooms would be run in cable tray located in the main corridor and in conduit from the cable tray out to each room. All wiring would be FT6 rated and as described in section 2.5.

3.2.9.1 WIRELESS DATA NETWORK

Managed PoE switches will be provided at patch panels located in Equipment rooms (ER) Cat6 FT6 horizontal cables will be provided to wireless access points distributed to provide wireless connectivity to the entire floor area. Wireless access points will be mounted in accessible corridor ceilings throughout each wing. Cabling will be run in cable trays and conduit as described in section 2.8.

3.2.10 ENERGY REDUCTION

Energy reduction would be archived by specifying energy efficient motors, motor drives, copper conductors, transformers, LED lighting and daylight harvesting lighting controls.

3.2.11 BUILDING METERING

Building metering will be installed to meet ASHRAE 90.1.

Advanced energy metering for the following will be installed.

- Whole-building energy sources used by the building; and
- Any individual energy end uses that represent 10% or more of the total annual consumption of the building.

The advanced energy metering will have the following characteristics.

- Meters will be permanently installed, record at intervals of one hour or less, and transmit data to a remote location.

- Electricity meters will record both consumption and demand. Whole-building electricity meters will also record the power factor.
- The data collection system will use a local area network, building automation system, wireless network, or comparable communication infrastructure.
- The system will be capable of storing all meter data for at least 36 months.
- The data will be remotely accessible.
- All meters in the system will be capable of reporting hourly, daily, monthly, and annual energy use.

4 STORMWATER MANAGEMENT

The proposed development will increase the imperviousness of the site. The post-development flow will likely need to be restricted to pre-development flow for the 2-year, 5-year, and 100-year storm events. HydroCAD 10.10-5a Stormwater Modelling software was used to calculate the pre-development and post-development flow conditions for the storm events with return periods of 2-year, 5-year, and 100-years for the site for both options (i.e., expansion and new building). The software uses the Modified Rational Method to optimize the system with various parameters such as time of concentration and peak flows. HydroCAD calculates the critical duration of the storm which is the duration that causes the highest peak flow at a given point in the watershed.

The summary of pre- and post-development flows as well as storage requirements are summarized in Table 1 for the expansion option and Table 2 for the new building option (excludes new EMS facility). The HydroCAD modelling outputs have been provided in Appendix A. It should be noted that no topographic survey was provided and therefore, the flows were calculated based on the increase of imperviousness to the site to provide a high-level approximation for costing purposes only (not separated into outlets). Using the Ontario Flow Assessment Tool (OFAT), it appears that the stormwater in the western portion of the site drains to a watercourse located to the south-west which ultimately drains to Little Cataraqui Creek. A total area for the site was assumed to measure 9.78 hectares.

Table 1: Pre- and Post-Development Stormwater Peak Flows (Expansion)

FLOW EVENT	RUNOFF COEFFICIENT (PRE)	PRE-DEVELOPMENT PEAK FLOW	RUNOFF COEFFICIENT (POST)	POST-DEVELOPMENT PEAK FLOW	STORAGE REQUIREMENTS (APPROX.)
1:2 year	0.41	608 L/s	0.42	623 L/s	87.8 m^3
1:5 year	0.41	807 L/s	0.42	827 L/s	116.8 m^3
1:100 year	0.51 (+25%)	1678 L/s	0.53 (+25%)	1741 L/s	262.5 m^3

Table 2: Pre- and Post-Development Stormwater Peak Flows (New Building)

FLOW EVENT	RUNOFF COEFFICIENT (PRE)	PRE-DEVELOPMENT PEAK FLOW	RUNOFF COEFFICIENT (POST)	POST-DEVELOPMENT PEAK FLOW	STORAGE REQUIREMENTS (APPROX.)
1:2 year	0.41	608 L/s	0.47	697 L/s	153.9 m^3
1:5 year	0.41	807 L/s	0.47	925 L/s	204.6 m^3
1:100 year	0.51 (+25%)	1678 L/s	0.59 (+25%)	1939 L/s	438.4 m^3

Onsite stormwater storage will likely need to be included in the development in the form of a system similar to the StormTech system which promotes infiltration into the ground prior to releasing to the municipal storm system. Quality control to meet the MECP's Enhanced Level (80% TSS Removal) will also be a requirement. This will be addressed with an oil/grit separator using a Stormceptor or approved equivalent. The use of Low Impact Development (LID) has been identified for potential use in cross and front yard drainage structures. The feasibility of a stormceptor and LIDs should be determined during detailed design.

APPENDIX

A HYDROCAD MODEL OUTPUT RESULTS

Time span=0.00-3.00 hrs, dt=0.01 hrs, 301 points
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment 1S: Pre-Development Runoff Area=97,756.0 m² 7.46% Impervious Runoff Depth=6 mm
Tc=15.0 min C=0.41 Runoff=0.6079 m³/s 547.1 m³

Subcatchment 2S: Post-Development Runoff Area=97,755.8 m² 9.56% Impervious Runoff Depth=6 mm
Tc=15.0 min C=0.42 Runoff=0.6227 m³/s 560.4 m³

Total Runoff Area = 195,511.8 m² Runoff Volume = 1,107.5 m³ Average Runoff Depth = 6 mm
91.49% Pervious = 178,875.0 m² 8.51% Impervious = 16,636.8 m²

Summary for Subcatchment 1S: Pre-Development

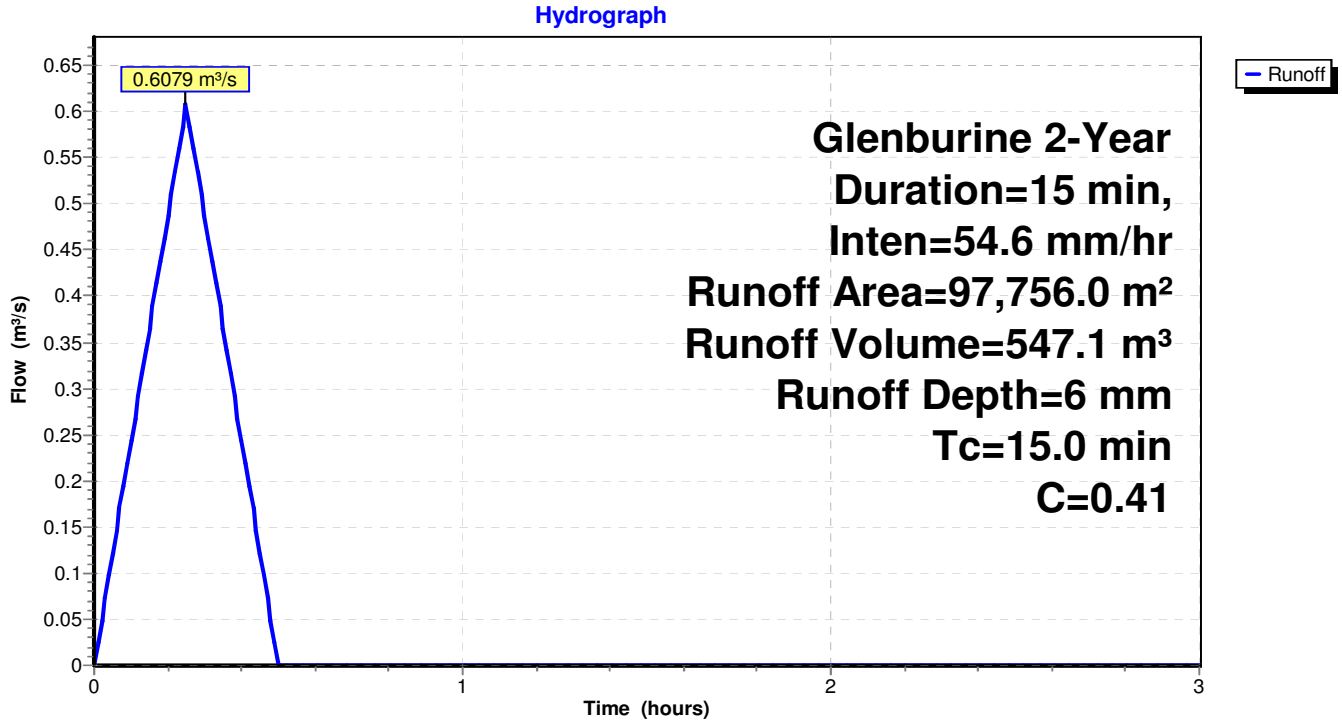
Runoff = 0.6079 m³/s @ 0.25 hrs, Volume= 547.1 m³, Depth= 6 mm

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs
Glenburine 2-Year Duration=15 min, Inten=54.6 mm/hr

Area (m²)	C	Description
15,508.0	0.90	Asphalt, Concrete
7,293.0	0.95	Roof Areas
74,955.0	0.25	Grassed Area
97,756.0	0.41	Weighted Average
90,463.0		92.54% Pervious Area
7,293.0		7.46% Impervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m³/s)	Description
15.0					**Direct Entry,**

Subcatchment 1S: Pre-Development



Summary for Subcatchment 2S: Post-Development (Expansion)

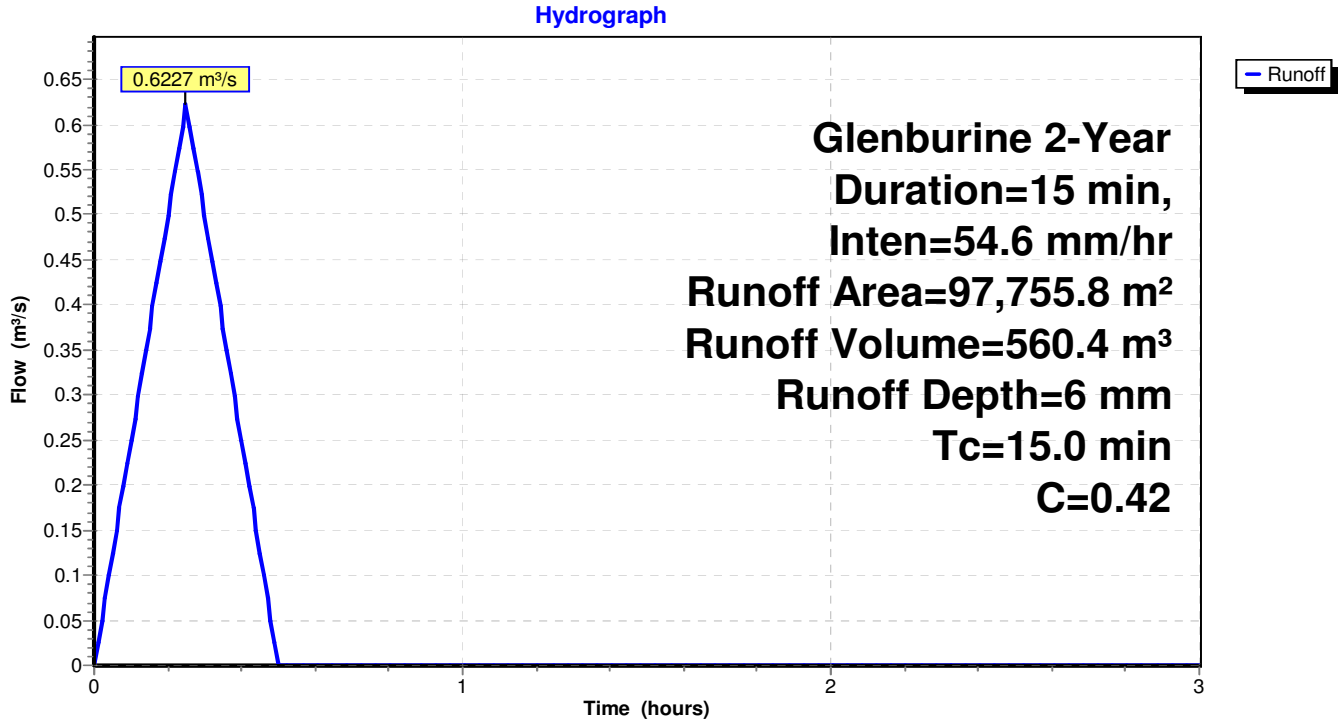
Runoff = 0.6227 m³/s @ 0.25 hrs, Volume= 560.4 m³, Depth= 6 mm

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs
Glenburine 2-Year Duration=15 min, Inten=54.6 mm/hr

Area (m²)	C	Description
15,437.0	0.90	Asphalt, Concrete
9,343.8	0.95	Roof Areas
72,975.0	0.25	Grassed Areas
97,755.8	0.42	Weighted Average
88,412.0		90.44% Pervious Area
9,343.8		9.56% Impervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m³/s)	Description
15.0					**Direct Entry,**

Subcatchment 2S: Post-Development (Expansion)



Time span=0.00-3.00 hrs, dt=0.01 hrs, 301 points
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment 1S: Pre-Development Runoff Area=97,756.0 m² 7.46% Impervious Runoff Depth=7 mm
Tc=15.0 min C=0.41 Runoff=0.8072 m³/s 726.4 m³

Subcatchment 2S: Post-Development Runoff Area=97,755.8 m² 9.56% Impervious Runoff Depth=8 mm
Tc=15.0 min C=0.42 Runoff=0.8269 m³/s 744.2 m³

Total Runoff Area = 195,511.8 m² Runoff Volume = 1,470.6 m³ Average Runoff Depth = 8 mm
91.49% Pervious = 178,875.0 m² 8.51% Impervious = 16,636.8 m²

Summary for Subcatchment 1S: Pre-Development

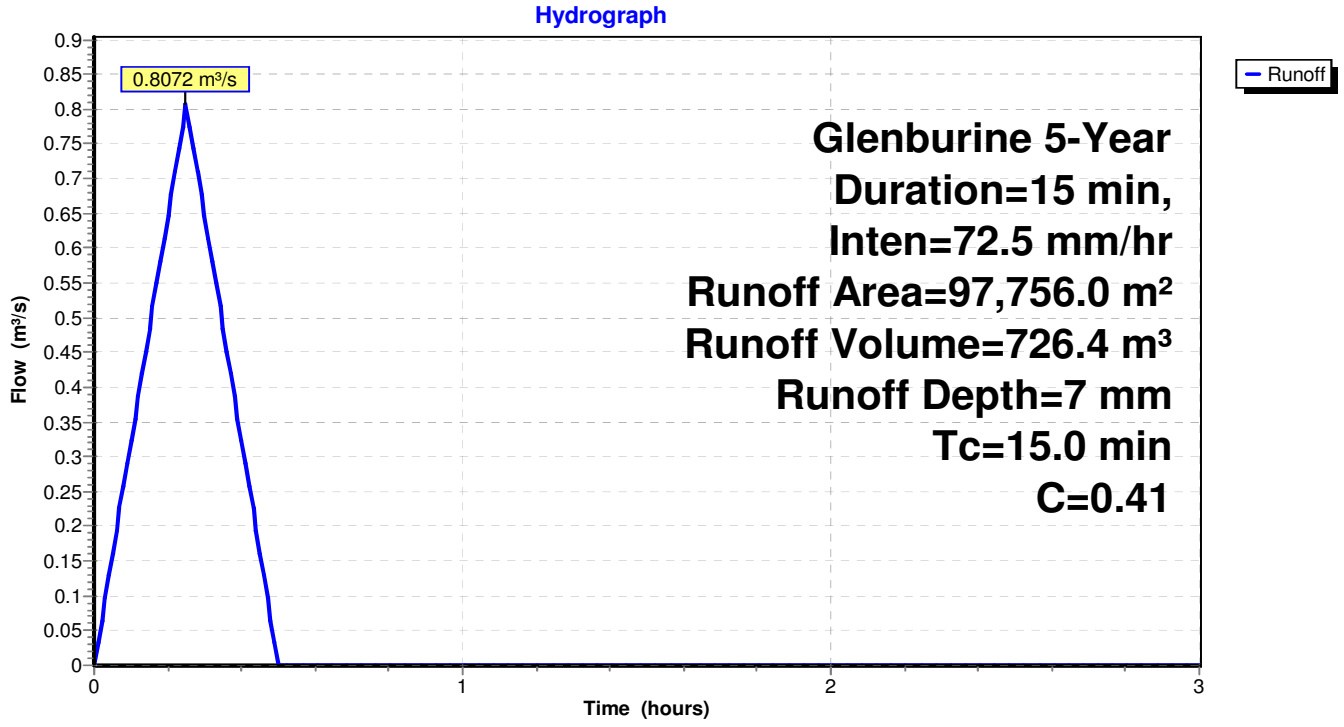
Runoff = 0.8072 m³/s @ 0.25 hrs, Volume= 726.4 m³, Depth= 7 mm

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs
Glenburine 5-Year Duration=15 min, Inten=72.5 mm/hr

Area (m²)	C	Description
15,508.0	0.90	Asphalt, Concrete
7,293.0	0.95	Roof Areas
74,955.0	0.25	Grassed Area
97,756.0	0.41	Weighted Average
90,463.0		92.54% Pervious Area
7,293.0		7.46% Impervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m³/s)	Description
15.0					**Direct Entry,**

Subcatchment 1S: Pre-Development



Summary for Subcatchment 2S: Post-Development (Expansion)

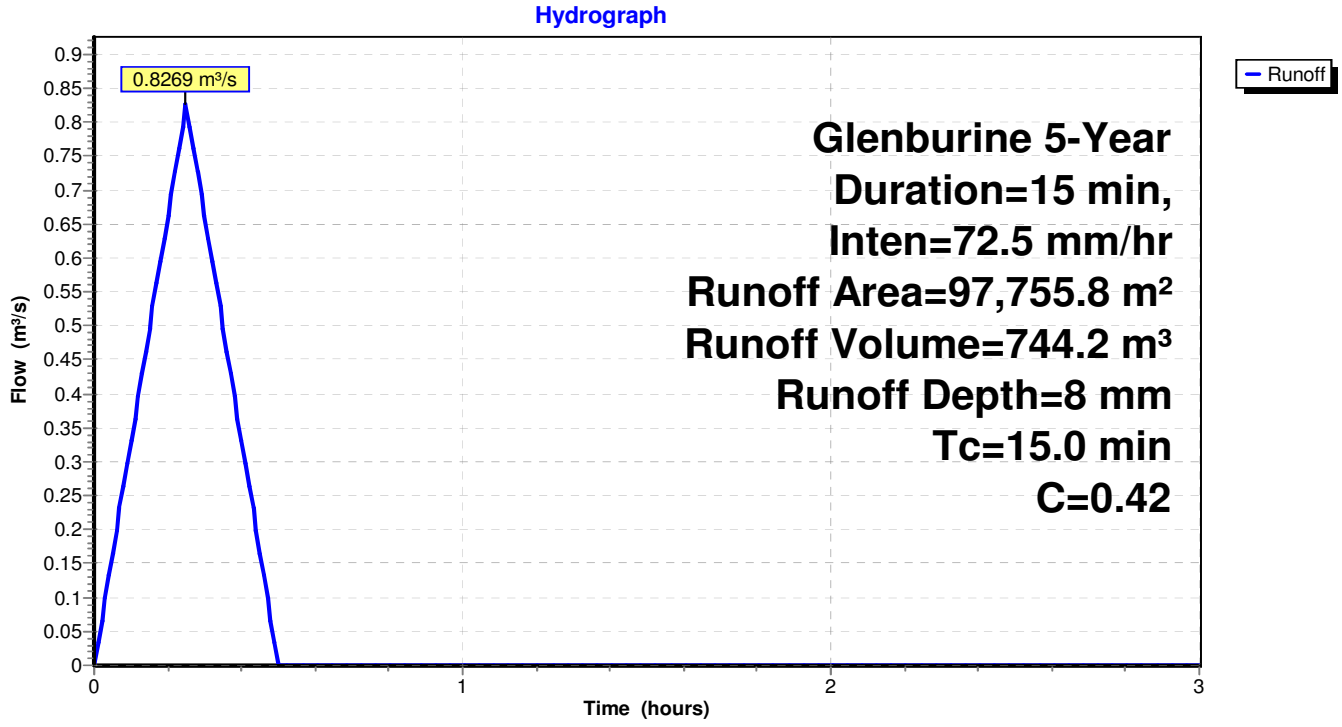
Runoff = 0.8269 m³/s @ 0.25 hrs, Volume= 744.2 m³, Depth= 8 mm

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs
Glenburine 5-Year Duration=15 min, Inten=72.5 mm/hr

Area (m²)	C	Description
15,437.0	0.90	Asphalt, Concrete
9,343.8	0.95	Roof Areas
72,975.0	0.25	Grassed Areas
97,755.8	0.42	Weighted Average
88,412.0		90.44% Pervious Area
9,343.8		9.56% Impervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m³/s)	Description
15.0					**Direct Entry,**

Subcatchment 2S: Post-Development (Expansion)



Time span=0.00-3.00 hrs, dt=0.01 hrs, 301 points
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment 1S: Pre-Development Runoff Area=97,756.0 m² 7.46% Impervious Runoff Depth=15 mm
Tc=15.0 min Frequency Adjusted C=0.51 Runoff=1.6757 m³/s 1,508.1 m³

Subcatchment 2S: Post-Development Runoff Area=97,755.8 m² 9.56% Impervious Runoff Depth=16 mm
Tc=15.0 min Frequency Adjusted C=0.53 Runoff=1.7414 m³/s 1,567.3 m³

Total Runoff Area = 195,511.8 m² Runoff Volume = 3,075.4 m³ Average Runoff Depth = 16 mm
91.49% Pervious = 178,875.0 m² 8.51% Impervious = 16,636.8 m²

Summary for Subcatchment 1S: Pre-Development

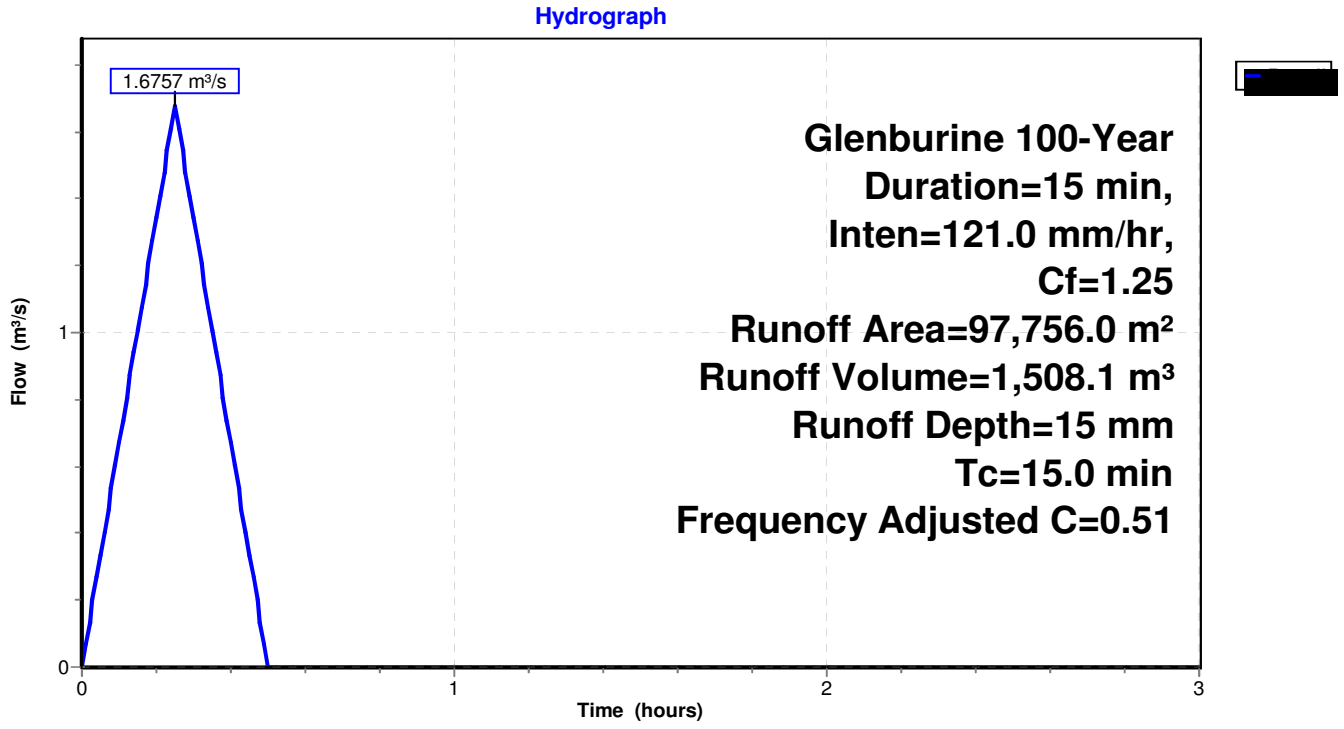
Runoff = 1.6757 m³/s @ 0.25 hrs, Volume= 1,508.1 m³, Depth= 15 mm

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs
Glenburine 100-Year Duration=15 min, Inten=121.0 mm/hr, Cf=1.25

Area (m²)	C	Adj	Description
15,508.0	0.90		Asphalt, Concrete
7,293.0	0.95		Roof Areas
74,955.0	0.25		Grassed Area
97,756.0	0.41	0.51	Weighted Average, Frequency Adjusted
90,463.0			92.54% Pervious Area
7,293.0			7.46% Impervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m³/s)	Description
15.0					**Direct Entry,**

Subcatchment 1S: Pre-Development



Summary for Subcatchment 2S: Post-Development (Expansion)

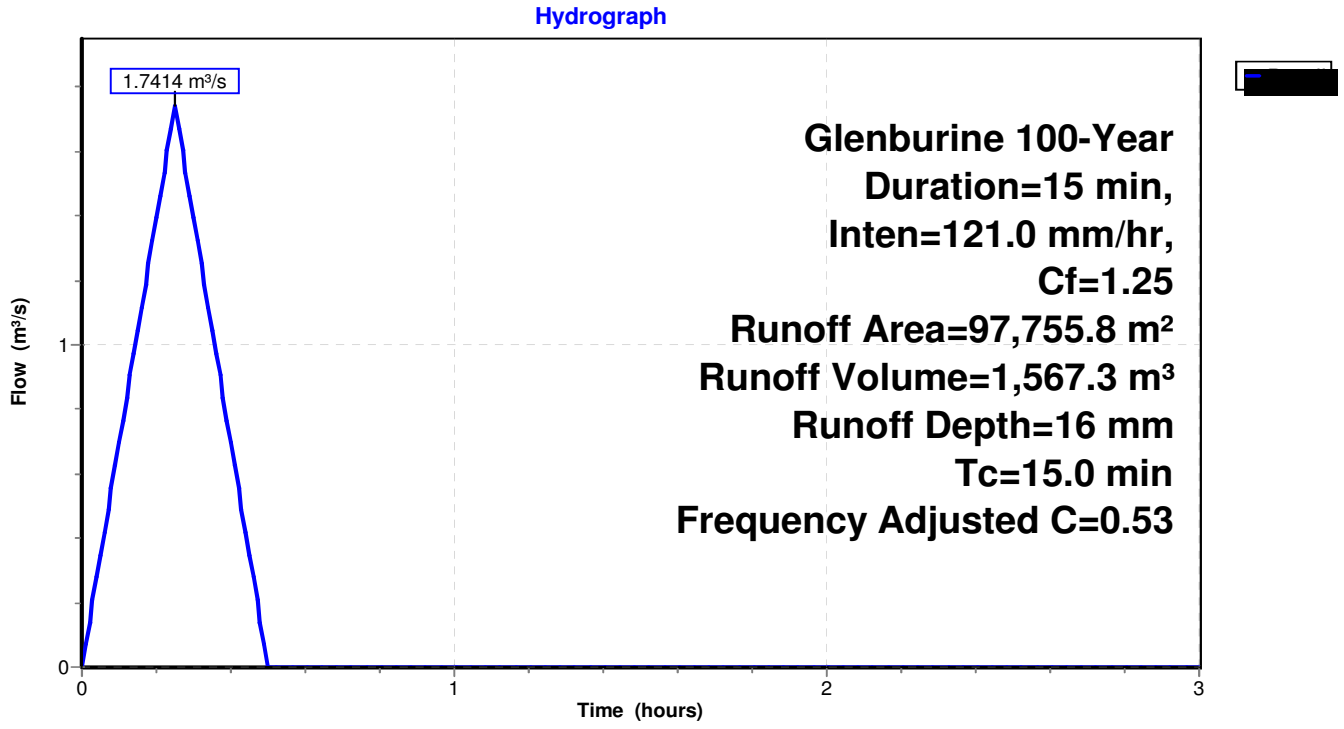
Runoff = 1.7414 m³/s @ 0.25 hrs, Volume= 1,567.3 m³, Depth= 16 mm

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs
Glenburine 100-Year Duration=15 min, Inten=121.0 mm/hr, Cf=1.25

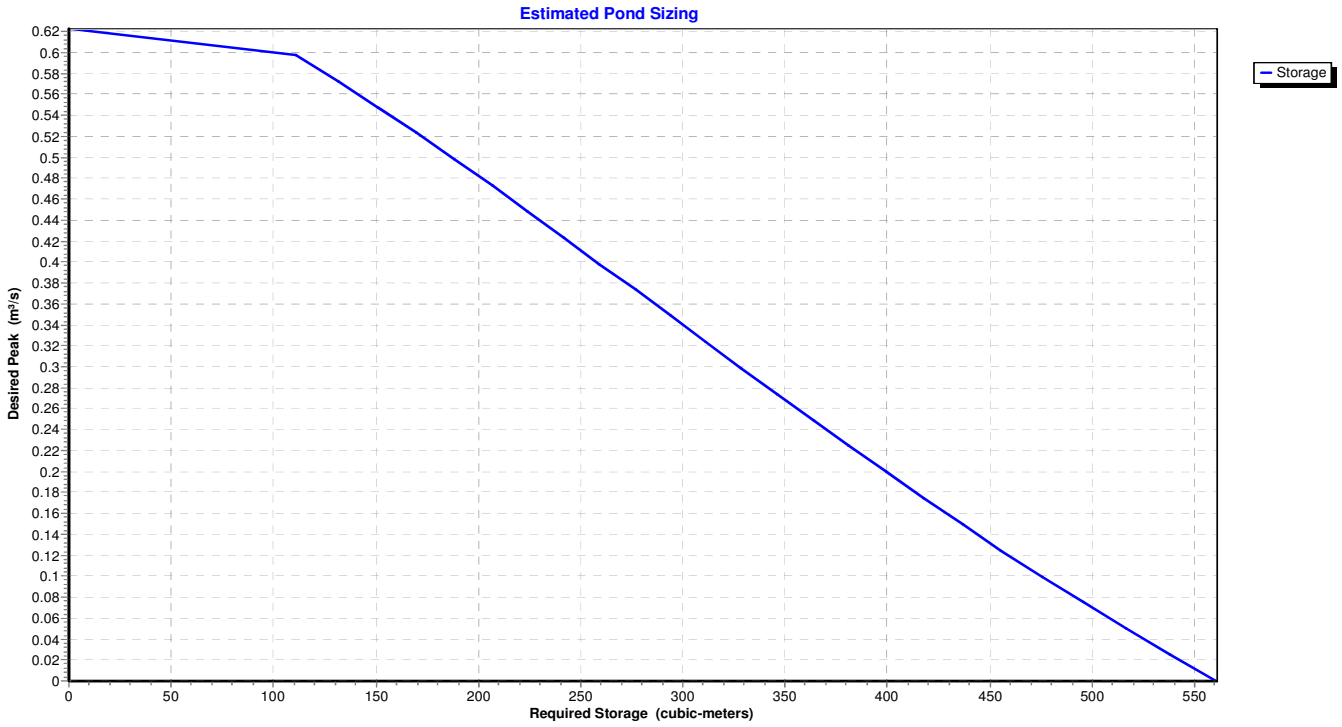
Area (m²)	C	Adj	Description
15,437.0	0.90		Asphalt, Concrete
9,343.8	0.95		Roof Areas
72,975.0	0.25		Grassed Areas
97,755.8	0.42	0.53	Weighted Average, Frequency Adjusted
88,412.0			90.44% Pervious Area
9,343.8			9.56% Impervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m³/s)	Description
15.0					**Direct Entry,**

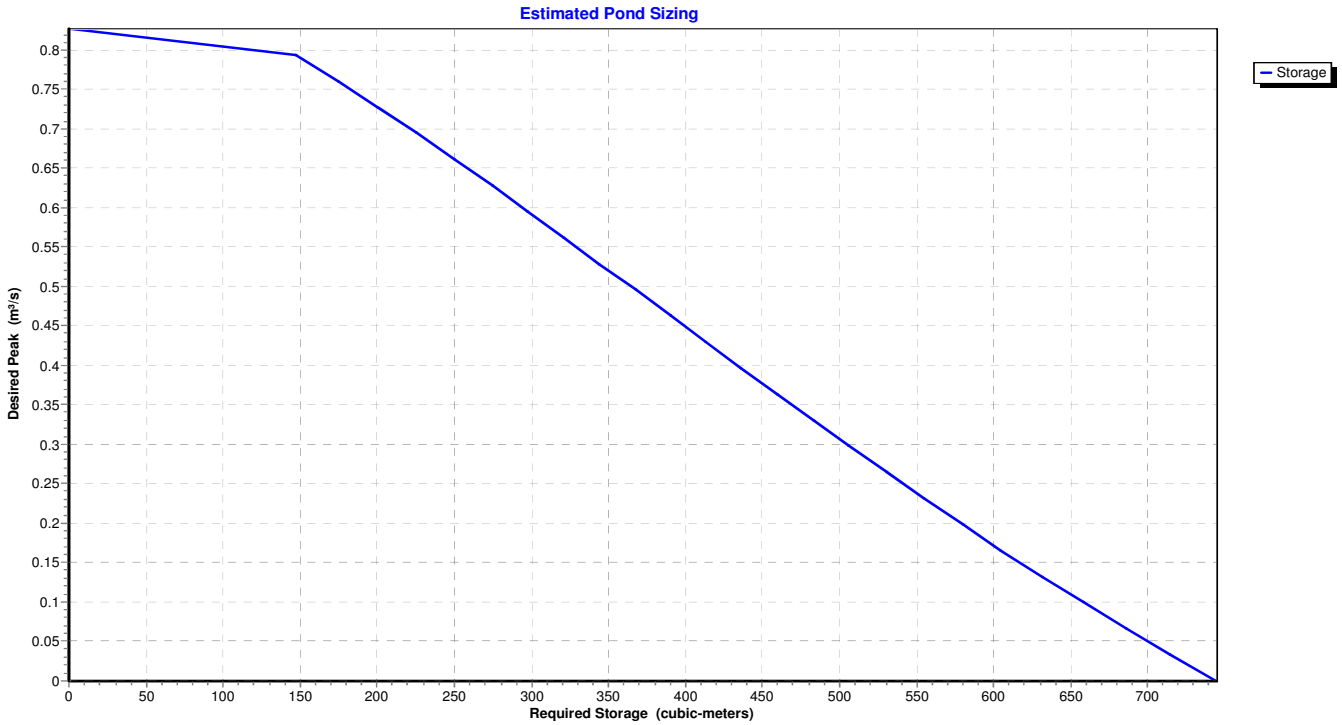
Subcatchment 2S: Post-Development (Expansion)



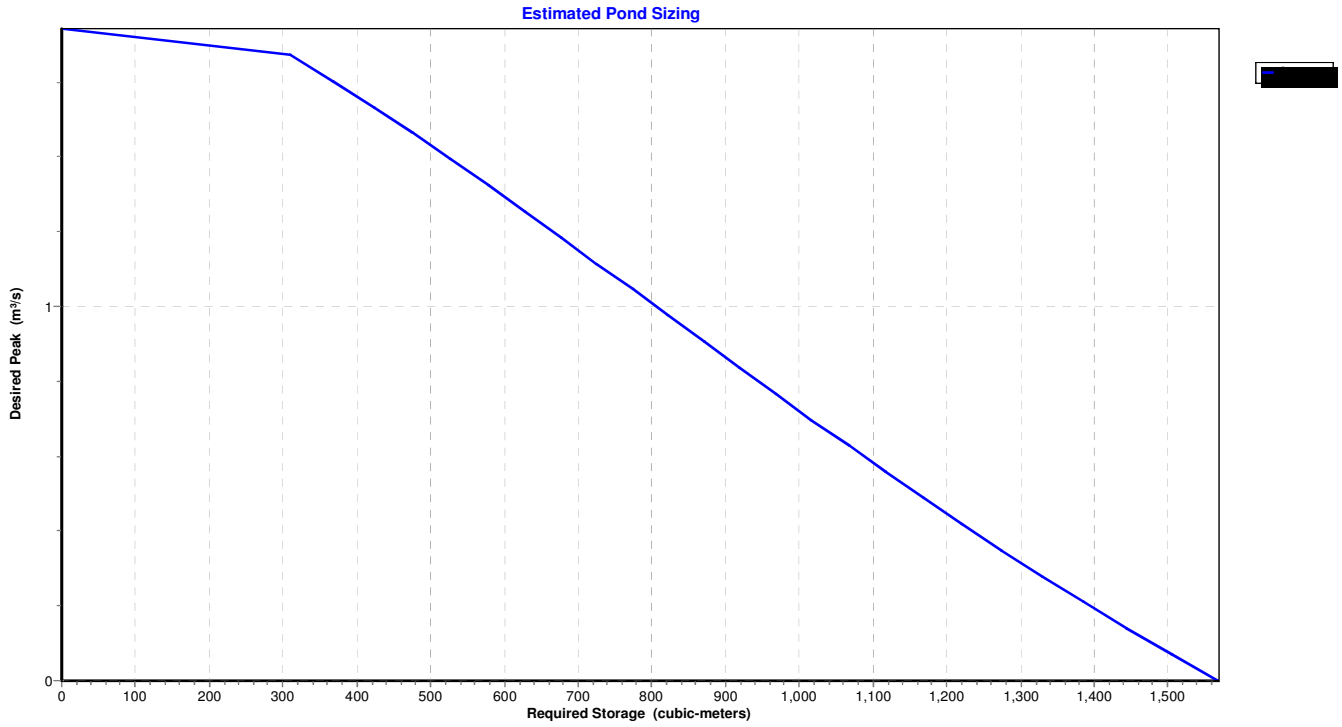
Pond 3P: (new Pond)



Pond 3P: (new Pond)



Pond 3P: (new Pond)



Time span=0.00-3.00 hrs, dt=0.01 hrs, 301 points
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment 1S: Pre-Development Runoff Area=97,756.0 m² 7.46% Impervious Runoff Depth=6 mm
Tc=15.0 min C=0.41 Runoff=0.6079 m³/s 547.1 m³

Subcatchment 2S: Post-Development Runoff Area=97,756.0 m² 14.15% Impervious Runoff Depth=6 mm
Tc=15.0 min C=0.47 Runoff=0.6968 m³/s 627.2 m³

Total Runoff Area = 195,512.0 m² Runoff Volume = 1,174.2 m³ Average Runoff Depth = 6 mm
89.20% Pervious = 174,388.0 m² 10.80% Impervious = 21,124.0 m²

Summary for Subcatchment 1S: Pre-Development

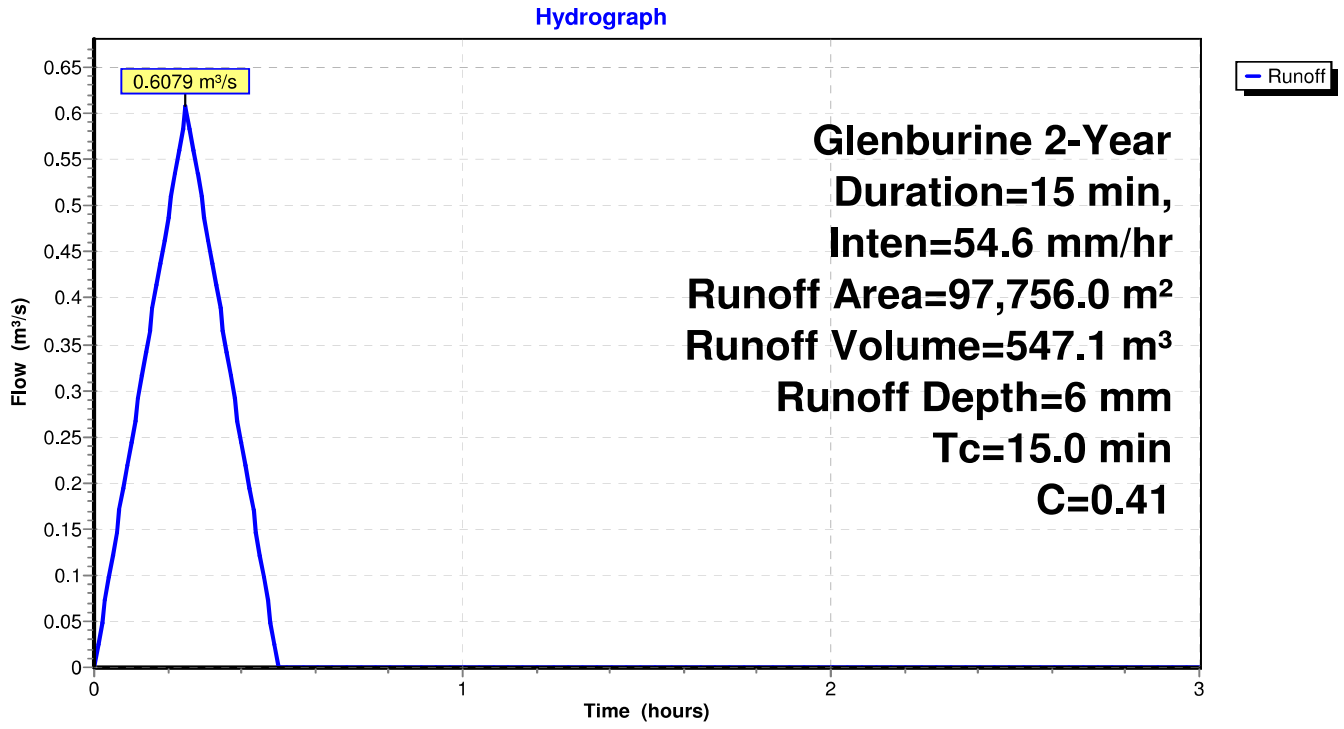
Runoff = 0.6079 m³/s @ 0.25 hrs, Volume= 547.1 m³, Depth= 6 mm

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs
Glenburine 2-Year Duration=15 min, Inten=54.6 mm/hr

Area (m²)	C	Description
15,508.0	0.90	Asphalt, Concrete
7,293.0	0.95	Roof Areas
74,955.0	0.25	Grassed Area
97,756.0	0.41	Weighted Average
90,463.0		92.54% Pervious Area
7,293.0		7.46% Impervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m³/s)	Description
15.0					**Direct Entry,**

Subcatchment 1S: Pre-Development



Summary for Subcatchment 2S: Post-Development (Expansion)

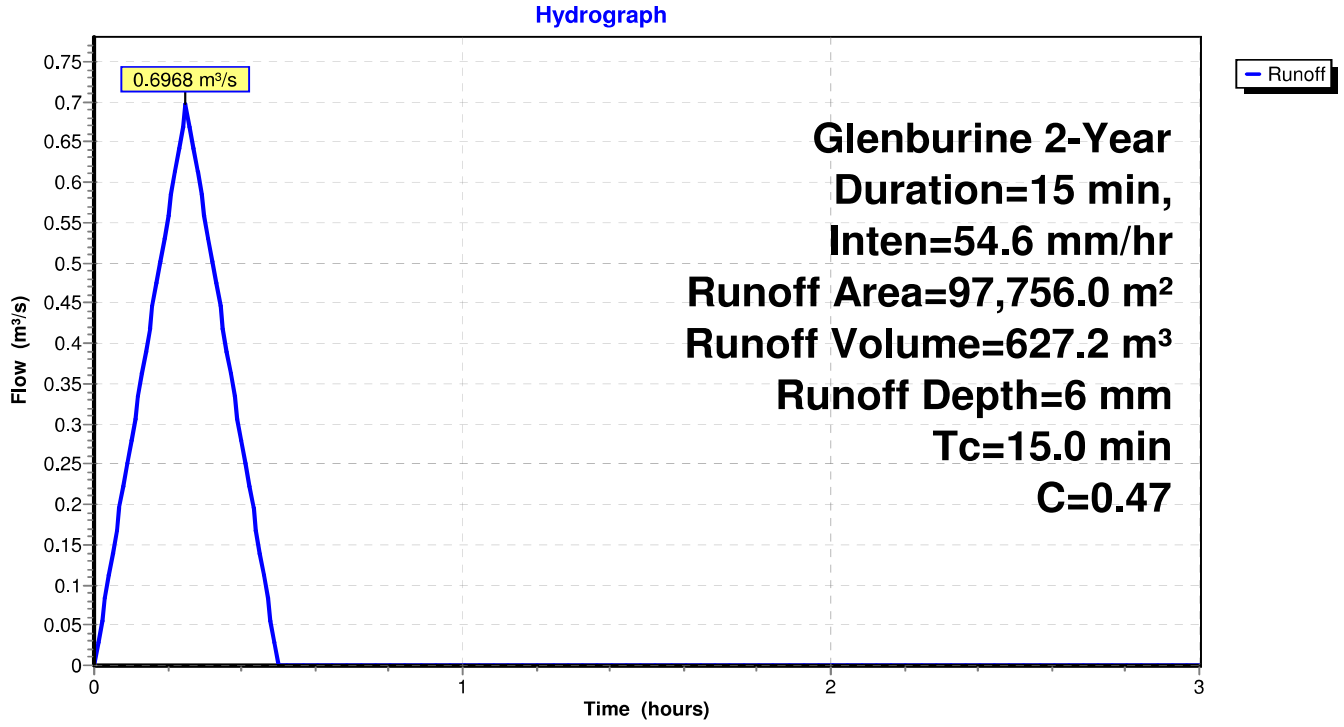
Runoff = 0.6968 m³/s @ 0.25 hrs, Volume= 627.2 m³, Depth= 6 mm

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs
Glenburine 2-Year Duration=15 min, Inten=54.6 mm/hr

Area (m²)	C	Description
18,070.0	0.90	Asphalt, Concrete
13,831.0	0.95	Roof Areas
65,855.0	0.25	Grassed Areas
97,756.0	0.47	Weighted Average
83,925.0		85.85% Pervious Area
13,831.0		14.15% Impervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m³/s)	Description
15.0					**Direct Entry,**

Subcatchment 2S: Post-Development (Expansion)



Time span=0.00-3.00 hrs, dt=0.01 hrs, 301 points
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment 1S: Pre-Development Runoff Area=97,756.0 m² 7.46% Impervious Runoff Depth=7 mm
Tc=15.0 min C=0.41 Runoff=0.8072 m³/s 726.4 m³

Subcatchment 2S: Post-Development Runoff Area=97,756.0 m² 14.15% Impervious Runoff Depth=9 mm
Tc=15.0 min C=0.47 Runoff=0.9253 m³/s 832.8 m³

Total Runoff Area = 195,512.0 m² Runoff Volume = 1,559.2 m³ Average Runoff Depth = 8 mm
89.20% Pervious = 174,388.0 m² 10.80% Impervious = 21,124.0 m²

Summary for Subcatchment 1S: Pre-Development

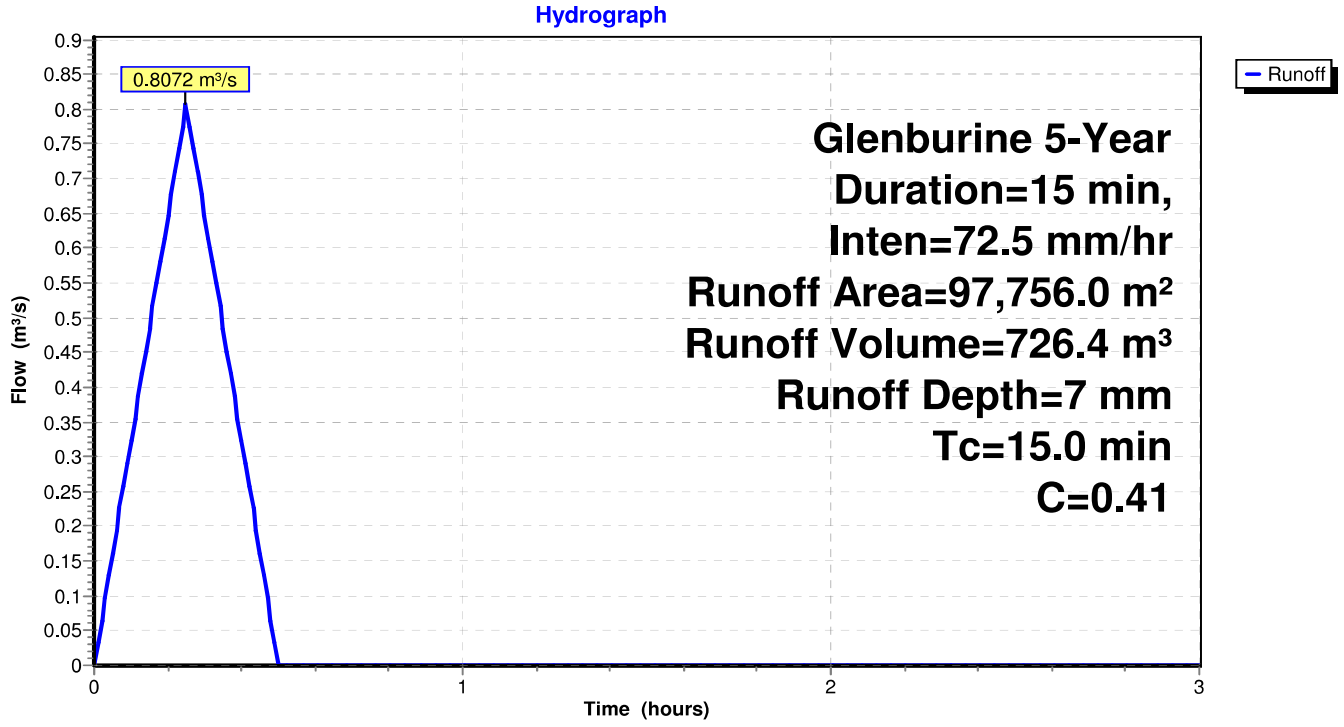
Runoff = 0.8072 m³/s @ 0.25 hrs, Volume= 726.4 m³, Depth= 7 mm

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs
Glenburine 5-Year Duration=15 min, Inten=72.5 mm/hr

Area (m²)	C	Description
15,508.0	0.90	Asphalt, Concrete
7,293.0	0.95	Roof Areas
74,955.0	0.25	Grassed Area
97,756.0	0.41	Weighted Average
90,463.0		92.54% Pervious Area
7,293.0		7.46% Impervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m³/s)	Description
15.0					**Direct Entry,**

Subcatchment 1S: Pre-Development



Summary for Subcatchment 2S: Post-Development (Expansion)

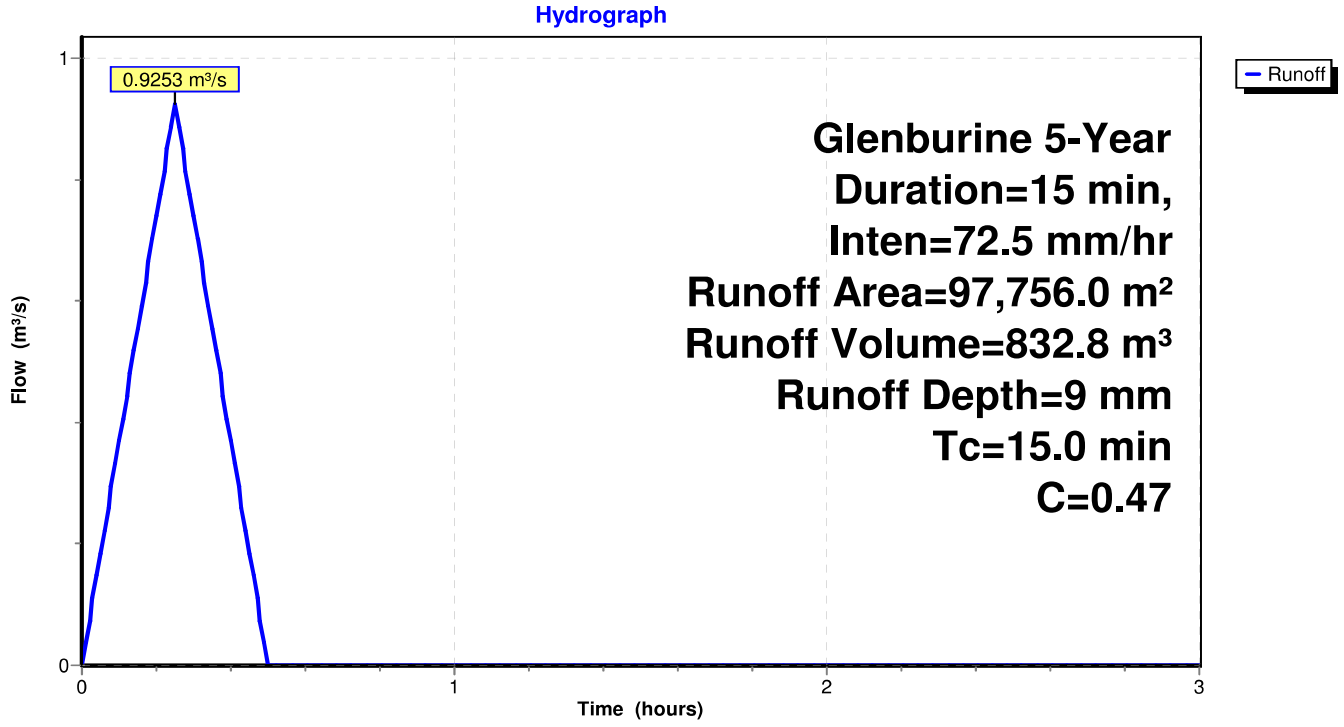
Runoff = 0.9253 m³/s @ 0.25 hrs, Volume= 832.8 m³, Depth= 9 mm

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs
Glenburine 5-Year Duration=15 min, Inten=72.5 mm/hr

Area (m²)	C	Description
18,070.0	0.90	Asphalt, Concrete
13,831.0	0.95	Roof Areas
65,855.0	0.25	Grassed Areas
97,756.0	0.47	Weighted Average
83,925.0		85.85% Pervious Area
13,831.0		14.15% Impervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m³/s)	Description
15.0					**Direct Entry,**

Subcatchment 2S: Post-Development (Expansion)



Time span=0.00-3.00 hrs, dt=0.01 hrs, 301 points
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment 1S: Pre-Development Runoff Area=97,756.0 m² 7.46% Impervious Runoff Depth=15 mm
Tc=15.0 min Frequency Adjusted C=0.51 Runoff=1.6757 m³/s 1,508.1 m³

Subcatchment 2S: Post-Development Runoff Area=97,756.0 m² 14.15% Impervious Runoff Depth=18 mm
Tc=15.0 min Frequency Adjusted C=0.59 Runoff=1.9386 m³/s 1,744.7 m³

Total Runoff Area = 195,512.0 m² Runoff Volume = 3,252.8 m³ Average Runoff Depth = 17 mm
89.20% Pervious = 174,388.0 m² 10.80% Impervious = 21,124.0 m²

Summary for Subcatchment 1S: Pre-Development

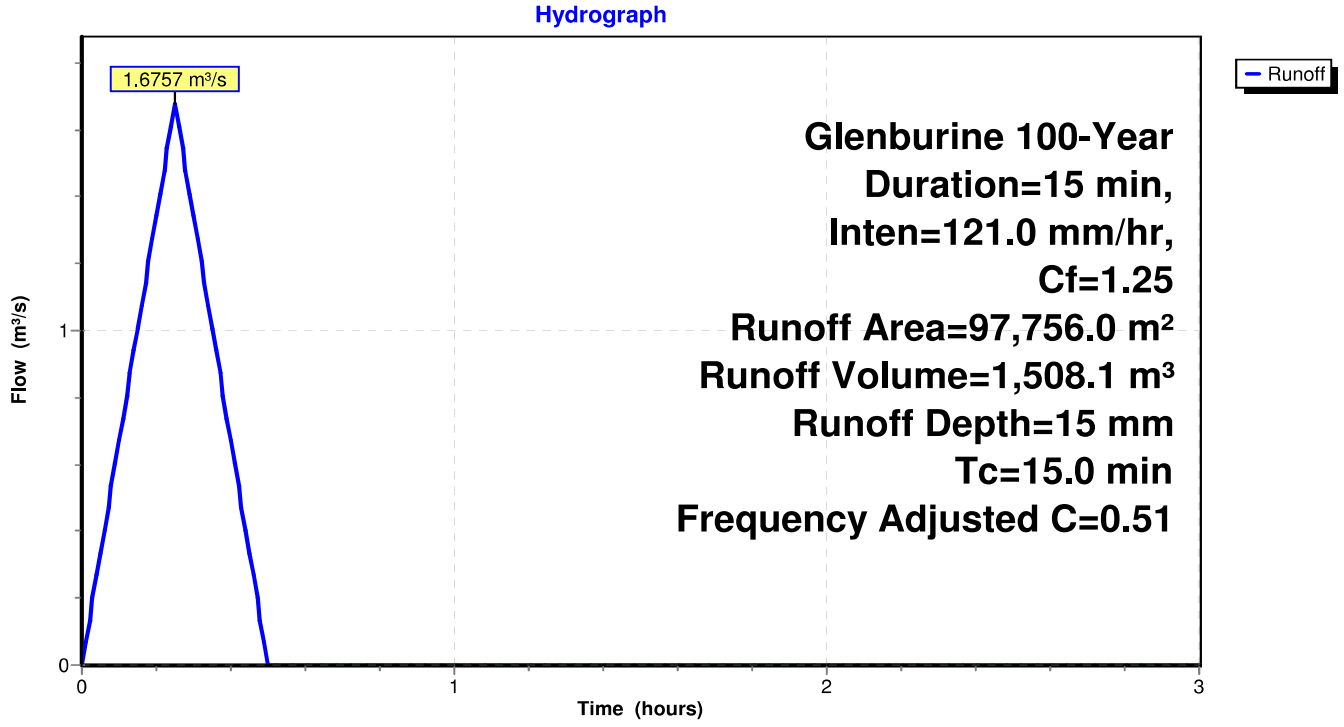
Runoff = 1.6757 m³/s @ 0.25 hrs, Volume= 1,508.1 m³, Depth= 15 mm

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs
Glenburine 100-Year Duration=15 min, Inten=121.0 mm/hr, Cf=1.25

Area (m²)	C	Adj	Description
15,508.0	0.90		Asphalt, Concrete
7,293.0	0.95		Roof Areas
74,955.0	0.25		Grassed Area
97,756.0	0.41	0.51	Weighted Average, Frequency Adjusted
90,463.0			92.54% Pervious Area
7,293.0			7.46% Impervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m³/s)	Description
15.0					**Direct Entry,**

Subcatchment 1S: Pre-Development



Summary for Subcatchment 2S: Post-Development (Expansion)

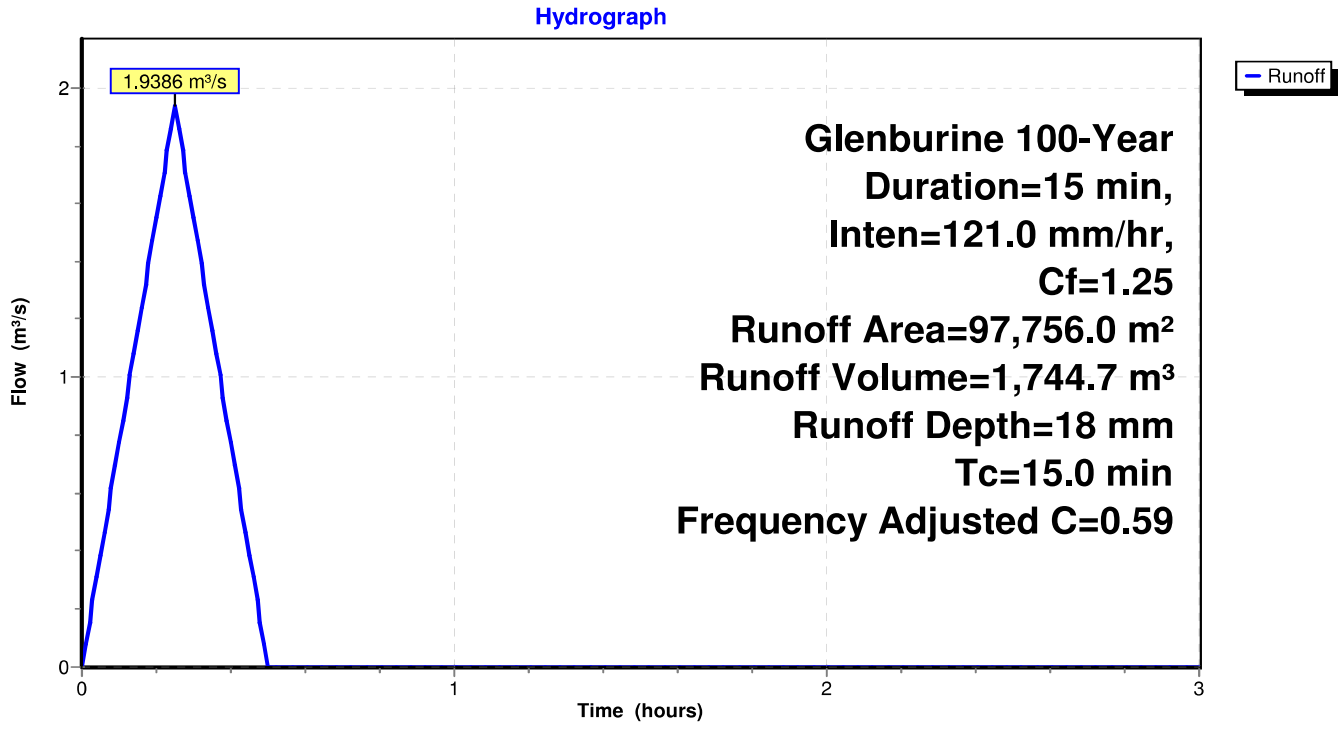
Runoff = 1.9386 m³/s @ 0.25 hrs, Volume= 1,744.7 m³, Depth= 18 mm

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs
Glenburine 100-Year Duration=15 min, Inten=121.0 mm/hr, Cf=1.25

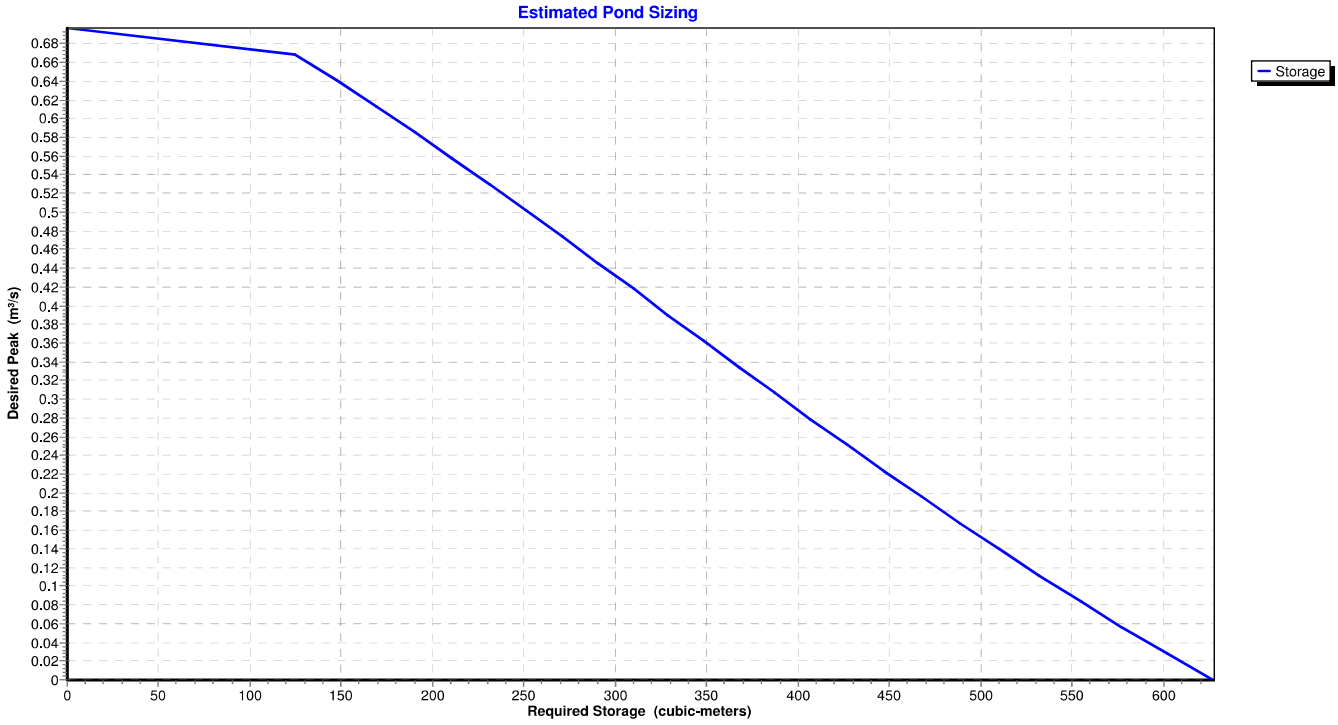
Area (m²)	C	Adj	Description
18,070.0	0.90		Asphalt, Concrete
13,831.0	0.95		Roof Areas
65,855.0	0.25		Grassed Areas
97,756.0	0.47	0.59	Weighted Average, Frequency Adjusted
83,925.0			85.85% Pervious Area
13,831.0			14.15% Impervious Area

Tc (min)	Length (meters)	Slope (m/m)	Velocity (m/sec)	Capacity (m³/s)	Description
15.0					**Direct Entry,**

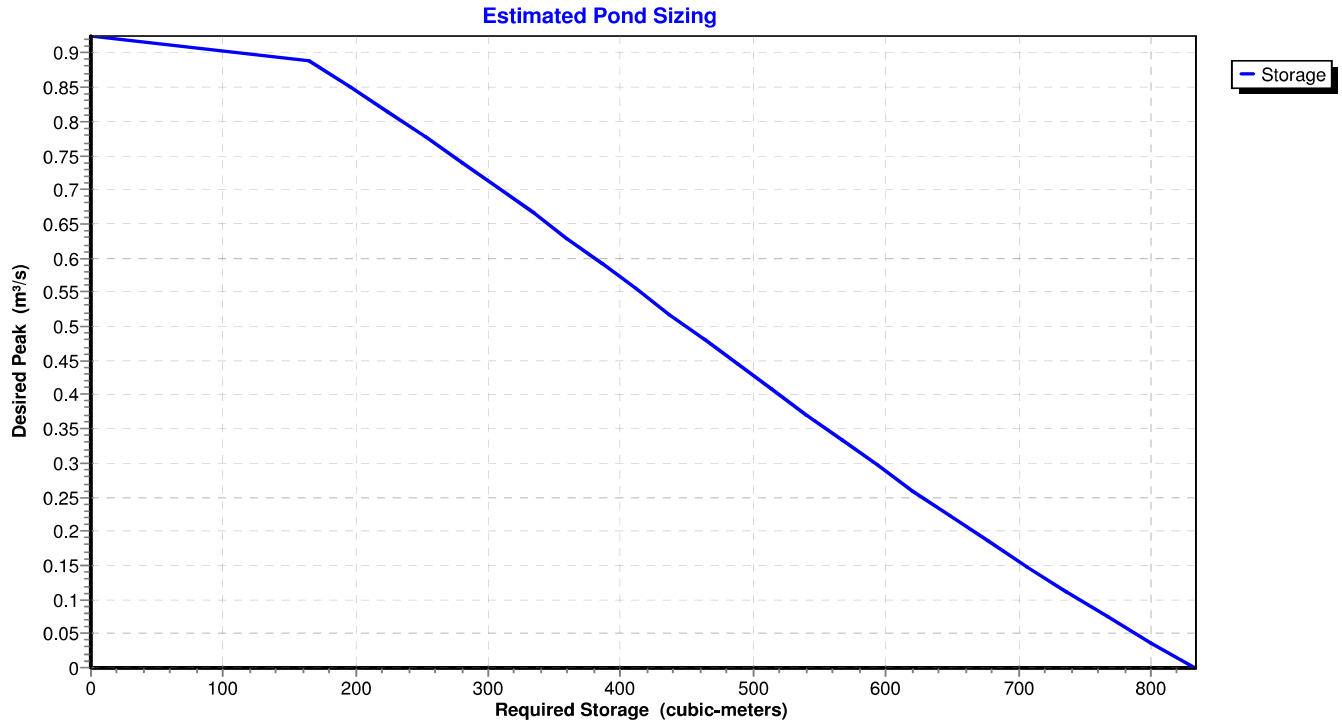
Subcatchment 2S: Post-Development (Expansion)



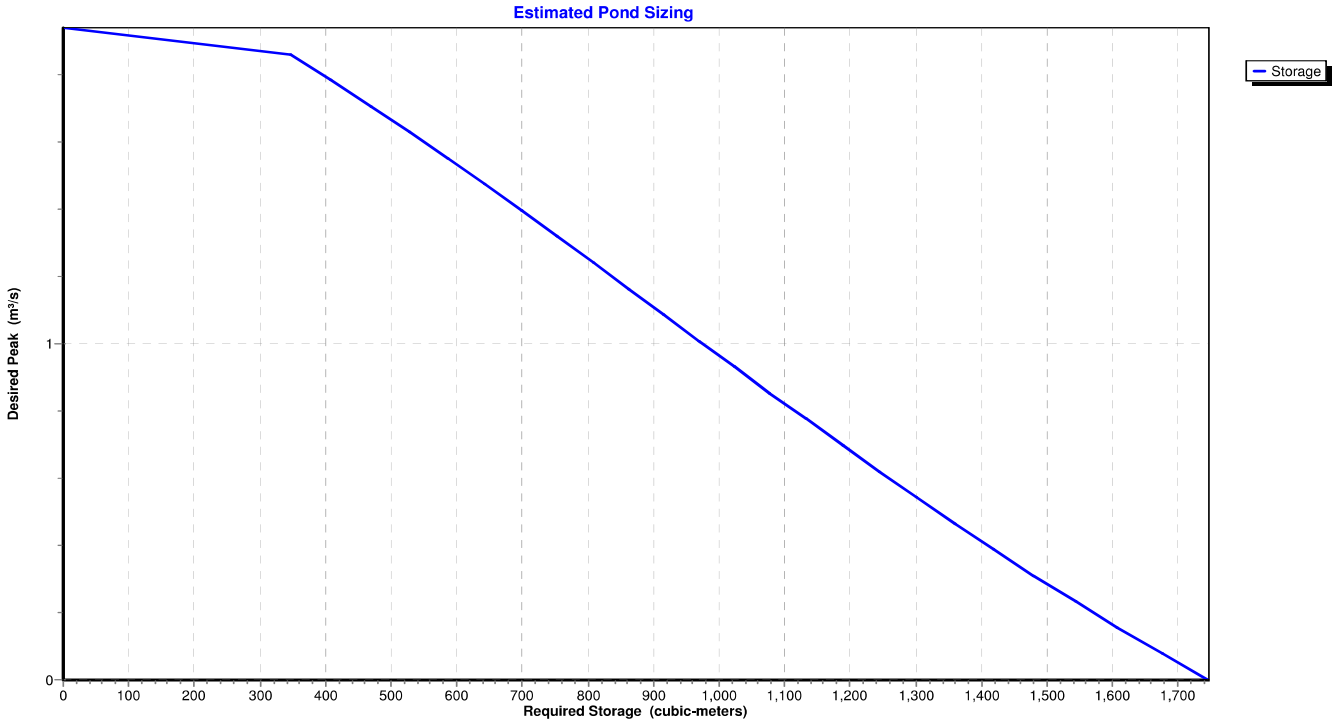
Pond 3P: (new Pond)



Pond 3P: (new Pond)



Pond 3P: (new Pond)



Appendix C

Cost Estimate - Class D

Prepared by Turner Townsend

NOTE: Option 1 Cost estimate only includes the additional new built 32 beds along with the related site works.

Turner & Townsend

06 July 2022

Cost Report

Class D Estimate

Revision: 1

Fairmount LTC - Expansion
G Architects

making the **difference**

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Class D Cost Report

Fairmount LTC - Expansion

Revision: 0

Section 1 - Contents Page

Section	Heading
1	Contents Page
2	Executive Summary
3	Financial overview
4	Basis of Costs
5	Headline Construction Costs
6	Overall Elemental Summary
7	Building Works Elemental Summary
8	Site Works Elemental Summary
9	Detailed Cost Analysis

Appendices

A	Area schedule
B	Information used register

Quality Check

Rev	Status	Prepared by	Checked by	Date
0	For Comment	Vipattz Ratnarajah	Haneef Ahmed	2022-06-21
1	Final	Vipattz Ratnarajah	Marcos Sibal	2022-07-06

Controlled Document Distribution

Issued to	Company	Transmission	Date
Andrew Hart	G Architects	e-mail	2022-07-06

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G Architects

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Class D Cost Report

Fairmount LTC - Expansion

Revision: 0

Date: 06/07/2022

Section 2 - Executive Summary

		Gross Floor Area:	2,275 m²	24,488 ft²	
Ref	**Element**	**TOTAL**	**$/m²**	**$/ft²**	**Cost Ratio**
A	Building Works	$14,478,000	$6,364	$591	81%
B	Site Works	$1,833,000	$491	$46	10%
	SUB-TOTAL: BUILDING COSTS	**$16,311,000**	**$7,170**	**$666**	**91%**
C	Escalation Allowance	Excluded	Excluded	Excluded	Excluded
D	Construction Contingency	$1,631,000	$717	$67	9%
	TOTAL: BUILDING COSTS	**$17,942,000**	**$7,887**	**$733**	**100%**
E	Land Costs	Excluded	Excluded	Excluded	Excluded
F	Client Costs	Excluded	Excluded	Excluded	Excluded
G	Soft Costs	Excluded	Excluded	Excluded	Excluded
	TOTAL: PROJECT COSTS (exc tax)	**$17,942,000**	**$7,887**	**$733**	**100%**
HST	HST Assessment	Excluded	Excluded	Excluded	Excluded
	TOTAL: PROJECT COSTS (exc tax)	**$17,942,000**	**$7,887**	**$733**	**100%**

Section 3 - Financial overview

3 Cost Report

3.1 Project Introduction

The purpose of this Cost Plan is to provide G Architects with an Opinion of Probable Cost only at Class D and reflects current local market rates and conditions.

The Cost Plan provides indicative construction costs for the Fairmount LTC - Expansion project in Toronto, for G Architects at Class D correct to a magnitude of +/-20%.

The costs have been based upon the information listed in Appendix B and a Gross Floor Area of 24,488 ft2 as indicated in Appendix A.

The Cost Plan has been prepared solely for the use of G Architects and shall not be relied upon by any third party.

This Cost Plan is subject to review, confirmation and/or amendments following revisions to the information stated and discussion(s) with the Client and Design Consultants at which time this report will be reviewed and may be re-issued if required.

3.2 Financial overview

The Building Costs (exclusive of HST) totals $17,942,000.00 including General Requirements, Overheads & Profit and any applicable Contingency, this equates to $732.68/ft2.

The Project Cost totals $17,942,000.00, which comprises of the Building Costs and if applicable, allowances for Escalation, Land Costs, Client Costs and Soft Costs. This equates to $732.68/ft2.

The General Contractor's General Requirements have been assumed at 12% and General Contractor's Fee at 3%

3.3 Key cost drivers

- External envelope
- Size of foundations
- Basement

3.4 Contingency summary

The Design Allowance is set at 12% which equates to $1,747,000.00
The Construction Allowance is set at $1,631,000.00

3.5 Risks

The Key risks have been considered are summarised below:
- Current design stage
- Current market conditions as a result of COVID-19

3.6 Escalation Summary

Works are priced at a Base Date of Q3 2022
Escalation has been excluded from this estimate

3.7 General Requirements

We have included an allowance of 12% for General Requirements within our estimate which represents the current market levels for a project of this nature.
Our allowance for General Conditions includes:-

- Site Set Up
- Contractor Staff
- Hoarding
- Mobilization and Demobilization
- Bonding and Insurance
- Temporary Power
- Temporary Heating
- Scaffolding
- Regular and Final Cleaning
- Traffic Control and Management
- Small Tools and Equipment
- Site Signage
- Temporary Office

3.8 Procurement strategy

This estimate assumes that the project will be procured on a Stipulated Lump sum basis, and that bids will be received from a minimum of five pre-qualified general contractors. We also assume that the project will be completed in a reasonable time frame and have not included any premiums related to "fast-tracking" the project, if required. The unit rates in our estimate are based on construction activities occurring during normal working hours and proceeding within a non-accelerated schedule.

Our current estimate reflects unit rates based on price feedback received from major trades . The situation remains very volatile, however, and Turner Townsend cannot guarantee that these rates would hold when the project goes to tender . We understand that some material prices are changing every week and certain sub trades , as a result, are currently willing to guarantee their bid submissions up to 15 days only (maximum). We will continually monitor the situation and will advise you on a regular basis if any significant impact on this particular project as a result of this market volatility

All union trades will negotiate their labour agreement in 2022. Impact of such re-negotiation has not been factored in this estimate

3.9 Measurement and Pricing

The estimate has been developed using generally accepted principles on method of measurement as per the Canadian Institute of Quantity Surveyors (CIQS) Elemental Cost Analysis.

The rates used for this estimate include labour and material, equipment, and subcontractor's overheads and profit. Pricing developed for this project is based upon our company's experience with similar projects, and/or quotes provided by subcontractors and suppliers as noted within the estimate. It does not take into account extraordinary market conditions, where bidders may be limited and may include in their tenders disproportionate contingencies and profit margins.

3.10 General Statement of Liability

Turner & Townsend strongly recommends the owner and/or design team review the cost estimate report including line item descriptions, unit prices, allowances, assumptions, exclusions, and contingencies to ensure the appropriate design intent has been accurately captured within the report.

Turner & Townsend does not guarantee that tenders or actual construction costs will not vary from this estimate. Adverse market conditions, proprietary and/or sole source specifications, single sourcing of materials and equipment or reduced competition among contractors may cause bids to vary from reasonable estimates based on assumed current market conditions.

3.11 Outstanding actions / information

- Structural Drawings
- Site scope of works
- Civil Drawings
- Complete Architectural, Mechanical and Electrical

4 Basis of Costs

4.1 Information used and outstanding

The Cost Plan has been prepared solely in accordance with the documentation outlined within this document and as specified in Appendix B.

4.2 Assumptions

The following Assumptions have been made in the preparation of the Cost Estimate

1 Works are priced at Q3 2022 with no Escalation applied
2 The Cost Plan assumes that the works will be procured by a Stipulated Sum process. The tender will on based on Class A information or equivalent.
3 Regular working hours
4 No major site grading allowed; relatively flat site is assumed
5 No major phasing requirements
6 No 'Accelerated' schedule premiums allowed

4.3 Exclusions

The following items are specifically excluded from the Cost Estimate:

1 Professional Fees
2 HST
3 Legal Fees and Expenses
4 Owner's Administration Expenses
5 Removal of Contaminated Material, if any
6 Fixtures, Fittings & Equipment
7 Construction Price Escalation Beyond 2Q 2022
8 IT & Communication Equipment
9 Premiums for Single Sourced Materials
10 LEED Premiums
11 Out of Hours Woking (other than where stated)
12 Hazardous Material
13 Digital / TV Screens
14 such as Liquidated Damages or penalties for non completion of the work
15 Asbestos
16 Fuel oil system
17 Sub metering for LEED purpose
18 Medical gas system
19 Supply of Therapy tub
20 Irrigation
21 Hydro charges
22 Communications active hardware
23 A/V equipment, devices & wiring
24 Phasing & Labour premium

Section 5 - Headline Construction Costs

		Gross Floor Area:	2,275 m²	24,488 ft²
Ref	**Element**	**TOTAL**	**$/m²**	**$/ft²**
A1	Substructure	$1,074,000	$472	$44
A2	Structure	$1,037,000	$456	$42
A3	Exterior Enclosure	$2,384,000	$1,048	$97
B1	Partitions & Doors	$864,000	$380	$35
B2	Finishes	$578,000	$254	$24
B3	Fittings & Equipment	$441,000	$194	$18
C1	Mechanical	$2,964,000	$1,303	$121
C2	Electrical	$1,816,000	$798	$74
D1	Site Work	$1,419,000	$624	$58
D2	Ancillary Work	$47,000	$21	$2
	SUB-TOTAL: BUILDING WORKS	**$12,624,000**	**$5,549**	**$516**
Z11	General Requirements	$1,515,000	$666	$62
Z12	Fee	$425,000	$187	$17
	TOTAL: BUILDING WORKS ESTIMATE	**$14,564,000**	**$6,402**	**$595**
Z21	Design Allowance	$1,747,000	$768	$71
Z22	Escalation Allowance	$0	$0	$0
Z23	Construction Allowance	$1,631,000	$717	$67
	TOTAL: CONSTRUCTION COST	**$17,942,000**	**$7,887**	**$733**
HST	HST Assessment	$0	$0	$0
	TOTAL: CONSTRUCTION COST (Inc Tax)	**$17,942,000**	**$7,887**	**$733**

Class D Cost Report

G Architects

Fairmount LTC - Expansion

Turner & Townsend

Revision: 0

Date: 06/07/2022

Section 6 - Overall Elemental Summary

Ref	Element	Ratio To GFA	Elemental Quantity	Elemental Unit Rate	Total	Cost / m2	Cost / ft2	Cost Ratio
A	**Shell**				**$4,495,000**	**$1,976**	**$184**	**25%**
A1	**Substructure**				**$1,074,000**	**$472**	**$44**	**6%**
A11	Foundation	93%	2,109 m^2	$383	$808,000	$355	$33	5%
A12	Basement Excavation	66%	1,499 m^3	$178	$266,000	$117	$11	1%
A2	**Structure**				**$1,037,000**	**$456**	**$42**	**6%**
A21	Lowest Floor Construction	93%	2,109 m^2	$152	$321,000	$141	$13	2%
A22	Upper Floor Construction	7%	166 m^2	$410	$68,000	$30	$3	0%
A23	Roof Construction	93%	2,109 m^2	$307	$648,000	$285	$26	4%
A3	**Exterior Enclosure**				**$2,384,000**	**$1,048**	**$97**	**13%**
A31	Walls Below Grade	20%	444 m^2	$750	$333,000	$146	$14	2%
A32	Walls Above Grade	55%	1,242 m^2	$721	$896,000	$394	$37	5%
A33	Windows & Entrances	9%	204 m^2	$1,196	$244,000	$107	$10	1%
A34	Roof Covering	93%	2,109 m^2	$332	$701,000	$308	$29	4%
A35	Projections	100%	2,275 m^2	$92	$210,000	$92	$9	1%
B	**Interiors**				**$1,883,000**	**$828**	**$77**	**10%**
B1	**Partitions & Doors**				**$864,000**	**$380**	**$35**	**5%**
B11	Partitions	129%	2,927 m^2	$222	$649,000	$285	$27	4%
B12	Doors	4%	100 nr	$2,150	$215,000	$95	$9	1%
B2	**Finishes**				**$578,000**	**$254**	**$24**	**3%**
B21	Floor Finishes	87%	1,986 m^2	$103	$205,000	$90	$8	1%
B22	Ceiling Finishes	87%	1,986 m^2	$105	$209,000	$92	$9	1%
B23	Wall Finishes	280%	6,375 m^2	$26	$164,000	$72	$7	1%
B3	**Fittings & Equipment**				**$441,000**	**$194**	**$18**	**2%**
B31	Fittings & Fixtures	100%	2,275 m^2	$142	$322,000	$142	$13	2%
B32	Equipment	100%	2,275 m^2	$13	$29,000	$13	$1	0%
B33	Conveying Systems	0%	2 stp	$45,000	$90,000	$40	$4	1%
C	**Services**				**$4,780,000**	**$2,101**	**$195**	**27%**
C1	**Mechanical**				**$2,964,000**	**$1,303**	**$121**	**17%**
C11	Plumbing & Drainage	100%	2,275 m^2	$240	$546,000	$240	$22	3%
C12	Fire Protection	100%	2,275 m^2	$56	$128,000	$56	$5	1%
C13	HVAC	100%	2,275 m^2	$920	$2,094,000	$920	$86	12%
C14	Controls	100%	2,275 m^2	$86	$196,000	$86	$8	1%
C2	**Electrical**				**$1,816,000**	**$798**	**$74**	**10%**
C21	Service & Distribution	100%	2,275 m^2	$301	$685,000	$301	$28	4%
C22	Lighting, Devices & Heating	100%	2,275 m^2	$258	$586,000	$258	$24	3%
C23	Systems & Ancillaries	100%	2,275 m^2	$240	$545,000	$240	$22	3%
	SUB-TOTAL: NET BUILDING WORKS (Exc Site)				**$11,158,000**	**$4,905**	**$456**	**62%**
D	**Site & Ancillary Work**				**$1,466,000**	**$644**	**$60**	**8%**
D1	**Site Work**				**$1,419,000**	**$624**	**$58**	**8%**
D11	Site Development		3,735 m^2	$110	$411,000	$181	$17	2%
D12	Mechanical Site Services		3,735 m^2	$200	$748,000	$329	$31	4%
D13	Electrical Site Services		3,735 m^2	$70	$260,000	$114	$11	1%
D2	**Ancillary Work**				**$47,000**	**$21**	**$2**	**0%**
D21	Demolition	4%	95 m^2	$179	$17,000	$7	$1	0%
D22	Alterations	4%	95 m^2	$316	$30,000	$13	$1	0%
	SUB-TOTAL: NET BUILDING WORKS				**$12,624,000**	**$5,549**	**$516**	**70%**
Z	**General Requirements & Allowances**							
Z1	**General Requirements & Fee**				**$1,940,000**	**$853**	**$79**	**11%**
Z11	General Requirements		12.0 %		$1,515,000	$666	$62	8%
Z12	Fee		3.0 %		$425,000	$187	$17	2%
	TOTAL: BUILDING WORKS ESTIMATE				**$14,564,000**	**$6,402**	**$595**	**81%**
Z2	**Allowances**				**$3,378,000**	**$1,485**	**$138**	**19%**
Z21	Design Allowance		12.0 %		$1,747,000	$768	$71	10%
Z22	Escalation Allowance		0.0 %		$0	$0	$0	0%
Z23	Construction Allowance		10.0 %		$1,631,000	$717	$67	9%
	TOTAL CONSTRUCTION COST				**$17,942,000**	**$7,887**	**$733**	**100%**
HST	**HST Assessment**				**$0**	**$0**	**$0**	**0%**
	TOTAL CONSTRUCTION COST INC TAX				**$17,942,000**	**$7,887**	**$733**	**100%**

Section 7 - Building Works Elemental Summary

Building Works								
Ref	Element	Ratio To GFA	Elemental Quantity	Elemental Unit Rate	Total	Cost / m2	Cost / ft2	Cost Ratio
A	**Shell**				**$4,495,000**	**$1,976**	**$184**	**28%**
A1	**Substructure**				**$1,074,000**	**$472**	**$44**	**7%**
A11	Foundation	93%	2,109 m^2	$383	$808,000	$355	$33	5%
A12	Basement excavation	66%	1,499 m^3	$178	$266,000	$117	$11	2%
A2	**Structure**				**$1,037,000**	**$456**	**$42**	**7%**
A21	Lowest Floor Construction	93%	2,109 m^2	$152	$321,000	$141	$13	2%
A22	Upper Floor Construction	7%	166 m^2	$410	$68,000	$30	$3	0%
A23	Roof Construction	93%	2,109 m^2	$307	$648,000	$285	$26	4%
A3	**Exterior Enclosure**				**$2,384,000**	**$1,048**	**$97**	**15%**
A31	Walls Below Grade	20%	444 m^2	$750	$333,000	$146	$14	2%
A32	Walls Above Grade	55%	1,242 m^2	$721	$896,000	$394	$37	6%
A33	Windows & Entrances	9%	204 m^2	$1,196	$244,000	$107	$10	2%
A34	Roof Covering	93%	2,109 m^2	$332	$701,000	$308	$29	4%
A35	Projections	100%	2,275 m^2	$92	$210,000	$92	$9	1%
B	**Interiors**				**$1,883,000**	**$828**	**$77**	**12%**
B1	**Partitions & Doors**				**$864,000**	**$380**	**$35**	**5%**
B11	Partitions	129%	2,927 m^2	$222	$649,000	$285	$27	4%
B12	Doors	4%	100 nr	$2,150	$215,000	$95	$9	1%
B2	**Finishes**				**$578,000**	**$254**	**$24**	**4%**
B21	Floor Finishes	87%	1,986 m^2	$103	$205,000	$90	$8	1%
B22	Ceiling Finishes	87%	1,986 m^2	$105	$209,000	$92	$9	1%
B23	Wall Finishes	280%	6,375 m^2	$26	$164,000	$72	$7	1%
B3	**Fittings & Equipment**				**$441,000**	**$194**	**$18**	**3%**
B31	Fittings & Fixtures	100%	2,275 m^2	$142	$322,000	$142	$13	2%
B32	Equipment	100%	2,275 m^2	$13	$29,000	$13	$1	0%
B33	Conveying Systems	0%	2 stp	$45,000	$90,000	$40	$4	1%
C	**Services**				**$4,780,000**	**$2,101**	**$195**	**30%**
C1	**Mechanical**				**$2,964,000**	**$1,303**	**$121**	**19%**
C11	Plumbing & Drainage	100%	2,275 m^2	$240	$546,000	$240	$22	3%
C12	Fire Protection	100%	2,275 m^2	$56	$128,000	$56	$5	1%
C13	HVAC	100%	2,275 m^2	$920	$2,094,000	$920	$86	13%
C14	Controls	100%	2,275 m^2	$86	$196,000	$86	$8	1%
C2	**Electrical**				**$1,816,000**	**$798**	**$74**	**11%**
C21	Service & Distribution	100%	2,275 m^2	$301	$685,000	$301	$28	4%
C22	Lighting, Devices & Heating	100%	2,275 m^2	$258	$586,000	$258	$24	4%
C23	Systems & Ancillaries	100%	2,275 m^2	$240	$545,000	$240	$22	3%
D	**Site & Ancillary Work**				**$47,000**	**$21**	**$2**	**0%**
D1	**Site Work**				**$0**	**$0**	**$0**	**0%**
D11	Site Development		0 m^2	$0	$0	$0	$0	0%
D12	Mechanical Site Services		0 m^2	$0	$0	$0	$0	0%
D13	Electrical Site Services		0 m^2	$0	$0	$0	$0	0%
D2	**Ancillary Work**				**$47,000**	**$21**	**$2**	**0%**
D21	Demolition	4%	95 m^2	$179	$17,000	$7	$1	0%
D22	Alterations	4%	95 m^2	$316	$30,000	$13	$1	0%
	SUB-TOTAL: NET BUILDING WORKS				**$11,205,000**	**$4,925**	**$458**	**70%**
Z	**General Requirements & Allowances**							
Z1	**General Requirements & Fee**				**$1,722,000**	**$757**	**$70**	**11%**
Z11	General Requirements		12.0 %		$1,345,000	$591	$55	8%
Z12	Fee		3.0 %		$377,000	$166	$15	2%
	TOTAL: BUILDING WORKS ESTIMATE				**$12,927,000**	**$5,682**	**$528**	**81%**
Z2	**Allowances**				**$2,999,000**	**$1,318**	**$122**	**19%**
Z21	Design Allowance		12.0 %		$1,551,000	$682	$63	10%
Z22	Escalation Allowance		0.0 %		$0	$0	$0	0%
Z23	Construction Allowance		10.0 %		$1,448,000	$636	$59	9%
	TOTAL CONSTRUCTION COST				**$15,926,000**	**$7,000**	**$650**	**100%**
HST	**HST Assessment**		**0.0%**		**$0**	**$0**	**$0**	**0%**
	TOTAL CONSTRUCTION COST INC TAX				**$15,926,000**	**$7,000**	**$650**	**100%**

GFA		
Gross Floor Area (m2):	2,275 m^2	
Gross Floor Area (ft2):	24,488 ft^2	

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	Description	Qty	Unit	Rate	Total	Notes
A	**SHELL**				**4,495,000**	
A1	**SUBSTRUCTURE**				**1,074,000**	
A11	**Foundation**	**2,109**	**m2**	**383.12**	**808,000**	
	Note: No geotechnical report is available; foundation system is based on assumptions					
11.01	Slab on Grade	2,109	m2			
11.02	Perimeter Strip Footing to Basement - allowance	140	m	750.00	105,000	
11.03	Perimeter Strip Footing to Ground Floor - allowance	305	m	1,600.00	488,000	
11.04	Pad Footing to Basement - allowance	2	no	2,000.00	4,000	
11.05	Pad Footing to Ground Floor - allowance	25	no	3,500.00	87,500	
11.06	Allowance for stepped / deeper footings at basement and existing building interface	2	loc	2,000.00	4,000	
11.07	Elevator Footing and Pits	1	no	25,000.00	25,000	
11.08	Allowance for miscellaneous interior foundations	1	Sum	20,000.00	20,000	
11.09	Perimeter Drainage	457	m	100.00	45,700	
11.10	Perimeter Insulation	472	m2	60.00	28,310	
A12	**Basement Excavation**	**1,499**	**m3**	**177.51**	**266,000**	
	Note: No geotechnical report is available; it is assumed that soil improvement or engineered fill are not required.					
12.01	Basement excavation and disposal	1,499	m3	75.00	112,390	3.7m Deep
12.02	Excavation to working spaces	821	m3	75.00	61,610	3.7m Deep
12.03	Granular 'B' backfill to working spaces	821	m3	100.00	82,140	
	Shoring - assumed not required - open cut excavation					
	Allowance for rock excavation - assumed not required					
12.04	Allowance for dewatering	1	Sum	10,000.00	10,000	
A2	**STRUCTURE**				**1,037,000**	
A21	**Lowest Floor Construction**	**2,109**	**m2**	**152.20**	**321,000**	
	Note: No Structural information provided, all are assumptions only.					
21.01	Slab on grade including 100mm rigid insulation to perimeter, under slab vapour barrier, granular base	2,109	m2	150.00	316,350	
	Allowance for waterproofing - not required					
21.02	Allowance for housekeeping pads	1	Sum	5,000.00	5,000	
A22	**Upper Floor Construction**	**166**	**m2**	**409.64**	**68,000**	
	Note: No Structural information provided, all are assumptions only.					
22.01	300mm Hollow Core Precast Slab - including topping, assumed	166	m2	175.00	29,050	
22.02	Structural Steel Framing - Columns & Beams including Connections (20Kg/m2)	3,320	Kg	7.00	23,240	

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	Description	Qty	Unit	Rate	Total	Notes
22.03	Fire Proofing to structural steel framings	166	m2	10.00	1,660	
22.04	Allowance for miscellaneous metals	166	m2	15.00	2,490	
22.05	Allowance for precast stair	25	m	250.00	6,250	
22.06	Allowance for connections to existing building	1	sum	5,000.00	5,000	
A23	**Roof Construction**	**2,109**	**m2**	**307.25**	**648,000**	
	Note: No Structural information provided, all are assumptions only.					
23.01	200mm Hollow Core Precast Slab - excluding topping, assumed	2,109	m2	150.00	316,350	
23.02	Structural Steel Framing - Columns & Beams including Connections (20Kg/m2)	42,180	m2	7.00	295,260	
23.03	Allowance for miscellaneous metals	2,109	m2	15.00	31,640	
23.04	Allowance for connections to existing building	1	sum	5,000.00	5,000	
A3	**EXTERIOR ENCLOSURE**				**2,384,000**	
A31	**Walls Below Grade**	**444**	**m2**	**750.00**	**333,000**	
	Note: No Structural information provided, all are assumptions only.					
31.01	Reinforced concrete basement walls, 300mm thk; including waterproofing, rigid insulation and drainage board	444	m2	750.00	333,000	
A32	**Walls Above Grade**	**1,242**	**m2**	**721.42**	**896,000**	
	Note: No Architectural Elevations or Specs provided, all are assumptions only.					
32.01	Brick veneer including backup assembly, assumed	1,242	m2	695.00	863,190	
32.02	Allowance for window sills - length varies	50	no	250.00	12,500	
32.03	Allowance for Mechanical Louvres	1	Sum	20,000.00	20,000	
A33	**Windows & Entrances**	**204**	**m2**	**1,196.08**	**244,000**	
	Note: No Architectural Elevations or Specs provided, all are assumptions only.					
33.01	Windows - Aluminum frame with Duranar finish, double glazed IGU, low-E coating, argon-filled	204	m2	800.00	163,200	
33.02	Allowance for operable vents	32	no	700.00	22,400	
	Allowance for curtain walls - excluded					
33.03	Insulated Hollow Metal Doors	5	no	3,500.00	17,500	
33.04	Insulated Hollow Metal Doors at service corridors	2	no	2,200.00	4,400	
33.05	Insulated Hollow Metal Doors for Courtyards	5	no	2,200.00	11,000	
33.06	Automatic door operator - allowance	5	no	5,000.00	25,000	
A34	**Roof Covering**	**2,109**	**m2**	**332.39**	**701,000**	
	Note: No Architectural Plans or Specs provided, all are assumptions only.					
34.01	Allowance for waterproofing and insulation - At Ground Level	239	m2	180.00	43,020	

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34.02	Conventional 2-Ply Mod Bit Roof c/w rigid insulation, tapered insulation, air barrier - Above Level 1	1,870	m2	325.00	607,750	
34.03	Allowance for roof accessories	1	Sum	50,000.00	50,000	
A35	**Projections**	**2,275**	**m2**	**92.31**	**210,000**	
	Note: No Architectural Plans or Specs provided, all are assumptions only.					
35.01	Allowance for 600mm Parapet Walls w/ backup	363	m	550.00	199,650	
35.02	Allowance for miscellaneous projections	1	Sum	10,000.00	10,000	
B	**INTERIOR**				**1,883,000**	
B1	**PARTITIONS & DOORS**				**864,000**	
B11	**Partitions**	**2,927**	**m2**	**221.73**	**649,000**	
	Note: No detail drawings/specifications have been provided. All are allowances only.					
11.01	Allowance for load bearing concrete block for Elevator, assumed	69	m2	300.00	20,700	
11.02	Allowance for Demising Walls between Residential Units - Gypsum and Stud Partitions	458	m2	200.00	91,600	
11.03	Allowance for Combination of Gypsum Board Partitions	2,175	m2	200.00	435,000	
11.04	Allowance for Interior Glazed Screens	25	m2	800.00	20,000	
11.05	Allowance for miscellaneous partitions	200	m2	120.00	24,000	
11.06	Allowance for fire rated partitions - 20% of Gypsum Board and Concrete Block Partitions	435	m2	30.00	13,050	
11.07	Rough Carpentry	1	Sum	16,000.00	16,000	
11.08	Sealing and Caulking	1	Sum	14,400.00	14,400	
11.09	Furring and Boxing	1	Sum	14,400.00	14,400	
B12	**Doors**	**100**	**nr**	**2,150.00**	**215,000**	
	Note: No Door Schedule has been provided, All are allowances only					
12.01	Single Leaf Plam finished solid core wood veneer door including frame, finish, hardware and installation for residential Units	32	no	2,000.00	64,000	
12.02	Painted hardboard hollow core sliding door including frame, finish, hardware and installation for residential Washrooms	32	no	1,600.00	51,200	
12.03	Single Leaf Painted hollow metal door including frame, finish, hardware and installation for Common Area	16	no	1,800.00	28,800	
12.04	Single Leaf Plam finished solid core wood veneer door including frame, finish, hardware and installation for Common Area	16	no	2,000.00	32,000	
12.05	Aluminum framed glazed doors	4	no	3,500.00	14,000	
12.06	Allowance for automatic door operators	5	no	5,000.00	25,000	
B2	**FINISHES**				**578,000**	
B21	**Floor Finishes**	**1,986**	**m2**	**103.22**	**205,000**	
	Note: No finishes drawings have been provided, All are allowances only.					

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21.01	Resilient Sheet Flooring - Corridors, Residential Rooms, Washrooms, Lounge, Activity Rooms	1,362	m2	95.00	129,390	
21.02	Resilient Safety Flooring - Clean Rooms, Holding Room, Janitor, Med Room, Nurse Station, Res. WC, Servery, Shared Room WC, Soiled Utility, Staff WC, WC	148	m2	85.00	12,580	
21.03	Epoxy Flooring - Shower Room, Storage, Support Kitchen, Tub Room	238	m2	80.00	19,040	
21.04	Sealed Concrete - Basement Level Rooms	238	m2	20.00	4,760	
21.05	Allowance for Bases	1,954	m	20.00	39,080	
B22	**Ceiling Finishes**	**1,986**	**m2**	**105.24**	**209,000**	
	Note: No finishes drawings have been provided, All are allowances only.					
22.01	Acoustic Ceiling Tile - Corridors, and 20% of Residential Rooms	574	m2	80.00	45,920	
22.02	Moisture/mold resistant Gypsum Board Ceiling - Residential Washrooms, Res. WC, Shared Room WC, Staff WC, WC	176	m2	150.00	26,400	
22.03	Gypsum Board Ceiling - 80% Residential Rooms, Activity Room, Clean Utility, Dining Room, Holding Room, Lounge, Med Room, Nurse Station, Servery, Shower Room, Soiled Utility, Support Kitchen, Team Room, Tub Room	800	m2	120.00	96,000	
22.04	Paint to underside of structure - Janitor, Storage and Basement Level Rooms	436	m2	15.00	6,540	
22.05	Allowance for special ceiling finishes	1	Sum	15,000.00	15,000	
22.06	Bulkhead Allowance	32	no	600.00	19,200	
B23	**Wall Finishes**	**6,375**	**m2**	**25.73**	**164,000**	
	Note: No finishes drawings have been provided, All are allowances only.					
23.01	Paint finish to walls	5,937	m2	15.00	89,060	
23.02	Porcelain Ceramic Wall Tiles - allowance	200	m2	130.00	26,000	
23.03	Allowance for wall protections / FRP Panels in corridors	238	m2	120.00	28,510	
23.04	Allowance for special wall finishes	1	Sum	20,000.00	20,000	
B3	**FITTINGS & EQUIPMENT**				**441,000**	
B31	**Fittings & Fixtures**	**2,275**	**m2**	**141.54**	**322,000**	
31.001	Bumper rail	198	m	50.00	9,900	
31.002	Corridor handrails - wood	198	m	150.00	29,700	
	Roof Access Ladders - not required					
31.003	Allowance for Entrance Pedimat	1	no	5,000.00	5,000	
31.004	Allowances for miscellaneous metals	1	Sum	25,000.00	25,000	
	Private Washrooms (28 No.)					
31.005	Vanity - solid surface counter with storage below - 1.2m	28	no	1,600.00	44,800	
31.006	Mirror	28	no	300.00	8,400	
31.007	300mm millwork cabinets	28	no	300.00	8,400	
31.008	Grab bars	28	no	300.00	8,400	
31.005	Soap dispenser	28	no	50.00	1,400	
31.009	Toilet Paper Dispenser	28	no	50.00	1,400	
	Shared Room Washrooms (4 No.)					
31.010	Vanity - solid surface counter with storage below - 1.2m	4	no	1,600.00	6,400	
31.009	Mirror	4	no	300.00	1,200	
31.011	300mm millwork cabinets	4	no	300.00	1,200	

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	Description	Qty	Unit	Rate	Total	Notes
31.012	Grab bars	4	no	300.00	1,200	
31.013	Soap dispenser	4	no	50.00	200	
31.014	Toilet Paper Dispenser	4	no	50.00	200	
	Residential Tub Room and Shower Room (1 No.)					
31.015	Vanity - solid surface counter with storage below - 1.6m	1	no	2,000.00	2,000	
31.016	Mirror	1	no	300.00	300	
31.017	300mm millwork cabinets	1	no	300.00	300	
31.018	Grab bars	1	no	300.00	300	
31.019	Towel Rail	1	no	50.00	50	
31.020	Soap Dispenser	1	no	50.00	50	
31.021	Robe Hooks	1	no	50.00	50	
	Res. WC and Staff WC (2 No.)					
31.022	Vanity - solid surface counter with storage below - 1.2m	1	no	1,600.00	1,600	
31.023	Mirror	1	no	300.00	300	
31.024	300mm millwork cabinets	1	no	300.00	300	
31.025	Grab bars	1	no	300.00	300	
31.026	Robe hooks	1	no	50.00	50	
31.027	Stainless Steel Shelf	1	no	350.00	350	
	Millwork					
	Activity Room					
31.028	Plam upper cabinet / Shelves, allowance	4	m	600.00	2,400	
	Clean Utility					
31.029	Plam upper cabinet / Shelves, allowance	3	m	600.00	1,800	
	Janitor / HSKP					
31.030	Shelving Unit, allowance	2	m	400.00	800	
	Lounge					
31.031	Plam upper cabinet / Shelves, allowance	4	m	600.00	2,400	
	Med Room					
31.032	Shelving Unit, allowance	2	m	400.00	800	
	Soiled Utility					
31.033	Plam upper cabinet / Shelves, allowance	3	m	600.00	1,800	
	Support Kitchen					
31.034	Solid Surface Counter Top with lower cabinets, allowance	3	m	1,600.00	4,800	
	Servery					
31.035	Solid Surface Counter Top with lower cabinets, allowance	14	m	1,600.00	22,400	
	Dining Room					
31.036	Solid Surface Counter Top with lower cabinets, allowance	4	m	1,600.00	6,400	
	Nursing Station					
31.037	Plam Counter Top with under counter cabinet	4	m	1,250.00	5,000	
31.038	Plam upper cabinet	4	m	600.00	2,400	
	Residential Units					
	Suites millwork					
31.039	Allowance for blinds - assume 1 per bed	32	no	350.00	11,200	
31.040	Allowance for Door Frame / Edge Protectors to Suite Entries	32	no	250.00	8,000	
31.041	Allowance for trims	32	no	300.00	9,600	
31.042	Allowance for wall mount tv bracket	32	no	200.00	6,400	
31.043	Resident Closets/Wardrobe/Storage unit to suites (Shelf and closet rods)	32	no	1,000.00	32,000	
31.044	Column/wall corner guards - SS	1	Sum	20,000.00	20,000	
31.045	Allowance for wayfinding signage and graphics	1	Sum	25,000.00	25,000	
	Loose furniture, furnishing, TVs etc. - Excluded					
B32	**Equipment**	**2,275**	**m2**	**12.75**	**29,000**	
32.01	Allowance for Ceiling lift & tracks - tub rooms	1	no	7,000.00	7,000	
31.06	Allowance for Ceiling lift & tracks - shower rooms	1	no	6,000.00	6,000	
31.06	Allowance for Ceiling lift - Residential Units - rough-in only	32	no	500.00	16,000	
	Exclusions:					

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	Ceiling lift tracks - Residential Units - NIC Kitchen Equipment - NIC Laundry Equipment - NIC Pantry servery equipment - NIC Office equipment - NIC Garbage equipment - NIC					
B33	**Conveying Systems**	**2**	**stp**	**45,000.00**	**90,000**	
33.01	Passenger elevators - 1 no, 2 stops	2	stp	45,000.00	90,000	
C	**SERVICES**				**4,780,000**	
C1	**MECHANICAL**				**2,964,000**	
C11	**Plumbing & Drainage**	**2,275**	**m2**	**240.00**	**546,000**	
	Equipment					
11.01	Water meter and double backflow preventer - not required as per engineer's comments		sum	15,000.00		
11.02	High efficiency DHW gas-fired water heaters,assume 400 MBH	3	no	28,000.00	84,000	
11.03	Expansion tank	1	no	3,000.00	3,000	
11.04	Neutralization tanks	2	no	1,500.00	3,000	
11.05	DHW recirculation pumps	2	no	3,500.00	7,000	
11.06	Grease interceptor	2	no	10,000.00	20,000	
11.07	Trap seal primer	5	no	1,300.00	6,500	
11.08	DHW thermostatic mixing valve	1	no	18,000.00	18,000	
11.09	Elevator sump pump	1	sum	7,500.00	7,500	
11.10	DHW boiler vent/flue	1	sum	10,000.00	10,000	
	Domestic water booster pump - not required					
11.11	Water softener system	1	sum	20,000.00	20,000	
	(Subtotal Equipment $179,000)					
	Piping					
11.12	DCW, domestic cold water	300	m	120.00	36,000	
11.13	DHW, domestic hot water	300	m	120.00	36,000	
11.14	DHWR, domestic hot water recirculation	200	m	100.00	20,000	
11.15	SAN, sanitary drain and vent	450	m	120.00	54,000	
11.16	Storm drainage	200	m	220.00	44,000	
11.17	Heat tracing allowance	1	sum	3,000.00	3,000	
	Natural gas- see HVAC					
11.18	Connect to exsisisting	1	sum	2,500.00	2,500	
	(Subtotal Piping $195,500)					
	Plumbing Fixtures					
11.19	Resident area	676	m2			
11.20	WC-1 - barrier free water closet, Floor mounted, tank type	30	no	1,300.00	39,000	
11.21	L-1 - barrier free lavatory, semi Counter top, low water consumption	30	no	850.00	25,500	
11.22	FD - Floor drain in washroom	30	no	600.00	18,000	
11.23	Common area fixtures	1,599	m2	50.00	79,950	
	(Subtotal Plumbing Fixtures $162,450)					
	Miscellaneous					
11.24	Remove exsisitng boiler c/w piping	3	no	3,000.00	9,000	
	(Subtotal Miscellaneous $9,000)					
C12	**Fire Protection**	**2,275**	**m2**	**56.26**	**128,000**	
	Sprinkler System					
12.01	Wet sprinkler system	2,275	m2	45.00	102,380	
	(Subtotal Sprinkler System $102,375)					
	Standpipe					
12.02	standpipe	2,275	m2	10.00	22,750	
	(Subtotal Standpipe $22,750)					
	Miscellaneous					
12.03	Fire extinguisher allowance	1	sum	2,500.00	2,500	
	(Subtotal Miscellaneous $2,500)					

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C13	**HVAC**	**2,275**	**m2**	**920.44**	**2,094,000**	
	Air Handling					
13.01	RTU-1,/DOAS -1,Resident Air handling unit, dual core type 90% OA, Dx cooling cooling coil, glycol heating coil,Re heat coil, VFD ,supply and return fans, 3 stage filters, 13000 cfm	1	no	323,000.00	323,000	
13.02	RTU-2,receiving laundry area Air handling unit,inlet air damper and mixing section for economizer operation c/w with airflow station for fresh air.DX cooling coil, glycol heating coil,supply fan VFD, supply and return fans,2 stage filters,6500 cfm	1	no	124,000.00	124,000	
13.03	Split DX unit - Main server room	1	no	6,000.00	6,000	
13.04	Split DX unit - LAN/electrical /elevator machine room	1	no	4,500.00	4,500	
13.05	Kitchen exhaust fan, 7000 cfm	1	no	14,000.00	14,000	
13.06	Laundry dryer exhaust fan	1	no	2,000.00	2,000	
	Toilet exhaust fans, -not required as per engineer's comments		no	6,000.00		
13.07	Mech/Electrical room exhaust fans	3	no	2,000.00	6,000	
13.08	Garbage exhaust fan	1	no	1,000.00	1,000	
13.09	Miscellaneous exhaust fans	1	sum	5,000.00	5,000	
	(Subtotal Air Handling $485,500)					
	Heating Plant					
13.10	B-1/2/3,dual fuel Propane/ gas-fired condensing heating boilers, 2850 MBH	3	no	192,000.00	576,000	
13.11	Heating system pumps - primary	2	no	10,000.00	20,000	
13.12	Heating system pumps - secondary	2	no	15,000.00	30,000	
13.13	Expansion tank & make-up	1	sum	10,000.00	10,000	
13.14	Heating water to glycol heat Exchanger	2	no	15,000.00	30,000	
13.15	Glycol circulation pumps	2	no	15,000.00	30,000	
13.16	Chemical treatment, expansion tanks, glycol infill system etc	1	sum	15,000.00	15,000	
13.17	Variable Frequency Drives for pumps	6	no	7,000.00	42,000	
13.18	Boiler venting	1	sum	25,000.00	25,000	
	(Subtotal Heating Plant $778,000)					
	Cooling Plant					
	Assume not required					
	(Subtotal Cooling Plant $0)					
	Piping					
13.19	HGS&R, heating glycol supply & return, AHUs	80	m	350.00	28,000	
13.20	HWS&R, heating water supply and return to heating devices	1,300	m	90.00	117,000	
13.21	REFS/R, Refrigerant piping	50	m	90.00	4,500	
13.22	Condensate drain	25	m	75.00	1,880	
13.23	Natural gas	100	m	120.00	12,000	
	Gas meter - by Utility					
13.24	Heat tracing	1	sum	4,000.00	4,000	
13.25	Propane piping, fitting c/w tanks	1	sum	30,000.00	30,000	
	(Subtotal Piping $197,375)					
	Ductwork and Air Distribution					
13.26	Galvanized steel ductwork	9,000	kg	30.00	270,000	
13.27	Laundry exhaust duct c/w lint trap	100	kg	40.00	4,000	
13.28	VAV terminal units	33	no	1,250.00	40,800	
13.29	Diffusers, registers and grilles	245	no	150.00	36,720	
13.30	Silencers -allowance	1	sum	14,000.00	14,000	
13.31	Allowance for fire/smoke/motorized dampers	1	sum	10,000.00	10,000	
13.32	Allowance for louvres	1	sum	3,000.00	3,000	
13.33	Exterior ductwork insulation	1	sum	300.00	300	
	(Subtotal Ductwork and Air Distribution $378,817)					
	Heating Devices					
13.34	Radiant Ceiling Panels	400	m	500.00	200,000	
13.35	Hydronic force flow heater / unit heater	5	no	1,500.00	7,500	
13.36	Miscellaneous devices	1	sum	15,000.00	15,000	
	(Subtotal Heating Devices $222,500)					
	Miscellaneous					
13.37	Testing, balancing and commissioning	1	sum	21,000.00	21,000	
13.38	Commissioning support	1	sum	10,500.00	10,500	
	(Subtotal Miscellaneous $31,500)					
C14	**Controls**	**2,275**	**m2**	**86.15**	**196,000**	
	Building Automation System (BAS) controls					
14.01	RTU c/w DOAS	1	no	25,000.00	25,000	
14.02	RTU	1	no	20,000.00	20,000	
14.03	Split DX unit	2	no	1,500.00	3,000	

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14.04	VAV terminal units	33	no	1,500.00	48,960	
14.05	Temperature control - bedrooms	30	no	500.00	15,000	
14.06	Radiant ceiling panels - thermostat	40	no	500.00	20,000	
14.07	Exhaust and ventilation fans	1	sum	10,000.00	10,000	
14.08	Heating plant	1	sum	15,000.00	15,000	
14.09	Hydronic force flow heater / unit heater	5	no	1,200.00	6,000	
14.10	Plumbing	1	sum	10,000.00	10,000	
14.11	Dryer makeup air damper control	2	no	1,500.00	3,000	
14.12	Miscellaneous points - allowance	1	sum	10,000.00	10,000	
14.13	Computer hardware, software and programming	1	sum	10,000.00	10,000	
C2	**ELECTRICAL**				**1,816,000**	
C21	**Service & Distribution**	**2,275**	**m2**	**301.10**	**685,000**	
	Normal Power - Allowance					
	Existing to remain					
	(Subtotal Normal Power - Allowance $0)					
	Emergency Power					
21.01	500kva 347/600V 3P Diesel generator in w/p walk-in enclosure c/w fuel oil system & belly tank for 24Hr fuel	1	sum	390,000.00	390,000	
21.02	600V 3P 4W Generator switchboard c/w SPD - assume 600A	1	no	30,000.00	30,000	
21.03	ATS 600V 3P c/w by-pass - assume 600A	1	no	22,600.00	22,600	
21.04	Hoisting & placing	1	no	15,000.00	15,000	
21.05	Generator concrete base & grounding	1	sum	1,500.00	1,500	
21.06	ATS control wiring	3	no	3,000.00	9,000	
21.07	Fuel for testing & final fill up	1	sum	15,000.00	15,000	
21.08	Connect to existing ATS-1 and Fire pump	1	no	22,600.00	22,600	
21.09	Load bank/mobile generator - by others	0	no	0.00		
	(Subtotal Emergency Power $505,700)					
	UPS System : Allowance					
	Assume no work required					
	(Subtotal UPS System : Allowance $0)					
	Distribution					
21.10	Allowance for distribution panels, transformers, branch panels c/w associated feeders	2,370	m2	55.00	130,350	
	(Subtotal Distribution $130,400)					
	Motor Controls & Wiring					
	Wire & connect					
21.11	Allowance for motor control & wiring	2,370	m2	12.00	28,440	
	(Subtotal Motor Controls & Wiring $28,400)					
	Miscellaneous					
21.12	Grounding & technical ground	1	sum	5,000.00	5,000	
21.13	Co-ordination, short circuits & arc flash studies	1	sum	2,500.00	2,500	
21.14	Permits, inspection & job-set up	1	sum	3,500.00	3,500	
21.15	Allowance relocate transformer c/w associated feeders	1	sum	10,000.00	10,000	
	(Subtotal Miscellaneous $21,000)					
C22	**Lighting, Devices & Heating**	**2,275**	**m2**	**257.58**	**586,000**	
	Lighting & Branch Devices - Residential Area					
	Private Bedroom -28 No					
22.01	Bed room ceiling mounted fixtures	84	no	130.00	10,920	
22.02	Entry ceiling mounted fixtures	28	no	130.00	3,640	
22.03	Washroom ceiling mounted fixtures	28	no	100.00	2,800	
22.04	Wall mounted fixtures	28	no	130.00	3,640	
22.05	Wall mounted fixtures	56	no	230.00	12,880	
22.06	1x4 Vanity light fixtures	28	no	130.00	3,640	
22.07	Fixture lamps and wiring for above	252	no	50.00	12,600	
22.08	Single pole switch	84	no	89.00	7,480	
22.09	Dimmer switch	56	no	131.00	7,340	
22.10	15A Duplex receptacle	168	no	138.00	23,180	
22.11	15A Duplex receptacle - GFI	28	no	144.00	4,030	
22.12	15A Duplex receptacle - HK	28	no	144.00	4,030	
22.13	15A Quad duplex receptacle	28	no	187.00	5,240	
22.14	Direct power connection for auto flush	28	no	97.00	2,720	
22.15	Direct power connection for blinds c/w control switch	28	no	323.00	9,040	
	Semi Private room 2-Bed (2 no)					
22.16	Type S1A - Bed room ceiling mounted fixtures	12	no	130.00	1,560	

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22.17	Type S1B - Entry ceiling mounted fixtures	4	no	130.00	520	
22.18	Type S2B - Washroom ceiling mounted fixtures	4	no	100.00	400	
22.19	Type S3 - Wall mounted fixtures	2	no	130.00	260	
22.20	Type S4 - Wall mounted fixtures	8	no	230.00	1,840	
22.21	Type S5 - 1x4 Vanity light fixtures	4	no	130.00	520	
22.22	Fixture lamps and wiring for above	34	no	50.00	1,700	
22.23	Single pole switch	4	no	100.00	400	
22.24	3-Way switch	8	no	100.00	800	
22.25	Dimmer switch	8	no	131.00	1,050	
22.26	15A Duplex receptacle	24	no	140.00	3,360	
22.27	15A Duplex receptacle - GFI	4	no	100.00	400	
22.28	15A Duplex receptacle - HK	4	no	144.00	580	
22.29	15A Quad duplex receptacle	4	no	200.00	800	
22.30	Direct power connection for auto flush	2	no	97.00	190	
22.31	Direct power connection for blinds c/w control switch	4	no	325.00	1,300	
	(Subtotal Lighting & Branch Devices - Residential Area $128,600)					
	Lighting- Common Area					
22.32	Allowance for light fixture c/w branch wiring in Common area/Corridors/Utility etc. -increased as per engineer's Allowance for lighting controls	1,693	m2	225.00	380,930	
22.33	LTC - Common space	1,693	m2	25.00	42,330	
	(Subtotal Lighting- Common Area $423,200)					
	Branch Devices - Common Area					
	Allowance for power outlets and power connections					
22.34	LTC - Common space	1,693	m2	20.00	33,860	
	(Subtotal Branch Devices - Common Area $33,900)					
	Heating					
	By division 15		sum	0.00		
	(Subtotal Heating $0)					
C23	**Systems & Ancillaries**	**2,275**	**m2**	**239.56**	**545,000**	
	Fire Alarm System					
23.01	Two stage addressable fire alarm system c/w new devices, wiring, testing and programming - Common Space	1,693	m2	30.00	50,790	
	Private room 1-Bed (112 no)					
23.02	Speaker c/w testing	28	no	100.00	2,800	
23.03	Smoke detector +relay c/w testing	28	no	100.00	2,800	
23.04	Power connection to smoke alarm & speaker	56	no	100.00	5,600	
	Semi Private room 2-Bed (24 no)					
23.05	Speaker c/w testing	4	no	100.00	400	
23.06	Smoke detector +relay c/w testing	4	no	100.00	400	
23.07	Power connection to smoke alarm & speaker	8	no	100.00	800	
	(Subtotal Fire Alarm System $63,600)					
	Security System					
23.08	Access control headend equipment, Video surveillance system, devices, wiring c/w testing and verification	1,693	m2	30.00	50,790	
23.09	Conduit infrastructure	1,693	m2	15.00	25,400	
23.10	Tie into nurse call system	1	sum	10,000.00	10,000	
	Private and Semi Private rooms assume security not required		no	0.00		
	(Subtotal Security System $86,200)					
	Communications					
	Common Area					
	Empty conduit to outlets :					
23.11	Common Area : Communication voice/data outlets, conduit, cable tray and infrastructure.	1,693	m2	15.00	25,400	
23.12	Cabling ,termination patch panels and racks	1,693	m2	25.00	42,330	
	Private room 1-Bed (112 no)					
23.13	Data outlets c/w empty conduit	28	no	130.00	3,640	
23.14	Voice outlets c/w empty conduit	28	no	130.00	3,640	
23.15	CATV outlets c/w empty conduit	28	no	130.00	3,640	
23.16	Voice and Data cabling	84	no	150.00	12,600	
	Semi Private room 2-Bed (24 no)					
23.17	Data outlets c/w empty conduit	4	no	130.00	520	
23.18	Voice outlets c/w empty conduit	4	no	130.00	520	
23.19	CATV outlets c/w empty conduit	4	no	130.00	520	
23.20	Voice and Data cabling	12	no	150.00	1,800	
23.21	Active Hardware by Others	1	sum	0.00		
	(Subtotal Communications $94,400)					
	Paging/Intercom/Program System					

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23.22	Allowance for Public address system infrastructure	2,370	m2	15.00	35,550	
23.23	Allowance for Public address system device and cabling (Subtotal Paging/Intercom/Program System $94,900)	2,370	m2	25.00	59,250	
	Intercom System - Allowance					
23.24	Intercom master station - c/w Speaker & video camera	1	no	2,000.00	2,000	
23.25	Intercom station - c/w Speaker & video camera	2	no	850.00	1,700	
23.26	Intercom - Pushbutton to release door	2	no	450.00	900	
23.27	Devices wiring for the above	5	no	250.00	1,250	
23.28	Provide an additional intercom master station. Typical LTC have a primary and back-up station for after hours.	1	sum	5,000.00	5,000	
23.29	Miscellaneous (Subtotal Intercom System - Allowance $15,900)	1	sum	5,000.00	5,000	
	AV System					
23.30	AV head-end equipment and cabling by Others	1	sum	0.00		
23.31	Allowance for A/V Rough-in for Office area , Lounge/Dining, board room etc. (Subtotal AV System $5,000)	1	sum	5,000.00	5,000	
	Nurse Call System Nurse call headend equipment c/w cabling, testing and certification - combined with RTLS					
23.32	The Nurse call and Patient assist & monitoring system head-end equipment's, devices and cabling - supply and install	1	sum	67,232.00	67,230	
23.33	Allowance for Nurse call devices c/w empty conduit and boxes	1,693	m2	15.00	25,400	
	Private room 1-Bed (112 no)					
23.34	Nurse call bed station	28	no	40.00	1,120	
23.35	Nurse call washroom station	28	no	40.00	1,120	
23.36	Power connection to nurse call system devices	56	no	50.00	2,800	
	Semi Private room 2-Bed (24 no)					
23.37	Nurse call bed station	4	no	40.00	160	
23.38	Nurse call washroom station	2	no	40.00	80	
23.39	Power connection to nurse call system devices (Subtotal Nurse Call System $98,200)	6	no	50.00	300	
	Patient Wandering System/Real-Time Locating System(RTLS)					
23.40	Nurse Call/RTLS systems head end equipment, wiring and devices -Allowance (Subtotal Patient Wandering System/Real-Time Locating System(RTLS) $41,600)	1	sum	41,600.00	41,600	
	Miscellaneous					
23.41	Clock system - Allowance for a wireless, IP based central clock system c/w digital display etc.	1	sum	10,000.00	10,000	
23.42	Lightning Protection	1	sum	15,000.00	15,000	
23.43	Add panic/assistance needed alarms for washrooms	1	sum	5,000.00	5,000	
23.44	Selective demolition (Subtotal Miscellaneous $45,000)	1	sum	15,000.00	15,000	
D	**SITE & ANCILLARY WORK**				**47,000**	
D1	**SITE WORK**				**0**	
D11	**Site Development**	**0**	**m2**	**0.00**	**0**	
11.01	See Site Estimate					
D12	**Mechanical Site Services**	**0**	**m2**	**0.00**	**0**	
12.01	See Site Estimate					
D13	**Electrical Site Services**	**0**	**m2**	**0.00**	**0**	
13.01	See Site Estimate					
D2	**ANCILLARY WORK**				**47,000**	
D21	**Demolition**	**95**	**m2**	**178.95**	**17,000**	
21.01	Demolish Existing Walls	65	m2	100.00	6,500.00	

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21.02	Remove Existing Doors	3	no	500.00	1,500.00	
21.03	Remove existing Flooring	95	m2	45.00	4,280.00	
21.04	Allowance for miscellaneous demolition	1	Sum	5,000.00	5,000.00	
D22	**Alterations**	**95**	**m2**	**315.79**	**30,000**	
22.01	New GWB / Concrete Block Partitions	50	m2	160.00	8,000.00	
22.02	New Hollow Metal Doors	3	No	2,200.00	6,600.00	
22.03	Re-Installing the flooring system - Sealed Concrete	62	m2	30.00	1,860.00	
22.04	Paint to underside of structure	62	m2	15.00	930.00	
22.05	Allowance for Wall Finishes - Paint	180	m2	15.00	2,700.00	
22.06	Allowance for Work at Interface	1	Sum	10,000.00	10,000.00	
	SUB-TOTAL: NET BUILDING WORKS				**11,205,000**	
Z1	**GENERAL REQUIREMENTS & FEE**				**1,722,000**	
Z11	**General Requirements**				**1,345,000**	
11.01	Contractors General Requirements	12.0	%	11,205,000.00	1,345,000	
Z12	**Fee**				**377,000**	
12.01	Contractors Fee	3.0	%	12,550,000.00	377,000	
	TOTAL: BUILDING WORKS ESTIMATE				**12,927,000**	
Z2	**ALLOWANCES**				**2,999,000**	
Z21	**Design Allowance**				**1,551,000**	
21.01	Design Contingency	12.0	%	12,927,000.00	1,551,000	
Z22	**Escalation Allowance**				**0**	
22.01	Tender Price Inflation	0.0	%	14,478,000.00	0	
22.02	Construction Inflation	0.0	%	14,478,000.00	0	
Z23	**Construction Allowance**				**1,448,000**	
23.01	Construction Contingency	10.0	%	14,478,000.00	1,448,000	
	TOTAL CONSTRUCTION COST (including inflation)				**15,926,000**	
	HST Assessment	**0%**	**%**	**15,926,000.00**	**0**	
	Estimated Overall Construction Cost				**15,926,000**	

making the **difference**

Section 8 - Site Works Elemental Summary

Site Works								
Ref	**Element**	**Ratio To GFA**	**Elemental Quantity**	**Elemental Unit Rate**	**Total**	**Cost / m2**	**Cost / ft2**	**Cost Ratio**
D	**Site & Ancillary Work**				**$1,419,000**	**$380**	**$35**	**70%**
D1	**Site Work**				**$1,419,000**	**$380**	**$35**	**70%**
D11	Site Development	100%	3,735 m^2	$110	$411,000	$110	$10	20%
D12	Mechanical Site Services	100%	3,735 m^2	$200	$748,000	$200	$19	37%
D13	Electrical Site Services	100%	3,735 m^2	$70	$260,000	$70	$6	13%
D2	**Ancillary Work**				**$0**	**$0**	**$0**	**0%**
D21	Demolition	0%	0 m2	$0	$0	$0	$0	0%
D22	Alterations	0%	0 m2	$0	$0	$0	$0	0%
	SUB-TOTAL: NET EXTERNAL WORKS				**$1,419,000**	**$380**	**$35**	**70%**
Z	**General Requirements & Allowances**							
Z1	**General Requirements & Fee**				**$218,000**	**$58**	**$5**	**11%**
Z11	General Requirements		12.0 %		$170,000	$46	$4	8%
Z12	Fee		3.0 %		$48,000	$13	$1	2%
	TOTAL: EXTERNAL WORKS ESTIMATE				**$1,637,000**	**$438**	**$41**	**81%**
Z2	**Allowances**				**$379,000**	**$101**	**$9**	**19%**
Z21	Design Allowance		12.0 %		$196,000	$52	$5	10%
Z22	Escalation Allowance		0.0 %		$0	$0	$0	0%
Z23	Construction Allowance		10.0 %		$183,000	$49	$5	9%
	TOTAL CONSTRUCTION COST				**$2,016,000**	**$540**	**$50**	**100%**
HST	**HST Assessment**		**0.0%**		**$0**	**$0**	**$0**	**0%**
	TOTAL CONSTRUCTION COST INC TAX				**$2,016,000**	**$540**	**$50**	**100%**

Gross External Area		
GEA (m2):	**3,735 m²**	
GEA (ft2):	**40,204 ft²**	

Class D Cost Report

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G Architects

Fairmount LTC - Expansion

Turner & Townsend

Date: 06/07/2022

Section 9 - Detailed Cost Analysis

Estimate - Site Works

	Description	Qty	Unit	Rate	Total	Notes
D	**SITE & ANCILLARY WORK**				**1,419,000**	
D1	**SITE WORK**				**1,419,000**	
D11	**Site Development**	**3,735**	**m2**	**110.04**	**411,000**	
11.01	Hard and soft landscape area + building footprint	3,735	m2			
11.02	Strip and prepare site	3,735	m2	2.00	7,470	
11.02	Allowance for demolishing existing asphalt Parking Area	1,090	m2	25.00	27,250	
11.03	Rough & Fine grading	1,865	m2	5.00	9,330	
11.04	Allowance for erosion and sediment control	1	Sum	10,000.00	10,000	
11.05	Cut and fill - to be confirmed by Engineer	1	Sum	10,000.00	10,000	
	Hardscape					
11.06	Concrete paving - assumed 10% of landscape area	300	m2	150.00	45,000	
11.07	Internal roads, assumed Heavy duty asphalt - Proposed Fire Route	500	m2	100.00	50,000	
11.08	Parking, assumed light duty asphalt - New Parking Area	1,220	m2	60.00	73,200	
11.09	Line painting - parking, Allowance	1	Sum	3,000.00	3,000	
11.10	Allowance for interior road markings	1	Sum	2,000.00	2,000	
11.11	Curbs & gutters, allowance	1	Sum	30,000.00	30,000	
11.12	Relocation of Transformer Concrete Pad	1	Sum	5,000.00	5,000	
	Softscape Including Secured Courtyard					
11.13	Allowance for sod, Planting bed, mix of shrubs, perennials and groundcovers, Deciduous Trees & Coniferous Trees - assumed 90% of landscape area	2,700	m2	30.00	81,000	
	Site Enhancement					
11.14	Site signage, project identification, directional signage, way finding etc.	1	Sum	20,000.00	20,000	
11.15	Site fencing, allowance	1	Sum	5,000.00	5,000	
11.16	Allowances for miscellaneous protection/making good & repair or reinstatement of existing conditions	1	Sum	15,000.00	15,000	
11.17	Site furniture, allowance	1	Sum	5,000.00	5,000	
11.18	Allowance for furniture and equipments at Secured Courtyard	1	Sum	5,000.00	5,000	
	Work outside property line					
11.19	Reinstatement of existing soft landscaping, road, sidewalks and curbs - allowance	1	Sum	7,500.00	7,500	
D12	**Mechanical Site Services**	**3,735**	**m2**	**200.27**	**748,000**	
	Storm Service					
12.01	Allowance for storm piping	1	sum	20,000.00	20,000	
12.02	allowance for manholes/catchbasins	5	no	6,000.00	30,000	
12.03	Allowance for stormwater management	1	sum	150,000.00	150,000	
12.04	Erosion & sediment protection	1	sum	5,000.00	5,000	
	(Subtotal Storm Service $205,000)					
	Sanitary Service					
12.05	Allowance for on site septic system	1	sum	360,000.00	360,000	
12.06	Allowance for piping	1	sum	20,000.00	20,000	
12.07	Allowance for manhole	1	no	7,500.00	7,500	
	(Subtotal Sanitary Service $387,500)					
	Water Service					
12.08	connect to existing water main	1	no	8,500.00	8,500	
12.09	Allowance fire main	150	m	300.00	45,000	
12.10	Allowance water main	150	m	300.00	45,000	
12.11	Valve and box	2	no	2,000.00	4,000	
12.12	Fire hydrant	1	no	4,500.00	4,500	
	(Subtotal Water Service $107,000)					
	Miscellaneous					
12.13	Natural gas	150	m	200.00	30,000	
12.14	connect to existing natura gas	1	no	8,500.00	8,500	
12.15	Allowance for demolition of existing services	1	sum	10,000.00	10,000	
	Incoming gas service - By utility					
	Irrigation, NIC					
	(Subtotal Miscellaneous $48,500)					

Class D Cost Report

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G Architects

Fairmount LTC - Expansion

Turner & Townsend

Date: 06/07/2022

Section 9 - Detailed Cost Analysis

Estimate - Site Works

	Description	Qty	Unit	Rate	Total	Notes
D13	**Electrical Site Services**	**3,735**	**m2**	**69.61**	**260,000**	
	Incoming Power					
	Incoming HV cables, 1500 kVA 27.6kV-600V primary transformer & terminations - relocation					
	Hydro charges - excluded					
13.01	Transformer pad, grounding & bollards	1	no	9,500.00	9,500	
13.02	4 cell concrete encased duct bank - primary - allowance	45	m	370.00	16,650	
13.03	4 cell concrete encased duct bank - secondary - allowance	30	m	370.00	11,100	
	Secondary feeder cable					
13.04	#600MCM	360	m	60.00	21,600	
13.05	#2 RW90	90	m	10.00	900	
13.06	Concrete encased duct bank - emergency - allowance	55	m	700.00	38,500	
13.07	Emergency feeder cable	110	m	360.00	39,600	
	(Subtotal Incoming Power $137,900)					
	Incoming Communications					
	Assume no work required					
	(Subtotal Incoming Communications $0)					
	Site Lighting & Power - Allowance					
13.08	Single head pole mounted LED	4	no	3,400.00	13,600	
13.09	Dual head pole mounted	4	no	5,000.00	20,000	
13.10	Canopy mounted LED fixtures	8	no	1,000.00	8,000	
13.11	Fixtures Lamps & Wiring	16	no	250.00	4,000	
13.12	Concrete base	8	no	450.00	3,600	
13.13	Dual EV Charging Station	4	no	13,000.00	52,000	
13.14	Exterior lighting controls c/e photocell - Allow	1	sum	3,500.00	3,500	
13.15	Power connection to signage - allow	1	no	1,500.00	1,500	
13.16	Communications conduit & wiring to signage - allow	1	no	1,500.00	1,500	
13.17	Signage - by others	1	no	0.00		
	(Subtotal Site Lighting & Power - Allowance $107,700)					
	Miscellaneous					
	Code blue station headend equipment, devices, pole, excavation and backfill - by others		no	0.00		
13.18	CCTV Camera WP - conduit and cabling	10	no	1,400.00	14,000	
	(Subtotal Miscellaneous $14,000)					
D2	**ANCILLARY WORK**				**0**	
D21	**Demolition**	**0**	**m2**	**0.00**	**0**	
21.01	No Work Required					
D22	**Alterations**	**0**	**m2**	**0.00**	**0**	
22.01	No Work Required					
	SUB-TOTAL: NET EXTERNAL WORKS				**1,419,000**	
Z1	**GENERAL REQUIREMENTS & FEE**				**218,000**	
Z11	**General Requirements**				**170,000**	
11.01	Contractors General Requirements	12.0	%	1,419,000.00	170,000	
Z12	**Fee**				**48,000**	
12.01	Contractors Fee	3.0	%	1,589,000.00	48,000	
	TOTAL: EXTERNAL WORKS ESTIMATE				**1,637,000**	
Z2	**ALLOWANCES**				**379,000**	
Z21	**Design Allowance**				**196,000**	
21.01	Design Contingency	12.0	%	1,637,000.00	196,000	
Z22	**Escalation Allowance**				**0**	
22.01	Tender Price Inflation	0.0	%	1,833,000.00	0	

Class D Cost Report

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G Architects

Fairmount LTC - Expansion

Turner & Townsend

Date: 06/07/2022

Section 9 - Detailed Cost Analysis

Estimate - Site Works

	Description	Qty	Unit	Rate	Total	Notes
22.02	Construction Inflation	0.0	%	1,833,000.00	0	
Z23	**Construction Allowance**				**183,000**	
23.01	Construction Contingency	10.0	%	1,833,000.00	183,000	
	TOTAL CONSTRUCTION COST (including inflation)				**2,016,000**	
	HST Assessment	**0%**	**%**	**2,016,000.00**	**0**	
	Estimated Overall Construction Cost				**2,016,000**	

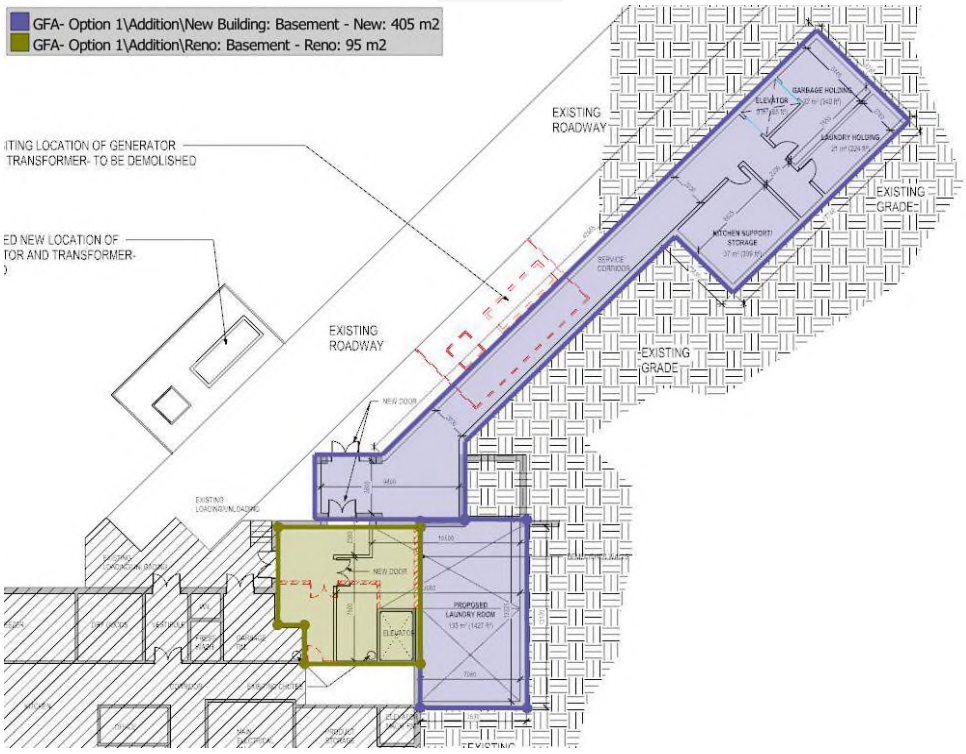
AREA SUMMARY

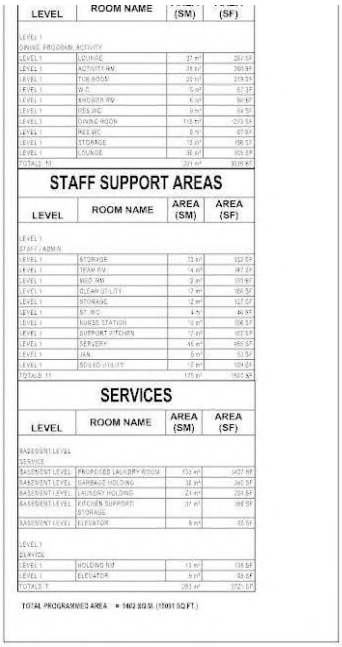
	Enclosed (m^2)	Void (m^2)	GFA (m^2)	GFA (sf)	Per. (m)
Below Grade					
Basement - New Addition	405	0	405	4,359	166
Basement - Renovation	95	0	95	1,023	40
Above Grade					
Level 1	1,870	0	1,870	20,125	337
Total	**2,370**	**0**	**2,370**	**25,507**	**543**

Net		
Activity Room	35	
Clean Utility	17	
Dining Room	118	
Garbage Holding	31	
Holding Room	13	
Janitor	5	
Kitchen Support/Storage	37	
Laundry Holding	21	
Laundry Room	133	
Lounge	62	
Med Room	12	
Nurse Station	10	
PR Bed WC	133	
Private Room	469	
Res. WC	17	
Servery	45	
Shared Room	64	
Shared Room WC	10	
Shower Room	8	
Soiled Utility	10	
Staff. WC	4	
Storage	59	
Support Kitchen	17	
Team Room	14	
Tub Room	20	
WC	5	
		1,370
Circulation		
Corridor	446	
Entrance Corridor - RHA3	82	
Service Corridor	149	
		678
Mech & Elec		
		0
Walls & Shafts		**322**
Total		**2,370**

Grossing Factor		
Net	1,370	**100%**
Circulation	678	**49%**
Mech & Elec	0	**0%**
Walls & Shafts	322	**24%**
Total	2,370	**173%**

Project	Fairmount LTC	**Drawing**	Addition - Level 1
Building	Option 1 - Expansion	**File Name**	
		Details	





LEVEL	ROOM NAME	AREA (SM)	AREA (SF)

STAFF SUPPORT AREAS

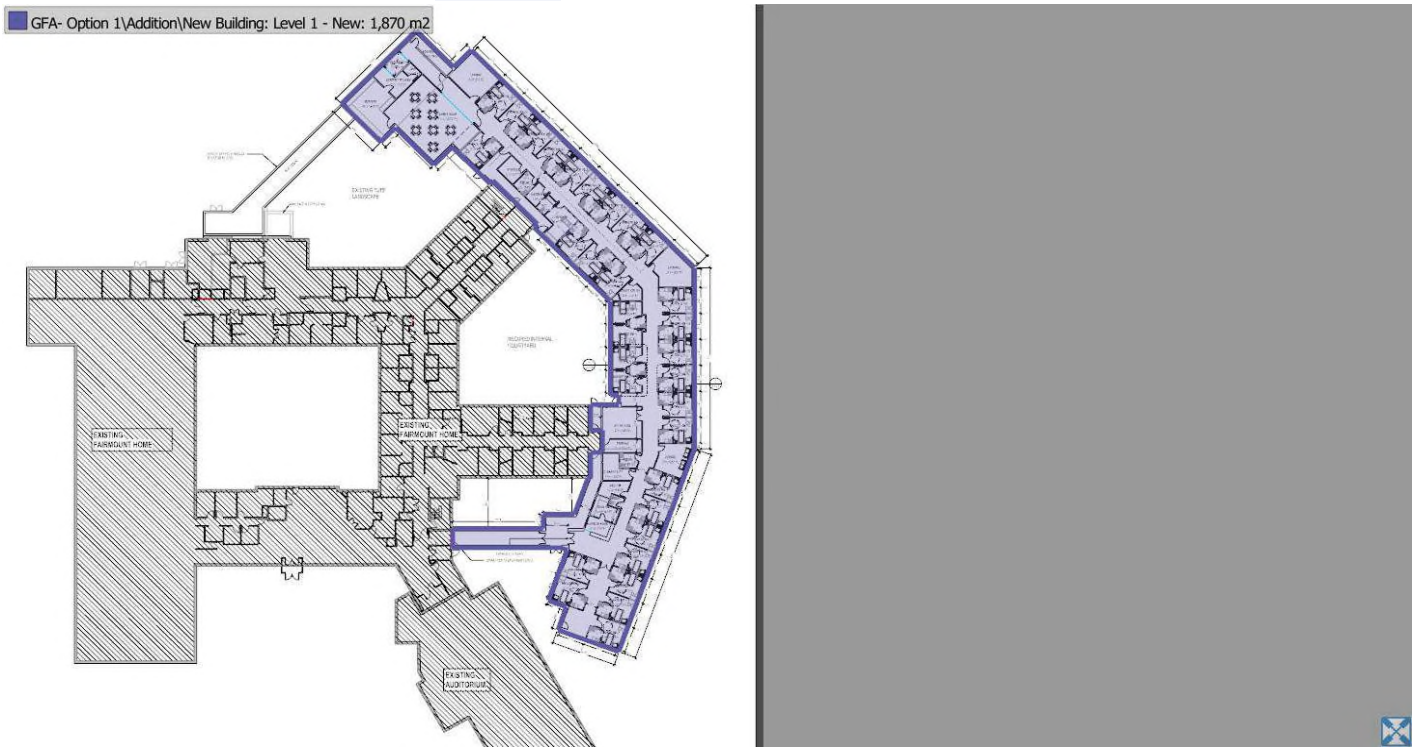
LEVEL	ROOM NAME	AREA (SM)	AREA (SF)

SERVICES

LEVEL	ROOM NAME	AREA (SM)	AREA (SF)

TOTAL PROGRAMMED AREA = 1462.93 M. (15091 SQ.FT.)

Project	Fairmount LTC	**Drawing**	Addition - Level 1
Building	Option 1 - Expansion	**File Name**	
		Details	



Appendix B - Information used register

Document Type	Author	Document Ref.	Title / Description	Date	Revision
Architectural		22014_Fairmount Home- Expansion Option	Architectural Drawing Package for Expansion Option issued for Class D Estimate	09-06-22	0
		Fairmount Home-SITE Improvements Sketch 14.06.2022	Site Drawings for expansion Option issued for Class D Estimate	09-06-22	0
Mechanical & Electrical		221-04183_Fairmount_Report_Draft	Mechanical and Electrical DBM for expansion Option issued for Class D Estimate	09-06-22	0

Turner & Townsend

06 July 2022

Cost Report

Class D Estimate

Revision: 1

Fairmount LTC - New Construction
G Architects

making the **difference**

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Class D Cost Report

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Fairmount LTC - New Construction

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Section 1 - Contents Page

Section	Heading
1	Contents Page
2	Executive Summary
3	Financial overview
4	Basis of Costs
5	Headline Construction Costs
6	Overall Elemental Summary
7	Building Works Elemental Summary
8	Site Works Elemental Summary
9	Detailed Cost Analysis

Appendices

A	Area schedule
B	Information used register

Quality Check

Rev	Status	Prepared by	Checked by	Date
0	For Comment	Vipattz Ratnarajah	Haneef Ahmed	2022-06-21
0	Final	Vipattz Ratnarajah	Marcos Sibal	2022-07-06

Controlled Document Distribution

Issued to	Company	Transmission	Date
Andrew Hart	G Architects	e-mail	2022-07-06

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G Architects

Class D Cost Report

Fairmount LTC - New Construction

Revision: 0

Date: 06/07/2022

Section 2 - Executive Summary

		Gross Floor Area:	10,787 m²	116,111 ft²	
Ref	**Element**	**TOTAL**	**$/m²**	**$/ft²**	**Cost Ratio**
A	Building Works	$51,765,000	$4,799	$446	87%
B	Site Works	$4,824,000	$291	$27	8%
	SUB-TOTAL: BUILDING COSTS	**$56,589,000**	**$5,246**	**$487**	**95%**
C	Escalation Allowance	Excluded	Excluded	Excluded	Excluded
D	Construction Contingency	$2,829,000	$262	$24	5%
	TOTAL: BUILDING COSTS	**$59,418,000**	**$5,508**	**$512**	**100%**
E	Land Costs	Excluded	Excluded	Excluded	Excluded
F	Client Costs	Excluded	Excluded	Excluded	Excluded
G	Soft Costs	Excluded	Excluded	Excluded	Excluded
	TOTAL: PROJECT COSTS (exc tax)	**$59,418,000**	**$5,508**	**$512**	**100%**
HST	HST Assessment	Excluded	Excluded	Excluded	Excluded
	TOTAL: PROJECT COSTS (exc tax)	**$59,418,000**	**$5,508**	**$512**	**100%**

3 Cost Report

3.1 Project Introduction

The purpose of this Cost Plan is to provide G Architects with an Opinion of Probable Cost only at Class D and reflects current local market rates and conditions.

The Cost Plan provides indicative construction costs for the Fairmount LTC - New Construction project in Toronto, for G Architects at Class D correct to a magnitude of +/-20%.

The costs have been based upon the information listed in Appendix B and a Gross Floor Area of 116,111 ft2 as indicated in Appendix A.

The Cost Plan has been prepared solely for the use of G Architects and shall not be relied upon by any third party.

This Cost Plan is subject to review, confirmation and/or amendments following revisions to the information stated and discussion(s) with the Client and Design Consultants at which time this report will be reviewed and may be re-issued if required.

3.2 Financial overview

The Building Costs (exclusive of HST) totals $59,418,000.00 including General Requirements, Overheads & Profit and any applicable Contingency, this equates to $511.73/ft2.

The Project Cost totals $59,418,000.00, which comprises of the Building Costs and if applicable, allowances for Escalation, Land Costs, Client Costs and Soft Costs. This equates to $511.73/ft2.

The General Contractor's General Requirements have been assumed at 10% and General Contractor's Fee at 3%

3.3 Key cost drivers

- External envelope
- Size of foundations
- Finishes

3.4 Contingency summary

The Design Allowance is set at 12% which equates to $6,063,000.00
The Construction Allowance is set at $2,829,000.00

3.5 Risks

The Key risks have been considered are summarised below:
- Current design stage
- Current market conditions as a result of COVID-19

3.6 Escalation Summary

Works are priced at a Base Date of Q3 2022

Escalation has been excluded from this estimate

3.7 General Requirements

We have included an allowance of 10% for General Requirements within our estimate which represents the current market levels for a project of this nature.
Our allowance for General Conditions includes:-

- Site Set Up
- Contractor Staff
- Hoarding
- Mobilization and Demobilization
- Bonding and Insurance
- Temporary Power
- Temporary Heating
- Scaffolding
- Regular and Final Cleaning
- Traffic Control and Management
- Small Tools and Equipment
- Site Signage
- Temporary Office

3.8 Procurement strategy

This estimate assumes that the project will be procured on a Stipulated Lump sum basis, and that bids will be received from a minimum of five pre-qualified general contractors. We also assume that the project will be completed in a reasonable time frame and have not included any premiums related to "fast-tracking" the project, if required. The unit rates in our estimate are based on construction activities occurring during normal working hours and proceeding within a non-accelerated schedule.

Our current estimate reflects unit rates based on price feedback received from major trades . The situation remains very volatile, however, and Turner Townsend cannot guarantee that these rates would hold when the project goes to tender . We understand that some material prices are changing every week and certain sub trades , as a result, are currently willing to guarantee their bid submissions up to 15 days only (maximum). We will continually monitor the situation and will advise you on a regular basis if any significant impact on this particular project as a result of this market volatility.

All union trades will negotiate their labour agreement in 2022. Impact of such re-negotiation has not been factored in this estimate

3.9 Measurement and Pricing

The estimate has been developed using generally accepted principles on method of measurement as per the Canadian Institute of Quantity Surveyors (CIQS) Elemental Cost Analysis.

The rates used for this estimate include labour and material, equipment, and subcontractor's overheads and profit. Pricing developed for this project is based upon our company's experience with similar projects, and/or quotes provided by subcontractors and suppliers as noted within the estimate. It does not take into account extraordinary market conditions, where bidders may be limited and may include in their tenders disproportionate contingencies and profit margins.

3.10 General Statement of Liability

Turner & Townsend strongly recommends the owner and/or design team review the cost estimate report including line item descriptions, unit prices, allowances, assumptions, exclusions, and contingencies to ensure the appropriate design intent has been accurately captured within the report.

Turner & Townsend does not guarantee that tenders or actual construction costs will not vary from this estimate. Adverse market conditions, proprietary and/or sole source specifications, single sourcing of materials and equipment or reduced competition among contractors may cause bids to vary from reasonable estimates based on assumed current market conditions.

3.11 Outstanding actions / information

- Structural Drawings
- Site scope of works
- Civil Drawings
- Complete Architectural, Mechanical and Electrical

4 Basis of Costs

4.1 Information used and outstanding

The Cost Plan has been prepared solely in accordance with the documentation outlined within this document and as specified in Appendix B.

4.2 Assumptions

The following Assumptions have been made in the preparation of the Cost Estimate

1. Works are priced at Q3 2022 with no Escalation applied
2. The Cost Plan assumes that the works will be procured by a Stipulated Sum process. The tender will on based on Class A information or equivalent.
3. Regular working hours
4. No major site grading allowed; relatively flat site is assumed
5. No major phasing requirements
6. No 'Accelerated' schedule premiums allowed

4.3 Exclusions

The following items are specifically excluded from the Cost Estimate:

1. Professional Fees
2. HST
3. Legal Fees and Expenses
4. Owner's Administration Expenses
5. Removal of Contaminated Material, if any
6. Fixtures, Fittings & Equipment
7. Construction Price Escalation Beyond 2Q 2022
8. IT & Communication Equipment
9. Premiums for Single Sourced Materials
10. LEED Premiums
11. Out of Hours Woking (other than where stated)
12. Hazardous Material
13. Digital / TV Screens
14. Premiums included by either the General Contractor or sub trades due to any prohibitive contractual clauses such as Liquidated Damages or penalties for non completion of the work
15. Asbestos
16. Fuel oil system
17. Sub metering for LEED purpose
18. Medical gas system
19. Supply of Therapy tub
20. Irrigation
21. Hydro charges
22. Communications active hardware
23. A/V equipment, devices & wiring
24. Phasing & Labour premium

Section 5 - Headline Construction Costs

		Gross Floor Area:	10,787 m²	116,111 ft²
Ref	**Element**	**TOTAL**	**$/m²**	**$/ft²**
A1	Substructure	$1,282,000	$119	$11
A2	Structure	$4,061,000	$376	$35
A3	Exterior Enclosure	$8,118,000	$753	$70
B1	Partitions & Doors	$5,215,000	$483	$45
B2	Finishes	$2,990,000	$277	$26
B3	Fittings & Equipment	$1,990,000	$184	$17
C1	Mechanical	$9,596,000	$890	$83
C2	Electrical	$7,542,000	$699	$65
D1	Site Work	$3,802,000	$352	$33
D2	Ancillary Work	$0	$0	$0
	SUB-TOTAL: BUILDING WORKS	**$44,596,000**	**$4,134**	**$384**
Z11	General Requirements	$4,459,000	$413	$38
Z12	Fee	$1,471,000	$136	$13
	TOTAL: BUILDING WORKS ESTIMATE	**$50,526,000**	**$4,684**	**$435**
Z21	Design Allowance	$6,063,000	$562	$52
Z22	Escalation Allowance	$0	$0	$0
Z23	Construction Allowance	$2,829,000	$262	$24
	TOTAL: CONSTRUCTION COST	**$59,418,000**	**$5,508**	**$512**
HST	HST Assessment	$0	$0	$0
	TOTAL: CONSTRUCTION COST (Inc Tax)	**$59,418,000**	**$5,508**	**$512**

Class D Cost Report

G Architects

Fairmount LTC - New Construction

Turner & Townsend

Revision: 0

Date: 06/07/2022

Section 6 - Overall Elemental Summary

Ref	Element	Ratio To GFA	Elemental Quantity	Elemental Unit Rate	Total	Cost / m2	Cost / ft2	Cost Ratio
A	**Shell**				**$13,461,000**	**$1,248**	**$116**	**23%**
A1	**Substructure**				**$1,282,000**	**$119**	**$11**	**2%**
A11	Foundation	51%	5,516 m^2	$232	$1,282,000	$119	$11	2%
A12	Basement Excavation	0%	0 m^3	$0	$0	$0	$0	0%
A2	**Structure**				**$4,061,000**	**$376**	**$35**	**7%**
A21	Lowest Floor Construction	51%	5,516 m^2	$126	$695,000	$64	$6	1%
A22	Upper Floor Construction	49%	5,271 m^2	$330	$1,739,000	$161	$15	3%
A23	Roof Construction	51%	5,516 m^2	$295	$1,627,000	$151	$14	3%
A3	**Exterior Enclosure**				**$8,118,000**	**$753**	**$70**	**14%**
A31	Walls Below Grade	0%	0 m^2	$0	$0	$0	$0	0%
A32	Walls Above Grade	52%	5,564 m^2	$705	$3,922,000	$364	$34	7%
A33	Windows & Entrances	9%	982 m^2	$1,266	$1,243,000	$115	$11	2%
A34	Roof Covering	51%	5,516 m^2	$431	$2,377,000	$220	$20	4%
A35	Projections	100%	10,787 m^2	$53	$576,000	$53	$5	1%
B	**Interiors**				**$10,195,000**	**$945**	**$88**	**17%**
B1	**Partitions & Doors**				**$5,215,000**	**$483**	**$45**	**9%**
B11	Partitions	173%	18,698 m^2	$222	$4,156,000	$385	$36	7%
B12	Doors	5%	531 nr	$1,994	$1,059,000	$98	$9	2%
B2	**Finishes**				**$2,990,000**	**$277**	**$26**	**5%**
B21	Floor Finishes	92%	9,910 m^2	$100	$991,000	$92	$9	2%
B22	Ceiling Finishes	92%	9,910 m^2	$104	$1,033,000	$96	$9	2%
B23	Wall Finishes	347%	37,392 m^2	$26	$966,000	$90	$8	2%
B3	**Fittings & Equipment**				**$1,990,000**	**$184**	**$17**	**3%**
B31	Fittings & Fixtures	100%	10,787 m^2	$144	$1,550,000	$144	$13	3%
B32	Equipment	100%	10,787 m^2	$13	$140,000	$13	$1	0%
B33	Conveying Systems	0%	6 stp	$50,000	$300,000	$28	$3	1%
C	**Services**				**$17,138,000**	**$1,589**	**$148**	**29%**
C1	**Mechanical**				**$9,596,000**	**$890**	**$83**	**16%**
C11	Plumbing & Drainage	100%	10,787 m^2	$173	$1,863,000	$173	$16	3%
C12	Fire Protection	100%	10,787 m^2	$56	$606,000	$56	$5	1%
C13	HVAC	100%	10,787 m^2	$601	$6,488,000	$601	$56	11%
C14	Controls	100%	10,787 m^2	$59	$639,000	$59	$6	1%
C2	**Electrical**				**$7,542,000**	**$699**	**$65**	**13%**
C21	Service & Distribution	100%	10,787 m^2	$310	$3,345,000	$310	$29	6%
C22	Lighting, Devices & Heating	100%	10,787 m^2	$173	$1,868,000	$173	$16	3%
C23	Systems & Ancillaries	100%	10,787 m^2	$216	$2,329,000	$216	$20	4%
	SUB-TOTAL: NET BUILDING WORKS (Exc Site)				**$40,794,000**	**$3,782**	**$351**	**69%**
D	**Site & Ancillary Work**				**$3,802,000**	**$352**	**$33**	**6%**
D1	**Site Work**				**$3,802,000**	**$352**	**$33**	**6%**
D11	Site Development		16,600 m^2	$68	$1,130,000	$105	$10	2%
D12	Mechanical Site Services		16,600 m^2	$138	$2,288,000	$212	$20	4%
D13	Electrical Site Services		16,600 m^2	$23	$384,000	$36	$3	1%
D2	**Ancillary Work**				**$0**	**$0**	**$0**	**0%**
D21	Demolition	0%	0 m^2	$0	$0	$0	$0	0%
D22	Alterations	0%	0 m^2	$0	$0	$0	$0	0%
	SUB-TOTAL: NET BUILDING WORKS				**$44,596,000**	**$4,134**	**$384**	**75%**
Z	**General Requirements & Allowances**							
Z1	**General Requirements & Fee**				**$5,930,000**	**$550**	**$51**	**10%**
Z11	General Requirements		10.0 %		$4,459,000	$413	$38	8%
Z12	Fee		3.0 %		$1,471,000	$136	$13	2%
	TOTAL: BUILDING WORKS ESTIMATE				**$50,526,000**	**$4,684**	**$435**	**85%**
Z2	**Allowances**				**$8,892,000**	**$824**	**$77**	**15%**
Z21	Design Allowance		12.0 %		$6,063,000	$562	$52	10%
Z22	Escalation Allowance		0.0 %		$0	$0	$0	0%
Z23	Construction Allowance		5.0 %		$2,829,000	$262	$24	5%
	TOTAL CONSTRUCTION COST				**$59,418,000**	**$5,508**	**$512**	**100%**
HST	**HST Assessment**				**$0**	**$0**	**$0**	**0%**
	TOTAL CONSTRUCTION COST INC TAX				**$59,418,000**	**$5,508**	**$512**	**100%**

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Section 7 - Building Works Elemental Summary

Building Works								
Ref	**Element**	**Ratio To GFA**	**Elemental Quantity**	**Elemental Unit Rate**	**Total**	**Cost / m2**	**Cost / ft2**	**Cost Ratio**
A	**Shell**				**$13,461,000**	**$1,248**	**$116**	**25%**
A1	**Substructure**				**$1,282,000**	**$119**	**$11**	**2%**
A11	Foundation	51%	5,516 m^2	$232	$1,282,000	$119	$11	2%
A12	Basement excavation	0%	0 m^3	$0	$0	$0	$0	0%
A2	**Structure**				**$4,061,000**	**$376**	**$35**	**7%**
A21	Lowest Floor Construction	51%	5,516 m^2	$126	$695,000	$64	$6	1%
A22	Upper Floor Construction	49%	5,271 m^2	$330	$1,739,000	$161	$15	3%
A23	Roof Construction	51%	5,516 m^2	$295	$1,627,000	$151	$14	3%
A3	**Exterior Enclosure**				**$8,118,000**	**$753**	**$70**	**15%**
A31	Walls Below Grade	0%	0 m^2	$0	$0	$0	$0	0%
A32	Walls Above Grade	52%	5,564 m^2	$705	$3,922,000	$364	$34	7%
A33	Windows & Entrances	9%	982 m^2	$1,266	$1,243,000	$115	$11	2%
A34	Roof Covering	51%	5,516 m^2	$431	$2,377,000	$220	$20	4%
A35	Projections	100%	10,787 m^2	$53	$576,000	$53	$5	1%
B	**Interiors**				**$10,195,000**	**$945**	**$88**	**19%**
B1	**Partitions & Doors**				**$5,215,000**	**$483**	**$45**	**10%**
B11	Partitions	173%	18,698 m^2	$222	$4,156,000	$385	$36	8%
B12	Doors	5%	531 nr	$1,994	$1,059,000	$98	$9	2%
B2	**Finishes**				**$2,990,000**	**$277**	**$26**	**6%**
B21	Floor Finishes	92%	9,910 m^2	$100	$991,000	$92	$9	2%
B22	Ceiling Finishes	92%	9,910 m^2	$104	$1,033,000	$96	$9	2%
B23	Wall Finishes	347%	37,392 m^2	$26	$966,000	$90	$8	2%
B3	**Fittings & Equipment**				**$1,990,000**	**$184**	**$17**	**4%**
B31	Fittings & Fixtures	100%	10,787 m^2	$144	$1,550,000	$144	$13	3%
B32	Equipment	100%	10,787 m^2	$13	$140,000	$13	$1	0%
B33	Conveying Systems	0%	6 stp	$50,000	$300,000	$28	$3	1%
C	**Services**				**$17,138,000**	**$1,589**	**$148**	**32%**
C1	**Mechanical**				**$9,596,000**	**$890**	**$83**	**18%**
C11	Plumbing & Drainage	100%	10,787 m^2	$173	$1,863,000	$173	$16	3%
C12	Fire Protection	100%	10,787 m^2	$56	$606,000	$56	$5	1%
C13	HVAC	100%	10,787 m^2	$601	$6,488,000	$601	$56	12%
C14	Controls	100%	10,787 m^2	$59	$639,000	$59	$6	1%
C2	**Electrical**				**$7,542,000**	**$699**	**$65**	**14%**
C21	Service & Distribution	100%	10,787 m^2	$310	$3,345,000	$310	$29	6%
C22	Lighting, Devices & Heating	100%	10,787 m^2	$173	$1,868,000	$173	$16	3%
C23	Systems & Ancillaries	100%	10,787 m^2	$216	$2,329,000	$216	$20	4%
D	**Site & Ancillary Work**				**$0**	**$0**	**$0**	**0%**
D1	**Site Work**				**$0**	**$0**	**$0**	**0%**
D11	Site Development		0 m^2	$0	$0	$0	$0	0%
D12	Mechanical Site Services		0 m^2	$0	$0	$0	$0	0%
D13	Electrical Site Services		0 m^2	$0	$0	$0	$0	0%
D2	**Ancillary Work**				**$0**	**$0**	**$0**	**0%**
D21	Demolition	0%	0 m^2	$0	$0	$0	$0	0%
D22	Alterations	0%	0 m^2	$0	$0	$0	$0	0%
	SUB-TOTAL: NET BUILDING WORKS				**$40,794,000**	**$3,782**	**$351**	**75%**
Z	**General Requirements & Allowances**							
Z1	**General Requirements & Fee**				**$5,425,000**	**$503**	**$47**	**10%**
Z11	General Requirements		10.0 %		$4,079,000	$378	$35	8%
Z12	Fee		3.0 %		$1,346,000	$125	$12	2%
	TOTAL: BUILDING WORKS ESTIMATE				**$46,219,000**	**$4,285**	**$398**	**85%**
Z2	**Allowances**				**$8,134,000**	**$754**	**$70**	**15%**
Z21	Design Allowance		12.0 %		$5,546,000	$514	$48	10%
Z22	Escalation Allowance		0.0 %		$0	$0	$0	0%
Z23	Construction Allowance		5.0 %		$2,588,000	$240	$22	5%
	TOTAL CONSTRUCTION COST				**$54,353,000**	**$5,039**	**$468**	**100%**
HST	**HST Assessment**		**0.0%**		**$0**	**$0**	**$0**	**0%**
	TOTAL CONSTRUCTION COST INC TAX				**$54,353,000**	**$5,039**	**$468**	**100%**

GFA		
Gross Floor Area (m2):	**10,787 m^2**	
Gross Floor Area (ft2):	**116,111 ft^2**	

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Estimate - Building Works

	Description	Qty	Unit	Rate	Total	Notes
A	**SHELL**				**13,461,000**	
A1	**SUBSTRUCTURE**				**1,282,000**	
A11	**Foundation**	**5,516**	**m2**	**232.41**	**1,282,000**	
	Note: No geotechnical report is available; foundation system is based on assumptions					
11.01	Slab on Grade	5,516	m2			
11.02	Pad Footings and Piers - allowance	90	no	2,000.00	180,000	
11.03	Perimeter Strip Footing and Foundation Walls - allowance	620	m	1,000.00	620,000	
11.04	Elevator Footing and Pits	3	no	50,000.00	150,000	
11.05	Stair Footings	3	no	50,000.00	150,000	
11.06	Allowance for miscellaneous interior foundations	1	Sum	75,000.00	75,000	
11.07	Perimeter Drainage	620	m	100.00	62,000	
11.08	Perimeter Insulation	744	m2	60.00	44,640	
A12	**Basement Excavation**	**0**	**m3**	**0.00**	**0**	
	Note: No geotechnical report is available; it is assumed that soil improvement or engineered fill are not required.					
12.01	No Works Required					
A2	**STRUCTURE**				**4,061,000**	
A21	**Lowest Floor Construction**	**5,516**	**m2**	**126.00**	**695,000**	
	Note: No Structural information provided, all are assumptions only.					
21.01	Slab on grade including 100mm rigid insulation to perimeter, under slab vapour barrier, granular base	5,516	m2	125.00	689,500	
21.02	Allowance for housekeeping pads	1	Sum	5,000.00	5,000	
A22	**Upper Floor Construction**	**5,271**	**m2**	**329.92**	**1,739,000**	
	Note: No Structural information provided, all are assumptions only.					
22.01	300mm Hollow Core Precast Slab - including topping, assumed	5,271	m2	175.00	922,430	
22.02	Structural Steel Framing - Columns & Beams including Connections (20Kg/m2)	105,420	Kg	6.50	685,230	
22.03	Fire Proofing to structural steel framings	5,271	m2	10.00	52,710	
22.04	Allowance for miscellaneous metals	5,271	m2	15.00	79,070	
A23	**Roof Construction**	**5,516**	**m2**	**294.96**	**1,627,000**	
	Note: No Structural information provided, all are assumptions only.					
23.01	200mm Hollow Core Precast Slab - excluding topping, assumed	5,516	m2	150.00	827,400	
23.02	Structural Steel Framing - Columns & Beams including Connections (20Kg/m2)	110,320	m2	6.50	717,080	
23.03	Allowance for miscellaneous metals	5,516	m2	15.00	82,740	

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Estimate - Building Works

	Description	Qty	Unit	Rate	Total	Notes
A3	**EXTERIOR ENCLOSURE**				8,118,000	
A31	**Walls Below Grade**	0	m2	0.00	0	
	Note: No Structural information provided, all are assumptions only.					
31.01	No Works Required					
A32	**Walls Above Grade**	5,564	m2	704.83	3,922,000	
	Note: No Architectural Elevations or Specs provided, all are assumptions only.					
32.01	Brick veneer including backup assembly, assumed	5,564	m2	695.00	3,867,290	85% of Exterior Assembly
32.02	Allowance for window sills - length varies	1	Sum	35,000.00	35,000	
32.03	Allowance for Mechanical Louvres	1	Sum	20,000.00	20,000	
A33	**Windows & Entrances**	982	m2	1,265.84	1,243,000	
	Note: No Architectural Elevations or Specs provided, all are assumptions only.					
33.01	Windows and Curtain Walls - Aluminum frame with Duranar finish, double glazed IGU, low-E coating, argon-filled	982	m2	1,000.00	981,960	15% of Exterior Assembly
33.02	Allowance for operable vents	160	no	700.00	112,000	
33.03	Aluminum Glazed Doors	5	no	3,500.00	17,500	
33.04	Insulated Aluminum Glazed Doors attached to Curtain Walls for Courtyards, assumed	3	no	3,500.00	10,500	
33.05	Allowance for Overhead Doors	4	no	15,000.00	60,000	
33.06	Allowance for Hollow Metal Doors	5	no	2,200.00	11,000	
33.07	Automatic door operator - allowance	10	no	5,000.00	50,000	
A34	**Roof Covering**	5,516	m2	430.93	2,377,000	
	Note: No Architectural Plans or Specs provided, all are assumptions only.					
34.01	Conventional 2-Ply Mod Bit Roof c/w rigid insulation, tapered insulation, air barrier	3,585	m2	300.00	1,075,620	65% Mod Bit Roof
34.02	Allowance for Green Roof - Above Level 2	1,627	m2	550.00	894,630	35% Green Roof
34.03	Allowance for Green Roof - Courtyard at Level 2	304	m2	550.00	167,200	
34.04	Extra over for Skylights	72	m2	2,500.00	180,000	
34.05	Allowance for roof accessories	1	Sum	50,000.00	50,000	
34.06	Allowance for roof anchors	1	Sum	10,000.00	10,000	
A35	**Projections**	10,787	m2	53.40	576,000	
	Note: No Architectural Plans or Specs provided, all are assumptions only.					
35.01	Allowance for 600mm Parapet Walls w/ backup	716	m	550.00	393,800	
35.02	Allowance for Exterior Terrace on Level 2 including Flooring and Soffit Finish	52	m2	850.00	44,200	
35.02	Allowance for Glass Handrail for Terrace Area	20	m	1,500.00	30,000	

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	Description	Qty	Unit	Rate	Total	Notes
35.03	Allowance for soffit finish to roof overhangs at Level 2	90	m2	750.00	67,500	
35.04	Allowance for miscellaneous projections	1	Sum	40,000.00	40,000	
B	**INTERIOR**				**10,195,000**	
B1	**PARTITIONS & DOORS**				**5,215,000**	
B11	**Partitions**	**18,698**	**m2**	**222.27**	**4,156,000**	
	Note: No detail drawings/specifications have been provided. All are allowances only.					
11.01	Allowance for Load Bearing Concrete Block Walls for Elevator, assumed	719	m2	250.00	179,750	Partition Height - 4.7m
11.02	Allowance for Demising Walls between Residential Units - Gypsum and Stud Partitions / Block Walls	3,576	m2	250.00	894,000	
11.03	Allowance for Gypsum Board Partitions	11,202	m2	200.00	2,240,400	
11.04	Allowance for Interior Glazed Screens	1	Sum	30,000.00	30,000	
11.05	Allowance for Gypsum Board Partitions - Not Shown	3,200	m2	150.00	480,000	
11.06	Allowance for fire rated partitions - 20% of Gypsum Board and Concrete Block Partitions	3,596	m2	30.00	107,870	
11.07	Rough Carpentry	1	Sum	80,000.00	80,000	
11.08	Sealing and Caulking	1	Sum	72,000.00	72,000	
11.09	Furring and Boxing	1	Sum	72,000.00	72,000	
B12	**Doors**	**531**	**nr**	**1,994.35**	**1,059,000**	
	Note: No Door Schedule has been provided, All are allowances only					
12.01	Single Leaf Plam finished solid core wood veneer door including frame, finish, hardware and installation for residential Units	160	no	2,000.00	320,000	
12.02	Painted hardboard hollow core sliding door including frame, finish, hardware and installation for residential Washrooms	160	no	1,600.00	256,000	
12.03	Single Leaf Painted hollow metal door including frame, finish, hardware and installation for Common Area	102	no	1,800.00	183,600	Assumed for Common Area Rooms except WCs, Offices and Lounges
12.04	Single Leaf Plam finished solid core wood veneer door including frame, finish, hardware and installation for Common Area	105	no	2,000.00	210,000	
12.05	Aluminum framed glazed doors, assumed	4	no	3,500.00	14,000	
12.06	Allowance for automatic door operators, assumed	15	no	5,000.00	75,000	
B2	**FINISHES**				**2,990,000**	
B21	**Floor Finishes**	**9,910**	**m2**	**100.00**	**991,000**	
	Note: No finishes drawings have been provided, All are allowances only.					
21.01	Resilient Sheet Flooring - Corridors, Residential Rooms, Washrooms, Lounge, Activity Rooms	7,592	m2	95.00	721,240	
21.02	Resilient Safety Flooring - Clean Rooms, Holding Room, Janitor, Med Room, Nurse Station, Res. WC, Servery, Shared Room WC, Soiled Utility, Staff WC, WC	673	m2	85.00	57,210	
21.03	Epoxy Flooring - Shower Room, Storage, Support Kitchen, Tub Room	406	m2	80.00	32,480	

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	Description	Qty	Unit	Rate	Total	Notes
21.04	Sealed Concrete - Storage, Electical, Mechanical, Boiler Room, Stairs, Maintenance	1,221	m2	20.00	24,420	
21.05	Porcelain Ceramic Tiles - Entry Vestibule	18	m2	150.00	2,700	
21.06	Allowance for Bases	7,650	m	20.00	153,000	
B22	**Ceiling Finishes**	**9,910**	**m2**	**104.24**	**1,033,000**	
	Note: No finishes drawings have been provided, All are allowances only.					
22.01	Acoustic Ceiling Tile - Corridors, Offices, Lounge and 20% of Residential Rooms	3,547	m2	80.00	283,760	
22.02	Moisture/mold resistant Gypsum Board Ceiling - Residential Washrooms, Res. WC, Shared Room WC, Staff WC, WC	823	m2	150.00	123,450	
22.03	Gypsum Board Ceiling - 80% Residential Rooms, Activity Room, Clean Utility, Dining Room, Holding Room, Lounge, Med Room, Nurse Station, Servery, Shower Room, Soiled Utility, Support Kitchen, Team Room, Tub Room	4,059	m2	120.00	487,080	
22.04	Paint to underside of structure - Janitor, Storage Rooms, Stairs	1,481	m2	15.00	22,220	
22.05	Allowance for special ceiling finishes	1	Sum	20,000.00	20,000	
22.06	Bulkhead Allowance	160	no	600.00	96,000	
B23	**Wall Finishes**	**37,392**	**m2**	**25.83**	**966,000**	
	Note: No finishes drawings have been provided, All are allowances only.					
23.01	Paint finish to walls	25,760	m2	15.00	386,400	
23.02	Porcelain Ceramic Wall Tiles - allowance	2,632	m2	150.00	394,800	
23.03	Allowance for Paint finish to rooms not shown	9,000	m2	15.00	135,000	
23.04	Allowance for special wall finishes	1	Sum	50,000.00	50,000	
B3	**FITTINGS & EQUIPMENT**				**1,990,000**	
B31	**Fittings & Fixtures**	**10,787**	**m2**	**143.69**	**1,550,000**	
31.001	Bumper rail	1,500	m	50.00	75,000	Assumed
31.002	Corridor handrails - wood	1,500	m	150.00	225,000	Assumed
	Roof Access Ladders - not required					
31.003	Allowance for Entrance Pedimat	1	no	5,000.00	5,000	
31.004	Allowances for miscellaneous metals	1	Sum	75,000.00	75,000	
	Private and Semi Private Washrooms (160 No.)					
31.005	Vanity - solid surface counter with storage below - 1.2m	160	no	1,600.00	256,000	
31.006	Mirror	160	no	300.00	48,000	
31.007	300mm millwork cabinets	160	no	300.00	48,000	
31.008	Grab bars	160	no	300.00	48,000	
31.005	Soap dispenser	160	no	50.00	8,000	
31.009	Toilet Paper Dispenser	160	no	50.00	8,000	
	Res. WC and Uni WC and Staff WC (20 No.)					
31.010	Vanity - solid surface counter with storage below - 1.2m	20	no	1,600.00	32,000	
31.011	Mirror	20	no	300.00	6,000	
31.012	300mm millwork cabinets	20	no	300.00	6,000	
31.013	Grab bars	20	no	300.00	6,000	
31.014	Robe hooks	20	no	50.00	1,000	
31.015	Stainless Steel Shelf	20	no	350.00	7,000	
	Millwork					
	Activity Room (5 No.)					

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Estimate - Building Works

	Description	Qty	Unit	Rate	Total	Notes
31.016	Plam upper cabinet / Shelves, allowance	20	m	600.00	12,000	
	Clean Utility (5 No.)					
31.017	Plam upper cabinet / Shelves, allowance	15	m	600.00	9,000	
	Janitor / HSKP (18 No.)					
31.018	Shelving Unit, allowance	36	m	400.00	14,400	
	Lounge (5 No.)					
31.019	Plam upper cabinet / Shelves, allowance	20	m	600.00	12,000	
	Med Room (5 No.)					
31.020	Shelving Unit, allowance	10	m	400.00	4,000	
	Soiled Utility (5 No.)					
31.021	Plam upper cabinet / Shelves, allowance	15	m	600.00	9,000	
	Kitchen					
31.022	Solid Surface Counter Top with lower cabinets, allowance	8	m	1,600.00	12,800	
	Dining Room (5 No.)					
31.023	Solid Surface Counter Top with lower cabinets, allowance	20	m	1,600.00	32,000	
	Office (Admin, Business, Multipurpose, DoC - 9 No.)					
31.024	Plam Counter Top with under counter cabinet	36	m	1,250.00	45,000	
31.025	Plam upper cabinet	36	m	600.00	21,600	
	Cafe (1 No.)					
31.026	Solid Surface Counter Top with lower cabinets, allowance	5	m	1,600.00	8,000	
	Storage (Equipment, PPE Archive - 15 No.)					
31.027	Shelving Unit, allowance	30	m	400.00	12,000	
	Reception					
31.028	Reception Desk, allowance	5	m	1,800.00	9,000	
	Care Desk (5 No.)					
31.029	Care Desk, allowance	15	m	1,600.00	24,000	
	Residential Units					
	Suites millwork					
31.030	Allowance for blinds - assume 1 per bed	160	no	350.00	56,000	
31.031	Allowance for Door Frame / Edge Protectors to Suite Entries	160	no	250.00	40,000	
31.032	Allowance for trims	160	no	300.00	48,000	
31.033	Allowance for wall mount tv bracket	160	no	200.00	32,000	
31.034	Resident Closets/Wardrobe/Storage unit to suites (Shelf and closet rods)	160	no	1,000.00	160,000	
31.035	Column/wall corner guards - SS	1	Sum	75,000.00	75,000	
31.036	Allowance for wayfinding signage and graphics	1	Sum	60,000.00	60,000	
	Loose furniture, furnishing, TVs etc. - Excluded					
B32	**Equipment**	**10,787**	**m2**	**12.98**	**140,000**	
32.01	Allowance for Ceiling lift & tracks - tub rooms	1	Sum	30,000.00	30,000	
31.05	Allowance for Ceiling lift & tracks - shower rooms	1	Sum	30,000.00	30,000	
31.05	Allowance for Ceiling lift - Residential Units - rough-in only	160	no	500.00	80,000	
	Exclusions: Ceiling lift & tracks - Residential Units - NIC Kitchen Equipment - NIC Laundry Equipment - NIC Pantry servery equipment - NIC Office equipment - NIC Garbage equipment - NIC					
B33	**Conveying Systems**	**6**	**stp**	**50,000.00**	**300,000**	
33.01	Passenger elevators - 3 no, 2 stops	6	stp	50,000.00	300,000	

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C	**SERVICES**				**17,138,000**	
C1	**MECHANICAL**				**9,596,000**	
C11	**Plumbing & Drainage**	**10,787**	**m2**	**172.71**	**1,863,000**	
	Equipment					
11.01	Water meter and double backflow preventer - not required as per engineer's comments		sum	15,000.00		
11.02	High efficiency DHW gas-fired water heaters,assume 400 MBH	3	no	28,000.00	84,000	
11.03	Domestic cold water booster pump , duplex c/w by pass	1	sum	60,000.00	60,000	
11.04	Expansion tank	1	no	3,000.00	3,000	
11.05	Neutralization tanks	2	no	1,500.00	3,000	
11.06	DHW recirculation pumps	2	no	3,500.00	7,000	
11.07	Grease interceptor	2	no	10,000.00	20,000	
11.08	Trap seal primer	5	no	1,300.00	6,500	
11.09	DHW thermostatic mixing valve	1	no	18,000.00	18,000	
11.10	Elevator sump pump	1	sum	7,500.00	7,500	
11.11	DHW boiler vent/flue	1	sum	10,000.00	10,000	
	Storm drain sump pump - not required					
	Sanitary drain sump pump - not required					
11.12	Water softener system	1	sum	20,000.00	20,000	
	(Subtotal Equipment $239,000)					
	Piping					
11.13	DCW, domestic cold water	1,400	m	120.00	168,000	
11.14	DHW, domestic hot water	1,300	m	120.00	156,000	
11.15	DHWR, domestic hot water recirculation	1,000	m	100.00	100,000	
11.16	SAN, sanitary drain and vent	2,100	m	120.00	252,000	
11.17	Storm drainage	1,000	m	220.00	220,000	
11.18	Heat tracing allowance	1	sum	3,000.00	3,000	
	Natural gas- see HVAC					
	(Subtotal Piping $899,000)					
	Plumbing Fixtures					
11.19	Resident area	3,776	m2			
11.20	Barrier free water closet, wall mounted, tank type	136	no	1,300.00	176,800	
11.21	Barrier free lavatory, semi Counter top, low water consumption	136	no	850.00	115,600	
11.22	FD - Floor drain in washroom	136	no	600.00	81,600	
11.23	Common area fixtures	7,011	m2	50.00	350,550	
	(Subtotal Plumbing Fixtures $724,550)					
C12	**Fire Protection**	**10,787**	**m2**	**56.18**	**606,000**	
	Sprinkler System					
12.01	Wet sprinkler system	10,787	m2	45.00	485,420	
	Fire pump -included above					
	(Subtotal Sprinkler System $485,415)					
	Standpipe					
12.02	standpipe	10,787	m2	10.00	107,870	
	(Subtotal Standpipe $107,870)					
	Miscellaneous					
12.03	Fire extinguisher allowance	1	sum	5,000.00	5,000	
12.04	Kitchen hood fire protection system	1	sum	7,500.00	7,500	
	(Subtotal Miscellaneous $12,500)					
C13	**HVAC**	**10,787**	**m2**	**601.46**	**6,488,000**	
	Air Handling					
13.01	RTU-1,/DOAS -1,Resident Air handling unit, dual core type 90% OA, chilled water cooling coil, glycol heating coil,Re heat coil, VFD ,supply and return fans, 3 stage filters, 18250 cfm	1	no	453,000.00	453,000	
13.02	RTU-2,/DOAS -2,Resident Air handling unit, dual core type 90% OA, chilled water cooling coil, glycol heating coil,Re heat coil, VFD ,supply and return fans, 3 stage filters, 18250 cfm	1	no	453,000.00	453,000	
13.03	RTU-3,DOAS -3Resident Air handling unit, dual core type 90% OA, chilled water cooling coil, glycol heating coil,Re heat coil, VFD, supply and return fans, 3 stage filters, 10000 cfm	1	no	248,000.00	248,000	

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13.04	RTU-4,common area Air handling unit, chilled water cooling coil, glycol heating coil,Re heat coil,VFD, supply and return fans, 3 stage filters,econonomizer 19000 cfm	1	no	362,000.00	362,000	
13.05	RTU-5,Admin area Air handling unit, chilled water cooling coil, glycol heating coil,Re heat coil,VFD, supply and return fans,3 stage filters,,econonomizer, 3200 cfm	1	no	61,000.00	61,000	
13.06	RTU-6,receiving laundry area Air handling unit,inlet air damper and mixing section for economizer operation c/w with airflow station for fresh air.glycol cooling coil, glycol heating coil,supply fan VFD, supply and return fans,2 stage filters,6500 cfm	1	no	124,000.00	124,000	
13.07	kitchen make-up air unit, ecnonomizer,return fan VFD,Glycol heating & cooling,supply fan ,2 stage filter 10500 CFM	1	no	202,000.00	202,000	
13.08	Split DX unit - Main server room	1	no	6,000.00	6,000	
13.09	Split DX unit - LAN/electrical /elevator machine room	3	no	4,500.00	13,500	
13.10	Kitchen exhaust fan, 7000 cfm	1	no	14,000.00	14,000	
13.11	Laundry dryer exhaust fan	1	no	2,000.00	2,000	
	Toilet exhaust fans, - not required as per engineer's comments		no	6,000.00		
13.12	Mech/Electrical room exhaust fans	3	no	2,000.00	6,000	
13.13	Garbage exhaust fan	1	no	1,000.00	1,000	
13.14	Miscellaneous exhaust fans	1	sum	10,000.00	10,000	
	(Subtotal Air Handling $1,955,500)					
	Heating Plant					
13.15	B-1/2/3,dual fuel Propane/ gas-fired condensing heating boilers, 2850 MBH	3	no	192,000.00	576,000	
13.16	Heating system pumps - primary	2	no	10,000.00	20,000	
13.17	Heating system pumps - secondary -changed as per engineer's comments	6	no	15,000.00	90,000	
13.18	Expansion tank & make-up	1	sum	10,000.00	10,000	
13.19	Heating water to glycol heat Exchanger	2	no	15,000.00	30,000	
13.20	Glycol circulation pumps - -changed as per engineer's comments	4	no	15,000.00	60,000	
13.21	Chemical treatment, expansion tanks, glycol infill system etc	1	sum	15,000.00	15,000	
13.22	Variable Frequency Drives for pumps	12	no	7,000.00	84,000	
13.23	Boiler venting	1	sum	25,000.00	25,000	
	(Subtotal Heating Plant $910,000)					
	Cooling Plant					
13.24	C-1&2 Air Cooled Chillers - 210 tons	2	no	309,000.00	618,000	
	Condenser pumps - -deleted as per engineer's comments		no	5,000.00		
13.25	Primary AHU chilled water pumps - -changed as per engineer's comments	4	no	7,500.00	30,000	
	Glycol chilled water pumps -not required as per engineer's comments		no	10,000.00		
	Heat Exchanger HW/Glycol -not required as per engineer's comments		no	10,000.00		
13.26	Variable Frequency Drives for pumps	4	no	7,500.00	30,000	
13.27	Chemical treatment, expansion tanks, glycol infill system etc	1	sum	15,000.00	15,000	
	(Subtotal Cooling Plant $693,000)					
	Piping					
13.28	HGS&R, heating glycol supply & return, RTUs	360	m	350.00	126,000	
13.29	CHGS&R, chilled glycol supply & return, AHUs	360	m	350.00	126,000	
13.30	HWS&R, heating water supply and return to heating devices	3,200	m	90.00	288,000	
13.31	REFS/R, Refrigerant piping	100	m	90.00	9,000	
13.32	Condensate drain	50	m	75.00	3,750	
13.33	Natural gas	100	m	120.00	12,000	
13.34	Natural gas PRV station	1	no	2,500.00	2,500	
	Gas meter - by Utility					
13.35	Heat tracing	1	sum	18,000.00	18,000	
13.36	Propane piping, fitting c/w tanks	1	sum	30,000.00	30,000	
	(Subtotal Piping $615,250)					
	Ductwork and Air Distribution					
13.37	Galvanized steel ductwork	39,000	kg	30.00	1,170,000	
13.38	Black steel ductwork - kitchen exhaust	1,200	kg	35.00	42,000	
13.39	Laundry exhaust duct c/w lint trap	100	kg	40.00	4,000	
13.40	VAV terminal units	155	no	1,250.00	193,450	
13.41	Diffusers, registers and grilles	1,161	no	150.00	174,100	
13.42	Silencers -allowance	1	sum	35,000.00	35,000	
13.43	Allowance for fire/smoke/motorized dampers	1	sum	35,000.00	35,000	
13.44	Allowance for louvres	1	sum	10,000.00	10,000	
13.45	Exterior ductwork insulation	1	sum	10,000.00	10,000	

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	(Subtotal Ductwork and Air Distribution $1,673,549)					
	Heating Devices					
13.46	Radiant Ceiling Panels	940	m	500.00	470,000	
13.47	Hydronic force flow heater / unit heater	15	no	1,500.00	22,500	
13.48	Snow melting (loading dock) - allowance	150	m2	250.00	37,500	
13.49	Miscellaneous devices	1	sum	15,000.00	15,000	
	(Subtotal Heating Devices $545,000)					
	Miscellaneous					
13.50	Testing, balancing and commissioning	1	sum	64,000.00	64,000	
13.51	Commissioning support	1	sum	32,000.00	32,000	
	(Subtotal Miscellaneous $96,000)					
C14	**Controls**	**10,787**	**m2**	**59.24**	**639,000**	
	Building Automation System (BAS) controls					
14.01	RTU c/w DOAS	3	no	25,000.00	75,000	
14.02	RTU	3	no	20,000.00	60,000	
14.03	Make-up air unit	1	no	7,500.00	7,500	
14.04	Split DX unit	4	no	1,500.00	6,000	
14.05	VAV terminal units	155	no	1,500.00	232,140	
14.06	Temperature control - bedrooms	136	no	500.00	68,000	
14.07	Radiant ceiling panels - thermostat	94	no	500.00	47,000	
14.08	Exhaust and ventilation fans	1	sum	10,000.00	10,000	
14.09	Heating/cooling plant	1	sum	25,000.00	25,000	
14.10	Hydronic force flow heater / unit heater	15	no	1,200.00	18,000	
14.11	Snowmelting manifold	2	no	1,500.00	3,000	
14.12	Plumbing	1	sum	10,000.00	10,000	
14.13	Dryer makeup air damper control	5	no	1,500.00	7,500	
14.14	Miscellaneous points - allowance	1	sum	50,000.00	50,000	
14.15	Computer hardware, software and programming	1	sum	20,000.00	20,000	
C2	**ELECTRICAL**				**7,542,000**	
C21	**Service & Distribution**	**10,787**	**m2**	**310.10**	**3,345,000**	
	Normal Power					
21.01	2000kVA 27.6kV, 600V 3P 4W by customer owned pad mount transformer	1	sum	175,000.00	175,000	
21.02	2000A 347/600V 3P 4W Main switchboard double-ended c/w main & Tie breaker, feeder breakers, DMS, TVSS, etc. - SWBD-B1A	1	no	232,000.00	232,000	
21.03	Utility metering cabinet c/w empty conduit	1	no	950.00	950	
21.04	Fire pump metering cabinet c/w empty conduit	1	no	950.00	950	
21.05	Concrete base	1	no	6,100.00	6,100	
21.06	Hoisting & placing	1	no	3,000.00	3,000	
21.07	2000A 4W 347/600V feeders	80	m	400.00	32,000	
21.08	*Miscellaneous Allowance*	1	sum	5,000.00	5,000	
	(Subtotal Normal Power $455,100)					
	Emergency Power					
21.09	1000kVA 347/600V 3P Diesel generator in w/p walk-in enclosure c/w fuel oil system & belly tank for 24Hr fuel	2	no	870,000.00	1,740,000	
21.10	600V 3P 4W Generator switchboard c/w SPD - assume 2000A with synchronization	1	no	72,700.00	72,700	
21.11	ATS 600V 4P c/w by-pass - assume 1600A	1	no	117,300.00	117,300	
21.12	ATS 600V 3P c/w by-pass - assume 600A	1	no	22,600.00	22,600	
21.13	ATS fire pump c/w by-pass	1	no	22,600.00	22,600	
21.14	Hoisting & placing	1	no	15,000.00	15,000	
21.15	Generator concrete base & grounding	1	sum	1,500.00	1,500	
21.16	ATS control wiring	3	no	3,000.00	9,000	
21.17	Fuel for testing & final fill up	1	sum	15,000.00	15,000	
21.18	Feeder to switchboard	1	sum	10,000.00	10,000	
21.19	Load bank/mobile generator - by others	0	no	0.00		
	(Subtotal Emergency Power $2,025,700)					
	UPS System : Allowance					
21.20	30-50KVA UPS, multiple racks c/w 30 minutes of runtime	1	sum	82,930.00	82,930	
21.21	Miscellaneous allowance fore UPS panels c/w associated feeders etc.	1	no	35,000.00	35,000	
	(Subtotal UPS System : Allowance $117,900)					
	Distribution					
21.22	Allowance for distribution panels, transformers, branch panels c/w associated feeders	10,787	m2	55.00	593,290	

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	(Subtotal Distribution $593,300)					
	Motor Controls & Wiring					
	Wire & connect					
21.23	Allowance for motor control & wiring	10,787	m2	10.00	107,870	
	(Subtotal Motor Controls & Wiring $107,900)					
	Miscellaneous					
21.24	Grounding & technical ground	1	sum	25,000.00	25,000	
21.25	Co-ordination, short circuits & arc flash studies	1	sum	5,000.00	5,000	
21.26	Permits, inspection & job-set up	1	sum	15,000.00	15,000	
	(Subtotal Miscellaneous $45,000)					
C22	**Lighting, Devices & Heating**	**10,787**	**m2**	**173.17**	**1,868,000**	
	Private Bedroom -112 No					
22.01	Bed room ceiling mounted fixtures	336	no	130.00	43,680	
22.02	Entry ceiling mounted fixtures	112	no	130.00	14,560	
22.03	Washroom ceiling mounted fixtures	112	no	100.00	11,200	
22.04	Wall mounted fixtures	112	no	130.00	14,560	
22.05	Wall mounted fixtures	224	no	230.00	51,520	
22.06	1x4 Vanity light fixtures	112	no	130.00	14,560	
22.07	Fixture lamps and wiring for above	1,008	no	50.00	50,400	
22.08	Single pole switch	336	no	89.00	29,900	
22.09	Dimmer switch	224	no	131.00	29,340	
22.10	15A Duplex receptacle	672	no	138.00	92,740	
22.11	15A Duplex receptacle - GFI	112	no	144.00	16,130	
22.12	15A Duplex receptacle - HK	112	no	144.00	16,130	
22.13	15A Quad duplex receptacle	112	no	187.00	20,940	
22.14	Direct power connection for auto flush	112	no	97.00	10,860	
22.15	Direct power connection for blinds c/w control switch	112	no	323.00	36,180	
	Semi Private room 2-Bed (24 no)					
22.16	Type S1A - Bed room ceiling mounted fixtures	144	no	130.00	18,720	
22.17	Type S1B - Entry ceiling mounted fixtures	48	no	130.00	6,240	
22.18	Type S2B - Washroom ceiling mounted fixtures	48	no	100.00	4,800	
22.19	Type S3 - Wall mounted fixtures	24	no	130.00	3,120	
22.20	Type S4 - Wall mounted fixtures	96	no	230.00	22,080	
22.21	Type S5 - 1x4 Vanity light fixtures	48	no	130.00	6,240	
22.22	Fixture lamps and wiring for above	408	no	50.00	20,400	
22.23	Single pole switch	48	no	100.00	4,800	
22.24	3-Way switch	96	no	100.00	9,600	
22.25	Dimmer switch	96	no	131.00	12,580	
22.26	15A Duplex receptacle	288	no	140.00	40,320	
22.27	15A Duplex receptacle - GFI	48	no	100.00	4,800	
22.28	15A Duplex receptacle - HK	48	no	144.00	6,910	
22.29	15A Quad duplex receptacle	48	no	200.00	9,600	
22.30	Direct power connection for auto flush	24	no	97.00	2,330	
22.31	Direct power connection for blinds c/w control switch	48	no	325.00	15,600	
	(Subtotal Lighting & Branch Devices - Residential Area $640,700)					
	Lighting- Common Area					
22.32	Allowance for light fixture c/w branch wiring in Common area/Corridors/Utility etc.	7,011	m2	130.00	911,430	
	Allowance for lighting controls					
22.33	LTC - Common space	7,011	m2	25.00	175,280	
	(Subtotal Lighting- Common Area $1,086,700)					
	Branch Devices - Common Area					
	Allowance for power outlets and power connections					
22.34	LTC - Common space	7,011	m2	20.00	140,220	
	(Subtotal Branch Devices - Common Area $140,200)					
	Heating					
	By division 15		sum	0.00		
	(Subtotal Heating $0)					
C23	**Systems & Ancillaries**	**10,787**	**m2**	**215.91**	**2,329,000**	
	Fire Alarm System					
23.01	Two stage addressable fire alarm system c/w new devices, wiring, testing and programming - Common Space	7,011	m2	30.00	210,330	
	Private room 1-Bed (112 no)					
23.02	Speaker c/w testing	112	no	100.00	11,200	

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23.03	Smoke detector +relay c/w testing	112	no	100.00	11,200	
23.04	Power connection to smoke alarm & speaker	224	no	100.00	22,400	
	Semi Private room 2-Bed (24 no)					
23.05	Speaker c/w testing	48	no	100.00	4,800	
23.06	Smoke detector +relay c/w testing	48	no	100.00	4,800	
23.07	Power connection to smoke alarm & speaker	96	no	100.00	9,600	
	(Subtotal Fire Alarm System $274,300)					
	Security System					
23.08	Access control headend equipment, Video surveillance system, devices, wiring c/w testing and verification	7,011	m2	30.00	210,330	
23.09	Conduit infrastructure	7,011	m2	15.00	105,170	
23.10	Tie into nurse call system	1	sum	30,000.00	30,000	
	Private and Semi Private rooms assume security not required		no	0.00		
	(Subtotal Security System $345,500)					
	Communications					
23.11	Communication head-end equipment, devices and cabling by others	1	sum	0.00		
	Common Area					
	Empty conduit to outlets :					
23.12	Common Area : Communication voice/data outlets, conduit, cable tray and infrastructure.	7,011	m2	15.00	105,170	
23.13	Cabling ,termination patch panels and racks	7,011	m2	25.00	175,280	
	Private room 1-Bed (112 no)					
23.14	Data outlets c/w empty conduit	112	no	130.00	14,560	
23.15	Voice outlets c/w empty conduit	112	no	130.00	14,560	
23.16	CATV outlets c/w empty conduit	112	no	130.00	14,560	
23.17	Voice and Data cabling	336	no	150.00	50,400	
	Semi Private room 2-Bed (24 no)					
23.18	Data outlets c/w empty conduit	48	no	130.00	6,240	
23.19	Voice outlets c/w empty conduit	48	no	130.00	6,240	
23.20	CATV outlets c/w empty conduit	48	no	130.00	6,240	
23.21	Voice and Data cabling	144	no	150.00	21,600	
23.22	Active Hardware by Others	1	sum	0.00		
	(Subtotal Communications $414,900)					
	P.A. & Intercom System					
23.23	Allowance for Public address system infrastructure	10,787	m2	15.00	161,810	
23.24	Allowance for Public address system device and cabling	10,787	m2	25.00	269,680	
	(Subtotal P.A. & Intercom System $431,500)					
	Intercom System - Allowance					
23.25	Intercom master station - c/w Speaker & video camera	1	no	2,000.00	2,000	
23.26	Intercom station - c/w Speaker & video camera	2	no	850.00	1,700	
23.27	Intercom - Pushbutton to release door	2	no	450.00	900	
23.28	Devices wiring for the above	5	no	250.00	1,250	
23.29	Provide an additional intercom master station. Typical LTC have a primary and back-up station for after hours.	1	sum	5,000.00	5,000	
23.30	Miscellaneous	1	sum	5,000.00	5,000	
	(Subtotal Intercom System - Allowance $15,900)					
	AV System					
23.31	AV head-end equipment and cabling by Others	1	sum	0.00		
23.32	Allowance for A/V Rough-in for Office area , Lounge/Dining, board room etc.	1,056	m2	20.00	21,120	
	(Subtotal AV System $21,100)					
	Nurse Call System					
	Nurse call headend equipment c/w cabling, testing and certification - combined with RTLS					
23.33	The Nurse call and Patient assist & monitoring system head-end equipment's, devices and cabling - supply and install	1	sum	336,160.00	336,160	
23.34	Allowance for Nurse call devices c/w empty conduit and boxes	7,011	m2	15.00	105,170	
	Private room 1-Bed (112 no)					
23.35	Nurse call bed station	112	no	40.00	4,480	
23.36	Nurse call washroom station	112	no	40.00	4,480	
23.37	Power connection to nurse call system devices	224	no	50.00	11,200	
	Semi Private room 2-Bed (24 no)					
23.38	Nurse call bed station	48	no	40.00	1,920	
23.39	Nurse call washroom station	24	no	40.00	960	
23.40	Power connection to nurse call system devices	72	no	50.00	3,600	
	(Subtotal Nurse Call System $468,100)					
	Patient Wandering System/Real-Time Locating System(RTLS)					
23.41	Nurse Call/RTLS systems head end equipment, wiring and devices -Allowance	1	sum	208,000.00	208,000	
	(Subtotal Patient Wandering System/Real-Time Locating System(RTLS) $208,000)					

Class D Cost Report

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G Architects

Fairmount LTC - New Construction

Turner & Townsend

Date: 06/07/2022

Section 9 - Detailed Cost Analysis

Estimate - Building Works

	Description	Qty	Unit	Rate	Total	Notes
	Miscellaneous					
23.42	Lightning Protection - assume not required	1	sum	80,000.00	80,000	
23.43	Add panic/assistance needed alarms for washrooms	1	sum	20,000.00	20,000	
23.44	Clock system - allowance	1	sum	50,000.00	50,000	
	(Subtotal Miscellaneous $150,000)					
D	**SITE & ANCILLARY WORK**				**0**	
D1	**SITE WORK**				**0**	
D11	**Site Development**	**0**	**m2**	**0.00**	**0**	
11.01	See Site Estimate					
D12	**Mechanical Site Services**	**0**	**m2**	**0.00**	**0**	
12.01	See Site Estimate					
D13	**Electrical Site Services**	**0**	**m2**	**0.00**	**0**	
13.01	See Site Estimate					
D2	**ANCILLARY WORK**				**0**	
D21	**Demolition**	**0**	**m2**	**0.00**	**0**	
21.01	No Works Required					
D22	**Alterations**	**0**	**m2**	**0.00**	**0**	
22.01	No Works Required					
	SUB-TOTAL: NET BUILDING WORKS				**40,794,000**	
Z1	**GENERAL REQUIREMENTS & FEE**				**5,425,000**	
Z11	**General Requirements**				**4,079,000**	
11.01	Contractors General Requirements	10.0	%	40,794,000.00	4,079,000	
Z12	**Fee**				**1,346,000**	
12.01	Contractors Fee	3.0	%	44,873,000.00	1,346,000	
	TOTAL: BUILDING WORKS ESTIMATE				**46,219,000**	
Z2	**ALLOWANCES**				**8,134,000**	
Z21	**Design Allowance**				**5,546,000**	
21.01	Design Contingency	12.0	%	46,219,000.00	5,546,000	
Z22	**Escalation Allowance**				**0**	
22.01	Tender Price Inflation	0.0	%	51,765,000.00	0	
22.02	Construction Inflation	0.0	%	51,765,000.00	0	
Z23	**Construction Allowance**				**2,588,000**	
23.01	Construction Contingency	5.0	%	51,765,000.00	2,588,000	
	TOTAL CONSTRUCTION COST (including inflation)				**54,353,000**	

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G Architects

Fairmount LTC - New Construction

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Estimate - Building Works

	Description	Qty	Unit	Rate	Total	Notes
	HST Assessment	**0%**	**%**	**54,353,000.00**	**0**	
	Estimated Overall Construction Cost				**54,353,000**	

Section 8 - Site Works Elemental Summary

Site Works								
Ref	**Element**	**Ratio To GFA**	**Elemental Quantity**	**Elemental Unit Rate**	**Total**	**Cost / m2**	**Cost / ft2**	**Cost Ratio**
D	**Site & Ancillary Work**				**$3,802,000**	**$229**	**$21**	**75%**
D1	**Site Work**				**$3,802,000**	**$229**	**$21**	**75%**
D11	Site Development	100%	16,600 m^2	$68	$1,130,000	$68	$6	22%
D12	Mechanical Site Services	100%	16,600 m^2	$138	$2,288,000	$138	$13	45%
D13	Electrical Site Services	100%	16,600 m^2	$23	$384,000	$23	$2	8%
D2	**Ancillary Work**				**$0**	**$0**	**$0**	**0%**
D21	Demolition	0%	0 m2	$0	$0	$0	$0	0%
D22	Alterations	0%	0 m2	$0	$0	$0	$0	0%
	SUB-TOTAL: NET EXTERNAL WORKS				**$3,802,000**	**$229**	**$21**	**75%**
Z	**General Requirements & Allowances**							
Z1	**General Requirements & Fee**				**$505,000**	**$30**	**$3**	**10%**
Z11	General Requirements		10.0 %		$380,000	$23	$2	8%
Z12	Fee		3.0 %		$125,000	$8	$1	2%
	TOTAL: EXTERNAL WORKS ESTIMATE				**$4,307,000**	**$259**	**$24**	**85%**
Z2	**Allowances**				**$758,000**	**$46**	**$4**	**15%**
Z21	Design Allowance		12.0 %		$517,000	$31	$3	10%
Z22	Escalation Allowance		0.0 %		$0	$0	$0	0%
Z23	Construction Allowance		5.0 %		$241,000	$15	$1	5%
	TOTAL CONSTRUCTION COST				**$5,065,000**	**$305**	**$28**	**100%**
HST	**HST Assessment**		**0.0%**		**$0**	**$0**	**$0**	**0%**
	TOTAL CONSTRUCTION COST INC TAX				**$5,065,000**	**$305**	**$28**	**100%**

Gross External Area		
GEA (m2):	**16,600 m^2**	
GEA (ft2):	**178,682 ft^2**	

Class D Cost Report

G Architects

Fairmount LTC - New Construction

Revision: 0

Date: 06/07/2022

Section 9 - Detailed Cost Analysis

Estimate - Site Works

	Description	Qty	Unit	Rate	Total	Notes
D	**SITE & ANCILLARY WORK**				**3,802,000**	
D1	**SITE WORK**				**3,802,000**	
D11	**Site Development**	**16,600**	**m2**	**68.07**	**1,130,000**	
11.01	Hard and soft landscape area + building footprint	16,600	m2			
11.02	Strip and prepare site	16,600	m2	2.00	33,200	
11.02	Allowance for demolishing existing asphalt Parking Area	1,275	m2	25.00	31,880	
11.03	Rough & Fine grading	11,084	m2	5.00	55,420	
11.04	Allowance for erosion and sediment control	1	Sum	50,000.00	50,000	
11.05	Cut and fill - to be confirmed by Engineer	1	Sum	25,000.00	25,000	
	Hardscape					
11.06	Concrete paving - assumed 10% of landscape area	561	m2	150.00	84,180	
11.07	Internal roads, assumed Heavy duty asphalt - Proposed Fire Route	1,803	m2	70.00	126,210	
11.08	Allowance for Loading Dock Area	820	m2	120.00	98,400	
11.09	Parking, assumed light duty asphalt - New Parking Area	1,800	m2	60.00	108,000	
11.10	Line painting - parking, Allowance	1	Sum	5,000.00	5,000	
11.11	Allowance for interior road markings	1	Sum	10,000.00	10,000	
11.12	Curbs & gutters, allowance	1	Sum	40,000.00	40,000	
11.13	New Acoustic Wall, 2m High	60	m	1,200.00	72,000	
	Softscape Including Secured Courtyard					
11.14	Allowance for sod, Planting bed, mix of shrubs, perennials and groundcovers, Deciduous Trees & Coniferous Trees - assumed 90% of landscape area	5,051	m2	30.00	151,520	
	Site Enhancement					
11.15	Site signage, project identification, directional signage, way finding etc.	1	Sum	35,000.00	35,000	
11.16	Site fencing, allowance	1	Sum	60,000.00	60,000	
11.17	Allowances for miscellaneous protection/making good & repair or reinstatement of existing conditions	1	Sum	20,000.00	20,000	
11.18	Site furniture, allowance	1	Sum	10,000.00	10,000	
11.19	Allowance for furniture and equipments at Secured Courtyard	1	Sum	5,000.00	5,000	
	Building Courtyards (3 No.)					
11.20	Softscaping Area, allowance	658	m2	50.00	32,900	70% of Courtyard Area
11.21	Feature Concrete Paving, allowance	282	m2	175.00	49,350	30% of Courtyard Area
11.22	Portable Garden Bench, allowance	1	Sum	10,000.00	10,000	
11.23	Wastage Bins, allowance	1	Sum	2,500.00	2,500	
11.24	BBQ Equipments, allowance	1	Sum	2,000.00	2,000	
	Work outside property line					
11.25	Reinstatement of existing soft landscaping, road, sidewalks and curbs - allowance	1	Sum	12,000.00	12,000	
D12	**Mechanical Site Services**	**16,600**	**m2**	**137.83**	**2,288,000**	
	Storm Service					
12.01	Allowance for storm piping	200	m	400.00	80,000	
12.02	allowance for manholes/catchbasins	7	no	6,000.00	40,000	
12.03	Allowance for stormwater management	1	sum	150,000.00	150,000	
12.04	Erosion & sediment protection	1	sum	5,000.00	5,000	
	(Subtotal Storm Service $275,000)					
	Sanitary Service					
12.05	Allowance for on site septic system -increased as advised by engineer	1	sum	1,800,000.00	1,800,000	
12.06	Allowance for piping	1	sum	20,000.00	20,000	
12.07	Allowance for manhole	1	no	7,500.00	7,500	
	(Subtotal Sanitary Service $1,827,500)					
	Water Service					
12.08	connect to existing water main	1	no	8,500.00	8,500	
12.09	Allowance fire main	200	m	300.00	60,000	
12.10	Allowance water main	200	m	300.00	60,000	
12.11	Valve and box	2	no	2,000.00	4,000	
12.12	Fire hydrant	1	no	4,500.00	4,500	
	(Subtotal Water Service $137,000)					
	Miscellaneous					
12.13	Natural gas	200	m	200.00	40,000	

Class D Cost Report

G Architects

Fairmount LTC - New Construction

Revision: 0

Date: 06/07/2022

Section 9 - Detailed Cost Analysis

Estimate - Site Works

	Description	Qty	Unit	Rate	Total	Notes
12.14	connect to existing natura gas Incoming gas service - By utility Irrigation, NIC (Subtotal Miscellaneous $48,500)	1	no	8,500.00	8,500	
D13	**Electrical Site Services**	**16,600**	**m2**	**23.13**	**384,000**	
	Incoming Power Incoming HV cables, 2000 kVA 27.6kV-600V primary transformer & terminations - Cost carried under services and Hydro charges - excluded					
13.01	Transformer pad, grounding & bollards	1	no	9,500.00	9,500	
13.02	4 cell concrete encased duct bank - primary - allowance	45	m	370.00	16,650	
13.03	4 cell concrete encased duct bank - secondary - allowance	30	m	370.00	11,100	
	Secondary feeder cable					
13.04	#600MCM	480	m	60.00	28,800	
13.05	#2 RW90	120	m	10.00	1,200	
13.06	Concrete encased duct bank - emergency - allowance	55	m	700.00	38,500	
13.07	Emergency feeder cable (Subtotal Incoming Power $185,000)	220	m	360.00	79,200	
	Incoming Communications					
13.08	2 cell concrete encased duct bank - communication room	60	m	230.00	13,800	
	Communication cable by service provider		no	0.00		
	Communication utility charges excluded (Subtotal Incoming Communications $13,800)		no	0.00		
	Site Lighting & Power - Allowance					
13.09	Single head pole mounted LED	4	no	3,400.00	13,600	
13.10	Dual head pole mounted	10	no	5,000.00	50,000	
13.11	Canopy mounted LED fixtures	16	no	1,000.00	16,000	
13.12	Fixtures Lamps & Wiring	30	no	250.00	7,500	
13.13	Concrete base	14	no	450.00	6,300	
13.14	Dual EV Charging Station	4	no	13,000.00	52,000	
13.15	Concrete base	4	no	450.00	1,800	
13.16	Exterior lighting controls c/e photocell - Allow	1	sum	3,500.00	3,500	
13.17	Power connection to signage - allow	1	no	1,500.00	1,500	
13.18	Communications conduit & wiring to signage - allow	1	no	1,500.00	1,500	
13.19	Signage - by others	1	no	0.00	0	
13.20	15A Duplex receptacle - WP,GFI (Subtotal Site Lighting & Power - Allowance $157,700)	20	no	200.00	4,000	
	Miscellaneous					
	Code blue station headend equipment, devices, pole, excavation and backfill - by others		no	0.00		
13.21	CCTV Camera WP - conduit and cabling (Subtotal Miscellaneous $28,000)	20	no	1,400.00	28,000	
D2	**ANCILLARY WORK**				**0**	
D21	**Demolition**	**0**	**m2**	**0.00**	**0**	
21.01	No Work Required					
D22	**Alterations**	**0**	**m2**	**0.00**	**0**	
22.01	No Work Required					
	SUB-TOTAL: NET EXTERNAL WORKS				**3,802,000**	
Z1	**GENERAL REQUIREMENTS & FEE**				**505,000**	
Z11	**General Requirements**				**380,000**	
11.01	Contractors General Requirements	10.0	%	3,802,000.00	380,000	
Z12	**Fee**				**125,000**	
12.01	Contractors Fee	3.0	%	4,182,000.00	125,000	
	TOTAL: EXTERNAL WORKS ESTIMATE				**4,307,000**	

Class D Cost Report

Revision: 0

G Architects

Fairmount LTC - New Construction

Turner & Townsend

Date: 06/07/2022

Section 9 - Detailed Cost Analysis

Estimate - Site Works

	Description	Qty	Unit	Rate	Total	Notes
Z2	ALLOWANCES				758,000	
Z21	Design Allowance				517,000	
21.01	Design Contingency	12.0	%	4,307,000.00	517,000	
Z22	Escalation Allowance				0	
22.01	Tender Price Inflation	0.0	%	4,824,000.00	0	
22.02	Construction Inflation	0.0	%	4,824,000.00	0	
Z23	Construction Allowance				241,000	
23.01	Construction Contingency	5.0	%	4,824,000.00	241,000	
	TOTAL CONSTRUCTION COST (including inflation)				5,065,000	
	HST Assessment	0%	%	5,065,000.00	0	
	Estimated Overall Construction Cost				5,065,000	

Project: can23073
June 13 2022

Fairmount LTC - Option 2

Turner & Townsend

AREA SUMMARY

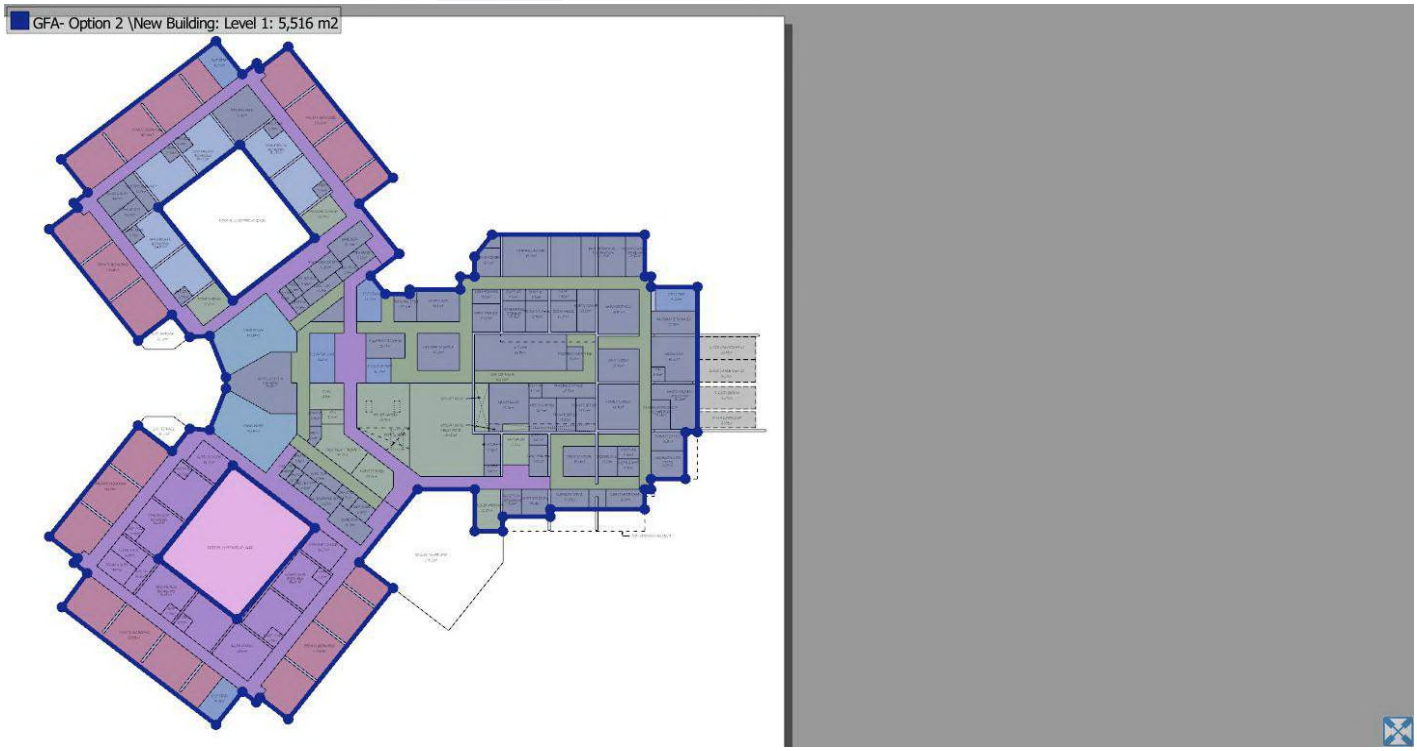
	Enclosed (m^2)	Void (m^2)	GFA (m^2)	GFA (sf)	Per. (m)
Above Grade					
Level 1	5,516	0	5,516	59,374	620
Level 2	5,271	0	5,271	56,737	716
Total	**10,787**	**0**	**10,787**	**116,111**	**1,336**

Net	
Activity Room	124
Admin Office	24
Archive Files	15
Bathing Area	236
BF WR	5
Business Office	19
Cafe	23
Care Desk	107
Cart Washing	10
Central Laundry	47
Clean Dock	47
Clean Utility	78
Dining Room	491
Director of Care	19
Dishwashing	11
Dry Storage	21
Equip Storage	69
Female Locker	47
Food Service Office	10
Frozen Storage	18
Gen. Stor	29
Great Room	158
Hair Salon	20
Harvest Room	59
HSKP	84
HSKP Storage	20
Kitchen	84
Maintenance	44
Male Locker	34
Med Room	46
Meeting Room	23
MP Storage	13
Multipurpose Office	68
Nursing Storage	20
Office	8
Photo Copier	10
Place of Worship	27
PPE Storage	39
PR Bed	2710
Private Office	49
Reception/Screening	12
Refri. Storage	18
Refri. Waste Holding	14
Res BF WC	42
Res. Centre	18

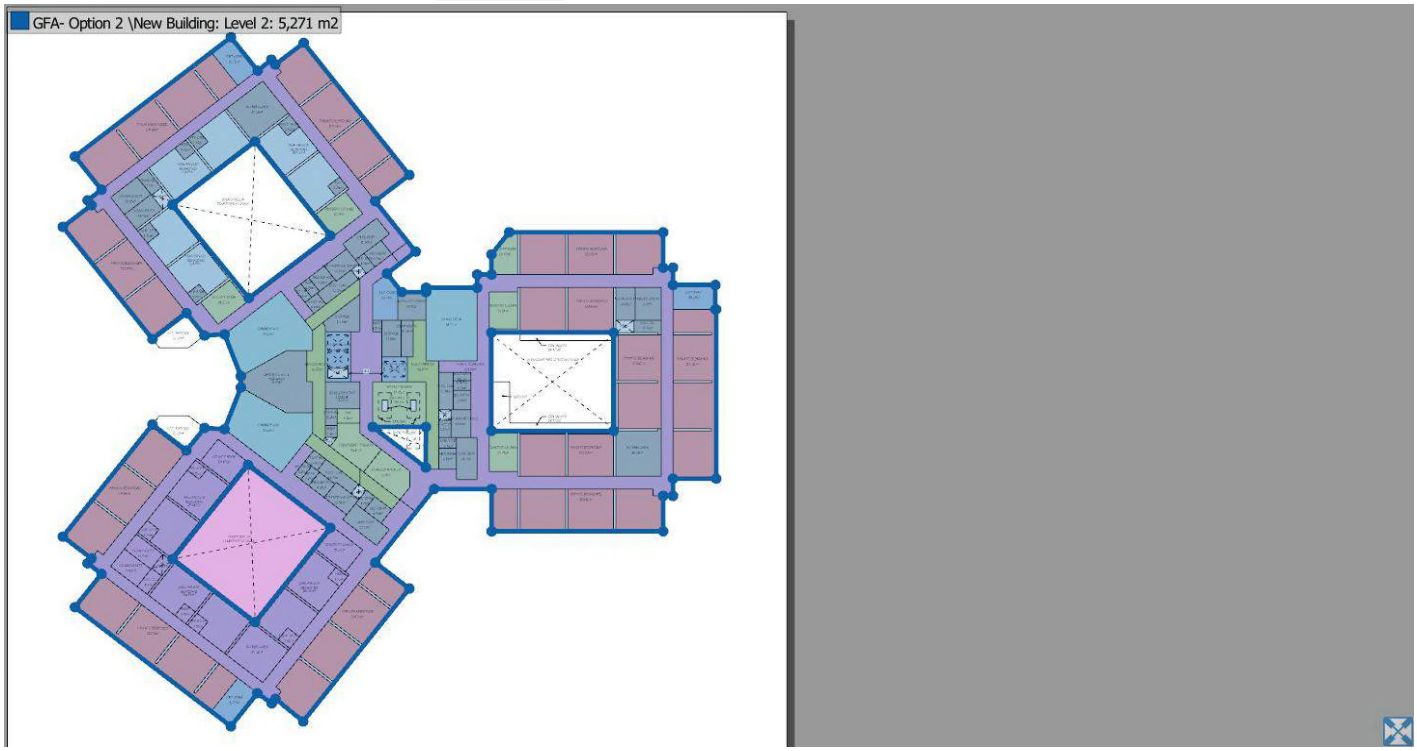
Net Cont..			
	Resident Lounge	155	
	Resident Storage	39	
	Satellite Kit & Dishwash	78	
	Satellite Staff Lounge	23	
	Seasonal Storage	17	
	Soiled Holding	22	
	Soiled Utility	94	
	SP Bed	1066	
	Staff Room	34	
	Staff WC	66	
	Satallite Kitchen	19	
	Storage	54	
	Therapy / Treatment	33	
	Treatment / Therapy	36	
	Uni WC	16	
	Ware Washing	20	
	Waste Holding / Soiled Out	38	
	Winter Garden	145	
	Work Stations	25	
			7,051
Circulation			
	BoH Corridor	326	
	Corridor	2009	
	Entry Vestibule	18	
	Exit Stairs	205	
	Lobby/Welcome	15	
			2,573
Mech & Elec			
	Elec / Lan	67	
	Elec Closet	48	
	Incoming IT Services	27	
	Incoming Water / Sprinkler	20	
	Main Electrical	46	
	Mechanical Boiler Room	76	
			285
Walls & Shafts			**878**
Total			**10,787**

Grossing Factor		
Net	7,051	**100%**
Circulation	2,573	**36%**
Mech & Elec	285	**4%**
Walls & Shafts	878	**12%**
Total	10,787	**153%**

Project	Fairmount LTC	**Drawing**	New Building - Level 1
Building	Option 2 - New Building	**File Name**	
		Details	



Project	Fairmount LTC	**Drawing**	New Building - Level 2
Building	Option 2 - New Building	**File Name**	
		Details	



Appendix B - Information used register

Document Type	Author	Document Ref.	Title / Description	Date	Revision
Architectural		22014_Fairmount Home- New Building Option	Architectural Drawing Package for New Building Option issued for Class D Estimate	09-06-22	0
		Fairmount Home- SITE Improvements Sketch 14.06.2022	Site Drawings for New Building Option issued for Class D Estimate	09-06-22	0
Mechanical & Electrical		221-04183_Fairmount_ Report_Draft	Mechanical and Electrical DBM for New Building Option issued for Class D Estimate	09-06-22	0

FRONTENAC

Report 2022-079

Council Recommend Report

To:	Warden and Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Richard Allen, Manager of Economic Development Kevin Farrell, Manager of Continuous Improvement/GIS
Date of meeting:	July 20, 2022
Re:	**Planning and Economic Development – Request to declare lands as surplus for the purpose of granting a quit claim for a 0.48-acre parcel along the Frontenac K&P trail; Part of Lot 5, Concession 2, Geographic Township of Hinchinbrooke, Township of Central Frontenac**

Recommendation

Resolved That the Council of the County of Frontenac receive the Planning and Economic Development report – Request to declare lands as surplus for the purpose of granting a quit claim for a 0.48-acre parcel along the Frontenac K&P trail; Part of Lot 5, Concession 2, Geographic Township of Hinchinbrooke, Township of Central Frontenac;

And Further That in accordance with By-law Number 17-1995, the Council of the County of Frontenac pass a by-law later in the meeting to declare lands legally described as number 11344 of instrument number FR204629 (subject to confirmation by legal), Part of Lot 5, Concession 2, Geographic Township of Hinchinbrooke, Township of Central Frontenac as surplus, for the purpose of granting a quit claim to clear up an overlapping discrepancy in title.

And Further That Council of the County of Frontenac authorize staff to execute the necessary legal agreements to provide the above-noted quit claim subject to the following conditions:

1. All surveying and legal fees be borne by the landowner;
2. The County maintains a 66-foot right-of-way for the existing K&P trail corridor; and,

And Further That the Clerk be directed to give public notice of Council's intention in accordance with By-Law Number 17-1995.

Background

On June 1, 2022, staff received correspondence from L. Bruce Cowle, of Madden, Sirman and Cowle, acting for Angela Nickerson, owner of the residence at 8327 Road 38 in Godfrey. This residence abuts the K&P trail and it was noted that a discrepancy in title was discovered, specifically an overlapping description between a section of the former railway land that is shown on old surveys as a “ballast pit” or “borrow pit”. When the title records were converted by the Ministry, some were left in the paper-based Registry Act. The client’s property was surveyed in 1970 and the 0.48 acre “borrow pit” was given its own legal description and is contained in the owner’s deed, FR739146. To clear the overlap, the property owner is seeking a quit claim deed for the parcel shown as a “borrow–pit” on the 1970 survey.

Comment

County Council, at its regular meeting held September 17, 2014, passed a County of Frontenac Land Use Policy which established a decision making framework for Council, staff and other stakeholders to ensure that the most efficient and least intrusive measure is applied to requests for use of lands owned by the County. The above request falls within the jurisdiction of the Land Use Policy.

Staff are seeking authorization of council for the Warden and Clerk to grant a quit claim for this 0.48-acre parcel shown as a “borrow–pit” on the 1970 survey.

Strategic Plan Alignment

Priority 1 Get behind plans that build community vitality and resilience in times of growth and change.

1.2 Refine and invest in efforts to accelerate economic development — to grow businesses, attract more visits and expand the tax base.

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.

Financial Implications

The applicant will be responsible for all legal fees incurred with respect to the quit claim.

Organizations, Departments and Individuals Consulted and/or Affected

Jannette Amini, Clerk / Manager of Legislative Services
David Munday, Cunningham Swan

Attachments

Attachment 1 – Reference Plan (Humpries & Burgham, 1970)
Attachment 2 – Map

FRONTENAC

Report 2022-081

Council Recommend Report

To:	Warden and Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Richard Allen, Manager of Economic Development
Date of meeting:	July 20, 2022
Re:	**Planning and Economic Development – Authorization to use Capital Reserve for Elbow Creek Bridge Replacement**

Recommendation

Be It Resolved That Council direct staff to proceed with the replacement of the Elbow Creek Bridge;

And Further That Council authorize the use of $300,000 in reserve funds from the Capital Replacement Reserve for the removal and replacement of the Elbow Creek Bridge.

Background

The Elbow Creek Bridge was constructed in 2015 along with the Fish Creek Bridge by the Guardian Bridge Rapid Construction Company using a proprietary system of prefabricated bridge construction, consisting of fibreglass and wood. In 2017 it was discovered that the Fish Creek Bridge was failing as the material sealing the bridge deck was permitting water inside the structure, causing the wood to expand and push against the construction. After significant effort by staff to contact Guardian Bridge to remedy the situation, the deck was replaced in August of 2018.

During the spring of 2021, it was discovered that a similar structural failure was taking place on the Elbow Creek Bridge. Subsequent investigations revealed that the bridge can support significant static loads but is in a deteriorating condition. In response, the County has erected physical barriers to limit the maximum size of bridge traffic to recreational trail vehicles.

At its regular meeting on December 15, 2021 County Council received Report 2021-123 and authorized the use of the capital replacement reserve to investigate options for the replacement of the Elbow Creek Bridge.

Comment

To determine options for rehabilitation or replacement of the Elbow Creek Bridge, Council authorized the single-source procurement of the engineering firm JL Richards to provide guidance.

The report included 5 options:

Option	Cost	Description
1. Do Nothing (Not recommended)	$2,250/ Year	Keep the existing structure and limit access to pedestrian and cycling uses until it becomes untenable. The bridge could remain in service for up to ten more years
2. Superstructure Replacement, Minor Substructure Repairs	$480,000 - $545,000	Remove deck and assess condition of exposed sections of substructure, replacing as necessary before installation of a prefabricated structure that utilizes substructure elements.
3. Superstructure Replacement, Major Substructure Rehabilitation	$570,000 - $605,000	Remove deck and assess conduct detailed assessment of substructure. Once assessment is complete, substructure would be rehabilitated before the installation of a prefabricated structure that utilizes substructure elements. Use of substructure elements results in a lighter and cheaper superstructure.
4. Structure Replacement, Multi Span	$1,175,000 - $1,215,000	Remove entire structure including piers to 300mm below streambed) and replace it with a new multi-span bridge. The new substructure would consist of custom design cast-in-place concrete abutments and piers
5. Structure Replacement, Single Span	$840,000 - $900,000	Remove the existing superstructure and replace it with a new single span prefabricated bridge supported on prefabricated abutments. The new abutments would be installed behind the existing abutments and the new superstructure would span

		over the existing substructure

After reviewing the significant cost estimates associated with each of the above recommendations, along with anticipated trail closures of four to twelve weeks, County staff consulted with the Upper Canada Snowmobile Region about experience with similar projects, and if cost savings could be realized through other approaches. The snowmobile club suggested that purpose-built prefabricated bridges, with a lower overall capacity could yield significant savings. Research indicates that a prefabricated bridge with a load rating of 20 tonnes could be purchased for approximately $100,000.00. Installation costs would likely be an additional $100,000 - $200,000.

Subsequent to the options report outlined above, the County issued a request for proposals to procure engineering services to complete several bridge related projects on behalf of the County, including the contract management of a replacement solution for the Elbow Creek Bridge. Keystone Bridge Management was the successful bidder on this project, and the firms principal engineer conducted additional structural investigations of the existing bridge and bridge site, including an initial site visit with the Rideau Valley Conservation Authority.

The choices were then narrowed to two potential options:

1. **Prefabricated Bridge**
   Replace the existing bridge with a prefabricated single span “truss bridge” structure, with a limited load rating of 20 tonnes. The structure would be constructed and delivered by a third party and installed by a separate contractor. The site preparation and placement of the new bridge would be led by Keystone, however this option may require a closure of the trail for several weeks. To keep the cost of the new structure low, the new structure would have a limited load capacity of 20 tonnes

   Advantages: Very little work in water required with some fill and settlement required, but much less than the Culvert option.
   Disadvantages: A significant closure of the trail will be required to remove the existing bridge, prepare the abutments, deliver the new bridge and have it placed. Amount of fill may be difficult to estimate, resulting in additional costs. The bridge will be constructed to hold a maximum load of 20 tonnes.

2. **Culvert**
   This option would see the replacement of the existing bridge gap with fill, which topped up periodically until the fill has settled and appropriately. Once the fill has settled, large concrete box culverts will be placed to ensure appropriate flow through the creek. The Rideau Valley Conservation Authority has been consulted on this option, and while Option 1 is preferred, would consider this option.

   Advantages: No long closures, no load limit on final product.
   Disadvantages: Amount of fill may be difficult to estimate, resulting in additional costs. There may be regulatory challenges with conservation authority or other regulatory bodies.

In both cases, the cost is estimated to be approximately $300,000.00 and the timeline for project completion is approximately 1 year.

An additional solution was proposed by a local contractor at a lower cost and was also considered by Keystone. This solution involved use of a pair of steel “I” beams placed across the span on new abutments with a new bridge deck constructed on site. However, this option is a significantly larger construction and likely would displace existing aggregate at both abutment locations to a degree that is difficult to anticipate. This solution was quoted at less than $200,000 but risks associated with settlement are more likely and could be costly. Keystone does not recommend this option, and staff have concerns about ongoing costs/expenses with this solution.

Initial conversations with the Trans Canada Trail, Upper Canada Snowmobile Region and Verona District ATV Club have indicated that some level of funding support may be available from each organization in partnership with the County for this project. Trans Canada Trail is requesting additional information about the project but could provide funding of up to 35% of the project (up to $105,000). They are seeking a commitment from motorized groups for matching funds as part of their requirements, and they consider the County to be a motorized partner. With a commitment to fund from the capital reserve, the Trans Canada Trail organization and other potential funding partners can have the confidence that the project will proceed.

In terms of other partners, the Ontario Federation of Snowmobile Clubs (OFSC) could fund up to 70% of the project (up to $210,000). The application window for 2022 has closed, but County staff have been informed that this project should be submitted as soon as we are able in case additional funds become available. To submit for OFSC funding, procurement should be completed. In addition, the Verona District ATV Club has committed $6,000.00 towards the project.

Staff are seeking approval to proceed with the bridge replacement using the capital reserve. Due to the nature of the bridge works involving abutments near the water, or even placing fill in the water, work must take place between the months of July and November to accommodate for nesting season early in the year and freezing and frost later in the year. As indicated above, there is interest from funding partners to support the project once the County has committed to move forward.

Financial Implications

County staff are seeking authorization to use $300,000 of the Capital Replacement Reserve to proceed with the replacement of the Elbow Creek Bridge. The new crossing will utilize either a prefabricated bridge or pursue the culvert option, subject to conservation approvals.

Initial conversations with the Trans Canada Trail, Upper Canada Snowmobile Region and Verona District ATV Club have indicated that some level of funding support may be available from each organization in partnership with the County for this project.

Trans Canada Trail is requesting additional information about the project but could provide funding of up to 35% of the project (up to $105,000). They are seeking a commitment from motorized groups for matching funds as part of their requirements.

Ontario Federation of Snowmobile Clubs could fund up to 70% of the project (up to $210,000). The application window for 2022 has closed, but County staff have been informed that this project should be submitted as soon as we are able in case additional funds become available. To submit for OFSC funding, procurement should be completed.

The Verona District ATV Club has committed $6,000.00 towards the project.

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.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer
Tyson Myers, Public Works Manager at the Township of Central Frontenac
Harold Kleywegt, Keystone Bridge Management
Gerald Courneya, Trail Projects Manager
Angela Morin, Trans Canada Trail
Marc Moeys, Verona District ATV Club
Darin McRae, Upper Canada Snowmobile Region

FRONTENAC

Report 2022-082

Recommend Report to Council

To:	Warden and Members of County Council
From:	Kelly J. Pender, Chief Administrative Officer
Prepared by:	Richard Allen, Manager of Economic Development
Date of meeting:	July 20, 2022
Re:	**Planning & Economic Development - Authorization to enter into an Memorandum of understanding Agreement with the Frontenac Arch Biosphere**

Recommendation

Be It Resolved That the Council of the County of Frontenac receive the Planning & Economic Development - Authorization to enter into a Memorandum of Understanding Agreement with the Frontenac Arch Biosphere Report;

And Further That County Council authorize staff to enter into a Memorandum of Understanding agreement with Frontenac Arch Biosphere Network to participate FABExperiences Program

Background

The Frontenac Arch Biosphere Region was designated as Canada's 12th biosphere by the UNESCO "Man and the Biosphere" Programme in November 2002. The biosphere is administered by the Frontenac Arch Biosphere Network (FABN), a not-for-profit organization located in South-Eastern Ontario. Since 2005, FAB has been a leading participant in a number of initiatives in Sustainable Tourism. From 2012 - 2017, FABN developed and published the FAB Experiences Guide. The annual publication was well received with over 30,000 copies distributed every year.

The new FABExperiences.ca is an evolution of the original publication that provides a more accessible and user-friendly experience, as well as the opportunity to showcase the region to a national and international audience

Comment

The Frontenac Arch Biopsphere Network (FABN) has launched a new web guide to sustainable tourism for the Counties of Frontenac, Lanark and Leeds and Grenville called FAB Experiences, a project designed to develop and promote the Greater Frontenac Arch Biosphere Region as a Sustainable Tourism destination.

The project is described as follows: “FAB Experiences will provide more convenient, user-friendly, and low-carbon-emission access through the development of a linked network of trails in Frontenac, Lanark and Leeds-Grenville counties paired with an accessible and engaging online tool that links together and supports the promotion of sustainable tourism products and services throughout the greater Frontenac Arch Biosphere (FAB) region”

Project outcomes are described as the following:

1. **A new Tourism Product: FAB Experiences.ca:** A one-stop-shop, fully accessible map with searchable and filterable listings showcasing tourism offerings throughout the greater FAB Region and linking them together through trails and routes promoting active transportation and rural tourism.
2. **Promotion of Rural and Remote Tourism Offerings:** This web-based tool will support the development of rural and remote tourism offerings by highlighting their inclusion in route recommendations and by supporting offline use of the maps and GPS.
3. **Capacity Building and Sustainability:** The initiative will advance the goal of a more sustainable and resilient local tourism economy by empowering businesses to sign on to the Charter for Sustainable Tourism as a member of the FAB Experiences program. Members will also have access to a comprehensive curriculum of workshops on Sustainable Tourism and training to adopt green practices in their day-to-day business. Workshops will also provide opportunities for cross-sector networking.
4. **Destination Development:** By showcasing the tourism offerings of the three counties under one FAB Experiences initiative and by leveraging the UNESCO name, this initiative will expand the reach and marketability of the region as a distinct and diverse tourism destination and will capitalize on the shift in tourism trending toward demand for more sustainable and local travel options.

This project will be primarily led by the team at the Frontenac Arch Biosphere network, with support from County staff to provide business contact information, GIS data and other advice as the project relates to Frontenac County.

County staff have identified a number of areas where the FABExperiences project outcomes align with the goals of the destination development plan, recently approved by County

Council. In particular, the emphasis on using trails to promote the region as well as developing a sustainable approach to tourism are key shared goals between the plan and this project. In addition, the use of online mapping to create guides and help visitors discover experiences in the region was a core strategy recommended in the Destination Plan to support the identified areas of focus: Outdoor Recreation, Culinary Tourism and Arts, Culture and Heritage.

County staff have met with the Frontenac Arch Biosphere team and are confident that Frontenac County can operate as a partner on this project without losing focus on existing projects identified in the 2022-2026 Business Plan.

This project is scheduled to be completed by the end of November 2022, and the Frontenac Arch Biosphere network is seeking to formalize the partnership through the signing of a memorandum of understanding.

Strategic Priority Implications

Priority 1.2: Refine and invest in efforts to accelerate economic development — to grow businesses, attract more visits and expand the tax base

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.

Financial Implications

No financial commitments have been made by Frontenac County for this project, however the Frontenac Arch Biosphere Network will compensate up to $1500 per month for staff time and County participation.

Organizations, Departments and Individuals Consulted and/or Affected

Frontenac Arch Biosphere Network
Lanark County
Leeds & Grenville

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Report 2022-083

Recommend Report to Council

To:	Warden and Members of County Council
From:	Kelly J. Pender, Chief Administrative Officer
Prepared by:	Richard Allen, Manager of Economic Development
Date of meeting:	July 20, 2022
Re:	**Planning & Economic Development - Authorization to participate in the RTO 9 Drive for Excellence Program**

Recommendation

Be It Resolved That the Council of the County of Frontenac receive the Planning & Economic Development - Authorization to participate in the RTO 9 Drive for Excellence Program Report;

And Further That County Council authorize staff to enter into a Memorandum of Understanding with Regional Tourism Organization 9 (RTO 9) in order to participate in the Drive for Excellence Program

Background

In 2009, the Ontario government reviewed Ontario's tourism industry. The study recommended creating tourism regions, each led by a regional tourism organization, to make Ontario's tourism industry stronger and more competitive. Regional boundaries were developed after extensive consultation and submissions from industry partners and 13 regions were created across Ontario.

The industry indicated that the regions need to be sustainable, capture unique product clusters and integrate existing brands and partnerships. The ministry also considered factors such as the tourist's perspective, travel patterns, common markets, natural landforms and existing infrastructure.

Frontenac County is bridged by two regional tourism organization: RTO 9 (Southeastern Ontario) encompasses the Township of the Frontenac Islands and the Township of South Frontenac. RTO 11 (Ontario's Highlands) contains the Townships of Central Frontenac and North Frontenac.

Economic Development staff work with both regions to strengthen tourism product and to promote Frontenac County as part of each region. In 2021, Frontenac County partnered with both regional tourism organization to create the Regional Destination Development Plan, approved by County Council earlier this year.

Comment

Regional Tourism Organization 9 (RTO 9) has designed a partnership program specifically to support the established destinations that make up the region, called "Drive for Excellence." Working with their agency of record, Alphabet Creative, RTO 9 offers a suite of services and programs to support destination development throughout Southeastern Ontario.

This program allows destinations such as Frontenac County to self-identify their current readiness and to make use of professional services and marketing support to fulfill local needs.

Working with the team at RTO 9, County staff have identified the need to capture a range of updated professional photos of the region across the Summer, Fall and Winter seasons. By working with RTO 9 on this project, the tourism organization will also have access to these assets for their own promotional efforts (which benefits Frontenac County).

In addition, after several conversations with Tourism operators across the County, the need to support and train local businesses in packaging experiences has been identified. Through the Drive for Excellence program, RTO 9 can construct a workshop or series of workshops to support this type of product development in Frontenac.

Strategic Priority Implications

Priority 1.2: Refine and invest in efforts to accelerate economic development — to grow businesses, attract more visits and expand the tax base

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.

Financial Implications

The initiatives identified as part of the 2022-23 Drive for Excellence program have an estimated value of approximately $15,000.00. No matching funds are required from Frontenac County to participate in this program.

Organizations, Departments and Individuals Consulted and/or Affected

Regional Tourism Organization 9

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Report 2022-084

Council Recommend Report

To:	Warden and Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Richard Allen, Manager of Economic Development
Date of meeting:	July 20, 2022
Re:	**Planning and Economic Development – Request to Declare Lands as Surplus for the Purpose of a Right-of-Way over the Frontenac K&P Trail at PT LT 16-17 CON 1 and PT LT 16 CON 2, Geographic Township of Hinchinbrooke, Township of Central Frontenac**

Recommendation

Resolved That the Council of the County of Frontenac receive the Planning and Economic Development report – Request to Declare Lands as Surplus for the Purpose of a Right-of-Way over the Frontenac K&P Trail at PT LT 16-17 CON 1 and PT LT 16 CON 2 in Geographic Township of Hinchinbrooke, Township of Central Frontenac;

And Further That in accordance with By-law Number 17-1995, the Council of the County of Frontenac pass a by-law at a future meeting to declare the subject lands surplus for the purpose of granting a right-of-way over part of the K&P Trail right-of-way for the purpose of accessing this newly created lot.

And Further That Council of the County of Frontenac authorize staff to execute the necessary legal agreements to provide the above-noted legal right-of-way to the adjacent landowner subject to the following conditions:

1. All surveying and legal fees be borne by the landowner;

2. The right-of-way across the K&P Trail shall be surveyed to ensure access from Ball Road to both lots located along the western edge of the K&P Trail, a length of approximately 160 metres, as per the concept drawing included in Appendix A of this report;

3. The crossing location will also provide public access to the K&P Trail from Ball Road, and this access will be reflected in the final agreement. A small parking area will be constructed on County property south of the Ball Road access at a future date, pending appropriate approvals.

4. The trail crossing on County lands will be upgraded, at the expense of the applicant, to the Frontenac County Private Roads (Lanes) Study standards, and in such a way to ensure the trail surface will not be exposed to unnecessary damage or deterioration from the improved crossing. Consideration will also be given to drainage. This work will be completed to the satisfaction of the Manager of Economic Development, or their designate.

Background

On December 13, 2021, at the regular meeting of the Committee of Adjustment for the Township of Central Frontenac, provisional consent was granted for the creation a right-of-way over the subject property to the K&P Trail to provide access to two new lots that were the subject of Township of Central Frontenac consent application numbers B-11-21-HI & B-12-21-HI. Condition 7 of Application B-11-21-HI required the applicant to obtain a legal crossing/access across the K & P Trail to gain access to the retained lands. The applicant is seeking an easement over the K&P Trail to satisfy the conditions of the approvals, which include the following provision:

> Prior to stamping the Schedule for consent, the Township must be satisfied that an easement for access over the K&P Trail has been obtained from the County of Frontenac. If it is not possible or practical to register this easement prior to stamping the deeds, the Township will require the solicitor for the applicant to provide a signed copy of the Transfer of Easement, as well as an undertaking to register the easement as soon as possible once the severed lot has been created.
>
> a. The access will extend approximately 160 metres (525 feet) south along the K & P Trail from a gate located on the northern limit of Ball Road to an existing gate that provides access to the retained lands.

A letter of application was made and received by the County on May 31, 2022. With the provisional approval from the Township of Central Frontenac, staff recommend approval of the crossing, with conditions.

Comment

County Council, at its regular meeting held September 17, 2014, passed a County of Frontenac Land Use Policy which established a decision-making framework for Council, staff and other stakeholders to ensure that the most efficient and least intrusive measure is applied to requests for use of lands owned by the County. The above request falls within the jurisdiction of the Land Use Policy and the right-of-way agreement will be on title for the subject property that will benefit from the easement.

The proposed location of the right-of-way is an established trail crossing used by the current owner for transporting farm equipment. Following the consent application, staff note that it is the intent of the owner of the severed lot to place the lot up for sale on the west side of the K&P Trail. Staff will require improvements to the crossing in order to minimize impact of farm equipment or other large vehicles on the trail. It is a requirement that these upgrades be completed prior to the registration of the easement.

County staff support the creation of this right-of-way access, also intending to utilise it as a public access point to the K&P Trail. At a future date, a small parking area will be constructed at this location. Complaints have been received by the County and the Township of Central Frontenac with respect to trail users parking their vehicles along Ball Road. The parking area will support 2-3 vehicles and will ensure safe access for trail users and reduce concerns from local residents about use of Ball Road for parking.

Staff are seeking authorization of council for the Warden and Clerk to establish a legal trail crossing with deeded access on title for the severed property located on the west side of the trail.

Strategic Plan Alignment

Priority 1 Get behind plans that build community vitality and resilience in times of growth and change.

1.2 Refine and invest in efforts to accelerate economic development — to grow businesses, attract more visits and expand the tax base.

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.

Financial Implications

The applicant will be responsible for all legal fees incurred with respect to the creation of the right-of-way access across the Frontenac K&P Trail. The applicant has already submitted the $250.00 fee for Citizen Land Use on County Owned Property as noted under Schedule F of User Fee and Charges for Services By-Law Number 2022-0001.

Organizations, Departments and Individuals Consulted and/or Affected

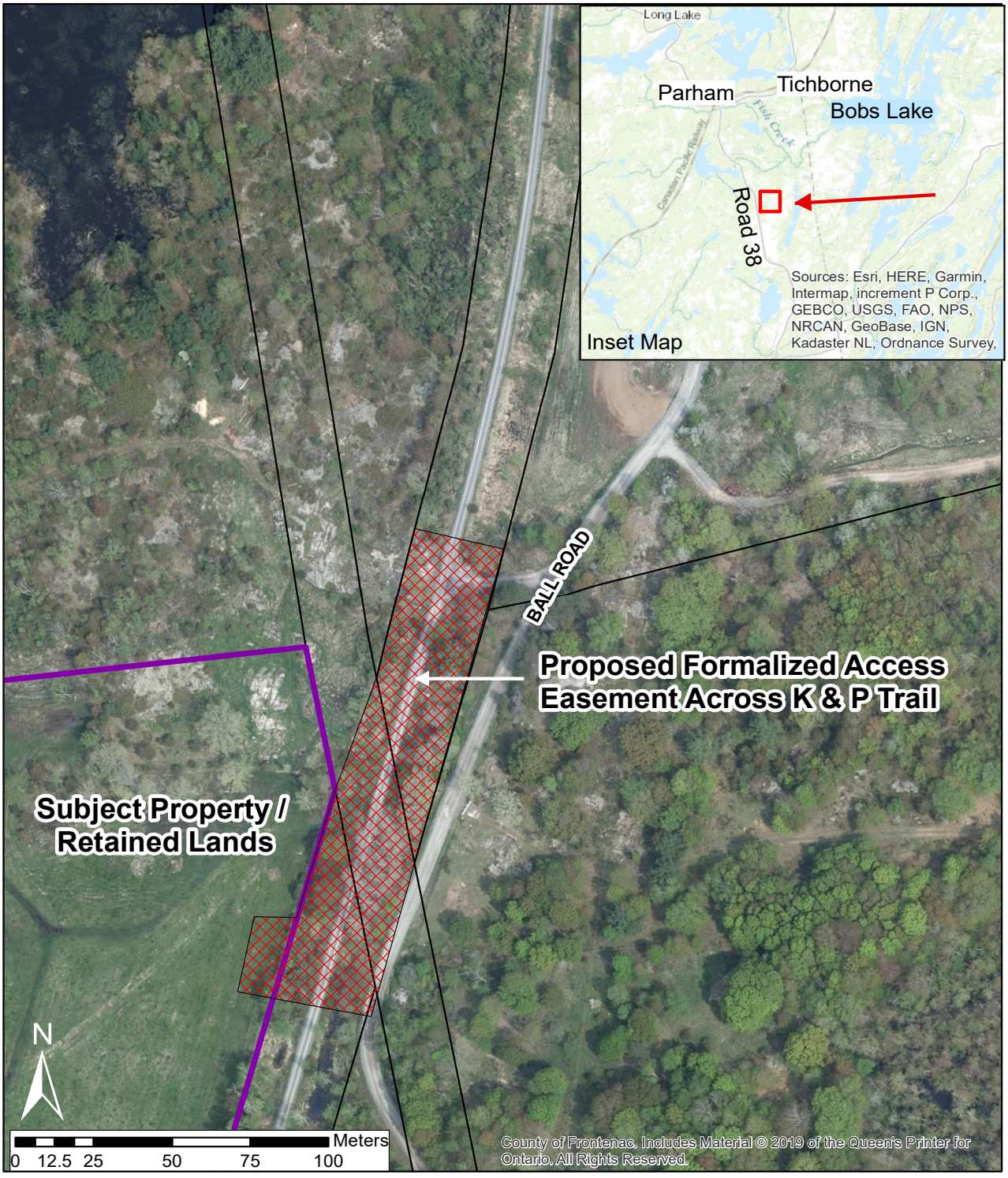
Dmitry Kurylovich, Community Planner
Sonya Bolton, Manager of Community Planning
Jannette Amini, Clerk / Manager of Legislative Services
Township of Central Frontenac

Attachments

Attachment 1 – Map

Township of Central Frontenac

KENNEDY - APPLICATION FOR CONSENT - K&P ACCESS AND PARKING
(B-11-21 & B-12-21)
ROAD 38, GEOGRAPHIC TOWNSHIP OF HINCHINBROOKE



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Report 2022-087

Council Recommend Report

To:	Warden and Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Richard Allen, Manager of Economic Development
Date of meeting:	July 20, 2022
Re:	**Planning and Economic Development – Operational Update and requirement for trail passes on the Frontenac K&P Trail**

Recommendation

Be It Resolved That County Council receive Report 2021-051 “Planning and Economic Development – Operational Update on the Frontenac K&P Trail”

And Further That staff be directed to renegotiate the partnership agreement with the Verona District ATV Club to implement a trail pass requirement in 2023.

Background

At Council’s regular meeting on October 20, 2021, County Council approved the Frontenac K&P Trail Management Plan. This plan outlines the operational standards for the Frontenac K&P Trail, and includes information on risk management, construction, economic development, and partnership development. The annual maintenance approach and budget is set through this plan.

Comment

The use of the K&P Trail has remained consistent since the growth experienced during the pandemic. This results in the need to manage the effects of trail use on a regular basis in order to keep the experience attractive, interesting, safe and enjoyable for all. The Frontenac K&P Trail Management Plan has laid an excellent foundation for trail management, and several initiatives described in this report are outcomes from the plan.

Maintenance

The Frontenac K&P Trail Management Plan outlines a maintenance standard for the K&P Trail to ensure the trail remains a high quality, safe and enjoyable experience for all users.

The surface is graded annually to improve drainage and prevent the formation of potholes. This is combined with compaction and, in some areas, treatment to mitigate dust. In 2022, the trail was graded only on the motorized sections between Verona and Clarendon Station, consisting of approximately 47.5 kilometres, and dust treatment was applied in villages and near sensitive areas throughout this section, amounting to approximately 28 kilometres.

By late June vegetation often encroaches significantly into the trail, especially along the non-motorized sections located south of Verona. In some places, up to a metre, or 1/3 of the travelled portion of trail can be encroached upon with grasses and branches, which are potentially hazardous to cyclists. Mowing and brushing took place during the week of July 4 and crews will return in late August.

In 2022, all bridges along the K&P Trail will be inspected to OSIM standards. Small and urgent repairs will be immediately addressed, with larger repairs scheduled for the following year. Significant capital repairs will be planned for and added to the County's Asset Management plan.

Capital Development

Verona Trailhead

A number of trail improvement projects are underway through the Investing In Canada Infrastructure Program (ICIP), Community, Culture and Recreation Stream (CCR). This multi-year funding has been directed to safety and access improvements throughout the trail. Most notably, the Verona Trailhead has been substantially upgraded and improved to provide access to the K&P Trail. However, this program has also funded several kilometres of edge protection along sections of the trail with steep edges, and the purchase of 40 benches for installation at appropriate intervals along the trail. These installations are scheduled to take place in September and October.

Elbow Creek Bridge Replacement

The Elbow Creek Bridge remains restricted to trail traffic only. Report 2022-081 provides background on the status of this bridge, and requests authorization to use the capital replacement reserve to proceed with the removal of this bridge and the installation of its replacement.

Development Phase 6: Clarendon to Wilbur

Land acquisition efforts continue in North Frontenac, with trail rehabilitation planned for 8 kilometres between Clarendon Station and Snow Road Station this fall. Negotiations continue with landowners in the Snow Road Station area.

Policy

County staff have been working to develop policy to ensure the trail is maintained appropriately and that issues are identified and responded to appropriately. This includes some policy required to assist in the enforcement of unwanted behaviour such as travelling at high speeds, damaging signs, failing to yield to other users and so forth. Policy also includes consideration of crossings, fencing concerns and other land use items. A key policy discussion over the past year is regarding the requirement of trail passes for motorized users.

Trail Pass

At its regular meeting on January 19, 2022, following a presentation from Mr. Wayne Robinson, County Council considered Report 2022-005 and directed staff to enter into negotiations between the Ontario Federation of Snowmobile Clubs, the Eastern Ontario Trails Alliance and the Ontario Federation of ATV Clubs on the development of a Joint Usage Agreement for the K&P Trail.

The Verona District ATV Club has had a partnership agreement in good standing with Frontenac County for the past 3 years. With 200 members, the club is relatively small compared to others in Eastern Ontario (Renfrew ATV Club has over 3000 members). As a result, a key barrier identified to growing the club's membership is the lack of a requirement for a trail permit for motorized users.

Almost all multi use trails require permits or passes for motorized use in Eastern Ontario. Renfrew County is currently in the process of establishing a revised agreement with the Renfrew ATV Club to require a pass on the Algonquin & K&P Trails, which is consistent with permit requirements in Lanark County.

While the Verona District ATV Club can offer some financial support to capital projects and maintenance each year, the benefits of the partnership with the club continue to keep the resources required by the county for trail administration at a manageable level.

Some key benefits of the partnership include:

- Trained Club "Ambassadors" (also referred to as wardens) patrol the K&P Trail every weekend from May until November. These Ambassadors engage with and support the trail community while also identifying any minor or major maintenance needs.
- Club members organize to keep the trail clear of trees and other debris after storms. One of the club members is a certified arborist and has assisted in the removal of some difficult and dangerous tree limbs.
- Assistance with small repairs, monitoring and clearing of culverts, and brushing/trimming high visibility areas.
- Assistance with dust control in difficult locations

- Coordination of portable washroom facilities in key locations

The volunteer “eyes” on the trail are of immense value to County staff, saving countless hours of patrols and investigations for the Manager of Economic Development. The same can be said of the minor repairs and culvert clearing. This work, if not completed by volunteers, would require additional seasonal staff to support trail operations.

County staff recommend that an agreement be negotiated with the Verona District ATV Club to require an Ontario Federation of ATV Clubs pass in 2023 to remain consistent with neighbouring Counties with similar multiuse trails that connect to the K&P Trail.

Staff also acknowledge that there are other groups and organizations with pass systems in Eastern Ontario, such as the Eastern Ontario Trails Alliance. As such, staff also recommend that the County remain open to additional partnerships with these groups, but that they be required to have reciprocal agreements with existing partners to ensure fairness and transparency. It is the understanding of County staff that the Verona District ATV Club requires an OFATV pass, but also honours the passes of the Eastern Ontario Trails Alliance.

Trail Bylaw

County staff have begun to draft a trail bylaw, along with a schedule of fines that would be implemented through an Administrative Monetary Penalty. This work has been delayed due to staff changes in both the clerk’s office and on the economic development team. The bylaw will continue to move forward but does need to be reviewed from a legal perspective before it can be presented to Council.

This bylaw is aimed at preventing unwanted behaviour on the trails and to support the positive work of trail volunteers and ambassadors.

Economic Development & Tourism

This year the Economic Development Team launched two new programs targeted at connecting trail users with businesses in the community: a signage program and the Frontenac mobile phone application. In addition, our trail counters have now been operational for a full year and are beginning to provide interesting insights into who is using the trail and when.

Business Signage Program

The signage program is a pay-to-play program where businesses can purchase a presence on the trail in the form of wayfinding signs, as well as directional arrows near their place of business. Over a dozen businesses are participating in the first year of the program. This program is a cost recovery program, aimed at recuperating the expenses associated with the creation and installation of the signs.

The Frontenac App

The Frontenac mobile phone application launched on June 28, 2022. The app incentivizes trail users and other visitors to Frontenac County to discover nearby businesses through the collection of points, and some businesses may offer rewards. The app uses geolocation to allow for points collection and shows distances to various businesses and attractions based on where the user is located.

As of the writing of this report there are 18 locations available to collect points, and 10 locations where points can be redeemed for a reward in the form of a discount or free product or service. Businesses can shift and change the rewards offered as they feel necessary. Examples of rewards include:

- 50 points for a 10% discount from a purchase over $25 (Asselstine Hardware)
- 100 points for a 10% discount (Rockhill B&B)
- 50 points for a free 1 hr consultation (Kingston Hockey Development Centre)
- 50 points for a free donut, muffin or croissant (Cardinal Café)

To date, there are 131 registered users on the app, but so far no rewards have been redeemed.

Trail Counts

There are 10 Trail Counters distributed throughout the 70 kilometres of the K&P Trail operated by Frontenac County between the City of Kingston and Clarendon Station. These counters collect data as trail users pass by and report on time, day, type of user and direction. This information is useful for maintenance and infrastructure planning but also demonstrates the market potential of the trail for local businesses, when combined with survey data that provides insight into purchasing habits and interests.

The two charts that follow share the type of use month by month across all 10 trail Counters and the total and average use trends between January 1 and June 30, 2022.

Figure 1: Total Monthly Trail Use, January – June 2022

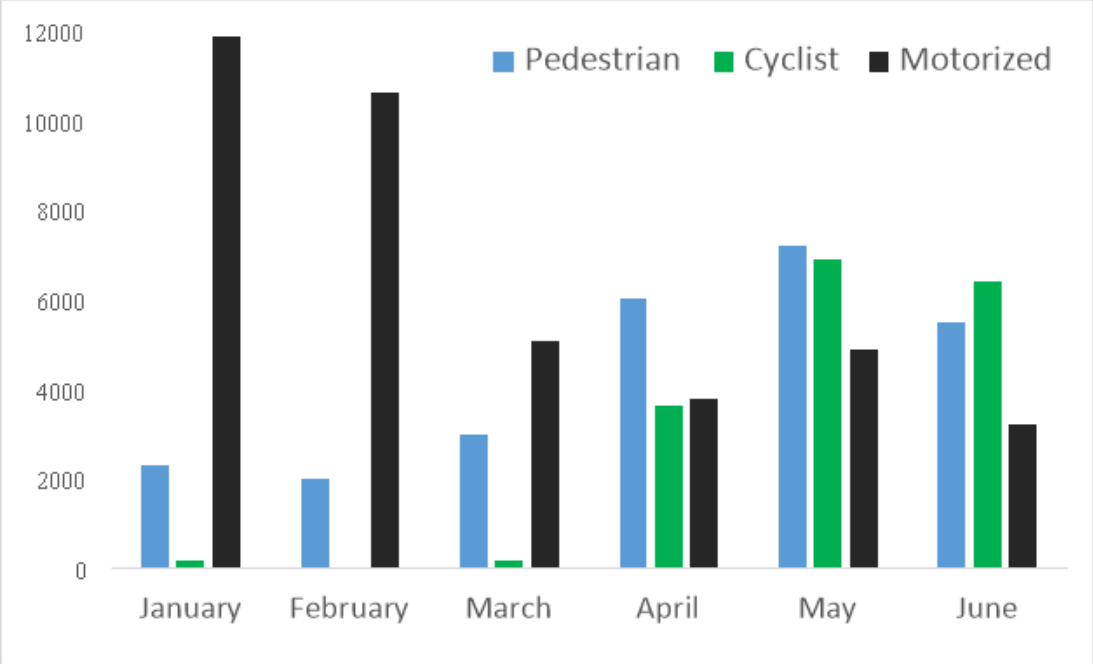

Figure 2: Key Figures

Key Figures: K&P Trail Counter Locations January 1 – June 30, 2022					
Site	**Total Counts**	**Daily Average**	**Weekend Average**	**Peak Day**	**Peak Count**
Orser Road	11,320	63	81	15-Apr-22	262
Harrowsmith South	10,365	58	90	29-May-22	315
Harrowsmith North	9,890	55	88	22-Jan-22	363
Verona South	9,406	53	84	22-Jan-22	351
Verona North	12,133	68	103	22-Jan-22	345
Hinchinbrooke Station	8,084	43	84	23-Apr-22	357
Tichborne Station	7,322	39	77	23-Apr-22	320
Sharbot Lake South	8,155	43	83	5-Mar-22	292
Sharbot Lake North	6,086	42	74	5-Mar-22	218
Clarendon Station	1,419	10	21	14-May-22	101

Financial Implications

The operating costs for trail maintenance, marketing and management initiatives described in this report are included in the annual budget.

A continued partnership with the Verona ATV Club reduces the need for County staff to inspect the trail on a regular basis and to hire contractors to resolve small repairs. If a Trail Pass is required for ATV/ORV, managed by the Club and its Ambassador, an increase of financial support from the club can be expect.

Over the past three years, the club has contributed approximately $6,000 directly to capital projects such as the Hinchinbrooke Station parking area and the Elbow Creek Bridge Replacement. This is in addition to renting portable washrooms and the purchase of garbage receptacles.

Strategic Priority Implications

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

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

Organizations, Departments and Individuals Consulted and/or Affected

Township of South Frontenac
Township of Central Frontenac
Township of North Frontenac
Verona District ATV Club
Snow Road Snowmobile Club
L&A Ridge Runners Snowmobile Club

FRONTENAC

Report 2022-088

Council Recommend Report

To:	Warden and Council of the County of Frontenac
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Gale Chevalier, Chief Paramedic Alex Lemieux, Director of Corporate Services/Treasurer
Date of meeting:	July 20, 2022
Re:	**Office of the CAO – Approval of Proposal for Paramedic Station at 2069 Battersea Road**

Recommendation

Recommendation

Be It Resolved That the Office of the CAO – Approval of Proposal for Paramedic Station at 2069 Battersea Road report be received;

And Further That the Council of the County of Frontenac authorize the Warden and Clerk to enter into an agreement with Wemp & Smith Construction Ltd. for the design and build of a paramedic base at 2069 Battersea Road in the amount of $2,499.960.

Background

On May 18, 2022, Council authorized the staff to proceed with a Request for Proposals (RFP) for the construction of a new two bay paramedic station located at 2069 Battersea Road, with final approval of the award of the project to be confirmed by Council. Staff will conducting interviews and completing due diligence prior to the meeting and will provide further details during the Council meeting.

Comments

On June 15, 2022, staff issued the Request for Proposal for the design-build of the proposed Paramedic Station. The Request for Proposal closed on July 13, 2022 with four bids received:

Bidder	Amount
DC&F Corp.	$1,747,301.26
Wemp & Smith Construction Ltd.	$2,499,960.00

Emmons and Mitchell Construction (2000) Ltd.	$3,165,000.00
JCB Construction Canada Inc.	$3,699,474.60

The low bidder, DC&F Corporation, did not provide costing based on Post-Disaster Construction standards. Section 2.4 of the RFP required design-build contractors to follow the Ontario Building Code for design of the Station including all provisions for the construction of a post-disaster building. When asked for clarification, DC&F Corporation was unable to provide an estimate on cost to build the station to Post-Disaster Construction standards. As well, DC&F omitted items priced by other bids such as, the cost for a hydro connection, the required permitting for septic installation and winter construction. As such, staff are unable to confirm they exact price of their bid.

Based on DC&F Corporation's response, the evaluation team deemed Wemp & Smith Construction Ltd. as having submitted the lowest eligible bid.

Financial Implications

The budgeted amount to construct a new paramedic station was $1,530,000 for the 2022 budget. Given the recent increase in construction costs, the estimates provided in report 2022-055 on May 18, 2022 were for a build in the $2-$3 million range.

The new building would be a capital expense and subject to the LSR cost sharing agreement with the City of Kingston. Based on the 2022 budget rate, the County's portion of the total expense would be 20.304%.

The County portion of the new building could be funded through the Stabilization Reserve or borrowing. Given the uncertainty around cost considerations and interest rates, staff will report back to Council at a later date with a preferred option.

Strategic Priorities Implications

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

2.3 Develop plans within a changing legislative and service delivery landscape to provide additional facilities for **Frontenac Paramedics** that will effectively meet steadily growing demand for services and accommodate more paramedic training.

Organizations, Departments and Individuals Consulted and/or Affected

City of Kingston
Fotenn Planning + Design

Sonya Bolton, Manager of Community Planning
Joe Gallivan, Director of Planning and Economic Development

FRONTENAC

Report 2022-089

Committee Recommend Report

To: Warden and Council Members of the County of Frontenac

From: Kelly Pender, Chief Administrative Officer

Prepared by: Kelly Pender, Chief Administrative Officer

Date of meeting: July 20, 2022

Re: Office of the Chief Administrative Officer – Authorization to enter into a Lease Agreement with the Cataraqui Region Conservation Authority (CRCA) for a Joint Administrative Facility

Recommendation

Be It Resolved That the Office of the Chief Administrative Officer – Authorization to enter into a Lease Agreement with the Cataraqui Region Conservation Authority (CRCA) for a Joint Administrative Facility report be received;

And Further That the Council of the County of Frontenac authorize the Warden and Clerk to enter into a Lease Agreement with the Cataraqui Region Conservation Authority (CRCA) for a Joint Administrative Facility located at 2069 Battersea Road, Glenburnie.

Background

At its meeting held June 15, 2022, Council passed the following motion, being Reports from Advisory Committees of County Council, clause a):

Reports from Advisory Committees of County Council

a) Report of the Administrative Building Design Task Force

Motion #: 104-22 Moved By: Councillor Vandewal
Seconded By: Councillor Martin

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

Report of the Administrative Building Design Task Force

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

1. **2022-058**
   Office of the Chief Administrative Officer
   Review and Award of the RFP for the Renovations & Additions for Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority

   Be It Resolved That the Office of the Chief Administrative Officer – Review and Award of the RFP for the redevelopment of the Administrative Building report be received;

   And Further That the Council of the County of Frontenac authorize the Warden and Clerk to enter into an agreement with Emmons & Mitchell Construction (2000) Ltd for the Renovations & Additions for Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority in the amount of Four Million, Four Hundred and Ninety Thousand ($4,490,000.00), subject to the approval by the Cataraqui Region Conservation Authority (CRCA).

   Carried

Comments

Construction is set to begin on July 18th, as County of Frontenac Administration Staff abatement of building took place on July 15th.

In terms of a Lease Agreement with the CRCA, the driving factor for lease payments was dependent upon the square footage occupied by each party, and the execution of the lease agreement was to be completed once the detailed designs were finalized.

With all designs now finalized and borrowing details, through Report 2022-078 also on today's agenda, an agreement has been drafted and reviewed by Cunningham Swan which has been approved by all parties. Staff are recommending that Council now authorize the Warden and Clerk to execute the Lease Agreement, which is attached to this report as Appendix A.

Strategic Priority Implications

Priority 3

Champion and coordinate collaborative efforts with partners to resolve complex problems otherwise beyond the reach

Specifically, the objectives that support this strategy states that the County will continue to pursue collaborative opportunities to achieve service and cost efficiencies and other economies through cost-sharing and shared services. This priority identifies the CRCA as a current and potential project partner

In addition, shared facilities reduce the overall environmental footprint required to occupy two separate facilities. Depending upon outcomes/options in terms of a shared facility, the overall greenhouse gas footprint of the County could be reduced because of this project, thereby assisting in meeting our GHG emission requirements as noted in the County's Energy Conservation and Demand Management Plan.

Financial Implications

Based on the schedule provided from the contractor, occupancy for Cataraqui Conservation would begin January 1, 2023, with full completion of the building on January 1, 2024. The amount of the lease payments will be finalized after construction is complete and subject to the total cost of construction and the interest rate at the time of borrowing. The lease payments by Cataraqui Conservation would begin after substantial completion for a term of 20 years.

The current estimated lease payment by Cataraqui Conservation would be $120,761 per year, based on the total cost of the building and a 31.8% allocation of costs determined by its share of dedicated space. This indicative lease payment is based off the cost of borrowing for an estimated construction cost of $4,640,000 and an interest rate of 4.66% over a 20-year term.

Under the lease agreement, the cost of utilities would be excluded from the lease payment. Cataraqui Conservation and the County would be responsible for their own costs for internet and telephone service. Joint costs, such as hydro, natural gas, snow clearing, janitorial services, common area maintenance, technology and capital replacement, and alarm and security costs would be shared in accordance with the 68.2%/31.8% allocation in relation to square footage as "Additional Rent" in the agreement.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer
Kevin Farrell, Manager of Continuous Improvement/GIS
Katrina Furlanetto, General Manager, Cataraqui Region Conservation Authority (CRCA)
Todd Colbourne, Colbourne & Kembel, Architects Inc.
Justin Chapman, Colbourne & Kembel, Architects Inc.

LEASE AGREEMENT

THIS LEASE made the ___ day of _____, 2022

BETWEEN:

THE CORPORATION OF THE COUNTY OF FRONTENAC

(hereinafter the "Landlord")

AND

THE CATARAQUI REGION CONSERVATION AUTHORITY

(hereinafter the "Tenant")

THIS INDENTURE WITNESSETH THAT IN CONSIDERATION of the covenants and agreements hereinafter mentioned, the parties do hereby agree as follows:

1. Premises and Term

1.1 *Premises*: The Landlord hereby leases to the Tenant four thousand one hundred fifty five (4,155) square feet of the lands and building described as County of Frontenac Administration Building, 2069 Battersea Road, Glenburnie, Ontario including all structures and improvements thereon, the boundaries and location of which are shown on the Plan of Leased Premises attached hereto as Schedule "A" (the "Premises") .

The Tenant acknowledges and agrees that the Premises are being renovated for its use and accepts the Premises in its condition as of the date the Tenant assumes control of the Premises.

1.2 *Common Areas.* The Premises include the free and unfettered use of the common areas, as defined in Schedule "A", with all expenses, repairs, maintenance, and utilities of the common areas shared by the Landlord and the Tenant on the basis set out in Section 4 of this Lease.

1.3 *Term*: To have and to hold the Premises unto the Tenant for a period commencing __, 2022 to and including __ (the "Term"). [MOU says 21 years – it can be longer because the County is not limited by s. 50 of the Planning Act]

The parties acknowledge and agree that the Tenant may occupy the Premises prior to substantial completion of the construction project undertaken by the Landlord; and in consideration for any inconvenience that may be caused by the ongoing construction, the Landlord agrees to allow the Tenant to occupy the Premises with a rent-free period of occupancy until December 31, 2023, or the substantial completion of the construction project, including common space.

In this section, construction project means the work undertaken by the Landlord to make leasehold improvements to the Premises and larger building owned by the Landlord to accommodate the Tenant as well as improve the remaining space for the use by the Landlord as generally set out in a Memorandum of Understanding between the Landlord and Tenant dated January 15, 2020.

1.4 *Option to Extend:* The Tenant shall have the right to extend the Term for one (1) period of five (5) years (the "Extension"). The Tenant must provide the Landlord with written notice of its intent to extend at least six (6) months, and not more than twelve (12) months, prior to the end of the Term and if no notice is provided from the Tenant to the Landlord, the Tenant shall be deemed to be occupying the Premises as a tenant from month to month as stated in section 13.6. The Rent payable for the Extension will be negotiated by the parties in advance of the expiry of the Lease. In the event that the rent or any other term cannot be agreed upon, the Landlord reserves the right to refuse to extend the Term. The parties agree that the lease renewal shall be reflective of market rates at the time of renewal.

1.5 *Termination.* During the Term of the Lease, and to recognize the extensive capital improvement costs incurred by the landlord to establish the Premises, the parties agree that neither party shall have the right to terminate for the initial ten (10) years of the Term. After the initial ten (10) year term, the Tenant shall have an ongoing right to terminate the Lease upon providing the Landlord with one (1) year written notice and paying six (6) month's additional rent to the Landlord at the termination of the Lease. After the initial ten (10) year term, the Landlord may terminate the Lease without cause upon providing a minimum of two (2) years written notice and paying the Tenant a payment equal to six (6) month's rent upon the Tenant surrendering the Premises. In the final five (5) years of the Lease the additional rent owed by the Tenant upon their early termination shall be reduced to three (3) month's rent and the Landlord's payment owing upon surrender of the Premises where the Landlord terminates the Lease shall be reduced to a payment equal to three (3) month's rent.

Upon any termination of the Lease in accordance with subsection 1.5 hereof, at the end of the notice period the Tenant shall be released from any and all obligations under the Lease.

2. Rent and Additional Rent

2.1 *Rent*: The Tenant agrees to pay to the Landlord, as rent for the Premises, the fixed sum of $120,839 per annum, payable in monthly installments on the first day of each month of the Term, in advance, such payments to be in the estimated amount of $10,069.92 per month. If the Term commences on any day other than the first day of the month, or ends on any day other than the last day of the month, rent for the fractions of a month at the commencement and at the end of the Term shall be calculated on a *pro rata* basis and shall be payable on the first day of the partial month. Rent and other amounts payable hereunder shall be paid without any deduction, set off or abatement whatsoever, and the Tenant hereby waives the benefit of any statutory or other right in respect of abatement or set off in its favor at the time hereof or at any future time.

The parties agree to discuss the timing of borrowing and the impact on the lease payment.

The parties acknowledge and agree that the amount of rent set out above is an estimate based on the anticipated costs to construct and finance the Premises and additional space necessary to accommodate the tenancy. A copy of the financial summary for the lease is appended to this agreement as Schedule 'B'. The Tenant is responsible for thirty one point eight percent (31.8 %) of the actual costs of the construction project which shall be amortized at the debenture rate entered into by the County of Frontenac to finance the project over twenty years to calculate the Rent. The parties agree that upon completion of the construction project the Landlord shall provide to the Tenant an accounting of the actual construction costs and the Rent shall be recalculated and apportioned over the Term. The recalculated Rent shall govern for the Term and this Lease shall be amended accordingly. In the event that the Rent as set out above is underestimated, the Tenant agrees that the underpayment for the amount previously billed will be reconciled and paid in a lump sum.

2.2 *Payment as Rent*: All of the payments set out in this Lease (other than HST (as hereinafter defined)) shall constitute additional rent, and shall be deemed to be and shall be paid as Rent, whether or not any payment is payable to the Landlord or otherwise, and whether or not as compensation to the Landlord for expenses to which it has been put. The Landlord has all the rights against the Tenant for default in payment of additional rent that it has against the Tenant for default in payment of rent.

2.3 *Interest on Overdue Amounts*: If the Tenant shall fail to pay any rent or other amount when the same is due and payable, such unpaid amount shall bear interest at the rate of five percent (5%) per annum, such interest to be calculated from the time the amount becomes due until paid by the Tenant.

2.4 *HST*: The Tenant shall pay to the Landlord all harmonized sales taxes and other applicable taxes (collectively, "HST") on the Rent and additional rent pursuant to all applicable laws and regulations. HST shall not be deemed to be additional rent under this Lease, but may be recovered by the Landlord as though it were additional rent.

3. Use

3.1 *Use*: The Tenant agrees to use the Premises only for the purpose of administrative offices in a careful, prudent and lawful manner. The Tenant shall keep the Premises in as good order, condition and repair as the same shall be upon the commencement of the Lease and shall deliver up the Premises at the expiration or termination of this Lease in a similar condition, reasonable wear and tear thereof and damage by fire and other unavoidable casualty for which the Landlord has or is required to carry insurance excepted. The Tenant shall not do or suffer any waste or damage, disfiguration or injury to the Premises, nor permit or suffer any overloading of the floors, roof deck, walls or any other part of the Premises, and shall not use or permit to be used any part of the Premises for any illegal or unlawful purpose or any dangerous, noxious or offensive trade or business, and shall not cause or permit any nuisance in, at or on the Premises.

3.2 *Quiet Enjoyment*: The Tenant, upon paying the Rent hereby reserved, and performing and observing the covenants and provisions herein required to be performed and observed on its part, shall peaceably enjoy the Premises for the Term.

3.3 Parking Facilities: Any parking facilities provided by the Landlord shall be deemed to be part of the Common Areas supplied by the Landlord.

4. Taxes, Utilities and Common Expenses

4.1 *Taxes*: The Tenant shall pay all real estate taxes levied or assessed against the Premises as applicable and when due.

4.2 *Utilities and Services*: The Tenant agrees to pay thirty one point eight percent)31.8 %) of the total utilities and services (which shall include internet) used or consumed by the Landlord and Tenant, which are to be part of the Rent as defined hereto. The Tenant shall not install any equipment which would exceed or overload the capacity of the utility facilities in the Premises or the electrical wiring and service in the Premises, without the written consent of the Landlord.

4.3 Common Expenses: The Tenant agrees to pay for common expenses incurred by the Landlord as follows:

4.3.1 31.8% of janitorial services for common areas;

4.3.2 100% of janitorial services for the Premises;

4.3.3 31.8% of snow removal attributable to the parking, lanes and walkways used by the Premises;

4.3.5 31.8% of a $60,000 joint annual contribution to fund capital replacement; and

4.3.6 31.8% of a $10,800 joint annual contribution, calculated as 18% of the contribution listed in 4.3.5, to fund maintenance activities for the common areas.

5. Alterations and Repairs

5.1 *Improvements and Alterations*: No additions, modifications or alterations are to be made by the Tenant without the prior written consent of the Landlord, which consent shall not be unreasonably withheld. All such additions, modifications or alterations consented to by the Landlord are to be made only at the expense of the Tenant. Upon affixation, such additions, modifications or alterations shall immediately become the property of the Landlord and shall be regarded for all purposes as part of the Premises. Any and all such additions, alterations and modifications shall be made in accordance with all applicable laws and regulations. The Tenant agrees that it shall, upon request of the Landlord, at the end of the Term or other expiration of this Lease, put the Premises back in the same condition as when the Tenant took possession, except to the extent that any addition, alteration or modification had been previously consented to by the Landlord. If any construction or other lien or order for the payment of money shall be

filed against the Premises by reason of or arising out of any labour or material furnished to the Tenant or to anyone claiming through the Tenant, the Tenant, within five (5) days after receipt of notice of the filing thereof, shall cause the same to be discharged by bonding, deposit, payment, court order or otherwise. The Tenant shall defend all suits to enforce such lien or orders against the Tenant, at the Tenant's sole expense. The Tenant hereby indemnifies the Landlord against any expense or damage incurred as a result of such liens or orders.

The Tenant is responsible for all costs to maintain and repair the Premises and any leasehold improvements, subject to the approval of the Landlord.

5.2 Maintenance and Repair: The maintenance and repair of the exterior of the building within which the Premises are located shall be the sole responsibility of the Landlord, at its expense, including without limitation:

(a) maintaining and keeping in good repair the roof, loading-bearing walls, foundation and structural portions of the entire structure;

(b) the day-to-day maintenance and repair of the structure, including, without limitation, plumbing fixtures and lines, electrical wiring, all heating, ventilation and air-conditioning equipment and facilities, all facilities and equipment providing water, light and heat and including the floor coverings and maintenance of all walls (exterior and common areas). All decorating and redecorating of the common areas, including any painting of the walls; and

(c) replacement and any required major capital repairs to all service and utilities lines serving the structure and to all heating, ventilation and air-conditioning equipment that existed at the beginning of the Term.

5.3 *Compliance with Laws*: The Tenant shall, at its own expense, comply with all applicable laws and regulations affecting the Premises or the use or occupation thereof including, without limitation, police, fire and health regulations and requirements of the fire insurance underwriters.

5.4 *Signs*: The Tenant shall have the right, at all times during the Term, at its own expense, to erect or cause to be erected such signs upon the Premises as it deems desirable, provided however, that no exterior signs shall be so erected without the consent of the Landlord, such consent not to be unreasonably withheld. The erection and maintenance of any and all such signs shall be in conformity with the requirements of all applicable laws and regulations.

6. Insurance, Releases and Indemnity

6.1 *Landlord's Insurance*: The Landlord shall obtain and maintain in full force and effect, fire and extended insurance coverage on the Premises in amounts satisfactory to Landlord, acting reasonably.

6.2 *Tenant's Insurance*: The Tenant shall obtain and maintain in force and effect, the following insurance:

(a) fire and extended insurance coverage on all property of the Tenant, or for which the Tenant is legally liable, or which is installed by or on behalf of the Tenant, within the Premises including, without limitation, stock-in-trade, furniture, equipment, partitions, trade fixtures and Leasehold Improvements, in an amount not less than the full replacement cost thereof from time to time;

(b) general liability and property damage insurance, including personal liability, contractual liability, tenants' legal liability, non-owned automobile liability, and owners' and contractors' protective insurance coverage with respect to the Premises, which coverage shall include the business operations conducted by the Tenant and any other person on the Premises. Such policies shall be written on a comprehensive basis with coverage for any one occurrence or claim of not less than two million dollars ($2,000,000.00) or such higher limits as the Landlord may reasonably require from time to time;

(c) such other forms of insurance as may be reasonably required by the Landlord and any mortgagee of the Premises from time to time.

The Tenant shall, upon request, provide to the Landlord certificates or policies of insurance evidencing compliance with the foregoing requirements.

6.3 *Mutual Release*: The parties hereby release each other as follows:

(a) the Landlord hereby releases the Tenant with respect to any and all liability (including that derived from the fault or neglect of the Tenant, its subsidiaries, its parent company, assignees, subtenants, agents, employees or other persons under its direction or control) which the Tenant might otherwise have for any damage to or destruction of the Premises and any personal property of the Landlord, by fire, other casualty or cause which the Landlord is required to insure against pursuant to the terms of this Lease or has otherwise insured, and

(b) the Tenant hereby releases the Landlord with respect to any and all liability (including that derived from the fault or neglect of the Landlord, its subsidiaries, its parent company, assignees, agents, employees or other persons under its direction or control) which the Landlord might otherwise have for any damage to or destruction of the Premises and any personal property of the Tenant, by fire, other casualty or cause which the Tenant is required to insure against pursuant to the terms of this Lease or has otherwise insured.

6.4 *Further Release of Landlord*: Without limiting any other provisions herein, the Landlord shall not be liable for any damage resulting from the interruption of the

Tenant's business caused by fire or other hazards (whether insured or not) or interruption of utilities or for any indirect or consequential damages, whether or not attributable to the negligence of the Landlord, and the Tenant does hereby expressly release the Landlord of and from any and all liability for such damage.

6.5 *Indemnity - Tenant*: The Tenant shall indemnify the Landlord and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses in connection with loss of life, personal injury and/or damage to or loss of property:

(a) arising out of any occurrence in or about the Premises;

(b) occasioned or caused wholly or in part by any act or omission of the Tenant or anyone for whom it is in law responsible; and

(c) arising from any breach by the Tenant of any provision of this Lease.

6.6 *Indemnity - Landlord*: The Landlord shall indemnify the Tenant and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses in connection with loss of life, personal injury and/or damage to or loss of property:

(a) arising out of any occurrence in or about the property, excluding the Premises;

(b) occasioned or caused wholly or in part by any act or omission of the Landlord or anyone for whom it is in law responsible; and

(c) arising from any breach by the Landlord of any provision of this Lease.

7. Environmental Matters

7.1 *Hazardous Materials*: The Tenant shall not cause or permit any Hazardous Material to be brought upon, kept or used in or about the Premises; provided however that if any hazardous material is necessary to the Tenant's business, such hazardous material may be brought upon, kept or used in or about the Premises by Tenant but only if such hazardous materials are used, kept and/or stored in a manner that complies with all laws regulating any such Hazardous Material so brought upon, used or kept in or about the Premises. The Tenant shall immediately notify the Landlord in writing or any release or other activity at or upon the Premises for which notification of any governmental entity is required pursuant to applicable environmental or health laws and regulations. As used herein, the term "Hazardous Material" shall mean any substance capable of posing a risk or damage to health, safety, property or the environment including, without limitation, any contaminant, pollutant, dangerous or potentially dangerous substance, noxious substance, toxic substance, hazardous waste, flammable or explosive material, radioactive material, urea formaldehyde foam insulation, asbestos, polychlorinated biphenyls, polychlorinated biphenyl waste, polychlorinated biphenyl related waste, and any other substance or material now or hereafter declared, defined or deemed to be regulated or controlled under any applicable environmental or health laws and regulations.

7.2 *Environmental Indemnity*: If the Tenant breaches the obligations stated in the preceding section, or if the presence of Hazardous Material on the Premises caused or permitted by the Tenant results in contamination of the Premises, or if contamination of the Premises by Hazardous Material otherwise occurs or exists as a result of the Tenant's use of the Premises, the Tenant shall indemnify, defend and hold the Landlord harmless from any and all claims, judgments, damages, penalties, fines, costs, liabilities or losses (including sums paid in settlement of claims, legal fees (on a substantial indemnity basis) consultant fees and expert fees) which arise during or after the Term as a result of such contamination by the Tenant. This indemnification of the Landlord by the Tenant includes, without limitation, costs incurred in connection with any investigation of site conditions or any clean-up, remedial, removal or restoration work required by any federal, provincial or local governmental agency resulting from the presence of any Hazardous Material in the soil or ground water on or under the Premises caused or permitted by the Tenant or for which Tenant is otherwise responsible. Without limiting the foregoing, if the presence of any Hazardous Material on the Premises caused or permitted by the Tenant results in any contamination of the Premises, or if any contamination of this Premises is discovered or suspected, the Tenant shall promptly take all actions, at its sole expense, as are necessary to return the Premises to the condition existing prior to the introduction of any such Hazardous Material to the Premises.

8. Damage or Destruction

8.1 *Damage or Destruction of the Premises*: If the Premises or any portion thereof is damaged or destroyed by fire or by other casualty:

(a) rent shall abate in proportion to the area of that portion of the Premises which, in the opinion of the Landlord's architect or professional engineer, is thereby rendered unfit for the purposes of the Tenant until the Premises are repaired and rebuilt, and the Landlord shall repair and rebuild the Premises. Rent shall recommence to be payable one (1) day after the Landlord notifies the Tenant that the Tenant may reoccupy the Premises;

(b) if the Premises cannot, in the reasonable opinion of the Landlord, be rebuilt within one hundred and eighty (180) days of the damage or destruction, the Landlord may terminate this Lease by giving to the Tenant, within thirty (30) days after such damage or destruction, notice of termination, and thereupon rent and other payments hereunder shall be apportioned and paid to the date of such damage or destruction and the Tenant shall immediately deliver up vacant possession of the Premises to the Landlord;

(c) in the event of damage or destruction occurring by reason of any cause in respect of which proceeds of insurance are substantially insufficient to pay for the costs of rebuilding the Premises or are not payable to or received by the Landlord, or in the event that any mortgagee or other person entitled thereto shall not consent to the payment to the Landlord of the

proceeds of any insurance policy for such purpose or, in the event that the Landlord is not able to obtain all necessary governmental approvals and permits to rebuild the Premises, the Landlord may elect, within thirty (30) days of such damage or destruction, on written notice to the Tenant, to terminate this Lease, and the Tenant shall immediately deliver up vacant possession of the Premises to the Landlord;

(d) the Landlord's obligation to repair and rebuild shall not include the obligation to repair and rebuild any chattel, fixture, leasehold improvement, installation, addition or partition in respect of which the Tenant is required to maintain insurance hereunder, or any other property of the Tenant. In performing any reconstruction or repair, the Landlord may effect reasonable changes to the Premises and its equipment and systems; and

(e) any decisions regarding the extent to which the Premises has become unfit for use shall be made by an architect or professional engineer appointed by the Landlord, whose decision shall be final and binding upon the parties.

9. Right to Enter

9.1 *Landlord's Right to Enter*: The Landlord and its agents may, at all reasonable times upon reasonable notice, enter upon the Premises to view the condition thereof or to make such repairs or alterations as the Landlord may be required to make or may deem necessary for the safety, improvement or preservation of the Premises or for the purpose of exhibiting the Premises to prospective mortgagees and/or purchasers. The Landlord shall be entitled, without notice to or consent by the Tenant:

(a) at any time during the last three (3) months of the Term, to place upon the exterior of the Premises the Landlord's usual notice(s) that the Premises are for rent; and

(b) at any time during the last three (3) months of the Term, on reasonable prior notice, to enter upon the Premises during normal business hours for the purpose of exhibiting same to prospective tenants.

10. Sublease, Assignment and Sale

10.1 *Sublease and Assignment*: The Tenant may not sublet the Premises in whole or in part or assign or charge or encumber this Lease or any interest therein or otherwise part with or share possession of the Premises (any of the foregoing being a “Transfer”), without the approval of the Landlord

10.2 *Estoppel Certificate*: The Tenant shall, on ten (10) days' notice from the Landlord, execute and deliver to the Landlord a statement as prepared by the Landlord in writing certifying the following:

(a) that this Lease is unmodified and in full force and effect, or, if modified, stating the modifications and that the same is in full force and effect as modified;

(b) the amount of the annual rent then being paid;

(c) the dates to which annual rent, by installments or otherwise, and other additional rent or charges hereunder have been paid; and

(d) whether or not there is any existing default on the part of the Landlord of which the Tenant has notice.

10.3 *Subordination and Non-Disturbance*: The Landlord agrees to obtain, at its own expense, from any mortgagee or any other party having an interest with priority to that of the Tenant, an agreement in a form reasonably satisfactory to the Tenant, to the effect that such party will not disturb the Tenant's possession of the Leased Premises, unless the Tenant is itself in default under the Lease, and then only as permitted under the terms of the Lease. The Tenant agrees to subordinate the Lease to a future mortgagee, provided that such future mortgagee will also provide the Tenant with a similar form of non-disturbance agreement.

10.4 *Sale by Landlord*: In the event of the sale or lease by the Landlord of its interest in the property or any part or parts thereof, and in conjunction therewith the assignment by the Landlord of this Lease or any interest of the Landlord herein, the Landlord shall be relieved of any liability under this Lease in respect of matters arising from and after such assignment.

11. Default and Remedies

11.1 *Events of Default*: The Tenant shall be in default upon the occurrence of any of the following (all of which are "Events of Default"):

(a) any rent or other amount due is not paid within five (5) business days after notice in writing from the Landlord to the Tenant;

(b) the Tenant has breached any of its obligations in this Lease and, if such breach is capable of being remedied and is not otherwise listed in this Section, after notice in writing from the Landlord to the Tenant:

(i) the Tenant fails to remedy such breach within ten (10) business days (or such shorter period as may be provided in this Lease); or

(ii) if such breach cannot reasonably be remedied within ten (10) business days or such shorter period, the Tenant fails to commence to remedy such breach within ten (10) days of such breach, or thereafter fails to proceed diligently to remedy such breach;

(c) the Tenant makes an assignment or sublease without the approval of the Landlord;

(d) the Tenant abandons or attempts to abandon the Premises, or the Premises become vacant or substantially unoccupied for a period of ten (10) consecutive days or more without the consent of the Landlord;

(e) the Tenant moves or commences, attempts or threatens to move its trade fixtures, chattels and equipment out of the Premises; or

(f) any insurance policy covering any part of the Premises is, or is threatened to be, cancelled or adversely changed (including a substantial premium increase) as a result of any action or omission by the Tenant or any person for whom it is legally responsible.

11.2 *Landlord Remedies*: If and whenever an Event of Default occurs, then, without prejudice to any other rights which it has pursuant to this Lease or at law, in accordance with the Commercial Tenancies Act, the Landlord shall have the following rights and remedies, which are cumulative and not alternative:

(a) to terminate this Lease by notice to the Tenant or to re-enter the Premises and repossess them and, in either case, enjoy them as of its former estate, and to remove all persons and property from the Premises and store such property at the expense and risk of the Tenant or sell or dispose of such property in such manner as the Landlord sees fit without notice to the Tenant. If the Landlord enters the Premises without notice to the Tenant as to whether it is terminating this Lease under this Section 11.2(a) or proceeding under Section 11.2(b) or any other provision of this Lease, the Landlord shall be deemed to be proceeding under Section 11.2(b), and the Lease shall not be terminated, nor shall there be any surrender by operation of law, but the Lease shall remain in full force and effect until the Landlord notifies the Tenant that it has elected to terminate this Lease. No entry by the Landlord during the Term shall have the effect of terminating this Lease without notice to that effect to the Tenant;

(b) to enter the Premises as agent of the Tenant to do any or all of the following: (i) relet the Premises for whatever length and on such terms as the Landlord, in its discretion, may determine, and to receive the rent therefor; (ii) take possession of any property of the Tenant on the Premises, store such property at the expense and risk of the Tenant, or sell or otherwise dispose of such property in such manner as the Landlord sees fit, without notice to the Tenant; (iii) make alterations to the Premises to facilitate their reletting; and (iv) apply the proceeds of any such sale or reletting first, to the payment of any expenses incurred by the Landlord with respect to any such reletting or sale, second, to the payment of any indebtedness of the Tenant to the Landlord other than rent, and third, to the payment of rent in arrears, with the residue to be held by the Landlord

and applied to payment of future rent as it becomes due and payable, provided that the Tenant shall remain liable for any deficiency to the Landlord;

(c) to remedy or attempt to remedy any default of the Tenant under this Lease for the account of the Tenant and to enter upon the Premises for such purposes. No notice of the Landlord's intention to remedy or attempt to remedy such default need be given to the Tenant unless expressly required by this Lease, and the Landlord shall not be liable to the Tenant for any loss, injury or damages caused by acts of the Landlord in remedying or attempting to remedy such default. The Tenant shall pay to the Landlord all expenses incurred by the Landlord in connection therewith;

(d) to recover from the Tenant all damages, costs and expenses incurred by the Landlord as a result of any default by the Tenant including, if the Landlord terminates this Lease, any deficiency between those amounts which would have been payable by the Tenant for the portion of the Term following such termination and the net amounts actually received by the Landlord during such period of time with respect to the Premises; and

(e) to recover from the Tenant the full amount of the current month's rent together with the next six (6) months' installments of rent, less any month's installments of rent that rent was paid and proper notice was provided to the Landlord, if applicable, all of which shall immediately become due and payable as accelerated rent.

11.3 *Distress*: Notwithstanding any provision of this Lease or any provision of any applicable legislation, none of the goods and chattels of the Tenant on the Premises at any time during the Term shall be exempt from levy by distress for rent in arrears, and the Tenant waives any such exemption. If the Landlord makes any claim against the goods and chattels of the Tenant by way of distress, this provision may be pleaded as an estoppel against the Tenant in any action brought to test the right of the Landlord to levy such distress.

11.5 *Remedies Cumulative*: Notwithstanding any other provision of this Lease, the Landlord may from time to time resort to any or all of the rights and remedies available to it in the event of any default hereunder by the Tenant, either by any provision of this Lease, by statute, or common law, all of which rights and remedies are intended to be cumulative and not alternative. The express provisions contained in this Lease as to certain rights and remedies are not to be interpreted as excluding any other or additional rights and remedies available to the Landlord by statute or common law.

12. Miscellaneous

12.1 *Notices*: Any notice, delivery, payment or tender of money or document(s) to the parties hereunder may be delivered personally or sent by prepaid registered or certified mail or prepaid courier to the following addresses:

to the Landlord: THE CORPORATION OF THE COUNTY OF FRONTENAC

to the Tenant: CATARAQUI REGION CONSERVATION AUTHORITY

and any such notice, delivery or payment so delivered or sent shall be deemed to have been given or made and received upon delivery of same or on the third (3rd) business day following the mailing of same, as the case may be. Each party may, by notice in writing to the others from time to time, designate an alternative address in Canada to which notices given more than ten (10) days thereafter shall be addressed. Notwithstanding the foregoing, any notice, delivery, payment or tender of money or document(s) to be given or made to any party hereunder during any disruption in the service of the Canada Post Office shall be deemed to have been received only if delivered personally or sent by prepaid courier.

12.2 *Force Majeure*: Notwithstanding any other provision contained herein, in the event that either the Landlord or the Tenant should be delayed, hindered or prevented from the performance of any act required hereunder by reason of any unavoidable delay, including strikes, lockouts, unavailability of materials, inclement weather, acts of God or any other cause beyond its reasonable care and control, but not including insolvency or lack of funds, then performance of such act shall be postponed for a period of time equivalent to the time lost by reason of such delay. The provisions of this Section shall not under any circumstances operate to excuse the Tenant from prompt payment of rent and/or any other charges payable under this Lease.

12.3 *Waiver*: No waiver by any party hereto of any breach by any other party of any of its covenants, agreements or obligations contained in this Lease shall be or be deemed to be a waiver of any subsequent breach thereof or the breach of any other covenants, agreements or obligations, nor shall any forbearance by any party hereto to seek a remedy for any breach by any other party be a waiver by the party so forbearing of its rights and remedies with respect to such breach or any subsequent breach. The subsequent acceptance of rent by the Landlord shall not be deemed to be a waiver of any preceding breach by the Tenant of any term, covenant or condition regardless of the Landlord's knowledge of such preceding breach at the time of the acceptance of such rent. All rent and other charges payable by the Tenant to the Landlord hereunder shall be paid without any deduction, set off or abatement whatsoever, and the Tenant hereby waives the benefit of any statutory or other right in respect of abatement or set off in its favour at the time hereof or at any future time.

12.4 *Registration*: Neither the Tenant nor anyone on the Tenant's behalf or claiming under the Tenant (including any Transferee) shall register this Lease or any Transfer against the Premises. The Tenant may register a notice or caveat of this Lease

provided that: (a) a copy of the Lease is not attached; (b) no financial terms are disclosed; (c) the Landlord gives its prior written approval to the notice or caveat; and (d) the Tenant pays the Landlord's reasonable costs on account of the matter. Upon the expiration or earlier termination of the Term, the Tenant shall immediately discharge or otherwise vacate any such notice or caveat.

12.5 *Interpretation*: Words importing the singular number only shall include the plural and *vice versa*, words importing the masculine gender shall include the feminine and neuter genders, and words importing persons shall include firms and corporations and *vice versa*. The division of this Lease into Sections and the insertion of headings are for convenience of reference only, and shall not affect the construction or interpretation of this Lease. If any Section or part or parts of a Section in this Lease are or become illegal or unenforceable, it or they shall be considered separate and severable from the Lease and the remaining provisions of this Lease shall remain in full force and effect and shall be binding upon the Landlord and the Tenant as though such Section or part or parts thereof had never been included in this Lease. It is an express condition of this Lease that the subdivision control provisions of the applicable provincial legislation be complied with, if necessary. If such compliance is necessary, the Tenant covenants and agrees to diligently proceed, at its own expense, to obtain the required consent, and the Landlord agrees to co-operate with the Tenant in bringing such application.

12.6 *Overholding*: If, at the expiration of the Term or any subsequent renewal or extension thereof, the Tenant shall continue to occupy the Premises without further written agreement, there shall be no tacit renewal of this Lease, and the tenancy of the Tenant thereafter shall be from month to month only, and may be terminated by either party on one (1) month’s notice. Rent shall be payable in advance on the first day of each month equal to the sum of one hundred and fifty percent (150%) of the monthly installment of rent payable during the last year of the Term, and all terms and conditions of this Lease shall, so far as applicable, apply to such monthly tenancy.

12.7 *Entire Agreement*: There are no covenants, representations, warranties, agreements or other conditions, express or implied, collateral or otherwise, forming part of or in any way affecting or relating to this Lease, save as expressly set out or incorporated by reference herein, and this Lease constitutes the entire agreement duly executed by the parties hereto, and no amendment, variation or change to this Lease shall be binding unless the same shall be in writing and signed by the parties hereto.

12.8 *Successors and Assigns*: The rights and liabilities of the parties shall enure to the benefit of their respective heirs, executors, administrators, successors and assigns, subject to any requirement for consent by the Landlord hereunder.

12.9 *Personal Information*: Any Tenant that is an individual person consents to the collection and use of their personal information, as provided directly or collected from third parties, for the purposes of the Landlord considering the Tenant’s offer in respect of this Lease and determining the suitability of the Tenant, as applicable (both initially and on an on-going basis), including the disclosure of such information to existing and potential lenders, investors and purchasers.

13.0 *Counterparts and Transmission:* This lease agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

This agreement may be validly executed and delivered by means of transmission of email of an electronically scanned original signature (such as in PDF file format).

IN WITNESS WHEREOF the parties hereto have duly executed this Lease.

LANDLORD THE CORPORATION OF THE COUNTY OF FRONTENAC

_____
Per:
Title: Warden

_____
Per:
Title: Clerk

We have the authority to bind the Corporation

TENANT CATARAQUI REGION CONSERVATION AUTHORITY

_____ _____
Witness:

I have Authority to bind the Authority

00759861.DOCX:

SCHEDULE “A”
SKETCH OF LEASED PREMISES

FRONTENAC

Report 2022-090

Council Recommend Report

To:	Warden and Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Kelly Pender, Chief Administrative Officer Jannette Amini, Manager of Legislative Services/Clerk Joe Gallivan, Director of Planning and Economic Development
Date of meeting:	July 20, 2022
Re:	**Office of the Chief Administrative Officer – Public Meeting Report and next steps regarding Communal Services Draft Business Case Study**

Recommendation

Resolved That the Council of the County of Frontenac receive the Office of the Chief Administrative Officer – Public Meeting Report and next steps regarding Communal Services Draft Business Case report for information

And Further That the Council of the County of Frontenac approve the Business Case Study based on all input from the Townships and the Public;

And Further That the Business Case Study be forwarded to the member municipalities with a request for their consideration prior to August 18, 2022;

And Further That Council direct staff to begin the implementation of step 5, being by drafting agreements and documents for approval by all Councils.

Background

Prior to final consideration of the creation of a Municipal Service Corporation (MSC), a municipality must prepare a Business Case Study (BSC) and receive public input.

In June, 2019, County Council formally endorsed the Frontenac Communal Services Study.

As part of that endorsement, County Council also directed staff to "investigate financial models and utility models that can be used to significantly reduce the municipal financial risk of approving development on communal services and entering into a Municipal Responsibility Agreement (MRA) and report back to Council."

Subsequently, in June, 2020, Council passed a motion to create a 'Communal Services Governance/Operations Review Committee' to review different governance models to manage communal systems.

The Committee is comprised of the four Mayors of the Townships as well as four citizens that have expertise in land development, civil engineering, financing, and governance. Also, representatives from the Ministry of Environment, Conservation and Parks and the Ministry of Municipal Affairs have attended the sessions to assist with any questions with respect to the *Municipal Act*, the *Planning Act*, and the *Water Resources Ac*t. A consulting firm was retained to report directly to the Committee and to assist in the following:

- Conducting a review of governance and management structure best practices and governance structures in Ontario;
- Developing a set of governance models to be considered; and
- Recommending a preferred governance model for the Frontenac region.

Since August, 2020, the committee has held six meetings to review the options for how best to manage communal systems.

The consultants delivered a final report to the governance committee at their meeting held on April 7, 2021, which recommended the use of the Municipal Service Corporation (MSC) as the preferred model, in part for the following reasons:

- MSC allows for a consistent governance and management model that can be applied to all municipalities;
- Services remain in 100% public ownership with the participating municipalities as shareholders.
- MSC operates separately from municipalities with separate financials and objectives.
- MSC can be set up to help promote future land use planning objectives in the local Official Plans.
- Allows for dividends for municipal shareholders and joint risk sharing.

Following the work of the Communal Services Committee, Council, at its regular meeting held April 21, 2021 received Report 2021-036 and subsequently passed the following resolution, being Recommend Reports from the Chief Administrative Officer clause e):

e) 2021-036
Planning and Economic Development
Communal Service Governance/Operations Model Review Committee – Creation of a Municipal Services Corporation

Motion #: 73-21 Moved By: Councillor Smith
Seconded By: Councillor Higgs

Resolved That the Council of the County of Frontenac receive and approve the 'Communal Services Governance Model – Final Report' (03 March 2021) prepared by WSP consulting;

And Further That Council endorse the recommendations of the Communal Service Governance/Operations Committee to create a Municipal Service Corporation (MSC) to manage communal service development across Frontenac, and that each Township invest in the MSC using a weighted assessment model;

And Further That Council send this recommendation to each Township for consideration in May, 2021.

Carried As Amended

At its regular meeting held January 19, 2022, through a Councillor Report presented by Deputy Warden Higgins, it was felt that a public meeting to address residents concerns should be held. As such the following motion was passed, being Motions, Notice of Which has Been Given, clause a):

Motions, Notice of Which has Been Given

a) Proposed Public Meeting and Consultation regarding the Communal Services project

Motion #: 13-22 Moved By: Deputy Warden Higgins
Seconded By: Councillor Martin

That the County Planning Department schedule a Communal Services Public Meeting, in addition to public consultations, to address any concerns by the community at large;

And Further That all Township Councils be invited to said meeting.

Carried

Since Resolution73-21 was passed by Council on April 21, 2021, all four Townships have reviewed and supported the publishing of the Draft Frontenac Municipal Services Corporation Business Case Study for public review, with the Township of South Frontenac being the final municipality to support the project at their meeting held May 17, 2022. As a result, at its June 15, 2022 regular meeting, County Council passed a resolution to host a Public Meeting in combination of in person and virtual on Wednesday, July 13, 2022 at 6:00 p.m. in the Township of South Frontenac.

Comment

The Public Meeting held on July 13, 2022 saw four (4) members of the public attend in person and fourteen (14) attended virtually. Four members of the public raised questions and concerns regarding either site specific developments or how private systems or assets would affect shares in a MSC.

Members of Council also raised questions again regarding how private assets would be incorporated into a MSC and the effects on municipalities.

One comment was made by Deputy Warden Higgins that the consultant had indicated in the report that communal services cannot be privately owned and stated that this is incorrect and asked that this be reviewed again when discussed at Council.

A copy of the minutes of the public meeting are attached to this report as Appendix A.

Implementation and Next Steps

Following receipt of the WSP Final Report in April 2021, the following Implementation and Next steps were identified:

1. Townships Vote In/Out & Formally Confirm MSC Selection
2. Undertake a Business Case Study
3. Hold Public (and Developer/Industry, if desired) consultations
4. Council Adoption of Business Case
5. Draft, Approve, and Pass Agreement & Documents
6. Develop & Adopt Asset Transfer Policy
7. Appoint MSC Boards, Officers/Directors, and Transfer Assets

In terms of Steps 1 and 2, as noted above, all four Townships have reviewed and supported the publishing of the Draft Frontenac Municipal Services Corporation Business Case Study for public review.

In terms of step 3, section 8 of O.Reg 599/06 sets out the following criteria in terms of public participation on the adoption of a business case study:

> **Public participation**
>
> **8.** Before establishing a corporation under section 3, a municipality shall consult with the public about the proposal to establish the corporation.

As noted, the regulation is silent on how a municipality is required to consult with the public. To date, the County of Frontenac has provided the opportunity for the public to understand the project and provide feedback on the County's engagefrontenac.ca site under the Learn about the advantages of communal water and wastewater services

project as per the requirements of the motion 179-21 passed by County Council at its November 17, 2021 meeting. Both the EngageFrontenac.ca and the County's social media channels have been used to engage and consult with the public.

In addition to the EngageFrontenac.ca site a public meeting was held on Wednesday, July 13, 2022 as noted above to permit citizens, businesses and other Frontenac stakeholders to come to Council to learn about and provide input into the Business Case Study on Communal Services for the Frontenacs.

At its meeting held November 17, 2021, Council passed the following resolution, being Recommend Reports from the Chief Administrative Officer, clause d):

d) 2021-104
Office of the Chief Administrative Officer
Communal Services – Draft Business Case – Review of Comments

Motion #: 179-21 Moved By: Councillor Higgs
Seconded By: Councillor MacDonald

Be it Resolved that the Council of the County of Frontenac receive the report, Communal Services – Draft Business Case – Review of Comments for information;

And Further That the County of Frontenac approve the minor technical amendments to the Municipal Service Corporation – Draft Business Case Study based upon the input received from the Township of South Frontenac;

And Further That the revised draft and question responses provided in the report be provided to the Townships of South Frontenac, Frontenac Islands, Central Frontenac and North Frontenac;

And Further That the revised Business Case Study be posted on the Engage Frontenac web site early in 2022 for a period of thirty (30) days.

Carried

Now that all Townships have provided comment and support the draft Business Case Study, and all public comments have been received, with no opposition but more site-specific concerns, the next step for Council is to formally adopt the Business Case Study and direct staff to proceed to step 5, being to draft agreements and documents for approval by all Councils.

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.

Financial Implications

There are no financial implications at this point.

Organizations, Departments and Individuals Consulted and/or Affected

Council and Senior Staff – Member Municipalities

Minutes of the Special Meeting of Council
July 13, 2022

A special public meeting of the Council of the County of Frontenac was held in combination of in person and Virtual Electronic Format at the Township of South Frontenac Council Chamber, 4432 George Street, Sydenham, ON, July 13, 2022 at 6:00 PM

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

Also Present: **County:**
Kelly Pender, Chief Administrative Officer/Deputy Clerk
Joe Gallivan, Director of Planning and Economic Development
Jannette Amini, Manager of Legislative Services/Clerk
Brieanna McEathron, Executive Assistant

Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

Public Meeting

Public Meeting Introduction

Notice of Collection – Personal information collected as a result of this public meeting is collected under the authority of the *Planning Act* and will be used to assist in making a decision on these matters. All names, addresses, opinions and comments may be collected and may form part of the minutes which will be available to the public. Questions regarding this collection should be forwarded to Jannette Amini, Manager of Legislative Services/Clerk.

The following was a public meeting to permit members of the public to allow public consultations and to address any concerns by the community at large regarding the Frontenac Communal Services project. Interested persons are requested to give their name and address for recording in the minutes.

The public meeting report and presentation is provided to inform the public of all relevant information regarding the Communal Services Project and to answer any questions or concerns by the public.

2022-074
Office of the Chief Administrative Officer
Public Meeting Report – Communal Services Draft Business Case Study

Motion #: 112-22 Moved By: Councillor Smith
Seconded By: Councillor Higgs

Resolved That the Council of the County of Frontenac receive the Office of the Chief Administrative Officer – Public Meeting Report – Communal Services Draft Business Case report for information

And Further That the matter be referred to the next County Council meeting to consider any changes necessary to the Business Case Study based upon public input.

Carried

Warden Doyle called on the County's Director of Planning and the CAO to explain the purpose of the public meeting. A presentation was provided, a copy of which is attached to the record in the Clerk's Office.

Warden Doyle then invited those who were attending in person to come and speak.

Ms. Kathleen Clayton asked if these systems are only being considered for future development or will they also be available for existing developments and systems, to which Mr. Gallivan gave the example of the Marysville Secondary Plan currently being undertaken now on Wolfe Island which contemplates this is where Township Council may consider allowing existing properties in Marysville to hook up to this system. Mr. Gallivan noted that in this case it would be at the owners expense and there is no obligation for existing homes to connect. In terms of follow up, Mr. Gallivan indicated that generally, the communal services study considered new development rather than existing residential areas.

Warden Doyle then invited those attending virtually to speak.

Ms. Brenda Martin asked, in terms of the Sharbot Lake public school site, how this site will access the lake water given the complex is in the middle of the village, to which Mr. Gallivan noted the intention will be for a pipe that will collect water from the lake and pump it up to the site. This will require environmental approvals from the Ministry of the Environment as well as the Mississippi Conservation Authority. As a follow up, Mr. Gallivan indicated that the pipes would be buried under public roadways and not under private lands.

Ms. Cindy Deachman asked, in terms of the Asset Transfer policy, how the share structures will affect the overall project when assets are transferred in, and would shares be issued in lieu of, and will that dilute the share system as she is concerned with what is initially set up will change over time. Mr. Pender noted that when and if assets are transferred in, such as the municipal water system in Sydenham, this would need to be a decision of the Township of South Frontenac Council and the membership will decide how that happens. All participating municipalities will need to vote on the

types of shares. Ms. Deachman followed up by asking if, in 10 years a developer asks that an asset be transferred to the Municipal Service Corporation (MSC), how would that work, to which Mr. Pender responded that if an asset is coming from a private developer, it would be a direct purchase and sale or a cash deal as a MSC cannot have private shareholders. The developers would transfer the asset to the Corporation, not the municipality and this would be dealt with through a Plan of Subdivision agreement.

Ms. Darlene Plumley asked if this affects a municipalities current Asset Management Plan to which Mr. Pender responded no as a MSC is a separate corporate entity.

Ms. Cindy Deachman noted that the February 2021 report speaks about the viability of this system and asked what the scope of the conversation was with developers as smaller rural communities do not have large developments. Mr. Gallivan noted that this question had also come up during public sessions in Marysville and the answer is that the demand for new housing – and mixed housing - is going to be there. In terms of consultations with developers, there was one meeting with five developers as part of the 2019 study and each developer was positive about setting up a utility and indicated that it would make it easier for developers to create business plans and sell this to potential home buyers.

Warden Doyle then invited any other persons wishing to make comments on or ask questions about communal services, to speak

To questions raised by Councillor Revill regarding liability on the municipality should a catastrophe happen, Mr. Pender noted that the legal opinion from the County's lawyers indicates there is no liability to municipalities and were a catastrophe to happen, the MSC could borrow. Council Revill noted the reports indicated there is a financial ask from all municipalities to set up the MSC and provide seed funding until the MSC had the ability to set this up, to which Mr. Pender noted that there is no ability for a MSC to ask for additional money from municipalities and the seed money is only to set up the MSC.

Councillor Ron Vandewal asked if the municipality has to contribute seed money or just a letter indicating that if something were to happen it could support this, to which Mr. Pender responded that the initial contribution as laid out in report #2. Beyond that, any financial contribution is strictly voluntary. The entire system is set up similar to assuming a municipal road. The business case sets out the financial commitment over 5 years.

Councillor Gerry Martin noted that there are two existing systems in North Frontenac and asked if we allow these private systems to become part of the MSC, to which Mr. Gallivan noted that there is the possibility if they asked to become part of this but the utility would need to inspect the existing system and would require the private system be brought up to standards prior to transfer; however this would be the utility and not the municipality taking on the private system.

Deputy Warden Higgins asked why an MRA doubles the cost for developers, to which Mr. Gallivan noted the requirement that a municipality enter into an agreement should the developer go bankrupt, which then puts the municipality on the hook to fix it should

something go wrong. As such, based on research, no rural municipality will take that risk on without requiring the developer to put up the money and set up a trust fund, which doubles the cost of development. The utility takes this out as there will be no need for a municipal agreement as the structure is owned by the utility. This can be done through Plan of Subdivision agreements. In addition, the utility would not need to take the system over right away as if the system were to fail, it generally happens in the first few years.

Deputy Warden Higgins noted the consultant had indicated in the report that communal services cannot be privately owned and this is incorrect and asked that this be reviewed again when discussed at Council. Mr. Pender noted that in Ontario, you cannot privatize municipal water systems. You can however do this with communal systems. If this MSC comes into being, it cannot sell those assets and that is what is referenced in the study. It doesn't mean you can't have one. Deputy Warden Higgins asked what would happen if we go with a MSC and a Township decides to opt out. Mr. Pender noted that the key point is that this is your Townships decision, and you can opt out. If you are outside of the MSC, the MSC cannot do work within your municipality in terms of water.

The public meeting concluded at 7:07 p.m.

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

First and Second Reading

Motion #: 113-22 Moved By: Councillor Vandewal
Seconded By: Councillor Martin

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

Carried

Third Reading

Motion #: 114-22 Moved By: Councillor Vandewal
Seconded By: Councillor Martin

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

Carried

By-Laws

To confirm all actions and proceedings of County Council on July 13, 2022

[Proposed By-law No. 2022-0019]

Adjournment

Motion #: 115-22 Moved By: Councillor MacDonald
Seconded By: Councillor Revill

That the meeting hereby adjourn at 7:09 p.m.

Carried

Denis Doyle, Warden

Jannette Amini, Clerk

FRONTENAC

Report 2022-086

Council Recommend Report

To: Warden and Members of Council

From: Kelly J. Pender, Chief Administrative Officer

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

Date of meeting: July 20, 2022

Re: Corporate Services – Report of the Procedural By-law Review Committee on the Comprehensive Review of Procedural By-law 2013-0020

Recommendation

Be It Resolved That the Council of the County of Frontenac receive the Corporate Services – Report of the Procedural By-law Review Committee on the Comprehensive Review of Procedural By-law 2013-0020 report for information;

And Further That the Council of the County of Frontenac approve the draft Procedural By-law [subject to the following amendments]:

And Further That the Council of the County of Frontenac authorize the Clerk to bring forward a new Procedural By-law later in the meeting, to take effect November 15, 2022.

Background

Subsection 238 (2) of The Municipal Act, 2001, provides that every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings. There is little prescription in Section 238, leaving it to Council's discretion of the By-laws contents, providing that any provisions in the by-law to not contravene any sections of the Municipal Act itself.

The County of Frontenac's current Procedural By-law was enacted in 2013 and is composed of 61 pages including the Schedules for Council Advisory Committees and External Boards. It has been amended 26 times, excluding amendments that make appointments to Advisory Committee, which reflect both housekeeping and best practices (additions and corrections) as well as modernization and trends that take into account amendments made to the Municipal Act since 2013.

At its meeting held December 16, 2020, Council passed the following resolution, being Recommend Reports from the Chief Administrative Officer, clause h):

h) 2020-114
Corporate Services
Establishment of a Committee to undertake Comprehensive Review of Procedural By-law 2013-0020

Motion #: 189-20 Moved By: Councillor Higgs
Seconded By: Councillor Smith

Be It Resolved That a committee be established to conduct a comprehensive review of the County of Frontenac Procedure By-law;

And Further That the Terms of Reference for the Procedure By-law Review Committee as outlined in Appendix A to the Corporate Services – Establishment of a Committee to undertake Comprehensive Review of Procedural By-law 2013-0020 report be approved;

And Further That Procedural By-law 2013-0020, as amended, be further amended to add a new Schedule B-8 – Procedural By-law Review Committee attached to this report as Appendix A,

And Further That Council appoint the following members of County Council to the Procedural By-law Review Committee:

1. Councillor MacDonald
2. Councillor Martin
3. Councillor Higgs
4. Councillor Revill

Carried

Comment

The Procedural By-law Review Committee began its meetings on September 22, 2021 with the goal of:

- Undertaking a comprehensive review of the Procedural By-law
- Make recommendations on the County of Frontenac Procedure By-law.
- ensure that provisions are made in the Procedural By-law to address the findings made by the Ombudsman, which may include provisions for:
  - technological issues such as when livestreaming goes down during an open meeting;
  - Monitoring of live broadcasts to ensure transmission quality to allow meetings to be paused if issues arise;
  - Provide telephone conferencing or other alternatives for members of the public who are unable to watch a livestream.
- draft and submit by-law, processes and procedures

It had 7 meetings in total, concluding its review on April 20, 2022, As part of its review, the Committee recognized that the Procedural By-law affects multiple stakeholders, including:

- The Public, including both the general public, interests groups, local businesses and organizations
- County Council
- Warden
- Chief Administrative Officer
- The Clerk
- Area Municipalities and Agencies, Boards and Committees
- The Media

Throughout the review, the Committee focused on the following goals:

1. Revised By-law that would include:
   - simplified provisions,
   - plain language,
   - reduced prescription,
   - facilitate faster decision-making,
   - reflect legislative requirements,
   - reflect findings and recommendations by the Ontario Ombudsman
   - support accountability and transparency.
2. Develop new processes that would support the new procedural by-law as well as provide effective meeting management including:
   - clear processes,
   - documented rationale for processes,
   - simplified processes and procedures

The Committee reviewed the by-law section by section, with each meeting including a template with the sections to be covered, including comparison charts with the section, options and considerations that were provided to the members ahead of the meeting in order to facilitate discussions.

The result of the meetings includes a new draft Procedural By-law for Council's review, attached as Appendix A to this report, along with a full Options and Considerations which includes all the proposed amendments, attached as Appendix B.

Strategic Priorities Implications

The establishment of a Procedural By-law Review Committee falls under the **Other Important and Continuing County Priorities** identified in Councils 2019-2022 Strategic 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

The costs associated with Committees that are not legislated is the cost of covering mileage of the Committee members. Given the current global health crises, meetings will continue via virtual electronic format, or in person should current conditions improve. As a result, any costs associated with the establishment of this Committee would be minimal.

Organizations, Departments and Individuals Consulted and/or Affected

County Council

FRONTENAC

County of Frontenac

By-law Number 2022-xxx

A By-law to govern the proceedings of the Council and its Committees, the Conduct of Members and the Calling of Meetings

(“The Procedural By-Law”)

Passed: xx-xx, 2022

Consolidate: xx-xx, 2022

Consolidated Copy

Amendments

General Amendments

By-law No.	Title	Date of Passage

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By-Law No. 2022-xxx

OF

The Corporation of the County of Frontenac

being a by-law to govern the proceedings of the Council and its Committees, the Conduct of Members and the Calling of Meetings and to Repeal By-Law Number 2013-0020, Council Procedural By-Law, as Amended, in its Entirety

Short Title: “Procedural By-Law”

Whereas The Ontario Municipal Act, 2001, authorizes the Council of every municipality to pass By-laws for governing the proceedings of its Council, the conduct of its Members and the calling of meetings;

And Whereas, Section 238 (2) further indicates that every municipality and local board shall pass a Procedure By-law for governing the calling, place and proceedings of meetings; now therefore be it

And Whereas the Council of the Corporation of the County of Frontenac deems it expedient to repeal and replace By-Law Number 2013-0020, Council Procedural By-Law, as amended, which was passed on May 15, 2013;

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

Section 1: Short Title

1.1 This Chapter may be referred to as “*The Procedural By-Law*”.

Section 2: Interpretation/Definitions

Use of Pronouns

2.1 Throughout this by-law, the words “he” and “his” shall, where appropriate, be deemed to read “she” and “her”.

Headings

2.2 Headings are inserted in this by-law for ease of reference only and are not to be used as interpretation aids.

Definitions

2.3 In this By-Law:

“**Abstain**” means to refrain from voting. Members who abstain for reasons other than a declared conflict of interest shall be deemed to vote in opposition of the question or matter.

"**Act**" means the Municipal Act, 2001, S.O. 2001, c. 25, as amended or re-enacted from time to time.

"**Ad Hoc**" Committee means a committee appointed by Council from time to time, to act on a temporary or singular issue and shall be discontinued by Council when their recommendations upon the specified initiative or matter have been provided, and dealt with by Members of Council and further recommendations are no longer required.

"**Addendum**" means a listing of the items to be added to or withdrawn from a published agenda.

"**Advisory Committee**" means a committee established by Council to act in an advisory capacity to Council on operational and strategic issues during the full term of Council.

"**Agenda**" means the Order of the Day.

"**Alternate Member**" means a member appointed by the Township(s) to act in place of a person who is the member of the Township council and County Council, when the person is unable to attend a meeting of County council for any reason.

"**Briefings**" A verbal update to County Council or Committees of County Council by County Staff or consultants to the County or someone with expertise who has been invited by County Council or Committee.

"**CAO**" means the Chief Administrative Officer of The Corporation.

"**Chair**" means the person presiding at a meeting.

"**Clerk**" means the Clerk of the County of Frontenac as required in the Municipal Act, 2001, and as appointed by By-Law.

"**Closed Meeting**" means a meeting or a part of a meeting of Council or a Committee, which is not open to the public in accordance with the Municipal Act, 2001 and any amendments thereto.

"**Closed Meeting Investigator**" means the body authorized by Council to investigate requests for a closed meeting investigation.

"**Committee**" means any standing committee, sub-committee, advisory committee, ad hoc committee or task force established by County Council.

"**Committee Chair**" means the person presiding at a committee meeting.

"**Committee of the Whole**" means a meeting of all Members of Council sitting as Committee of the Whole at which the rules in this by-law with respect to the number of times a member may speak to an issue do not apply, with the exception to Delegations.

"**Committee Vice-Chair**" means the Vice-Chair of a Committee, who shall act in the Chair's absence.

"**Council**" means the Council of the Corporation.

"**Corporation**" means the Corporation of the County of Frontenac.

"**Delegate**" means the presenter for the delegation in attendance at a Council or Committee meeting.

"**Delegation**" means an address to Council or Committee made at the request of a person wishing to speak.

"**Deputy Warden**" means the position appointed to fulfill the responsibilities of the Warden in his absence.

"**Ex Officio**" means the Warden who by virtue of office shall be a member of all Committees and shall have the same rights and privileges as other members of the respective committee.

"**Holiday**" means: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Christmas Day, Boxing Day.

"**Integrity Commissioner**" means the body authorized by Council to review complaints made with respect to the Code of Conduct for Members of County Council and Committees. (Amended by By-law 2015-0044 passed October 21, 2015).

"**In Writing**" means handwritten, typewritten or electronically displayed.

"**Majority Vote**" means an affirmative vote of more than one half of the Members present and voting.

"**Meeting**" means a quorum of the Members of Council or Committee that are present and discuss issues in a way that materially advances the business or decision making of Council or Committee.

"**Member**" means a Councillor of the Corporation and for Committees as defined in 1(h), shall mean a person appointed to the Committee.

"**Minutes**" means a record, without note or comment, of all resolutions, decisions and other proceedings of Council and Committee Meetings.

"**Motion to Call the Question**" means a motion to close debate and bring Council to a vote on a pending question.

"**Motion to Postpone**" means a motion by which action on a pending question can be put off, within limits, to a definite day, meeting, or hour, or until after a certain event.

"**Motion to Receive**" means a motion to acknowledge the particular item, report or recommendation under consideration and to have it placed in the records of Council with no additional action being taken.

"**Motion to Refer**" means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and, if deemed desirable, one or more reports from any designated committee, body or official.

"**Motion to Table**" means a motion to postpone without setting a definite date as to when the matter will be considered again.

"**Ombudsman**" means the Ombudsman appointed under the Ombudsman Act.

"**Pecuniary Interest**" means a direct or indirect pecuniary interest of a Member of Council within the meaning of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, as amended.

"**Point of Order**" means a question by a Member with a view to calling attention to any issue relating to the Procedure By-law or the conduct of Council's business or in order to assist the Member in understanding Council's procedures, making an appropriate motion, or understanding the effect of a motion.

"**Point of Privilege**" or "Personal Privilege" means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member or who considers that his integrity or that of a Member or County official has been impugned or questioned by the Member.

"**Present**" means physically or through virtual format in attendance at the meeting.

"**Presentation**" means an address to Council or Committee at the request of Council, a committee or staff.

"**Quorum**" as it relates to Council and its Committees means a majority of the members.

"**Recorded Vote**" means a written record to be included in the minutes of the meeting of the name and vote of every Member voting on any matter or question.

"**Resolution**" means the decision of Council or its Committees on any motion.

"**Standing Committee**" means a Committee of Members of Council appointed by Council to consider matters regarding the Committees mandate.

"**Time Sensitive Items**" means those items on the agenda or addendum where action must be taken prior to the next regularly scheduled meeting of County Council.

"**Two-thirds majority vote**" means an affirmative vote of at least two-thirds of the Members present.

"**Warden**" means the Head of Council of The Corporation.

Section 3: Application

General

3.1 The rules of procedure set out in this by-law shall govern all proceedings of Council and its Committees.

Suspension of Rules of Procedure

3.2 Subject to Subsection 3.2 c) any part or parts of this by-law may be suspended, by resolution clearly indicating the purpose and intent of the suspension, if agreed upon by two-thirds majority vote of the Members present, provided the motion is in order.

3.3 The suspension shall only apply to the rule and/or procedure which is stated within the Motion to Suspend, clearly indicating the purpose and intent of the suspension and only during the Meeting in which such Motion to Suspend was introduced.

3.4 Notwithstanding Subsection 3.2 of this By-Law, the following rules and procedures may not be suspended:

(a) Quorum necessary for Meetings;
(b) the special Meeting rule set out in Subsection 9.11 of this By-Law;
(c) the Motion to Reconsider rules set out in Subsection 18.30 and 18.31 of this By-law; and,
(d) any rules or procedures that are set out by legislation.

Purpose and Intent

3.5 The purpose of this By-law is to seek to achieve consensus in an orderly and principled manner and the rules of this By-law are based on the principle that:

a) The majority of members have the right to decide;
b) The minority of members have the right to be heard;
c) All members have the right to information to help make decisions, unless otherwise prevented by law;
d) Members have the right to an efficient meeting;
e) All members have the right to be treated with respect and courtesy; and,
f) All members have equal rights, privileges and obligations.

Statutory Requirements

3.6 Notwithstanding anything in this by-law, where Council or a Committee convenes for the purpose of holding a meeting as required by any statute, the provisions of the statute and the *Statutory Powers Procedure Act*, as applicable, shall govern the proceedings.

Parliamentary Authority

3.7 The governing legislation, the Procedural By-law, or any standing or special rules of order adopted by the County of Frontenac shall govern the procedures of the Council and committees. Where inconsistencies exist, the latest edition of "Robert's Rules of Order" shall be the parliamentary authority, which governs the proceedings.

Section 4: Membership on Council

Certificate of Election

4.1 No person shall take a seat on Council until the Clerk has received the certificate of election from the Clerk of the lower tier municipality as established by Section 232 of the *Municipal Act, 2001* and amendments thereto

Declaration of Office

4.2 In accordance with the provisions of Section 232 of the *Municipal Act, 2001 and amendments thereto*, no person shall take a seat on Council until the person takes the Declaration of Office in the form established by the Minister for that purpose.

4.3 The Declaration will be administered by:

a) The Clerk at each December inaugural meeting

b) A Justice of the Peace at the Inaugural meeting of the new Council, unless unavailable

Appointment of Alternate Member

4.4 Pursuant to Section 267 of the Municipal Act, 2001 and amendments thereto, if a Member of County Council is unable to act as a Member of County Council for a period exceeding one month, the local municipal council may appoint one of its Members as an Alternate Member of County Council to act in place of the Member until the Member is able to resume acting as a Member of County Council.

4.5 Pursuant to Section 268 of the *Municipal Act, 2001* and amendments thereto, the council of a local municipality may appoint one of its members as an alternate member of County council, to act in place of a person who is a member of County Council, when the person is unable to attend a meeting of County Council for any reason

4.6 Subsection (2) does not authorize:

(a) the appointment of more than one alternate member during the term of council;

(b) the appointment of an alternate member to act in place of an alternate member appointed under subsection 267 (1) or (2); or

(c) the appointment of an alternate head of council of the County of Frontenac.

4.7 Despite clause 4.6 (a), if the seat of the member who has been appointed as an alternate member under subsection 4.6 becomes vacant, the council of a local municipality may appoint another of its members as an alternate member for the remainder of the council term.

Alternate Members of County Council

4.8 An Alternate Member shall not take his seat on County Council until the Clerk of the County has received a certified copy of the appointment by-law passed by the lower tier municipality naming the alternate.

4.9 An alternate appointed under Section 267 of the *Municipal Act* shall be limited to representing the municipality at a meeting of County Council with the exception of the annual Inaugural Meeting, and Council Liaison meetings, should the alternate be appointed to represent a second member Councillor but not at a meeting of an advisory or special committee, board or agency to which the member of Council has been appointed.

4.10 An alternate appointed under Section 268 of the *Municipal Act* shall be limited to representing the municipality at a meeting of County Council with the exception of the annual Inaugural Meeting, and not at a meeting of an advisory or special committee, board or agency to which the member of Council has been appointed.

4.11 If appointed under Section 268 of the *Municipal Act,* it is the responsibility of the Member of Council upon whose behalf an alternate will be serving to ensure that a copy of the meeting agenda is provided to the alternate in advance of the meeting.

4.12 The reimbursement of appropriate costs incurred by an alternate while serving in this capacity shall be paid by the County; however any remuneration will be the responsibility of the constituent municipality. An alternate shall not be eligible to attend a convention or seminar on behalf of the County.

4.13 An alternate attending a meeting of County Council as an observer only, shall leave the meeting room when the meeting is closed to the public.

Section 5: Election of Warden and Deputy Warden

Term of Office

5.1 The term of office of the Warden and Deputy Warden shall be 1 year unless re-elected to remain in Office by Council

Election of Warden and Deputy Warden

5.2 The election of the Warden and Deputy Warden shall be held each year at the November County Council meeting

Eligibility to hold office of Warden and Deputy Warden

5.3 All members of County Council eligible to hold the office of Warden and Deputy Warden.

5.4 The Warden and Deputy Warden cannot be from the same municipality.

Presiding Officer

5.5 The election of the Warden shall be conducted by the Clerk.

Nominations

5.6 Nominations shall be received until Council by Motion closes the nominations

5.7 Once nominations have been closed, the Clerk shall determine the willingness of each candidate nominated to stand for election

5.8 Each mover and seconder of those candidates who stand for election shall be entitled to speak once in support of their candidate for a maximum of five minutes

5.9 Each candidate who stands for election may make a presentation to Council, not to exceed five minutes in duration

Voting

5.10 The election of the Warden shall be by secret ballot under the authority and the direction of the Clerk

5.11 Pursuant to Section 233 of the *Municipal Act, 2001 and amendments thereto*, for the purposes of election of Warden, each Member of County Council shall have one vote

5.12 If no candidate for Warden receives a majority of the votes cast, the candidate receiving the fewest votes shall be eliminated from the next secret ballot. In the case of a tie for the fewest votes, there will be a second vote of the candidates that tied to determine which candidate will be eliminated from the ballot

5.13 In the case of an equality of votes for Warden, the successful candidate shall be determined by the Clerk placing the names of the candidates on equal size pieces of paper in a receptacle and one name shall be drawn by a person named by the Clerk. The successful candidate shall be the one whose name was drawn

5.14 All ballots shall be destroyed by shredding them following the election of Warden and Deputy Warden

Acclamation of Warden

5.15 Where only one person is nominated for Warden and nominations have been closed by resolution, the Clerk shall declare that person elected to the office in question, by acclamation

Election of Deputy Warden

5.16 The same process shall be followed for the election of the Deputy Warden as for the Warden

Section 6: Roles and Responsibilities

Role of Council

6.1 It is the role of Council to:

a) Represent the public and to consider the well-being and interest of the municipality;

b) Develop and evaluate the policies and programs of the municipality;

c) Determine which services the municipality provides;

d) Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council

e) Ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;

f) Maintain the financial integrity of the municipality; and

g) Carry out the duties of council under the Ontario Municipal Act or any other act.

6.2 **Individual Authority – not provided**
No individual Council Member may direct any Member of staff to perform such duties that have not been authorized by resolution of the Council.

6.3 **Established Policies – Members – respect**
Members of Council shall respect and adhere to the Policies set by the Council and under no circumstances take it upon themselves individually to circumvent established policies.

6.4 **Council – liaison with CAO**
Council Members will liaise with the Chief Administrative Officer on any given matter concerning the municipality.

6.5 **Information – by Staff – Members of Council**
Council Members may request clarification and information from Members of staff, at a meeting on routine matters, who have been assigned the responsibility of providing standard operating procedures.

Preparation of Members to Council Meetings

6.6 Members of Council shall come prepared to every meeting where their participation is required, by having read all the material supplied, including agendas and staff reports, to facilitate discussion and the determination of action at the meeting. Whenever possible, the Members(s) shall make inquiries to Management regarding materials supplied in advance of the meeting

Reports - Requests

6.7 All requests for substantive reports shall be by Council resolution, which shall identify the appropriate Department or Manager and objectives of the report.

Interference – directed to administration

6.8 No Members(s) shall have the authority to direct or interfere with the performance of any work by Administration of the municipality. All inquiries shall be directed through the office of the Chief Administrator

Role of Warden

6.9 It is the role of the Head of Council to:

a) Act as Chief Executive Officer (CEO) of the municipality;
b) Preside over Council Meetings so that its business can be carried out efficiently and effectively;
c) Provide leadership to the Council
d) Provide information and recommendations to the Council with respect to the role of council as described in section 5.1 (d) and (e) above; (without limiting section (5.2(c))
e) Represent the municipality at official functions;
f) Carry out the duties of the head of council under this or any other Act.
g) Uphold and promote the purposes of the municipality
h) Promote public involvement in the municipality's activities
i) Act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
j) Participate in and foster activities that enhance the economic social and environmental well-being of the municipality

Role of Deputy Warden

6.10 In addition to the responsibilities of performing the duties of the Head of Council in the absence of the Warden:

a) Act as Chair of the Committee of the Whole.
b) Be prepared to assume the duties of the Warden.
c) Meet regularly with the Warden to be briefed on political matters such as the work of the Eastern Ontario Wardens Caucus.
d) Support and attend meetings of a political nature at the request of the Warden.
e) Be generally familiar with executive requirements of the County.

6.11 The duties of the Deputy Warden do not include *ex officio* responsibilities on Committees.

6.12 Other than noted above, appointment to the position of Deputy Warden does not confer any additional powers or duties upon the incumbent in the general execution of duties defined as a County Councillor.

Chief Administrative Officer

6.13 It is the role of the Chief Administrative Officer to:

a) Exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality and the staff placed under his/her supervision; and
b) Perform such other duties as assigned by the municipality.

Clerk

6.14 It is the role of the Clerk to:

a) Record, without note or comment, all resolutions, decisions and other proceedings of the Council;
b) Record the name and vote of every Member voting on any matter or question, if required by any Member present at a vote;
c) Keep the originals or copies of all By-laws and of all minutes of the proceedings of the Council'
d) Perform the other duties required under the *Ontario Municipal Act*, the *Municipal Elections Act*, and any other Act and
e) Perform such duties as are assigned by the municipality

Delegation – by Clerk

6.15 The Clerk may delegate in writing to any person, other than a Member of Council, any of the Clerk's powers and duties under this and any other Act.

6.16 Despite the delegation, the Clerk may continue to exercise the delegated powers and duties.

Municipal Administration – Officers – Employees

6.17 It is the role of municipal administration to:

a) Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
b) Undertake research and provide advice to Council on the policies and programs of the municipality; and
c) Carry out other duties required under this or any Act and other duties assigned by the municipality

Section 7: Conduct During Meetings

Role of the Warden

7.1 It shall be the duty of the Warden:

a) To preserve order and decorum and decide all questions of order, subject to an appeal to the Council
b) To receive and submit, in the proper manner, all motions presented to the Members of the Council
c) To put to vote all questions which are properly brought before Council or necessarily arise in the course of proceedings, and announce the results
d) To rule on all procedural matters, without debate or comment
e) To decline to put to a vote motions which do not comply with the rules of procedure, or which are not within the jurisdiction of Council
f) To restrain the Members, within the rules of order, when engaged in debate
g) To call by name any Member persisting in breach of the rules of order of the Council and may order the Member to vacate the Council Chamber
h) To adjourn or suspend the Meeting if the Warden considers it necessary because of grave disorder
i) To authenticate, by signature, all by-laws, resolutions and minutes of the Council;
j) To represent and support the Council, declaring its will and implicitly obeying its decisions in all things

7.2 The Warden may expel or exclude from any Meeting any person or Member whom the Warden feels has exhibited improper conduct during a Meeting of Council

Warden to Participate in Discussion

7.3 The Warden (or Chair) may ask or answer questions and comment in a general way without ceding the chair.

7.4 If the Warden (or Chair) wishes to speak on a motion or take a definite position and try to persuade Council to support that position, then the Warden (or Chair) must call on the Deputy Warden (or Vice-Chair of a Committee) to take over the chairing of the Meeting until the Warden has finished speaking.

7.5 If the Warden (or Chair) wishes to make a motion, then the Warden (or Chair) must call on the Deputy Warden (or Vice-Chair) to chair the Meeting until the motion has been resolved.

Voting

7.6 The Warden may vote on any matter at his discretion with the exception of a recorded vote at which time voting is required

Conduct of Members

7.7 No Member shall:

a) Speak disrespectfully of any Member of Federal or Provincial parliaments, the Council, any constituent municipality, any member or any official or employee of the County;
b) Use offensive words or unparliamentary language;
c) Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability;
d) Engage in private conversation while in the Council Meeting or use electronic devices (including but not limited to cellular phones) in a manner which interrupts the proceeding of the Council;
e) Leave his seat or make any noise or disturbance while a vote is being taken and until the result of the vote is announced;
f) Speak on any subject other than the subject under debate;
g) Where a matter has been discussed in a closed Meeting, and where the matter remains confidential, disclose the content of the matter or the substance of deliberations of the closed Meeting;
h) Criticize any decision of the Council except for the purpose of moving that the question be reconsidered; or
i) Disobey the rules of the Council or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council. In case a Member persists in any such disobedience, after having been called to order by the Warden, the Warden shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at the Meeting or any subsequent Meeting

Dress Code – Council Meetings – Public Meetings

7.8 All Members of Council are expected wear proper business attire (ties optional) during regularly scheduled, special and In-Camera meetings, although exceptions may be made during extenuating circumstances.

Dress Code – Committee of the Whole

7.9 During any Saturday or Budget meeting, Members of the Council may, if they so choose, wear a "Business casual" attire, which shall mean clothing that is less formal than the regular Business Attire.

Head Dressing

7.10 During the conduct of any meeting of the Council, wearing of any hats, other than for religious purposes, are strictly forbidden by any Members of the Council, Administration or Members of the General Public.

Section 8: Code of Ethic – Confidentiality

Executive (In-Camera) subjects – public interest

8.1 Upon completion of any "In-Camera" council meetings, the decisions of the Council with respect to any of the enumerated items listed in Section 4.10; and direction to municipal Administration in accordance therewith, shall then be reported publicly by Council, to the extent that the public interest permits.

Council Response – In-Camera enquiries

8.2 The response of Council Members to enquiries about any matter dealt with during an "In-Camera" closed meeting, prior to it being reported publicly, shall be "This matter is still under advisement" "no comment", or words to that effect.

Violation of regulation

8.3 Any violation of process to this regulation will result in exclusion of the offending Council Members, requiring a two-thirds vote, from future closed meetings of Council and that Members shall no longer be provided with correspondence, materials or information proposed to be dealt with by Members of Council at a closed meeting.

Exclusion – closed meetings

8.4 The determination of whether or not a violation of process to the closed meeting provisions of this By-law and the length of the exclusion from closed meetings, if so determined, shall be made by Council at a closed meeting and the issues shall be considered by Council prior to the affected Members being excluded from any closed meeting by a two-thirds vote. The results of Council's deliberation shall be reported out publicly.

Separate Resolution – per Member

8.5 If the purported violation of the process to the closed meeting provisions of this By-law by more than one Member is to be considered, a separate resolution of Council with respect to each affected Members is to be considered.

Member not permitted to vote

8.6 Notwithstanding Section 7.10.2 sub-section (c), the Member affected shall not be permitted to vote on a motion respecting his purported violation of the closed meeting provision of the Procedural By-law, his exclusion from closed meetings, or the length of any such exclusion and may be asked to excuse themselves from the vote, at the discretion of Council.

Release of Information

8.7 The release of any information about matters dealt with by Council at a closed meeting shall be by the Warden or her/his delegate only upon direction of the majority of Council

No public release – documents

8.8 Agendas or any items thereon for consideration by Council at a meeting closed to the public shall not be released to the public.

Obligation – confidentiality

8.9 It is the obligation of each Member of Council to keep information confidential and this obligation continues even after the Member ceases to be an elected Member of Council

Section 9: Types of Meetings of Council

Inaugural Meeting

9.1 The Inaugural Meeting of the new Council shall be held on the last Wednesday of November at 9:30 a.m.

9.2 The election of Warden and Deputy Warden shall be the first Agenda items of the inaugural Meeting of Council, and the Clerk shall act as Chair until the Warden and Deputy Warden are elected

9.3 The order of business of the Inaugural Meeting shall include:

a) Declaration of Office to Councillors
b) Election of Warden
c) Election of Deputy Warden
e) Declaration of Office to Warden and Deputy Warden
f) Dressing of Chain of Office
g) Warden's Inaugural Address
h) Appointments to External Boards and Committees
i) Passage of By-laws
j) Other ceremonial procedures deemed relevant

Regular Meetings of Council

9.4 Regular meetings of County Council shall take place on the third Wednesday of the month at 9:30 a.m. at the County Administrative Offices unless otherwise directed by a resolution of Council.

9.5 Should a closed session be required, Council will begin at 9:00 a.m. and resolve into Closed Meeting and will reconvene as regular Council at 9:30 a.m.

9.6 Notwithstanding the provisions of Section 6.3 of this By-law, there shall be no regular meeting of Council in the month of August

Committee of the Whole

9.7 Council may meet as Committee of the Whole to consider any matter it decides. Council may meet as Committee of the Whole during a regular Meeting of Council if included on the agenda. Council may meet as Committee of the Whole during a regular Meeting when it is not included on the agenda by way of motion and a 2/3 vote of the members who are present and voting. Council may also hold a separate Meeting to meet as Committee of the Whole should the need arise.

Special Meetings of Council

9.8 The Warden may, at any time summon a Special Meeting of Council by instructing the Clerk to issue a Notice of Special Meeting with at least forty-eight (48) hours notice to the members.

9.9 Subject to section 6.8, in the case of an emergency or extraordinary circumstances, the Warden may call a Special Meeting without notice.

9.10 The Clerk shall, upon receipt of a written petition of the majority of the Members, call a Special Meeting for the purpose and time mentioned in the petition. The Clerk shall provide all Members of at least forty-eight (48) hours notice of the Special Meeting.

9.11 The only business to be dealt with at a Special Meeting is that which is identified in the Notice of the Meeting

Committee of Management of Fairmount Home

9.12 County Council is the Committee of Management of Fairmount Home

9.13 Council that when making decisions regarding Fairmount Home, specifically when it affects the Homes ability to be in compliance, they are meeting as the Committee of Management of Fairmount Home and recognize the responsibility/liability that they face in terms of their decisions.

Joint Meetings of Council

9.14 County Council may host a joint Meeting of the constituent lower tier Municipal Councils and County Council for a topic(s) that is common to all municipalities within the County. These Meetings shall be considered Special Meetings of County Council and procedural rules as outlined in this by-law shall apply

Electronic Participation

9.15 While in-person participation shall remain the primary method of participation, there is an expectation that members of Council make every effort to attend meetings in person. Councillors are permitted to participate in a meeting remotely via electronic means, in the event:

i) the County of Frontenac is in a declared emergency as defined by the Emergency Management and Civil Protection Act, R.S.O. 1990.
ii) Due to a significant weather event.
iii) a member is ill, injured or on parental leave.
iv) a member has been duly appointed to an external advisory board/committee and is attending a meeting or event hosted by that board/committee, should they be performing this role within Canada.

9.16 Electronic participation will not be allowed at the following meetings:

1) Inaugural Session of Council
2) at subsequent first meetings of the year (November)
3) at a meeting where the yearly budget is being considered unless the municipality or part thereof is under a Declared Emergency
4) where a vote of the majority of Council requires it.

9.17 Members may participate electronically in meetings up to two (2) times per year. A member of Council may request permission from the Warden to participate electronically in additional meetings as a result of extenuating circumstances.

9.18 A Member must give to the Clerk a notice of at least 48 hours of their intent to participate electronically in a meeting, unless extraordinary circumstances apply, to which a member will advise the Clerk as soon as possible, recognizing that due to constraints on staff, the member may be admitted late to the meeting

Technology for Electronic Participation

9.19 The technology used shall enable electronic participation of Members in decision-making and ensure the meeting can be open to the public, for example, but not limited to, telephone, video or audio conferencing

Loss of Connection during Electronic Participation

9.20 If connection for a member is lost or fails during the meeting and quorum maintained, any attempt to be reconnected will be at the call of the Chair. The Clerk will make noted in the minutes that the participant left the meeting at the time the connection was lost.

Procedures for Electronic Meetings

9.21 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.

9.22 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 19 of this By-law

9.23 Despite Section 18.11, all motions will be read during meetings held under Section 6.19

Section 10: Closed Meetings of Council

10.1 All regular and special Meetings of Council shall be open to the public, except that a Meeting or part of a Meeting may be closed to the public if the subject matter being considered relates to:

a) The security of the property of the municipality or local board;

b) Personal matters about an identifiable individual, including municipal or local board employees;

c) A proposed or pending acquisition or disposition of land by the municipality or local board;

d) Labour relations or employee negotiations;

e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

g) A matter in respect of which a council, board, committee or other body may hold a closed Meeting under another Act;

h) The Meeting is held for the purpose of educating or training the members and at the Meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

i) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

j) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

k) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

l) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Other criteria

10.2 A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,

a) a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or

b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of the Municipal Act, or the investigator referred to in subsection 239.2 (1) of the Municipal Act.

Time of Closed Session

10.3 All Closed Session Meetings shall be held by the Committee of the Whole immediately preceding the Regular Meeting, starting at 9:00 a.m.

10.4 In the event that the Closed Session Agenda items are not completed in the allotted time prior to the Regular Meeting, the Closed Session may be recessed and resumed following completion of the Regular Meeting business items and prior to the passing of by-laws, or during a certain time in the agenda by resolution of Council

Written Resolution for Closed Meetings

10.5 A written resolution outlining the general nature of the subject matter is required before going into a closed Meeting and in the case of a closed Meeting held under 7.1(h), the resolution shall state the general nature of the subject matter to be discussed

Introducing New Business at a Closed Meeting

10.6 If a member of Council wishes to introduce new business at a closed Meeting, it must be introduced in open session and then confirmed at the adoption of the agenda. When the Council resolves into a closed session, the Council member advise on the nature of the new business and the County Council, by majority vote, will determining if the matter will be dealt with in the closed session. No debate on the issue will take place until the motion to deal with the new business has been decided in the majority.

Closed Meeting Documentation to Remain Confidential

10.7 All information, documentation and/or deliberations received, reviewed or taken in a closed Meeting, including agendas and minutes shall, remain confidential and shall not be released to the public

Closed Meeting Investigator Reports

10.8 Where Council is in receipt of a report from the Ombudsman reporting his or her opinion that a Meeting or part of a Meeting appears to have been closed to the public contrary to the provisions of Section 239 of the Act or the provisions of this By-Law, Council shall pass a Resolution confirming how it intends to address the report

Section 11: Notice of Meetings

Notice to Members

11.1 Notice of regular Meetings, including agendas, minutes, and supporting documents shall be provided via electronic mail by the Friday preceding the date of the Council Meeting. Alternative formats shall be made available upon request of the member. Notice may be provided by telephone or personal contact in case of an emergency

Notice to Public

11.2 Notice of regular Meetings shall be given by posting agendas and supporting documentation on the County's web site. In the event an agenda is amended, it shall be reposted as an amended agenda.

To meet accessibility needs, alternative formats shall be made available upon request.

Section 12: Quorum

12.1 Quorum as it relates to Council shall consist of a majority of the members. (Quorum for Frontenac County Council is 5 members) provided that such number is not less than two

12.2 If a quorum is not present at a scheduled Meeting thirty (30) minutes after the scheduled commencement time, the Meeting shall stand adjourned until the date of the next regular Meeting and the Clerk, shall record the names of the Members present

Protocols for Beginning Session

12.3 At the hour appointed, when a Quorum is present, the Warden shall take the Chair and call Council to order. The Clerk shall record in the minutes attendance of Members of County Council, County Staff, Members of Township Councils, Township Staff and Media. If a Member of Council arrives late or leaves before final adjournment, the Clerk shall note the time of arrival or departure in the minutes

Loss of Quorum

12.4 If Quorum is lost during a Meeting, the Chair shall call a recess for a period of fifteen (15) minutes, or until a Quorum is present, whichever is sooner.

12.5 If there is no Quorum after fifteen (15) minutes, the Meeting shall stand adjourned and a special meeting be called as soon as possible to conclude the unfinished business. A confirmatory by-law for actions taken by Council up until the point when quorum was lost will be included on the agenda for the special meeting

Loss of Quorum due to Pecuniary Interest

12.6 Notwithstanding Section 9.3, where the number of Members, who by reason of the provisions of the *Municipal Conflict of Interest Act*, are prohibited from participating in a Meeting is such that, at that Meeting, the remaining Members are not of sufficient number to constitute a quorum, then the remaining number of Members shall be deemed to constitute a quorum

Absence of Warden

12.7 In the case of the Warden not attending within fifteen (15) minutes after the hour fixed for holding the meeting of the Council, and provided that a quorum is present, the Deputy Warden shall take the Chair and call the Members to Order; and he/she shall preside until the arrival of the Warden

Absence of Warden and Deputy Warden

12.8 In the absence of the Warden and Deputy Warden, and if a quorum is present, the Clerk shall call the Members to order. A Chairperson shall be chosen from the Members present who shall preside over the meeting until the arrival of the Warden or Deputy Warden

Section 13: Agenda and Addendum

General

13.1 The Clerk, in consultation with the Warden, shall have prepared and delivered to the Members a minimum of five days prior to the Meeting of Council an electronic agenda, including staff reports, by-laws and background information, for their review and consideration in accordance with Section 3.4 of this By-Law.

Agenda Order

13.2 The business of Council shall be taken in the order in which it stands upon the agenda as follows:

a) Call to Order
b) Roll Call
c) Closed Meeting
d) Approval of Addendum
e) Disclosure of Pecuniary Interest and General Nature Thereof
f) Adoption of Minutes
g) Deputations and/or Presentations
h) Proclamations
i) Move into Committee of the Whole
j) Briefings
k) Unfinished Business
l) Move into Committee of Management of Fairmount Home
m) Revert Back to Committee of the Whole
n) Consent Reports from the Chief Administrative Officer
o) Recommend Reports from the Chief Administrative Officer
p) Information Reports from the Chief Administrative Officer
q) Reports from Advisory Committees of County Council
r) Return to Council
s) Adoption of the Report of the Committee of the Whole
t) Motions, Notice of Which has Been Given
u) Giving Notice of Motion
v) Communications
w) Other Business
x) Public Question Period
y) By-laws – General By-laws and Confirmatory By-law
z) Adjournment

13.3 Approval of the Addendum, if required, directly follows Closed Meeting, with a 2/3 vote of the members present and voting.

Agenda Items due to Clerk

13.4 The Clerk, in consultation with the Warden, shall have prepared and delivered to the Members a minimum of five days prior to the Meeting of Council an electronic agenda, including staff reports, by-laws and background information, for their review and consideration in accordance with Section 3.4 of this By-Law.

Deadline to submit materials to the Addendum

13.5 The deadline for receipt of added materials to be included on an Addendum shall be 9:00 a.m. one (1) business day prior to the scheduled Meeting, subject to the discretion of the Warden.

Unfinished Business

13.5 When any business matter from an agenda is left unresolved at the time of adjournment, either for want of a quorum or otherwise, such business shall be taken up in succession at the next Meeting of the Council as unfinished business, or at a Special Meeting of Council as summoned by the Warden pursuant to Section 6.8

Briefings

13.6 Briefings are allowed at the beginning of the Meeting or when the issue arises on the agenda. If a briefing is expected to be in excess of 10 minutes, the agenda will note the length of time the briefing is expected to last

Section 14: Council Minutes

Minutes Content

14.1 The Clerk shall prepare and cause the minutes to be taken of each meeting of Council and which shall include:

a) The place, date and time of the meeting;
b) The name of the presiding officer or officers and the record of the attendance of the Members.
c) Members who enter after the commencement of a meeting or leave prior to adjournment, the time shall be so noted in the minutes.
d) To record, without note or comment, all resolutions, decisions and other proceedings of the Council.
e) To record all publicly declared conflict of interests made by Members and identify that the Member has recused itself from discussion or vote on the declared matter, when the subject matter is brought up for debate.
f) If required by any Members present at a vote, to record the name and vote of every Member voting on any matter or question

Adoption of Minutes

14.2 Minutes of all open Meetings of Council shall be adopted at the next regular Meeting of Council and the Warden and Clerk shall then sign such minutes. Minutes of all closed Meetings of Council shall be adopted at the next closed Meeting of Council and the Warden and Clerk shall then sign such minutes. Members of County Council may ask questions of clarification of the minutes.

Section 15: Disclosure of Pecuniary Interest

Method of Disclosure

15.1 Where a Member, either on his own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Meeting at which the matter is the subject of consideration, the Member shall, in accordance with the *Municipal Conflict of Interest Act*:

a) Prior to any consideration of the matter at the Meeting, disclose the Member's interest and the general nature thereof; and
b) Not take part in the discussion of, or vote on any question in respect of the matter, and
c) Not attempt in any way whether before, during or after the Meeting to influence the voting on the matter, and
d) Shall file a written statement of the interest and its general nature with the Clerk

Closed Meetings

15.2 Where a Meeting is not open to the public, in addition to complying with the requirements of the *Municipal Conflict of Interest Act*, the Member shall forthwith leave the Meeting or the part of the Meeting during which the matter is under consideration

Absence – Disclosure at Next Meeting

15.3 Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular Meeting, the Member shall disclose the Member's interest and otherwise comply at the first Meeting of the Council or Committee, as the case may be, attended by the Member after the particular Meeting

Record and Registry of Disclosure

15.4 The Clerk shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a Member, and this record shall appear in the Minutes of that Meeting

15.5 The Clerk shall establish and maintain a registry in which shall be kept,

a) a copy of each statement filed under section 16.1; and
b) a copy of each declaration recorded under section 16.1

15.6 The registry shall be available for public inspection upon 48 hours written notice to the Clerk's Office

Section 16: Delegations and/or Presentations

Request for Delegation

16.1 Any person desiring to present information orally on matters of fact or to make a request of Council shall give notice and disclose the subject matter to the Clerk not less than ten days preceding the Council Meeting at which such person desires to be heard

16.2 In order to be scheduled as a delegation before Council, a person shall submit to the Clerk written and/or electronic documentation concerning the presentation not less than seven days preceding the Council Meeting

16.3 The Clerk, in consultation with the Warden, shall have the authority to deem a delegation inappropriate or outside the scope of Council authority and deny the item a place on the agenda

16.4 Except as required by law, any person appearing before Council or a Committee who has previously appeared before Council or the same Committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances

16.5 Under extenuating circumstances, exceptions to the ten days' notice required in 16.1 may be approved by the Clerk.

16.6 Each delegate shall be limited to not more than a total of ten (10) minutes. Extensions to these limits will be at the discretion of the Warden

16.7 A maximum of two (2) delegations may address Council per Meeting, excluding the County's External Boards and funded agencies.

16.8 The number of speakers for one delegation shall be limited to two, unless authorized by Council resolution.

Conduct at Meeting

16.9 All delegates shall address the Warden, shall state their name and whom they represent

16.10 No delegate shall:

a) Speak disrespectfully of any person;
b) Use offensive language;
c) Speak on any subject other than the subject for which he has received approval to address Council;
d) Disobey the rules of procedure or a decision of the Warden or Council.

16.11 The Warden may curtail any deputation, any questions of a deputant or debate during a deputation for disorder or any other breach of this by-law, and, if the Warden rules that the deputation is concluded, the person or persons appearing shall withdraw

16.12 Members of the public who constitute the audience at a Meeting, shall not:

a) Address Council or Committee without permission;

b) Bring signage, placards or banners into such Meetings and refrain from any activity or behavior that would affect the Council deliberations.

Specific

Recognition of Member

17.1 To address Council, a Member shall request to speak, be recognized by the Warden and direct all comments through the Warden.

Order of Speakers

17.2 When two or more Members indicate their desire to speak at the same time, the Warden shall designate the order of speakers.

Interruptions

17.3 When a Member is speaking, no other Member shall interrupt the Member speaking, except to raise a point of order, privilege or personal privilege

17.4 Any Member may require a motion or question under discussion to be read at any time during the debate, but not so as to interrupt the Member speaking.

Five Minutes

17.5 No Member shall speak for longer than five minutes on a question without Council's permission.

Speak Once

17.6 No Member shall speak more than twice to the same question without Council's permission, except the presenter on the motion may respond to questions

Questions

17.7 A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion and the question shall be stated succinctly and asked only of the Warden, the previous speaker or County staff

Points of Order and Privilege

17.8 When a Member rises on a point of order, point of privilege or point of personal privilege, the Member shall ask leave of the Warden to raise the point. After leave is granted, the Member shall state the point to the Warden and then remain silent until the Warden has ruled upon the point

17.9 Subject to being overruled by Council on a vote which shall be taken immediately and without debate, the Warden shall rule on the point

17.10 Any Member may challenge the ruling of the Warden immediately following the ruling

17.11 The Warden's ruling is final unless it is challenged.

17.12 If challenged, the Deputy Warden will take the Chair.

17.13 Council's decision is final if the Warden is challenged

Section 18: Motions

Jurisdiction

18.1 A motion or notice of motion in respect of a matter which is not within the jurisdiction of Council shall not be in order and shall not be considered by Council

Putting a motion on the agenda

18.2 Motions introducing new matters must be in the hands of the Clerk by Noon on the Friday prior to the regular County Council or Committee Meeting for inclusion on the agenda.

18.3 Every motion must be in writing and have a mover and seconder before being submitted to the Clerk for inclusion on the agenda.

18.4 All motions will be placed in the order in which they are received.

18.5 Motions for which notice has not been previously given shall only be considered if agreed upon by a two-thirds majority vote of the Members present.

18.6 After a motion has been proposed and seconded, and placed in the hands of the Warden, it shall be considered to be in the possession of Council but may be withdrawn with the consent of the mover and the support of a majority of Council.

Motions Introduced Orally

18.7 The following may be introduced orally without written notice and without leave of Council:

a) A point of order, privilege or personal privilege
b) Presentation of petitions
c) A motion to waive or suspend the rules of procedure
d) A motion to recess
e) A motion to adjourn
f) A motion to call the question

g) A motion to separate the question
h) A motion that Council resolve itself into a closed Meeting
i) A motion to receive an item
j) A motion to table an item
k) A motion to lift from the table
l) A motion to refer
m) A motion to defer
n) A motion to amend, and
o) A motion to adopt a recommendation

Motions to be in Writing

18.8 Except as provided in Section 18.7, all motions and notices of motion shall be in writing.

Motions to be Seconded

18.9 A motion shall be moved and seconded before being open for discussion and consideration. Motions under Sections 19.5 (a) and (b) do not require a seconder.

Mover May Vote in Opposition

18.10 A member may move a motion in order to initiate discussion and debate and that Member may vote in opposition to the motion. A seconder of a motion may also vote in opposition to the motion.

Motion Considered to be read

18.11 Motions contained in the published agenda will only be read if requested by a member of Council or under the following conditions:

a) A member requests a recorded vote on the motion
b) Where an amendment to a main motion is made, both the amendment, and the motion as amended

18.12 Any member of Council may request that a motion be summarized by its author.

18.13 Motions not contained in the published agenda shall be read.

Motion Extend

18.14 A motion carried by a two-third vote of the members present and voting will extend the meeting past 1:00 p.m.

18.15 At 12:45 p.m. the Warden will ask if Council wishes to proceed beyond 1:00 p.m. A motion put forward must stipulate the purpose of the extension (i.e. to complete the agenda in its entirety, or a certain portion of the agenda, or that the extension is for a specific period of time).

18.16 If a two-thirds vote is not achieved to extend the meeting, Council will consider the time sensitive items, and at 12:55 p.m. Council will move directly to by-laws.

Motion to Recess

18.17 A motion to recess is debatable; however debate is restricted to the length of time of the recess only.

18.18 A motion to recess is amendable; however any amendment shall refer to the length of time of the recess only.

Motion to Adjourn

18.19 A motion to adjourn the Council Meeting is not debatable and shall always be in order except:

a) when another Member is in possession of the floor;

b) when a vote has been called;

c) when the Members are voting, or

d) when a Member has indicated to the Warden his desire to speak on the matter before Council.

18.20 A motion to adjourn shall take precedence over any other motion.

Motion to Call the Question

18.21 A motion to call the question is not debatable and shall be put immediately.

18.22 A member who moved a motion to call the question shall not be allowed to speak to the question again if the motion is decided in the negative.

Motion to Table (postpone indefinitely)

18.23 A motion to table:

a) is not amendable;

b) shall apply to the motion and any amendments under debate when the motion to table is made;

c) is debatable; however debate may go into only the reasons why the motion should or should not be dealt with at this time;

18.24 If the motion to table carries, in the absence of any direction from Council, the matter may not be discussed until a Member through a Notice of Motion, brings it forward to a subsequent Meeting.

Motion to Refer

18.25 A motion to refer, until it is decided, shall precede all amendments of the main question

18.26 A motion to refer:

a) is amendable;

b) is debatable;
c) shall include the name of the Committee or official to whom the motion or amendment is to be referred; and
d) shall include the terms upon which it is to be referred and time or period, if any, on or within which the matter is to be returned

Motion to Postpone

18.27 A motion to defer:

a) is debatable;
b) is amendable;
c) shall include the time to or period within which, consideration of the matter is to be deferred; and
d) shall include an explanation to demonstrate the purpose of the motion to defer.

Motion to Amend

18.28 A motion to amend:

a) is debatable
b) only one motion to amend a motion shall be on the floor at any one time
c) shall receive disposition of Council before a previous amendment to the question
d) shall not be amended more than once before voting
e) shall be relevant to the question to be received
f) shall not be received proposing a direct negative to the question
g) may propose a separate and distinct disposition of a question
h) shall be put in the reverse order to that in which it is moved.

Motion to Receive

18.29 A motion to receive, moved after the main motion, is debatable and shall be treated as an amendment to the main motion

Motion for Reconsideration

18.30 A motion to reconsider a matter within one year following the decision of the Council shall be in order to permit correction of hasty, ill-advised or erroneous action or to take into account added information or a changed situation that has developed since the taking of the vote. A motion to reconsider is not in order if the provisions of the original motion have been partly carried out or involve a contract were the party to the contract has been notified on the outcome.

18.31 A motion to Reconsider

a) A motion to reconsider is debatable;
b) No discussion of the main question shall be allowed until the motion for reconsideration is carried by a two-thirds majority vote of the members present;

c) Once the question is reopened, it is reopened in its entirety unless the reopening motion specifies otherwise;
d) If the question is reopened, all previous decisions of the Council remain in force unless the Council decides otherwise;
e) No motion to reconsider may, itself, be the subject of a motion to reconsider

Notices of Motion

18.32 A notice of motion shall be given in accordance with the Agenda of Council and shall be in writing and shall include the name of the mover and seconder.

18.33 The Clerk shall place notices of Motion on the Agenda in the order in which they are received

Giving Notices of Motion

18.34 The Clerk will read any notices of motion at the designated point on the Agenda; however they will form part of the Agenda for the subsequent Meeting of Council

18.35 Any Member giving a Notice of Motion shall disclose the subject matter of the motion.

18.36 Any notice of motion, the subject matter of which falls within the mandate of a Committee, shall be referred directly to that Committee by the Council unless the Council determines that it should not be first considered by the Committee, for reasons of emergency, health, safety or legal deadline.

Section 19: Voting

Order of Votes

19.1 Motions relating to an item under consideration shall be voted on in the following order:
a) A motion to waive or suspend the rules of procedure
b) A motion to adjourn
c) A motion to recess
d) A motion to receive an item
e) A motion to call the question
f) A motion to defer
g) A motion to refer
h) A motion to amend, in reverse order of its being placed
i) A motion to table an item
j) The main motion.

Members Shall Vote

19.2 Every Member present at a Meeting of Council where a question is put shall vote on the question, unless prohibited by statute, in which case the Clerk shall so record

Number of Votes

19.3 Subject to the exception under Section 5.11 above, every Member present at a Meeting of Council where a question is put shall have 1 vote except for the Mayor of South Frontenac who shall have 2 votes.

19.4 If the Mayor of South Frontenac is absent at a Meeting, the other Councillor representing South Frontenac shall only have 1 vote.

19.5 If the Mayor of South Frontenac is absent at a Meeting and requests the alternate for South Frontenac attend on his/her behalf, the alternate member shall only have 1 vote

Warden to State the Question

19.6 Immediately preceding the taking of a vote, the Warden shall state, if requested, the question in the precise form in which it will be recorded in the minutes

Method of Voting

19.7 A Member shall vote by raising a hand or otherwise indicating the Member's vote, except where a recorded vote is requested.

19.8 During virtual meetings, the Warden may have the discretion to call a vote by asking all those opposed to the motion

Actions During Vote

19.9 When the Warden calls for the vote on a question,

a) Each Member shall occupy his seat and shall remain in place until the result of the vote has been declared by the Warden, and

b) During this time no Member shall walk across the room or make any other motion or speak to the question or any other Member or make any noise or disturbance.

Split Votes

19.10 Upon the request of any Member, and when the Warden is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal shall be taken separately

No Vote Deemed Negative

19.11 If any Member present does not vote at a Meeting of the Council where a question is put and a recorded vote taken, he shall be deemed to vote in the negative except where the Member is prohibited from voting by statute

19.12 The Warden may vote on any question and shall vote in the case of recorded votes

Majority Vote

19.13 All decisions of Council shall require a majority vote except as otherwise set out in this By-Law

Equality of Votes

19.14 Any motion that receives a tie vote shall be deemed to have been decided in the negative.

Two-Thirds Vote

19.15 The following decisions of Council require a two-thirds majority vote:

a) A motion to consider a report or by-law that does not relate to a matter listed on the Agenda;
b) A motion to consider a matter previously postponed indefinitely or to a time or eventuality that has not been reached or occurred under Section 20.4 of this By-Law;
c) A motion to reconsider a question decided within the previous year under Section 20.10 of this By-Law;
d) A motion to suspend the provisions of the By-Law under Section 2.1 of this By-Law;
e) A motion to call the question under Section 20.3 of this By-law.

Recorded Vote

19.16 A request for a recorded vote by a Member present at the Meeting shall be made prior to the commencement of the vote being taken or immediately thereafter.

19.17 Should a Recorded Vote be requested by a Member, the Clerk shall poll the Members as follows:

a) voting shall begin with the Member who requested the Recorded Vote and shall continue alphabetically until the vote is completed;
b) each Member present, except a Member who is disqualified from voting in accordance with Subsection 23.2, shall announce their vote openly;
c) the Clerk shall announce the result of the Recorded Vote; and
d) the names of those Members who voted for and those who voted against the Motion shall be entered in the minutes

Request for Further Vote

19.18 If a Member doubts the results of a vote as announced by the Clerk, the Member may call for the vote to be taken again and the Warden shall request that the Members shall vote again

Section 20: Other Business

Items to be Considered for Other Business with Prior Notice

20.1 Miscellaneous Business/Motions that do not warrant a staff report may be placed on the agenda under Other Business provided that the business is posted on the agenda with supporting documentation.

Items to be Considered for Other Business without Prior Notice

20.2 **Statement by Members** – When a Councillor(s) wishes to inform Council of a matter that does not require action or consideration by Council, such information may be announced under Other Business.

20.3 **Matters of Urgency** – When a Councillor(s) wishes to inform Council of a matter that must be considered immediately, due to extreme time constraints, Council shall determine if the matter is admissible and requires immediate action by Council, by a two-thirds majority vote. Only matters of urgency, ruled admissible by Council, shall be considered by Council without prior notice.

Section 21: By-laws

Introduction

21.1 All by-laws shall be introduced by motion specifying the title thereof

Three Readings

21.2 Every by-law shall have three readings prior to being passed

By-Laws Taken as Read

21.3 By-laws shall be taken as read for the first, second and third readings unless otherwise decided by a majority vote of Council.

Separate Vote

21.4 By request of any Member, any by-law(s) may be discussed or voted on individually.

Pass at One Meeting

21.5 A by-law may be passed through all its stages and be finally passed at one Meeting.

Confirmatory By-law

21.6 The proceedings of every Meeting of Council shall be confirmed by by-law at each Meeting in order that every decision of Council in that year and every resolution thereof shall be of the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

Amendments

21.7 All amendments to any by-laws approved by Council shall be deemed to be incorporated into the by-law and if the by-law is enacted by Council, the amendments shall be recorded by the Clerk.

Authorization

21.8 Every By-law passed by the Council shall be numbered and dated, and shall be sealed with the Seal of the Municipal Corporation and signed by the Warden and Clerk and shall be kept by the Clerk in the Clerk's office or any other place appointed for that purpose.

Section 22: Committees

Council's Role

22.1 Council shall determine the appropriate number of Committees, their membership, mandates and reporting practices.

Advisory Committees of County Council – Schedule B

22.2 The composition and terms of reference for Advisory Committees are in accordance with Schedule B, attached hereto and forming a part of this By-Law as follows:

External Boards and Committees – Schedule C

22.3 The Committees to which County Council makes appointments, but are not Committees of County Council, is included in Schedule C. These Committees are bound by the rules established by their governing body and do not abide by the County's Procedural By-law.

Appointment/Nominees to Other Boards

22.4 Appointments and nominees to other boards, such as the KFL&A Public Health Board and the Kingston Frontenac Public Library Board, shall be appointed directly by Council.

Eligible Appointees

22.5 Every member of a Committee must be either a member of Council or a person eligible to be elected as a member of the Council, in accordance with the *Municipal Elections Act*, unless approved by a majority resolution of Council.

Term of Appointment

22.6 The Term of Appointment for Members of Committees shall be in accordance with the Terms of Reference of the Committees set out in Schedule B to this By-law.

22.7 Committee members will continue to serve on a committee past the expiration of their term until they are replaced. All Council membership on all Committees end on November 14 of a municipal election year.

Absenteeism

22.8 If a member of a Committee is absent for three (3) consecutive meetings without cause acceptable to the Committee, the absences will be brought to the attention of the Clerk.

22.9 The Clerk will contact the absent committee member to discuss the reasons for absenteeism and to determine whether the member wishes to provide a letter of resignation.

22.10 Upon confirmation that the member will no longer be serving on the Committee, the Clerk will notify Council of the vacancy and the need for a replacement. If a member indicates the desire to continue to serve on the Committee, the member will be advised that attendance is required, or the member will be removed from the Committee.

Election of Chairs and Vice-Chairs

22.11 Chair and Vice-Chair of each Committee shall be elected on an annual basis by the Committee from its Members:

a) Each candidate for Chair and Vice-Chair who stands for election may make a presentation to the Committee;
b) The Committee shall elect a Vice-Chair to chair the proceeding in the absence of the Committee Chair;
c) The Warden shall not be eligible to be the Chair or Vice-Chair of a committee;
d) The Chair and Vice-Chair of committees may hold their respective positions for a maximum of four consecutive years if re-elected to do so;
e) Each Chair and/or Vice-Chair shall preside at every Meeting of their Committee, may vote on every question submitted for consideration and may require that resolutions be in writing.

22.12 Section 22.11 c) does not apply when the composition of the Committee with respect to Council appointments is the Mayors of each Township

Removal of Chair or Vice-Chair

22.13 The Chair or Vice-Chair can only be removed by a vote of the majority of Members of the Committee or by resolution of Council.

Warden's Membership on Committees

22.14 The Warden shall be an ex officio Member of all Committees and Task Forces and shall be counted for Quorum purposes and entitled to vote at such meetings.

Clerk shall be Secretary

22.15 The Clerk or designate shall be the Secretary of all Committees of Council and shall be present at all Meetings. The Clerk shall record the proceedings of all Committees of Council in the form of minutes.

22.16 The minutes shall reflect that the Minutes are not verbatim.

22.17 Despite Section 22.15, the Clerk may delegate to any employee duties related to the preparation of the Agendas, giving of notice of the Meetings, recording of the minutes and general administrative support to the Committees.

Committee Meeting Dates & Locations

22.18 Committees shall establish regular Meetings dates, times and locations at the beginning of each year. Meetings will be held in the County of Frontenac Administration Building. Alternative locations shall only be considered where staff capacity and resources are deemed sufficient

Public Notice

22.19 Notice of Meetings including agendas, minutes and supporting documentation to the Members shall be via electronic mail, regular mail, courier or facsimile. Notice may also be provided by telephone or personal contact in case of an emergency

22.20 Notice of Meetings shall be given by posting agendas and supporting documentation on the County's website. Notice of Meetings shall be posted as soon as practical after being established by Committees. Agendas and supporting documentation shall be posted three days prior to the Meeting and in the event an agenda is amended it shall be reposted as an amended agenda.

General Role of Committees

22.21 The role of Committees shall generally be to:

a) make recommendations to Council on matters which are in their jurisdiction;
b) guide and request staff to provide reports on the direction and nature of policy development, fact finding, analysis and generation of public policy matters;
c) receive public deputations and establish mechanisms to receive further public input on vital public policy matters.

Responsibility to Act on Recommendations

22.22 No action shall be taken on Committee recommendations until approved by Council unless the responsibility has been delegated to the Committee by Council.

Recommendations Lost or Deferred at Committee Meetings

22.23 Report Recommendations rejected by any Committee must be reported to Council with a “negative recommendation”, allowing Council the opportunity to discuss the item.

22.24 Motions that result in a tied vote at a Committee must be reported to Council with no recommendation to allow Council the opportunity to discuss and make a decision.

22.25 Report Recommendations receiving no mover or no seconder by any Committee must be reported to Council with no recommendation to allow Council the opportunity to discuss the item

Committee Procedures

22.26 The rules governing the procedure of the Council and the conduct of Members of Council at Council shall be observed as far as they are applicable, and, subject to the specific rules for Committees set out in this section including:

a) the number of times of speaking on any question shall not be limited;
b) a majority vote shall be required to decide any matter before the Committee;
c) recorded votes shall not be weighted and members shall be called to vote by last name in alphabetic order;

Members’ Rights

22.27 Members who are not Members of a specific Committee may attend Meetings of that Committee and may, with consent of the Chair of that Committee, take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote at these Meetings.

Public Participation at Committee Meetings

22.28 At Committee meetings that are open to the public, following the introduction of an agenda item and once a motion has been introduced, members of the committee may speak to the motion first. Following the members’ discussion, the Chair may invite members of the public to share their comments, views, suggestions and opinions but may not participate in the debate. Prior to calling the question the Chair has discretion to give the public another opportunity to speak.

Absence of Chair and Vice Chair

22.29 In the event of the Chair of a Committee not attending the Committee at which he is to preside within fifteen (15) minutes after the time appointed for the commencement of the Meeting, the Committee Vice Chair shall call the Meeting to order and preside until the arrival of the Committee Chair. Should the Committee Vice-Chair not be in attendance at the Meeting, then, those Members in attendance shall appoint one of the Members to act in place of the Committee Chair for that Meeting. Such Member shall then call the

Members to order and shall preside until the arrival of the Committee Chair or the Committee Vice-Chair.

Meeting Limitation

22.30 No Committee Meeting shall be held while Council is in session

Agendas

22.31 The Clerk shall prepare for distribution Committee agendas.

22.32 In accordance with requirements for public notice, transparency and disclosure, new substantive items should not be introduced on the Agenda under Other Business.

Deputations

22.33 Any person desiring to present information to a Committee may do so subject to the following:

a) The request shall be in writing and the information to be presented shall be on matters of fact or to make a request of the Committee;
b) Requests shall be made not less than ten days preceding the Committee Meeting at which such person desires to be heard;
c) Exceptions to the ten days' notice requirement required in (b) above may be approved by the Committee Chair;
d) Any person who is scheduled to appear as a deputation before a Committee is requested to submit written documentation for the Committee's consideration to the Clerk's Department not less than five (5) days preceding the Committee Meeting;
e) The rules relating to time limits, behavior, curtailment of time and conduct shall be as set out in Section 16.

Declarations of Pecuniary Interest

22.34 Members of Committees shall adhere to Section 15 with respect to declarations of pecuniary interest in Committees.

Quorum

22.35 A quorum as it relates to Committees of Council shall consist of a majority of the members.

Right to Expel

22.36 The Chair has the right to expel or exclude any person from any Meeting for improper conduct.

Reconsideration

22.37 No Committee shall reconsider any question decided by the Council within a year after the Council decision, nor consider any other matter which could involve a decision inconsistent with a Council decision.

Section 23: Repeal / Enactment

By-laws Previous

23.1 By-law 2013-0020 and all adhering amendments are hereby repealed.

Effective Date

23.2 This By-law shall come into effect on the November 15, 2022

Conflict with Statute

23.3 If there is any conflict between this By-law or any portion thereof and any statute, the provisions of the statute shall prevail.

Read a First and Second Time this 16th day of March, 2022.

Read a Third Time, Signed, Sealed and Finally Passed this 16th day of March, 2022.

The Corporation of the County of Frontenac

_____	_____
Denis Doyle, Warden	Jannette Amini, Clerk

Schedule B-1 Advisory Committee to County Council

Committee Name: Joint Accessibility Advisory Committee

Establishment of the Committee

(i) That a Committee to be known as the County of Frontenac Joint Accessibility Advisory Committee be hereby established.

(ii) That the Committee shall be comprised of not more than 7 members as follows:

- 2 Members of County Council
- 4 Members of the Community who are persons with disabilities (one representative from each Township)
- 1 Member from the Community at large

who shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council.

(iii) That Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 25 – Committees* to govern all proceedings of the Accessibility Advisory Committee Meetings.

(iv) The Committee shall hold a minimum of four (4) and a maximum of six (6) Meetings per year.

Mandate of the Committee

To assist the County and Township Councils in the County of Frontenac in enabling persons with disabilities to have equal access to all opportunities within the County.

Duties of the Committee

The committee shall:

(a) advise the councils about the legislative requirements and implementation of the accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice;

(b) review in a timely manner the site plans and drawings described in section 41 of the *Planning Act* that the committee selects in terms of how they address the accessibility needs of persons with disabilities;

(c) perform all other functions as specified by legislation.

(d) in consultation with Council and Municipal Staff, review new and existing municipal by-laws and policies as applicable;

(e) work with Council and the community at large to identify and address the needs of persons with disabilities within the community;

(f) provide recommendations to Councils on the promotion of public awareness and understanding of the needs of persons with disabilities.

Schedule B-1 Advisory Committees Continued

Responsibilities of Council

Council shall:

(a) establish the Accessibility Advisory Committee and appoint its members;

(b) seek advice from the Committee regarding accessibility plans and reports required to be submitted to the province;

(c) seek advice from the Committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,

(i) that the council purchases, constructs or significantly renovates;

(ii) for which the council enters into a new lease; or

(iii) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with the *Municipal Act, 2001*; and

(d) when the committee selects site plans and drawings described in section 41 of the *Planning Act* to review, supply them to the Committee in a timely manner for the purpose of the review; and

(e) have regard to the accessibility for persons with disabilities in deciding to purchase goods and services through the procurement process for the use of it by itself, by the Townships, its' employees or the public.

General

(a) That Administrative Support shall be provided by the Clerk or Designate.

(b) That the records of the Accessibility Advisory Committee shall be retained and preserved in accordance with the provisions of the County Records Retention by-law.

Composition of The Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Joint Accessibility Advisory Committee:

Two (2) Members of County Council:
- Gerry Martin
- Bill MacDonald

Four (4) Representatives from the Community who are Persons with Disabilities – One (1) from each of the Four (4) Townships:
- Township of North Frontenac – Ed Shlievert
- Township of Central Frontenac – Kurt Halliday
- Township of South Frontenac – Neil Allen
- Township of Frontenac Islands – Janet MacDonald

One (1) Representative from Community at Large:
- David Yerxa

Schedule B-2 – Advisory Committee to County Council

Committee Name: Planning and Economic Development Advisory Committee

Establishment of the Committee

(i) The County of Frontenac Planning and Economic Development Advisory Committee shall be comprised of (8) members appointed by County Council as follows:

- (4) members of County Council, one from each member municipality; and
- (4) community representatives from each Township.

(ii) The members of the County of Frontenac Planning and Economic Development Advisory Committee shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council and who shall be named in Schedule "A" to this By-law;

(iii) The County of Frontenac Planning and Economic Development Advisory Committee shall adhere to the County's Procedural By-law No. **[insert number of new Procedural By-law]** and any amendments thereto, specifically *Section 22 – Committees* for the conduct of all Meetings.

Terms of Reference/Mandate

The Planning and Economic Development Advisory Committee is responsible for overseeing all regional development, planning, and the Planning Act implications of economic development within the County of Frontenac in accordance with the County's Official Plan document.

The Planning and Economic Development Advisory Committee shall also be directed by the Economic Development Charter and County Strategic Plan, as well as the Trails Master Plan.

The Planning and Economic Development Advisory Committee shall:

1. Be responsible directly to Council for those items emanating from the Planning & Economic Development Department.
2. Subsequent to the approval of the budget, consider budget proposals and business plans for the Planning & Economic Development Department pertaining to items within the Committee mandate.
3. Receive reports from staff on items within the Committee's mandate.
4. Receive public delegations on matters affecting general land use planning and economic development in the County of Frontenac and hold public meetings, as required by the Planning Act, with respect to plans of subdivision and condominium. All such public meetings would be held in the Township where a development proposal was located.
5. Review and recommend to Council revisions to the Planning and Economic Development Committee's Terms of Reference/Mandate, as required.

6. Monitor provincial and federal legislation that has an impact on planning matters.

Specific Responsibilities

The Planning and Economic Development Advisory Committee shall:

1. Provide direction to staff for the implementation of the planning and development goals and policies as outlined in the County's Official Plan document.
2. Make recommendations to Council with respect to County Official Plan matters.
3. Review and make recommendations to Council concerning other planning matters of the County, including regional studies affecting planning and/or economic development, special studies, sustainability issues, and planning policy matters.
4. Review and consider reports on the following matters that fall within the mandate of the Committee:
    1. Subdivision and condominium applications;
    2. Extensions of draft plan approvals;
    3. County and Township Official Plan amendments; and
    4. County and Township Official Plan updates.
5. Make recommendations to Council on matters relating to Community Improvement Plans (CIPs) as a means to support and promote community development in the rural areas.
6. Receive advice from, and work with economic development stakeholders such as Community Development Advisory Committee, Community Futures Development Corporation, Land 'O Lakes Tourism, Kingston Economic Development Corporation (KEDCO), and Township Economic Development Committees.

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Planning and Economic Development Advisory Committee:

Council Liaison to Planning and Economic Development

Four (4) Representatives from the Community:

- North Frontenac –
- Central Frontenac –
- South Frontenac –
- Frontenac Islands –

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

- North Frontenac –
- Central Frontenac –
- South Frontenac –
- Frontenac Islands –

Schedule B-3 – Advisory Committee to County Council

Committee Name: Administrative Building Design Task Force

(Added through By-law 2016-0028 passed August 24, 2016)

Establishment of the Committee

(i) The County of Frontenac Administrative Building Design Task Force shall be comprised of three (3) members of County Council appointed by County Council

(ii) The members of the County of Frontenac Administrative Building Design Task Force shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council and who shall be named in this Schedule;

(iii) The Administrative Building Design Task Force shall meet as required.

(iv) The County of Frontenac Administrative Building Design Task Force shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 26 – Committees* for the conduct of all Meetings.

Terms of Reference

(i) Goal/Mission

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

(ii) Mandate

a) To carry out a space review and analysis of the County of Frontenac Administrative Building

b) To review and consider options for the Administrative Building and make recommendations to Council

c) If necessary, to review any proposals and recommend to Council a design team for any refurbishing of the Administrative Building

d) If necessary, to work with the architect to bring back design options/costing for Council consideration

e) If necessary, to periodically receive updates and provide input on the final details of the refurbishing/construction phase of the Administrative Building

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following members of Council to the County of Frontenac Administrative Building Design Task Force:

Four (4) Members of County Council:

- Councillor Denis Doyle
- Councillor Gerry Martin
- Councillor Ron Vandewal
- Councillor Bill MacDonald

Schedule B-4 – Advisory Committee to County Council

Committee Name: Administration Committee

Establishment of the Panel

The County of Frontenac Administration Committee shall be comprised of four (4) members as follows:

- The Warden
- The Deputy Warden
- Two members of Council from the remaining two member municipalities

(i) The members of the Administration Committee shall hold office from the date of their appointment, at the pleasure of Council, and appointed annually;

(ii) The Administration Committee shall be considered a Committee of Council and bound by the meeting requirements of the County's Procedural By-law No. [insert new by-law No.] and any amendments thereto, and the *Municipal Act*.

Terms of Reference/Mandate:

The Administration Committee is responsible for carrying out the annual Performance Appraisal of the County of Frontenac's Chief Administrative Officer by the following procedure, as set out in By-law 2017-0028 being a By-Law to Adopt a Chief Administrative Officer Performance Appraisal Policy:

1. For the purpose of determining the timing of the Performance Appraisal for the CAO, the date of hire (or promotion) to the position will be utilized.

2. All communications, correspondence and forms completed during the performance appraisal process are considered confidential in order to ensure the protection of privacy of the incumbent.

3. Unless superseded by an employment contract or an engagement letter, the process outlined in this policy (including a 360º review) will also be utilized to evaluate the performance of the CAO at the conclusion of a six month probation period.

    a. Prior to hiring (or promotion) to the position of CAO the nature of this policy will be disclosed to the potential candidate.

4. The annual PA process will proceed as follows:

    a. In the month of the anniversary date, the CAO will provide to the review panel the following:

        i. A list of accomplishments on a professional and personal development level. The accomplishments will be tied to the goals and objectives outline

in the previous PA, or in the event of a probationary review, the goals and objectives outline in the letter of engagement.

ii. A completed PA form completed in draft for consideration by the panel.

iii. A draft outline of objectives for the upcoming year.

iv. Any other information deemed necessary for the evaluation of the CAO's performance (e.g., reports, research, commendations)

v. To avoid any real or perceived conflict of interest, pecuniary interest or personal gain for the CAO, their family or associates, an annual disclosure memo be presented to the Panel on any external activities that he/she is currently engaged in.

b. At least once per Council term, the Review Panel will work with the Manager of Human Resources to conduct a 360º review including Directors, Managers and front line staff. At the discretion of Council, the 360º review may include key outside stakeholders.

i. The 360º will be coordinated by the Manager of Human Resources in a confidential manner and provided to the Review Panel in an aggregate format that protects the confidentiality of the respondents.

c. The Review Panel shall review their findings and provide a final draft Performance Review and objectives for the upcoming year to the CAO for review and comment.

d. The CAO can:

i. Sign the Performance Review, acknowledging the feedback

ii. Acknowledge but not sign the PA and provide comment to the Review Panel

iii. Request a subsequent meeting with the Review Panel to provide clarification.

e. Should a stalemate over the contents of the PA occur between the Review Panel and the CAO, the parties may agree to non-binding mediation by an objective third party.

f. Upon completion of the Performance Review the Chair/Warden shall provide a summary report to all of Council in closed session.

5. Should a step increase be available and approved, the effective date shall be the anniversary date for the incumbent.

The Administration Committee is also responsible for carrying out a broader range of oversight, including:

- Service Delivery Review
- Strategic Policies and Priorities
- Organizational Structure
- Compensation Review
- Receive and make recommendations to Council on nominations to Advisory Committees of Council

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Administration Committee:

Four (4) members of County Council, with representation from each Township:

- Warden
- Deputy Warden
- Township Councillor
- Township Councillor

Schedule B-5 – Advisory Committee to the Planning Advisory Committee

Committee Name: Communal Service Governance/Operations Model Review Committee

Establishment of the Committee

(iii) The Communal Service Governance/Operations Model Review Committee shall be comprised of 8 members appointed by County Council as follows:

- Four (4) member of the public; and
- Four (4) members of County Council, those being the Mayors of each Township.

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

(iv) The members of the Communal Service Governance/Operations Model Review Committee shall hold office from the date of their appointment, at the pleasure of Council, up to such time that a governance / operations model to manage communal service development across the region has been approved by Council but not longer than the term of Council and who shall be named in this Schedule;

(v) The Communal Service Governance/Operations Model Review Committee shall meet as required.

(vi) The Communal Service Governance/Operations Model Review Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 26 – Committees* for the conduct of all Meetings.

Terms of Reference

(iii) Goal/Mission

The mission of the County of Frontenac stated in its Mission Statement is the effective, efficient and sustainable delivery of service to its citizens. Within the context of the Values and Principles detailed, the Communal Service Governance/Operations Model Review Committee will be guided by the Mission Statement:

(iv) Mandate

f) To review and advise the Planning Advisory Committee on the best approach to creating a communal service operation, with different options and approaches considered.

g) Review best practice models currently in place in Ontario (e.g., Lakeland Power, Township of Oro-Medonte), including:

a. governance model
    i. Board composition
    ii. What is their reporting relationship to Council/community?
b. Scope of services for this operation
c. How does the financial model work (community investment/re-investment, dividends, community grants)?
    i. Risk mitigation strategies
    ii. Community Investment Policy
d. Analysis of operations of utilities – recommendations for next steps.

h) Review financial model that was completed by WSP consultants in the 2019 Communal Services Study.

i) Determine what the best way would be to establish this operation, such as through the creation of Municipal Service Corporation (MSC) permitted under the Municipal Act.

j) Does the MSC need to be under the jurisdiction of the regional government for it to operate across the County? Are there other ways of setting this up without the upper tier involvement? Is the MSC stronger (and have lower financial risk) if the County is a partner?

k) Investigate any 'seed funding' required at the outset, i.e., a reserve fund to support the first few communal developments in the short term?

Composition of the Committee

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

Four (4) Representatives from the Community:
- Gwen Glover
- Michael Keene
- Jim McIntosh
- Wayne Robinson

Four (4) members of County Council, those being the Mayors of each Township (or their designate):
- North Frontenac – Councillor Higgins
- Central Frontenac – Councillor Smith
- South Frontenac – Councillor Vandewal
- Frontenac Islands – Councillor Doyle

Schedule B-6 – Advisory Committee to County Council

Committee Name: Procedural By-law Review Committee

Establishment of the Committee

(vii) The County of Frontenac Procedural By-law Review Committee shall be comprised of four (4) members of Council, appointed by County Council

(viii) The members of the County of Frontenac Procedural By-law Review Committee shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council;

(ix) The County of Frontenac Procedural By-law Review Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically Section 26 – Committees for the conduct of all Meetings.

Mandate/Terms of Reference:

The mandate of the Procedure By-law Review Committee ("Committee") is to conduct a comprehensive review of the County of Frontenac Procedure By-law.

Roles and Responsibilities of Members:

The Committee will be undertaking a review and making recommendations on the County of Frontenac Procedure By-law. Members who cannot attend a meeting must inform the Clerk's Office and may designate an alternate Councillor to attend the meeting.

Reporting Structure:

The Committee will report to County Council through the Reports from Advisory Committee section of the Council agenda.

Frequency of Meetings:

The meeting frequency for the Committee will be determined by the Committee at its first meeting.

Staff Resources:

The Committee will be supported by staff from the Clerk's Office and the Chief Administrative Officer.

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Procedural By-law Review Committee:

- Councillor Bill MacDonald
- Councillor Gerry Martin
- Councillor Bruce Higgs

- Councillor Alan Revill

Schedule C – External Boards and Committees with County Council Appointees

1. The **Kingston Frontenac Public Library Board** – one member of Council and two members of the community, appointed for the term of County Council. Provides for the information, education and leisure needs of the citizens of the City of Kingston and the Townships of Frontenac through its 5 urban and 12 rural branches; establishes policies and appoints the Chief Librarian/CEO, who administers the library under the guidance of established board policies.

2. The **Kingston, Frontenac, Lennox & Addington Public Health, Board of Health** – one member of County Council, appointed for the term of County Council. This body provides advice and makes recommendations to KFLA Public Health on the programs and services to be offered, sets the annual budget and oversees expenditures.

3. The **Rural/Urban Liaison Advisory Committee (RULAC)** – The Warden, Deputy Warden and the County Councillor appointed to the City of Kingston Housing and Homelessness Advisory Committee for the term of Council, three members of Kingston City Council, the Mayor and two members of Council. The Rural/Urban Liaison Advisory Committee was established by the order of the Minister of Municipal Affairs under Section 25.2(4) of the Municipal Act. The Committee shall meet at the request of the County of Frontenac or the City of Kingston should the need arise for RULAC to fulfill its primary responsibilities as set out in the Amalgamation Order and the Local Services Realignment Agreement with respect to recommending solutions to matters of common concern and/or dispute resolution (effective December 1, 2014).

4. The **Housing and Homelessness Advisory Committee (formerly the Affordable Housing Development Committee)** – one member of County Council, appointed for the term of Council. This is an Advisory Committee of the City of Kingston who acts as the Local Service Realignment body for the County of Frontenac. This Committee works to ensure that there is a comprehensive understanding of housing, affordable housing and homelessness issues, initiatives and developments, with a mandate to provide advice to Kingston City Council on housing, publicly assisted affordable housing and homelessness policies, provide advice regarding the implementation of the Municipal Housing Strategy, Homelessness Plan and other municipal housing strategies, policies and directives, provide information and input on housing matters as related to poverty reduction through the appointment of one member of the Housing and Homelessness Advisory Committee to the Poverty Reduction Group, for a term of two years and two members of Housing and Homelessness Advisory Committee to the Poverty Reduction Housing Sub Working Group for a term of two years and to maintain close linkages with other City of Kingston Committees and working groups to ensure co-ordination of housing, affordable housing and homelessness initiatives.

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
October 27, 2021 Procedural By-law Review Committee Meeting Items					
S. 1	Section 1	Add a new Section 1 to include "Short Title" **ARTICLE I** **SHORT TITLE** **1. Citation** This Chapter may be referred to as "*The Procedural By-Law*".	Short Title Most statutes have lengthy titles. To save time and space the "short title" is acceptable for citation purposes. The full title of the by-law is "a by-law to govern the proceedings of the Council and its Committees, the Conduct of Members and the Calling of Meetings"	**Agreed**	New Section 1 1.1
S 1.3	Definitions	Add the following definitions:			
		"Act" means the Municipal Act, 2001, S.O. 2001, c. 25, as amended or re-enacted from time to time.	This is currently not defined in the Procedural By-law. The By-law incorporates provisions from other legislation including the Municipal Conflict of Interest Act. This clearly defines that any references to Act are in reference to the Municipal Act.	Definitions are in alphabetical order. **Agreed**	Section 2, 2.3
		"Addendum" means a listing of the items to be added to or withdrawn from a published agenda	This is currently not defined in the By-law.	Agenda goes out on Friday. Anything after the agenda is published requires a two third vote. **Agreed**	Section 2, 2.3
		"Abstain" " means to refrain from voting. Members who abstain for reasons other than a declared conflict of interest shall be deemed to vote in opposition of	Section 245(2) of the Municipal Act states that a failure to vote under subsection (1) by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.	**Agreed**	Section 2, 2.3

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		the question or matter.	The addition of this definition helps Council better understand that a failure to vote is actually a vote in the negative.		
		"Advisory Committee" means a committee established by Council to act in an advisory capacity to Council on operational and strategic issues during the full term of Council.	The definition of Committee under the Act is only if 50% of the members are also members of one or more councils or local boards. This definition reflects more Committees in which Council has established for Citizen appointees with only 1 or 1 Council reps.	Adding the word "only" was suggested by Councillor MacDonald. Final decision rests with council. Recommendations need to go to county council. Word advisory is important. Not actually making decisions. **Agreed**	Section 2, 2.3
		"Ad Hoc" Committee means a committee appointed by Council from time to time, to act on a temporary or singular issue and shall be discontinued by Council when their recommendations upon the specified initiative or matter have been provided, and dealt with by Members of Council and further recommendations are no longer required	The addition of an Ad Hoc really covers when Council wants to have a specific issue looked at, for example looking at user fees on the K&P Trail as Council did at its September meeting. It allows a member of Council to work with others and ensures the process follows the Procedural By-law, for 2 purposes ➢ As a municipal government, we have a duty to document our decision making process ➢ The work that an elected official does should be open and transparent as elected official are accountable and answerable to the public.	**Agreed**	Section 2, 2.3

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		"Standing Committee" means a Committee of Members of Council appointed by Council to consider matters regarding the Committees mandate	This definition differentiates Committees with only Council members (such as the CAO Performance Appraisal Review Committee and the Administrative Building Design Task Force, so that in the definition of "Closed Meeting" that it only permits Standing Committees to go into closed session. Committees with Citizen Appointees should not have the ability to go into closed session as members of the public hold no accountability and should not be privy to confidential and sensitive information.	**Agreed**	Section 2, 2.3
		"Alternate Member" means a member appointed by the Township(s) to act in place of a person who is the member of the Township council and County Council, when the person is unable to attend a meeting of County council for any reason	The differentiates full members and alternate members of Council, given that the word "member" is used throughout the by-law, specifically under the Committee section which permits full members of County Council to attend and participate at Committee meetings but are not able to vote.	The privilege of attending the council members. The alternate can come to council but no authority at advisory committees. Clerk noted that the alternate can attend the Closed Session. They are Elected official and adhere to a code of conduct. Alternate must be a Councillor. Members are County Councillors. Alternate members are appointed by the Township. Suggested to add "elected" officials. **Agreed**	Section 2, 2.3

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		"Motion to Postpone" means a motion by which action on a pending question can be put off, within limits, to a definite day, meeting, or hour, or until after a certain event.	This is intended to replace the Motion to Defer. Roberts Rules of Order states that a motion to defer should be avoided, since it is often subject to vague usage.	Would be added to the motions section as well. Clerk keeps an abeyance list and provides list to Senior Leadership team for review. Report comes to Council at end of their term regarding the status of the outstanding list of items. **Agreed**	Section 2, 2.3
		"Ombudsman" means the Ombudsman appointed under the Ombudsman Act	The County no longer appoints its own Ombudsman so this makes clear that the County's Ombudsman is the Ontario Ombudsman and that any complaints made under Subsection 223.13(1) or Subsection 239.2(1) of the Act default to the Ontario Ombudsman	**Agreed**	Section 2, 2.3
		"two-thirds majority vote" means an affirmative vote of at least two-thirds of the Members present at a meeting	There are some motions, such as the waiving of the Procedural By-law, which require a 2/3 vote. It is key to identify this as well as have the minutes reflect when a 2/3 vote is received as the Ombudsman is also able to investigate when a municipality has not followed its Procedural By-law.	**Agreed**	Section 2, 2.3

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
Section 1.3	Definitions	Amend or delete the following definitions:			
	(h)	Amend the definition of Committee to include “Ad Hoc Committee”	This updates the types of Committees should Council support the staff recommendation to define an Ad Hoc Committee.	**Agreed**	Section 2, 2.3
S. 1	(j)	Amend the definition of Committee of the Whole to “Committee of the Whole” means a meeting of **all Members of** Council **sitting as Committee of the Whole** at which the rules in this by-law with respect to the number of times a member may speak to an issue do not apply, with the exception to Delegations	This amendment reflects that although Committee of the Whole is all members of Council, it is not a Council meeting	**Agreed**	Section 2, 2.3
	(u)	Remove the LPAT definition as this	The Local Planning Appeal Tribunal (LPAT) replaced the former Ontario Municipal Board (OMB) which was an independent adjudicative tribunal that conducted hearings and made decisions on land use planning issues and other matters. It has since been replaced by the Ontario Land Tribunal (OLT)’s. Under LPAT, decisions could be sent back to a municipal Council.	**Agreed**	Removed
	(aa)	Remove the “Motion to Defer”	It is proposed to replace the Motion to Defer with the Motion to Postpone”. Roberts Rules of Order states that a motion to defer should be avoided, since it is often subject to vague usage.	**Agreed**	Removed
	(hh)	Amend to “Present” to means physically or through virtual		Committee pointed out the definition of “present” does not	Section 2, 2.3

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		format in attendance at the meeting		take into account electronic participation	
				It was suggested to make note in the minutes that minutes are not verbatim. This will be addressed when reviewing section 13 – Council Minutes	Section 22 22.16
		Section 2 Application			
S.2	Application General 2.1	Remove the second sentence "Any part or parts of this by-law may be suspended, by resolution clearly indicating the purpose and intent of the suspension, if agreed upon by two-thirds majority vote of the Members present, provided the motion is in order"	The ability to waive the Procedural By-law by a 2/3 vote should have its own section as there should be criteria around certain items that cannot be waived.	Councillor MacDonald - Important asset to have. Something may happen on Monday or Tuesday and need to bring forward to the meeting. He provided an example from their Township meetings to move delegations to the start of their council meeting rather than at the end. Clerk noted Section 27 which governs committees.	Section 3 3.2, 3.3, 3.4
	Application	Add a new Section 2.2 Suspension of Rules of Procedure a) Subject to Subsection 2.2 c) any part or parts of this by-law may be suspended, by resolution if agreed upon by two-thirds majority vote of the Members present, provided	This sets out limitations of how the Procedural by-law can be suspended. In addition, should other limitations be put on Committees? By waiving the Procedural By-law, Committees are waiving the rules that Council has placed on them	**Agreed**	Section 3 3.2, 3.3, 3.4

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		the motion is in order b) The suspension shall only apply to the rule and/or procedure which is stated within the Motion to suspend clearly indicating the purpose and intent of the suspension and only during the Meeting in which such Motion to suspend was introduced. c) Notwithstanding Subsection 2.2 a) of this By-Law, the following rules and procedures may not be suspended: (a) Quorum necessary for Meetings; (b) the special Meeting rule set out in Subsection 7.5 of this By-Law; (c) the Motion to Reconsider rule set out in Subsection 21.9 and 21.10 of this By-law; and (d) any rules or procedures that are set out by legislation.			
	Application 2.4	Update this to indicate that we use Roberts Rules of Order 11th Edition		**The latest edition of Roberts Rules available in Canada.** ACTION: Purchase the latest copy of Roberts Rules.	Section 3 3.7

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
				Agreed	
		Section 3 Locations, Meeting Times and Notice of Regular Meetings of Council			
		Staff are suggesting that this whole section be incorporated as part of Section 6 – Meetings of Council. Section 4 Membership on Council would then become section 3. Numbering can be addressed once the entire review is complete		**Agreed**	Section 9 9.4
	4	Membership on Council			
	4.2 Declaration of Office	Slight change by adding: The Declaration will be administered by: a) The Clerk at each December inaugural meeting b) A Justice of the Peace at the Inaugural meeting of the new Council, unless unavailable	This better reflects and permits a Justice of the Peace to be used at the inaugural, as currently this section is prescriptive that the Clerk administers this and does not differentiate the inaugural meeting.	**Agreed**	Section 4 4.3
	4.4	Amend the 5th paragraph The ~~remuneration and/or~~ reimbursement of appropriate costs incurred by an alternate while serving in this capacity shall be ~~the responsibility of the constituent municipality~~ paid by the County; however any remuneration will be the responsibility of the constituent municipality. An alternate shall not be eligible to attend a convention or seminar on behalf of the County		The Committee recommended that Section 4.4 – Alternate Members of County Council be amended to provide an Alternate Member of Council to receive mileage costs when attending a Council meeting on behalf of the Member of Council who is unable to attend	Section 4 4.12

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
	5	Election of Warden and Deputy Warden			
	5.3	Amend Section as follows ~~Only the Mayors of the Townships are~~ All members of County Council eligible to hold the office of Warden and Deputy Warden.		• The Committee discussed the justification for why only the Mayors of the Townships are able to be nominated as Warden or Deputy Warden as these offices should be merit driven and not position driven. • The Committee recommends that Section 5.3 be amended to allow that all Members of County Council are eligible to hold the office of Warden and Deputy Warden. • The Committee requested that staff reach out to the Eastern Ontario Wardens Council (EOWC) group for each upper tiers Council composition and who is eligible to run as Warden and Deputy Warden.	Section 5 5.3
	6	Meetings of Council			
		Staff are recommending that this section be amended as to the below that lists the different types of meetings of Council			
	6.1 Inaugural Meeting	6.1 Inaugural Meeting of Council The Inaugural Meeting of the new Council shall be held on the third Wednesday of	The Inaugural meeting has a number of requirements such as the Election of Warden and Deputy Warden, the taking of the Oath of Office and also does not follow the same agenda as the regular		Section 9 9.1 – 9.3

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		December at 9:30 a.m. 6.2 The order of business of the Inaugural Meeting shall include: a) Declaration of Office to Councillors b) Election of Warden c) Election of Deputy Warden e) Declaration of Office to Warden and Deputy Warden f) Dressing of Chain of Office g) Warden's Inaugural Address h) Appointments to External Boards and Committees i) Passage of By-laws j) Other ceremonial procedures deemed relevant	agenda. This update captures these differing requirements. It also notes the words "new Council" as the election of Warden and Deputy Warden occur at each December meeting which is the inaugural meeting for the new year, and typically a Justice of the Peace. Item j) would be such items as Greetings by local dignitaries, or any time sensitive matters that require Council's immediate attention before the next meeting.		
	6.3 Regular Meetings	Regular Meetings of Council 6.3 Regular meetings of County Council shall take place on the third Wednesday of the month at 9:30 a.m. at the County Administrative Offices unless otherwise directed by a resolution of Council. Add a new section 6.4 Should a closed session be	This is pulled from the existing 3.3	Committee questioned why no meeting in August. It was noted that August meeting was always cancelled in the past due to the AMO Conference which falls on the same week. The previous Council opted to just remove the August meeting. It was noted that due to the cancellation of the August meeting, the September meeting is quite	Section 9 9.4 – 9.6

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		required, Council will begin at 9:00 a.m. and resolve into Closed Meeting and will reconvene as regular Council at 9:30 a.m Add a new Section 6.5 Notwithstanding the provisions of Section 6.3 of this By-law, there shall be no regular meeting of Council in the month of August		full. Mr. Pender suggested that we have separate delegations regarding budget presentations at a separate meeting. We had several requests for this year. Delegations in the past allow public input; however we now have Engage Frontenac for public input. Budget goes in October. Treasurer requires notice in advance of the October meetings.	
	6.1, 6.2 and 6.3	Remove these sections.	This can be more appropriately addressed under Order of Business		13.2, now has call to order, 6.14 – Role of Clerk
	6.6 Committee of the Whole	Use the existing 6.4; however remove the last sentence "If a separate meeting is required, Committee of the Whole meetings will be held on the first Wednesday of the month"	Council uses Committee of the Whole for budget meetings which typically occur over a 2 day period and limiting this to the first Wednesday of the month causes a barrier for these meetings to be used as they were intended. This requirement is not currently followed and technically, this means that Council is not following its Procedural By-law.	Budget meetings are a good example. The meeting was held on Tuesday. **Agreed**	Section 9 9.7
	7 Special Meetings and 8 Emergency	Move this to Section 6 under Meetings of Council as this really is just another type of meeting of Council	For 6.5 additional verbiage is being recommended to lay out the process of when the Warden calls a Special meeting Staff are recommending to delete the meeting type "Emergency Meetings of Council" as this is	**Agreed**.	Section 9 9.8 – 9.11

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
	Meetings of Council	Special Meetings of Council 6.7 – use the existing 7.1 but add "by instructing the Clerk to issue a Notice of Special Meeting with at least forty-eight (48) hours notice to the members. 6.8 Subject to section 6.7, in the case of an emergency or extraordinary circumstances, the Warden may call a Special Meeting without notice 6.8 Combine the current 7.2 and 7.3 to read as follows: The Clerk shall, upon receipt of a written petition of the majority of the Members, call a Special Meeting for the purpose and time mentioned in the petition. The Clerk shall provide all Members of at least forty-eight (48) hours notice of the Special Meeting. 6.9 – Use the current 7.5 6.9 – Delete Emergency Meetings of Council 6.10 – Joint Meeting of Council – use the existing 7.8	redundant as it is the same as a Special Meeting of Council These changes now capture all meeting types under one section		
		Add a new section 7 which addresses Closed Meetings			
		7.1 – use the existing 6.6, Add a new Section 6.7		The Committee had a discussion around how best to address the	Section 10 10.3, 10.4

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		Time of Closed Session 7.1 All Closed Session Meetings shall be held by the Committee of the Whole immediately preceding the Regular Meeting, starting at 9:00 a.m. 7.2 In the event that the Closed Session Agenda items are not completed in the allotted time prior to the Regular Meeting, the Closed Session may be recessed and resumed following completion of the Regular Meeting business items and prior to the passing of by-laws, or during a certain time in the agenda by resolution of Council. 6.7, 6.8 and 6.9 would remain and be re-numbered		time of Closed Sessions that best respect the public who are in attendance and are left waiting when closed meetings run late. The discussion included a few suggestions such as holding the closed session at the end of a Council meeting; however this leaves the public waiting until the meeting is complete should Council be reporting out from closed session, or if there is a pertinent by-law on the agenda. The discussion also included a suggestion to have Deputations assigned a specific time in the agenda; however for most meetings, this would require the additional procedure of having to pass a motion to waive the procedural by-law when closed meetings do not run late or there is no closed meeting on the agenda. It was determined that of the closed meetings throughout the year, the likelihood of them running late is slim and the recommendation from staff that should a meeting be running late, that it adjourn and carry on at the end of the meeting is the best	

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
				option	
		Reword section 6.10 which outlines Closed Meeting Investigations to **Closed Meeting Investigator Reports** Where Council is in receipt of a report from the Ombudsman reporting his or her opinion that a Meeting or part of a Meeting appears to have been closed to the public contrary to the provisions of Section 239 of the Act or the provisions of this By-Law, Council shall pass a Resolution confirming how it intends to address the report.	This section was originally worded to reflect that the County appointed its own Closed Meeting Investigator and as such, the process for a member of the public to make a complaint was made directly to the County and then forwarded to the Closed Meeting Investigator. Under the Ontario Ombudsman, complaints are made directly to the Ombudsman and Council only receives a report after that fact but is required, under section 239.2(12) of the Act to pass a resolution on how it intends to address the report		Section 10 10.8
November 24, 2021 Procedural By-law Review Committee Meeting Items					
New S. 6.1	Inaugural Meeting	The Inaugural Meeting of the new Council shall be held on the ~~third~~ last Wednesday of ~~December~~ November at 9:30 a.m.	Bill 68, Modernizing Ontario's Municipal Legislation Act, which received Royal Ascent on May 30, 2017 amended a number of Acts, including both the Municipal Act and the Municipal Elections Act. Subsection 6 (1) was amended to change the beginning of terms of all offices from December 1 to November 15 in the year of a regular election, although a transitional rule applied with respect to the 2018 regular election. By holding the Inaugural Meeting on the last	**Agreed**	Section 9 9.1

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
			Wednesday in November allows for the lower tiers to hold their Inaugural meeting as well as appoint their second member Councillors.		
S.5	5.2 Election of Warden and Deputy Warden	The election of the Warden and Deputy Warden shall be held each year at the ~~December~~ November County Council meeting	Note comments above regarding the change to the beginning of the terms of offices from December 1 to November 15. Section 233(1) of the Act mandates that if the term of office of an appointed head of council of an upper-tier municipality is one year, the council of the upper-tier municipality shall, in each year of its term, appoint the head of council at its first meeting. The November meeting would now become Councils first meeting of the year	**Agreed**	Section 5 5.2
	5.3	Add a provision that the Warden and Deputy Warden cannot be from the same municipality	At the Committee's request, staff reached out to the EOWC municipalities in terms of their Council composition and any restrictions placed on who was eligible to be elected as Warden and Deputy Warden. None of the EOWC municipalities place restrictions on who can and cannot hold the office of Warden and Deputy Warden. However the County of Peterborough places the restriction that the Warden and Deputy Warden cannot be from the same municipality	The Committee felt that this was a restriction that should also be included in the PBLR for consideration by Council.	Section 5 5.4
			Electronic Participation		
	9 Electronic Participation 9.1	The following provisions be added to Section 9 a) While in-person participation shall remain the primary method	At the Committee's request, staff reached out to the EOWC municipalities in terms of what they are doing around electronic participation and any restrictions they place on this. This information was provided in a separate hand out for discussion	The Committees discussion wanted to ensure that it did not hinder seasonal residents from running for Council; however was adamant that every effort be made	Section 9 9.14 – 9.18

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		of participation, there is an expectation that members of Council make every effort to attend meetings in person. Councillors are permitted to participate in a meeting remotely via electronic means, in the event: i) the County of Frontenac is in a declared emergency as defined by the Emergency Management and Civil Protection Act, R.S.O. 1990. ii) Due to a significant weather event. iii) a member is ill, injured or on parental leave. iv) a member has been duly appointed to an external advisory board/committee and is attending a meeting or event hosted by that board/committee, should they be performing this role within Canada. b) Electronic participation will not be allowed at the Inaugural Session of Council or at subsequent yearly first meetings (November), at the first meeting of the year (November) or at a		to attending meetings in person. In the absence of being in person, the congeniality gets missed. The Committee opted for a mix of what the County of Renfrew was doing, with the addition of parental leave, as well as restrictions by Hastings County about which meetings should be in person such as Inaugural, Budget and other meetings where the majority of Council required it. The Committee also opted to include the provisions of Haliburton that restrict a member to only being able to participate two times per year, with any additional participation being permitted only with permission of the Warden. Unlike Haliburton, the Committee and staff felt that the Clerk should not be responsible for providing such permission. Appreciating the geography of the County, weather conditions play a vital role, specifically more to those in the northern parts of the County. In terms of notifying the Clerk, although 48 hours' notice is	

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		meeting where the yearly budget is being considered unless the municipality or part thereof is under a Declared Emergency, or where a vote of the majority of Council requires it. c) Members may participate electronically in meetings up to two (2) times per year. A member of Council may request permission from the Warden to participate electronically in additional meetings as a result of extenuating circumstances. d) A Member must give to the Clerk a notice of at least 48 hours of their intent to participate electronically in a meeting, unless extraordinary circumstances apply, to which a member will advise the Clerk as soon as possible, recognizing that due to constraints on staff, the member may be admitted late to the meeting.		preferred, the Committee realized that other circumstances beyond a members control such as flat tire or whether conditions may not allow a member to give 48 hours' notice so there needs to be some flexibility incorporated into this.	
	9.2 Technology and Live	a) The technology used shall enable electronic participation of Members in decision-making			Section 9 9.19 – 9.20

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
	Stream	and ensure the meeting can be open to the public, for example, but not limited to, telephone, video or audio conferencing. b) If connection for a member is lost or fails during the meeting and quorum maintained, any attempt to be reconnected will be at the call of the Chair. The Clerk will make noted in the minutes that the participant left the meeting at the time the connection was lost.			
S. 10	No Quorum at Beginning 10.2	Currently, if a quorum is not present at a scheduled Meeting ~~fifteen (15)~~ thirty (30) minutes after the scheduled commencement time, the Meeting shall stand adjourned until the date of the next regular Meeting unless a special Meeting is called sooner. and The Clerk, shall record the names of the Members present	Although most local municipalities (lower and single tier) require quorum to be met within 15 minutes, larger municipalities (County of Lanark, County of Lennox & Addington, City of Ottawa) allow for 30 minutes, presumable given the vast geographic region and the time required to travel. In addition, staff are suggested that the by-law permit that should a meeting be cancelled, a special meeting could be called.	The Committee agreed that given the large geography of the County, a 30 minute leeway was more appropriate. **Agreed**	Section 12 12.2
February 16, 2022 Procedural By-law Review Committee Meeting Items					
10.3	Loss of Quorum During Meeting	Currently states: If a quorum is lost during a Meeting then the Meeting shall stand adjourned and all unfinished business shall be carried forward to the next Meeting	The current wording mandates that once quorum is lost, the meeting must adjourn. It does not take into account that a member may leave the meeting for a brief time to take a break or to attend to an urgent matter. As such staff are recommending the section be split into the 2 scenarios, one when quorum is	Committee agreed to the proposed change and opted to that a special meeting be called as opposed to forwarding unfinished business to the next regular Council meeting; however amended the “within 48	Section 12 12.4, 12.5

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		Suggesting to add 2 points here and change to ➢ If Quorum is lost during a Meeting, the Chair shall call a recess for a period of fifteen (15) minutes, or until a Quorum is present, whichever is sooner. ➢ If there is no Quorum after fifteen (15) minutes, the Meeting shall stand adjourned and a special meeting be called as soon as possible to conclude the unfinished business. A confirmatory by-law for actions taken by Council up until the point when quorum was lost will be included on the agenda for the special meeting.	lost briefly and the second when quorum is lost for the remainder of the meeting. Staff have consulted with a pier around the status of items already voted on and passed at a meeting before quorum was lost. As suspected, staff are not able to act on resolutions passed prior to council losing quorum valid and can staff act on those in the absence of a confirmatory by-law being passed. Council enacts a confirming by-law to confirm all the decisions made up until the point the by-law is introduced. This ensures that the County complies with the legal requirement under the Municipal Act that it act by by-law.	hours" to "as soon as possible".	
10.4 and 10.5		Allows the Warden to cancel a meeting if it is known in advance of the meeting that quorum will not be present 10.5 requires 48 hours notice of rescheduled meeting if 10.4 takes affect Staff are suggesting this be	Not sure if this section is still relevant or required given that we now have electronic meeting provisions as well as the ability for a member to send his/her alternate if they are unable to attend. These 2 provisions were not available options when the current procedural by-law was adopted. Removal would assist in streamlining the by-law.	The Committee agreed with this recommendation. Although some thought other weather conditions could also affect power and the ability to connect virtually, quorum could still be achieved.	Removed

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		removed			
		Add a new section to address Absence of Warden and Deputy Warden 10.4 **Absence of Warden** In the case of the Warden not attending within fifteen (15) minutes after the hour fixed for holding the meeting of the Council, and provided that a quorum is present, the Deputy Warden shall take the Chair and call the Members to Order; and he/she shall preside until the arrival of the Warden. 10.5 **Absence of Warden and Deputy Warden** In the absence of the Warden and Deputy Warden, and if a quorum is present, the Clerk shall call the Members to order. A Chairperson shall be chosen from the Members present who shall preside over the meeting until the arrival of the Warden or Deputy Warden.	Currently this scenario is included under the Duties of the Warden. Staff are suggesting to removed it from there and place it more appropriately under quorum.	The Committee agreed with this recommendation	Section 12 12.7, 12.8

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
11 – Agenda 12 – Order of Business		Merge these into 1 section as they are belong together	These can be merge together under one Article titled "Order of Business – Agenda It makes is more it easier when adding sections given that both relate to each other	The Committee agreed with this recommendation	Section 13
		Rename Section 11.2 to "Deadline for Submission of Agenda items" and add an additional subsection as follows: ➢ The deadline for receipt of added materials to be included on the Addendum shall be 9:00 a.m. one (1) business day prior to the scheduled Meeting, subject to the discretion of the Warden	By adding a cut off time for addendum items ensures that Council has sufficient time to review the material. Some members of Council have been vocal in the past that items added to the agenda after it is published does not give Councillors sufficient time read and understand all items being added to the agenda. Some discussions points the Committee may wish to consider: ➢ Should there be different criteria for different items of business such as delegations who simply come to speak where there is no required prep work by Councillors ➢ Should there be some provisions for time sensitive matters that come to staffs attention at the last minute, i.e. can late additions be subject to the discretion of the Warden	The Committee agreed that members require at least a full day to digest information that they would be expected to make a decision on. Staff advised that when consulting the Warden, a verbal overview of any time sensitive material would be provided so that the Warden is informed sufficiently to make a decision.	Section 13 13.5

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
12.1 Order of Business		For consideration under Order of Business Add the following **1. Roll Call** **2. Change Agenda to Approval of Addendum** 3. **Consent Reports from the Chief Administrative Officer** Under a consent report, all items listed on the report are the subject of one motion. For example, it could include 5 reports but rather than moving each report under a separate motion, all reports are passed under 1 motion with no debate or discussion. Any member of Council may ask for any item(s) included in report be separated from that motion would then be considered and voted on separately.	12.1 Order of Business Roll Call Pursuant to section 238 of the Municipal Act, in order for Council meeting to be valid, quorum must be present. Prior to COVID, all meetings were in person with no provisions to participate electronically. As such, quorum was easily determined and visible to all those present. With the ability now for members to participate electronically, unless participating with video on, quorum is more difficult to determine. For example those with unreliable or weak internet often participate with video turned off, meaning that the members presence at the beginning of the meeting is assumed but not guaranteed. By requiring the Clerk to conduct a verbal roll call at the start of the meeting ensures quorum is present. Approval of Addendum We no longer place a motion on the Council agenda to approve the agenda as the Procedural By-law sets out how the agenda is determined; however any addendum does require approval, with a 2/3 vote. This was amended in 2015 by By-law 2015-0053 but changing this item to “Approval of the Addendum” provides better clarity. CAO Consent Agenda Items that would be placed on the CAO consent report include, but are not limited to, matters	The Committee supported the addition of Roll Call, changing “Agenda” to Approval of Addendum”, and adding Consent Reports from the Chief Administrative Officer. The Committee opted to not support adding a spot for Announcements or Motions of Congratulations, Sympathy or Condolences as it was felt Councillors from those specific wards would reach out to individuals directly. It also did not support adding a section for Information Reports from Member of Council	Section 13 13.2

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
			where no discussion is anticipated, and matters that are considered routine in nature. Similar to Information Reports, this is meant to streamline the agenda and make the process somewhat more efficient.		
Section 13 – Council minutes 13.1 Minutes Content	The minutes of Council as taken by the Clerk, shall consist of a record of all proceedings taken in the Council and pursuant to the *Municipal Act, 2001 and any amendments thereto*, shall be without note or comment	Suggest deleting the current and replacing with The Clerk shall prepare and cause the minutes to be taken of each meeting of Council and which shall include: a) The place, date and time of the meeting; b) The name of the presiding officer or officers and the record of the attendance of the Members. c) Members who enter after the commencement of a meeting or leave prior to adjournment, the time shall be so noted in the minutes. d) To record, without note or comment, all resolutions, decisions and other proceedings of the Council. e) To record all publicly declared conflict of interests made by	The suggested replacement comes from suggestions contained in an AMCTO Procedural By-law workshop attended by the Clerk. It reinforces what should be contained in the minutes (and what is not contained)	The Committee supported this proposed change as it makes clear what should be included in the minutes and does not leave certain inclusions to the discretion on the Clerk.	Section 14 - Council Minutes 14.1

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		Members and identify that the Member has recused itself from discussion or vote on the declared matter, when the subject matter is brought up for debate. f) If required by any Members present at a vote, to record the name and vote of every Member voting on any matter or question.			
	This is a new section to add the roles of both Council and staff which will be added to the By-law just ahead of Duties	**ROLES** **1. Council** It is the role of Council to: a) Represent the public and to consider the well-being and interest of the municipality; b) Develop and evaluate the policies and programs of the municipality; c) Determine which services the municipality provides; d) Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council e) Ensure the accountability	The Role of Council is defined under Section 224 of the Municipal Act. The role of the Head of Council or Warden is defined under Sections 225 and 226 of the Municipal Act. The role of the Chief Administrative Officer is defined under Section 229 of the Municipal Act The role of the Clerk is defined under Section 228 of the Municipal Act Although much of this information is also contained in the Council Staff Relations policy, including it in the Procedural By-law reinforces specific roles and ensures that staff time is being used efficiently by requiring that no one individual council member direct staff without Council authorization.	The Committee supported the addition of these roles and agreed that it should be clarified that no one member of Council is able to direct staff and that major matters and concerns should be through the CAO. It was also noted that the roles may change with any amendments to the Municipal Act and it should be noted that the Municipal Act be referenced as a foot note.	New Section 6 – Roles and Responsibilities

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		and transparency of the operations of the municipality, including the activities of the senior management of the municipality; f) Maintain the financial integrity of the municipality; and g) Carry out the duties of council under the *Ontario Municipal Act* or any other act. **Individual Authority – not provided** No individual Council Member may direct any Member of staff to perform such duties that have not been authorized by resolution of the Council. **Established Policies – Members – respect** Members of Council shall respect and adhere to the Policies set by the Council and under no circumstances take it upon themselves individually to circumvent established policies.	It also now includes the specific roles that the CAO, Clerk and municipal staff play. This was a key piece contained in the AMCTO Procedural By-law workshop attended by the Clerk. It reinforces the role of Council and staff.		

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		Council – liaison with CAO Council Members will liaise with the Chief Administrative Officer on any given matter concerning the municipality. **Information – by Staff – Members of Council** Council Members may request clarification and information from Members of staff, ~~at a meeting~~ on routine matters, who have been assigned the responsibility of providing standard operating procedures. 2 **Head of Council [Warden]** It is the role of the Head of Council to: a) Act as Chief Executive Officer (CEO) of the municipality; b) Preside over Council Meetings so that its business can be carried out efficiently and effectively; c) Provide leadership to the Council d) Provide information and			

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		recommendations to the Council with respect to the role of council as described in section 5.1 (d) and (e) above; (without limiting section (5.2(c)) e) Represent the municipality at official functions; f) Carry out the duties of the head of council under this or any other Act. g) Uphold and promote the purposes of the municipality h) Promote public involvement in the municipality's activities i) Act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and j) Participate in and foster activities that enhance the economic social and environmental well-being of the municipality and its residents.			

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		3 **Chief Administrative Officer** It is the role of the Chief Administrative Officer to: a) Exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality and the staff placed under his/her supervision; and b) Perform such other duties as assigned by the municipality. 4 **Clerk** It is the role of the Clerk to: a) Record, without note or comment, all resolutions, decisions and other proceedings of the Council; b) Record the name and vote of every Member voting on any matter or question, if required by any Member present at a vote; c) Keep the originals or copies of all By-laws and			

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		of all minutes of the proceedings of the Council' d) Perform the other duties required under the *Ontario Municipal Act*, the *Municipal Elections Act*, and any other Act and e) Perform such duties as are assigned by the municipality **Delegation – by Clerk** The Clerk may delegate in writing to any person, other than a Member of Council, any of the Clerk's powers and duties under this and any other Act. a) Despite the delegation, the Clerk may continue to exercise the delegated powers and duties. 5 **Municipal Administration – Officers – Employees** It is the role of municipal administration to: a) Implement Council's			

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		decisions and establish administrative practices and procedures to carry out Council's decisions; b) Undertake research and provide advice to Council on the policies and programs of the municipality; and c) Carry out other duties required under this or any Act and other duties assigned by the municipality.			
14 –	Duties of Warden	The current duties listed are found in sections 225 and 226.1 of the Municipal Act. The Committee may wish to review and consider if it would like to add any additional duties.		The Committee had no additional comments on the current duties listed in the By-law	No action
14. 5 –	Absence of the Warden and Deputy Warden	Move this under Quorum	This fits more under the Quorum provisions	The Committee supported this move earlier in the meeting.	Section 12 12.7, 12.8

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
14.6	The Warden may vote on any matter at his discretion with the exception of a recorded vote at which time voting is required	Staff are suggesting this be removed	Staff could find no provision in the Municipal Act that provides the Head of Council with the discretion to vote, and failure to vote is considered a no vote pursuant to section 246(2) of the Act.	**Feb. 16 2022** The Committee supported the removal of this provision although it was noted that quite often the Head of Council opts not to vote. This would only become an issue if there is no clear consensus on the result of calling a question, where the Warden may be required to break a tie vote. **March 16, 2022** After confirmation that it is only under a recorded vote that section 246(2) of the Municipal Act applies, in which a failure to vote is deemed a negative vote, the Committee reconsidered its previous decision to remove section 14.6. which provides the Warden the discretion to vote and chose to leave it in the by-law	This remained and is now found under Section 19 – Voting 19.2
16 Duties of Members, 16.1		Move to proposed new section Roles	This currently outlines the Roles of Members of Council and staff are suggesting a new section titled Roles (see above)	The Committee agreed to the removal of this from Duties and add it under the new section for Roles.	Section 6 – Roles and Responsibilities Section 7 – Conduct During Meetings

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		Add the following new sections under the duties of members of Council **Preparation of Members to Council Meetings** Members of Council shall come prepared to every meeting where their participation is required, by having read all the material supplied, including agendas and staff reports, to facilitate discussion and the determination of action at the meeting. Whenever possible, the Members(s) shall make inquiries to Management regarding materials supplied in advance of the meeting **Reports - Requests** All requests for substantive reports shall be by Council resolution, which shall identify the appropriate Department or Manager and objectives of the report. **Interference – directed to administration** No Members(s) shall have the authority to direct or interfere with the performance of any work by Administration of the municipality.	Again this was a key piece contained in the AMCTO Procedural By-law workshop attended by the Clerk. It ensures members come to Council prepared and leaves an open door to seek clarification from staff prior to a meeting. In terms of Report – Requests this ensure that no one Councillor is usurping staff time and deflecting them from their workplan by ensuring that there is a will of Council for specific reports or information that one Councillor may want.	Although there are no provisions in the By-law to allow the Warden to enforce this, the Committee agreed that the expectation that members come to meetings prepared should be laid out in the by-law. The Committee also agreed and confirmed that no one member of Council has the authority to direct staff or interfere with their work and that any requests for substantive reports should be at the direction of Council. This ensures that staff's workplans are not interrupted.	Section 6 – Roles and Responsibilities 6.6, 6.7 & 6.8

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		All inquiries shall be directed through the office of the Chief Administrator			
16.2		Move to a new Section titled **Conduct During Meetings**	This deals more with conduct than duties and applies to administration staff as well.	The Committee agreed that a new section be included around Conduct During Meetings.	Section 7 – Conduct During Meetings
February 23, 2022					
S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	
	New Section	**Conduct During Meetings** ➢ **Dress Code – Council Meetings – Public Meetings** All Members of Council ~~shall~~ are expected wear proper business attire (ties optional) during regularly scheduled, special and In-Camera meetings, although exceptions may be made during extenuating circumstances. ➢ **Dress Code – Committee of the Whole** During any Saturday or Budget meeting, Members of the Council may, if they so choose, wear a	During the previous meeting of the Committee, the Committee agreed to change 16.2 – Prohibitions to Conduct During Meetings and move the current prohibitions to that section. Most of the prohibitions listed were contained in the Conduct During Meetings section of the AMCTO Procedural By-law Workshop attended by the Clerk however there were additional ones listed which the Committee may wish to consider adding such as Dress Code and Head Dressing. Please note that Head Dressing does not prohibit religious head dress	The Committee supported adding to this section Dress Code – Council Meetings – Public Meetings however changed the wording from “shall” to “are expected to”, Dress Code – Committee of the Whole, Head Dressing and Code of Ethic” with some minor amendments to allow for extenuating circumstances. The Committee also felt that under the Code of Ethic, Member not permitted to vote, it was felt that Council should have the discretion to ask the member to excuse	Section 7 – Conduct During Meetings 7.8 – 7.10 New Section 8 – Code of Ethics - Confidentiality

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		"Business casual" attire, which shall mean clothing that is less formal than the regular Business Attire. ➢ **Head Dressing** During the conduct of any meeting of the Council, wearing of any hats, other than for religious purposes, are strictly forbidden by any Members of the Council, Administration or Members of the General Public. **Code of Ethic – Confidentiality** 1 **Executive (In-Camera) subjects – public interest** Upon completion of any "In-Camera" council meetings, the decisions of the Council with respect to any of the enumerated items listed in Section 4.10; and direction to municipal Administration in accordance therewith, shall then be reported publicly by Council, to the extent that the public interest permits. 2 **Council Response – In-Camera enquiries**	The workshop also recommend very constringent criteria around closed meetings, and specifically, if members contravene closed meeting requirements. The current by-law provides for the following in terms of closed meetings "No Member shall, where a matter has been discussed in a closed Meeting, and where the matter remains confidential, disclose the content of the matter or the substance of deliberations of the closed Meeting"	themselves. The Committee opted to remove the clause on Members expressing personal positions.	

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		The response of Council Members to enquiries about any matter dealt with during an “In-Camera” closed meeting, prior to it being reported publicly, shall be “This matter is still under advisement” “no comment”, or words to that effect. a) **Violation of regulation** Any violation of process to this regulation will result in exclusion of the offending Council Members, requiring a two-thirds vote, from future closed meetings of Council and that Members shall no longer be provided with correspondence, materials or information proposed to be dealt with by Members of Council at a closed meeting. b) **Exclusion – closed meetings** The determination of whether or not a violation of process to the closed meeting provisions of this By-law and the length of the exclusion from closed meetings, if so determined, shall be made by Council at a closed meeting and the issues shall be considered by Council prior to the affected			

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		Members being excluded from any closed meeting by a two-thirds vote. The results of Council's deliberation shall be reported out publicly. c) **Separate Resolution – per Member** If the purported violation of the process to the closed meeting provisions of this By-law by more than one Member is to be considered, a separate resolution of Council with respect to each affected Members is to be considered. d) **Member not permitted to vote** Notwithstanding Section 7.10.2 sub-section (c), the Member affected shall not be permitted to vote on a motion respecting his purported violation of the closed meeting provision of the Procedural By-law, his exclusion from closed meetings, or the length of any such exclusion and may be asked to excuse themselves from the vote, at the discretion of Council.			

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		e) **Release of Information** The release of any information about matters dealt with by Council at a closed meeting shall be by the Warden or her/his delegate only upon direction of the majority of Council. ~~f) **Members – expressing personal position**~~ ~~Notwithstanding Section 2 (b), unless council by vote determines otherwise, upon the public disclosure of any report discussed at an "In-Camera" meeting, (closed to the public), any individual Member may express their own personal position on the item, but shall not refer to or discuss the specific positions or opinions (written or verbal) of other Members or of municipal administration.~~ g) **No public release – docume** Agendas or any items thereon for consideration by Council at a meeting closed to the public shall not be released to the public.			

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		h) **Obligation – confidentiality** It is the obligation of each Member of Council to keep information confidential and this obligation continues even after the Member ceases to be an elected Member of Council.			
		Deputations			
18.7	Number of Deputations	A maximum of two (2) deputations may address Council per Meeting, excluding the County's External Boards and funded agencies.	Currently this section of the By-law limits the number of deputations at a meeting to 2; however External Boards are typically listed under Deputations and come twice a year to provide overviews to Council, specifically at the September meeting to provide their budget overviews for the following year, and during Council orientation to provide overviews of the services provided on behalf of the County. There are currently 6 External agencies that present to Council during these times. Staff are suggested some wording changes that would exclude the County's External Boards and funded agencies	**Agreed**	Section 16 – Delegations and/or Presentations 16.7
19		Rules of Debate			
19.6		No Member shall speak more than twice to the same question without Council's permission, except ~~that a reply shall be permitted only from a Member who has presented the main~~		The Committee recommended to change the wording for greater clarity.	Section 17: Rules of Debate 17.6

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		~~motion~~ the presenter on the motion may respond to questions .			
19.11		Add another sentence "If challenged, the Deputy Warden will take the Chair		The Committee recommended to include wording that if the ruling of the Warden is challenge, that he/she should step down from the chair for the vote.	Section 17: Rules of Debate 17.12
~~**20.11**~~	~~Motions Considered to be read~~	~~Motions contained in the published agenda will only be read if requested by a member of Council or under the following conditions:~~ ~~a) A member requests a recorded vote on the motion~~ ~~b) Where an amendment to a main motion is made, both the amendment, and the motion as amended~~ ~~Any member of Council may request that a motion be summarized by its author.~~ ~~Motions not contained in the published agenda shall be read.~~	Does the Committee still support this. Things to be considered when looking at this Transparency In terms of transparency, the changes brought down by the province over the past 10 years to the Municipal Act, first with Bill 130 that recognized municipalities as legitimate levels of government by expanding and providing broad powers of municipalities; then with Bill 8 that expanded the jurisdiction of the Ombudsman giving oversight over municipalities, and most recently through Bill 68, have mandated provisions to ensure local municipalities are being open, accountable and transparent. Municipal Councils make key decisions that affect their residents and as a result, owe a level of transparency to the public. Council would want to satisfy itself that eliminating the reading of motions will not potentially reduce the County being accountable transparent in its decision making process. Accessibility In 2012, the County of Frontenac's meeting management processes became paperless with the	The Committee opted to continue with the practice of not reading motions	No Action

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
			installation and use of iCompass Meeting Management technologies. As a result, the County does not provide hard copies of an agenda at its meetings. The agenda however is projected on a large screen at the head of the Council horseshoe so that all those in attendance, including the public, are able to view and follow along with the meeting. Council would want to satisfy itself that eliminating the reading of motions will not create a barrier for persons with visual disabilities from being able to understand or follow along with what is being considered by Council. Council would also want to satisfy itself that, as required by the Accessibility for Persons with Disabilities Act, it is able to provide persons with visual disabilities alternate formats if motions are no longer read. Currently, the Electronic meeting provisions require that motions are read as this decision of Council was made when Council met in person and the agenda was displayed in the room.		
21.6	Defer (postpone to a certain time)	Remove the word Defer and have this Postpone	Roberts Rules of Order discourages the word defer	**Agreed**	Section 18 – Motions 18.27

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
21.11	Reconsideration of matters returned to the municipality by LPAT	Delete this provision	LPAT, or the Local Planning Administrative Tribunal, when it came into being, had the ability to send decisions made by Council back to Council. LPAT has since been replaced by the Ontario Land Tribunal and this provision no longer is applicable.	**Agreed**	Removed
22	Notices of Motion	Merge this into the section on Motions And add the following The Clerk shall place notices of Motion on the Agenda in the order in which they are received.	This will keep all motions together under 1 section. Staff are not recommending any wording changes but are recommending the one addition which ensure that motions are placed on the agenda in the order received.	**Agreed**	Section 18 – Motions 18.33
23		Voting			
23.3	number of votes	Subject to the exception under Section 5,8 above, every Member present at a Meeting of Council where a question is put shall have 1 vote except for the Mayor of South Frontenac who shall have 2 votes. If the Mayor of South Frontenac is absent at a Meeting, the other Councillor representing South Frontenac shall only have 1 vote. If the Mayor of South Frontenac is	This takes into account now that alternates can be sent if a member is unable to attend.	**Agreed**	Section 19 – Voting 19.3 – 19.5

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		absent at a Meeting and requests the alternate for South Frontenac attend on his/her behalf, the alternate member shall only have 1 vote.			
23.5	Voting Method	A Member shall vote by raising a hand or otherwise indicating the Member's vote, except where a recorded vote is requested. Add an additional point During virtual meetings, the Warden may have the discretion to call a vote by asking all those opposed to the motion	This has been the practice during the County's virtual meetings, mainly due to the unstable internet that can delay response time.	**Agreed**	Section 19 – voting 19.8
23.13	Recorded Vote	Should a Recorded Vote be requested by a Member, the Clerk shall poll the Members as follows: (a) voting shall begin with the Member who requested the Recorded Vote and shall continue alphabetically until the vote is completed; (b) each Member present, except a Member who is disqualified from voting in accordance with Subsection 23.2, shall announce their vote openly; (c) the Clerk shall announce the	At the previous meeting, the Committee discussed recorded votes and felt that changes should be made to have the recorded vote begin with the member who requested the recorded vote. Some additional items have also been added to show that the recorded vote appears in the minutes and to combine the following 23.14 with 23.13 as currently they have their own sections and should be housed together.	**Agreed**	Section 19 – Voting 19.16 & 19.17

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		result of the Recorded Vote; and (d) the names of those Members who voted for and those who voted against the Motion shall be entered in the minutes.			
24	Public Question Period	Is this still required **Remove**		**The Committee agreed to remove this from the agenda.**	Removed
26.8	By-laws Authorization	~~Every by-law once passed shall be numbered with a progressive number in the following form: four digits for the year, dash, four digits for the by-law number, (e.g. By-law No. 2010-0001 shall be the first by-law number in the year 2010), dated, duly signed by the Warden and Clerk and the Clerk shall affix the seal of the Corporation thereto.~~ Every By-law passed by the Council shall be numbered and dated, and shall be sealed with the Seal of the Municipal Corporation and signed by the Warden and Clerk and shall be kept by the Clerk in the Clerk's office or any other place appointed for that purpose	The proposed language changes is less prescriptive on by-law numbering. On average, the County passes between 40 and 50 By-laws per year so a 4 digit number isn't really required Staff propose in 2023 starting with a 4 digit year followed simply by the sequential number.	**Agreed**	Section 21 – By-laws 21.8

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S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
27		Committees			
27.6	Term of Appointment	Amend this to November 14 of an election year	This reflects the amendments made to the Municipal Elections Act as the new term of Council starts November 15th as opposed to previously being December 1st.	**Agreed**	Section 22 – Committees 22.7
New Section		Suggested to add a new section as follows: **Absenteeism** a) If a member of a Committee is absent for three (3) consecutive meetings without cause acceptable to the Committee, the absences will be brought to the attention of the Clerk. b) The Clerk will contact the absent committee member to discuss the reasons for absenteeism and to determine whether the member wishes to provide a letter of resignation. c) Upon confirmation that the member will no longer be serving on the Committee, the Clerk will notify Council of the vacancy and the need for a replacement. If a member indicates the desire to continue to serve on the Committee, the member will be advised that	Currently there is no provision in the by-law for when a Committee member misses 3 or more meetings. Under the Municipal Act, if a member of Council misses 3 consecutive months, their seat is declared vacant. This amendment would make the same rules apply to Committee members, although a bit more lenient as committees only meet every second month. A members continual absence has the ability to affect quorum.	**Agreed**	Section 22 – Committees 22.8 – 22.10

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		attendance is required, or the member will be removed from the Committee.			
27.9	Warden's Membership on Committees	The Warden shall be an Ex-officio Member of all Committees and Task Forces and shall be counted for Quorum purposes and entitled to vote at such meetings	This additional wording confirms that the Warden can count as Quorum. Should staff be aware that a Committee meeting may be in jeopardy of not obtaining quorum, they may reach out to the Warden to attend.	**Agreed**	Section 22 – Committees 22.14
27.10	Clerk Shall be Secretary	The Clerk or designate shall be the Secretary of all Committees of Council and shall be present at all Meetings. The Clerk shall record the proceedings of all Committees of Council in the form of minutes. The minutes shall reflect that the Minutes are no verbatim.	This was a previous suggestion by the Committee that the minutes clearly note they are not verbatim.	**Agreed**	Section 22 – Committees 22.16
New Section		Suggested to add a new section as follows: **Recommendations Lost or Deferred at Committee Meetings** (a) Report Recommendations rejected by any Committee must be reported to Council with a "negative recommendation", allowing Council the opportunity	Currently the Procedural By-law is silent on recommendations not being supported by a Committee. Given that Committees only act in an advisory capacity, it is Councils final decision regarding staff reports and recommendations as their workplans and business plans are directed by Council.	**Agreed**	Section 22 – Committees 22.23 – 22.25

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		to discuss the item. (b) Motions that result in a tied vote at a Committee must be reported to Council with no recommendation to allow Council the opportunity to discuss and make a decision. (c) Report Recommendations receiving no mover or no seconder by any Committee must be reported to Council with no recommendation to allow Council the opportunity to discuss the item			
		Suggested adding new section as follows: **Public Participation at Committee Meetings** At Committee meetings that are open to the public, following the introduction of an agenda item and once a motion has been introduced, members of the committee may speak to the motion first. Following the members' discussion, the Chair may invite members of the public to share their comments, views, suggestions and opinions but may	This additional section allows public participation at the Committee level. Committee meetings are much less formal than Council and their purpose is to seek public input and public representation.	The Committee was hesitant to allow the public an open forum to speak at meetings as they may lead to some members of the public may become disruptive to the meeting. There was consensus to allow the public to speak but some structure is need The Committee's suggested amendments are noted in red. **Agreed to with amendments**	Section 22 – Committees 22.28

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		not participate in the debate. Prior to calling the question the Chair has discretion to give the public another opportunity to speak.			
27.22	Additional Agenda Items	**Change from** Any matter, which is within the Committee's mandate and which is not on the Committee agenda or does not relate to a matter on the agenda, may be considered by the Committee if it agrees to add the matter to the agenda through a majority vote. **To** In accordance with requirements for public notice, transparency and disclosure, new substantive items should not be introduced on the Agenda under Other Business.	Any matter being discussed by the Committee should require first to give public notice. If the matter is minor it may meet the provisions of Other Business but it should be clear that substantive items require public notice.	**Agreed**	Section 22 – Committees 22.32
27.28	Reconsideration of matters returned to the municipality by LPAT	Delete this provision	LPAT, or the Local Planning Administrative Tribunal, when it came into being, had the ability to send decisions made by Council back to Council. LPAT has since been replaced by the Ontario Land Tribunal and this provision no longer is applicable.	**Agreed**	Removed
March 16, 2022					

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
			Oversight and follow up considerations		
6	Meetings of Council9.1	Add an additional meeting type Committee of Management Meeting of Fairmount Home	Section 132 (1) of the Long Term Care Homes Act states that The council of a municipality establishing and maintaining a municipal home or the councils of the municipalities establishing and maintaining a joint home shall appoint from among the members of the council or councils, as the case may be, a committee of management for the municipal home or joint home. In terms of the County of Frontenac, and specifically for Fairmount Home, section 6.3(a) i) of the 1998 Amalgamation Order makes County Council the Committee of Management of Fairmount Home. It should be stressed to Council that when making decisions around Fairmount Home, specifically when it affects the Homes ability to be in compliance, they are meeting as the Committee of Management of Fairmount Home and recognize the responsibility/liability that they face in terms of their decisions. This could be included as part of the agenda, similar to a motion to move into Committee of the Whole, there could be a separate motion where Council moves in the Committee of Management of Fairmount Home.	The Committee agreed to the addition of a new meeting type "Committee of Management Meeting of Fairmount Home". Staff confirmed that this would not be a separate meeting but would be a new heading on a Council agenda, similar to Committee of the Whole, and that all reports regarding Fairmount Home would be considered under that portion of the agenda. This simply creates a distinction in the agenda so that if there ever was an inquiry, all items are in one location. This is more of a housekeeping issue and more efficient than having a separate meeting	Section 9 – Meeting Types 9.12 & 9.13 Section 13 – Agenda and Addendum 13.2

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
14.6	The Warden may vote on any matter at his discretion with the exception of a recorded vote at which time voting is required		Staff could find no provision in the Municipal Act that provides the Head of Council with the discretion to vote, and failure to vote is considered a no vote pursuant to section 246(2) of the Act; however through discussions with piers, section 246 (2) only applies to a recorded vote. Based on conversations with the EOWC Clerk's group, some allow the provision while others do not.	After confirmation that it is only under a recorded vote that section 246(2) of the Municipal Act applies, in which a failure to vote is deemed a negative vote, the Committee reconsidered its previous decision to remove section 14.6. which provides the Warden the discretion to vote and chose to leave it in the by-law	This has been added back into the by-law Section 19 – Voting 19.12
Schedule B – Advisory Committees of Council					
B-1	Joint Accessibility Advisory Committee		This is a mandated Committee. Staff recommend no changes.	The Committee agreed that this is a mandated Committee and requires no changes	No action
B-2	Seniors Housing Task Force		This Task Force has fulfilled its mandate. Options for consideration: ➢ Disband the Task Force, or Amend its mandate	The Committee saw no purpose in amending this Committees mandate to take on new roles and recommended to disband the Task Force	Removed
B-3	Community Development Advisory Committee (CDAC)		This is a discretionary Committee. Options for consideration: ➢ Fold into the Planning Advisory Committee to meet quarterly, or Disband CDAC with reports going directly to Council	The Committee acknowledged the importance of public input through appointments to committees. It also acknowledged that there is a lot of overlap between the Community Development Advisory Committee and the Planning Advisory Committee. The Committee opted to fold the Community Development Advisory	Merged with PAC to form Schedule B-2 – Planning and Economic Development Advisory Committee

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
				Committee into the Planning Advisory Committee. Staff are to bring to the next meeting a draft mandate that eliminates duplication for the new Planning and Economic Development Advisory Committee for the Committees consideration	
B-4	Planning Advisory Committee		This is a mandated Committee but its mandate can be amended to have it become a Planning and Economic Development Advisory Committee	The Committee agreed that this is a mandated Committee but opted to fold the Community Development Advisory Committee in it to eliminated duplication	Merged with CDAC to form Schedule B-2 – Planning and Economic Development Advisory Committee
B-5	Administrative Building Design Task Force		This Task Force continues to work jointly with the CRCA task force.	The Committee agreed that this Committee has not yet fulfilled its mandate and recommended no changes	No action
B-6	Chief Administrative Officer Performance Appraisal Review Panel		Options for Discussion: ➢ Leave the mandate and name as is ➢ Update the name and mandate of the Committee to provide a broader range of oversight, including: - Service Delivery Review - Strategic Policies and Priorities Organizational Structure	The Committee agreed that this Committee has taken on additional roles outside of just the CAO Performance Appraisal. The Committee opted to change the name of the Committee to the Administrative Committee. The Committee also recognized that since it has now	Schedule B-4 Administration Committee

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
				recommended that any member of Council may be elected to the office of Warden, that the composition of this new Administrative Committee would simply be 4 members of Council, and not the 4 Mayors	
B-7	Communal Service Governance/ Operations Model Review Committee		This Committee is beginning to wind down with a goal of the setting up of a Utility; however the need may arise for the Committee to consult further. Can there be additional uses for this Committee	The Committee agreed that this Committee has not yet fulfilled its mandate and recommended no changes	No action
B-8	Procedural By-law Review Committee			The Committee agreed that this Committee has not yet fulfilled its mandate and recommended no changes	No action
Schedule C – External Boards and Committees with County Council Appointees					
	1. Kingston Frontenac Public Library 2. KFL&A Public Health 3. RULAC 4. Algonquin Land Claim Municipal			The Committee opted to remove from Schedule C, the Algonquin Land Claim Municipal Advisory Committee, the Frontenac County Youth Justice Advisory Committee and the Rideau Corridor Landscape Strategy Steering Committee	Algonquin Land Claim Municipal Advisory Committee, the Frontenac County Youth Justice Advisory Committee and the Rideau Corridor Landscape

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
	Advisory Committee 5. Frontenac County Youth Justice Advisory Committee 6. Rideau Corridor Landscape Strategy Steering Committee Housing and Homelessness Advisory Committee				Strategy Steering Committee have been removed from Schedule C
			Schedule D – Council Liaisons		
			Open for Discussion	The Committee discussed their respective experiences as Council Liaisons and could not see the purpose in this, given that at Council, they would prefer staff responding to and providing updates given they are the experts. In addition, the Liaisons have not met with staff over the past 2 years. The Committee also noted that	Schedule D – Council Liaisons has been removed

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
				these positions were created for the second member Councillors; however now that all members can run for Warden, why would this Committee be restricted to Liaisons. It decided to disband the Liaisons positions but to leave open for discussion with Council as a whole	
April 20, 2022					
Oversight and follow up considerations					
6	Electronic Meetings	Suggest adding the following **Procedures for Electronic Meetings** 6.19 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	This will ensure provisions in the By-law that the County continue to meet its obligations under Section 239 of the Municipal Act that meetings are open to the public, that alternate voting methods may be used and that motions are read in the absence of the agenda being projected to the public. This addition would only be used when the meeting itself is an electronic meeting.	agreed	Section 9 – Meeting Types 9.21, 9.22 & 9.23

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		Electronic Means, except for those parts of the Meeting that are closed to the public. 6.20 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 6.21 Despite Section 20.11, all motions will be read during meetings held under Section 6.19			
	Roles/ Duties	Move this section closer to the beginning of the by-law following membership on council and the election of Warden and Deputy Warden	This is a key piece of legislation for members of Council and their roles and responsibilities should be listed first given this is a key piece that sets the tone for the meeting. No changes have been made to the approved wording of the Committee. It has only been moved to the beginning of the draft by-law.	agreed	Section 6

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
	Roles/ Duties	Added the Duties of the Deputy Warden	This was missed when the Roles section was added. There is no change in the wording from what is currently found in Section 15 of the existing by-law	agreed	
		New section 7 – conduct at meetings	This is currently found in Section 16 under Duties of Members which in the February 16 meeting it was proposed by staff to move this under Roles, however further thought on this is that it should have a separate meeting that deals with Conduct at meetings.	agreed	Section 7
4.9	Does not permit an alternate to do Council Liaison Meetings	This reference will need to be removed if Council approves the elimination of Council Liaison positions		agreed	N/A
	The Clerk will read any notices of motion at the designated point on the Agenda; however they will form part of the Agenda for the subsequent Meeting of	Proposed to add a subheading for the **Giving Notices of Motion**	This provision of a notice of motion forming part of a subsequent meeting of Council agenda would only apply if the Notice of Motion is given at the meeting. Prior to that, it is published on an agenda, or addendum and considered at the meeting	Agreed	Section 18 Motions 18.34, 18.35 & 18.36

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
	Council				
		Planning and Economic Development Advisory Committee	This is the merging of the Planning Advisory Committee and the Community Development Advisory Committee	Equal representation from the County and the public so composition would be 4 members of Council – 1 from each Township and 4 members of the community – 1 from each Township, with additional discussion at County Council	
		Administration Committee	Being recommended that the Warden and Deputy Warden + 2 members of County Council, given that the Warden and Deputy Warden work closest with the CAO and will be tasked with carrying out the CAO performance appraisal. As such, this Committee composition/appointment would need to be changed annually.	agreed	
Staff Review					
Oversight and follow up considerations					

Committee Member Changes Date of Meeting

S.	EXISTING	Proposed Changes to By-law	Explanation	Committee Member Comments	Location in new By-law
		Remove Council Liaison appointee from the Joint Accessibility Advisory Committee and the Administrative Building Design Task Force and make open to a member of County Council	The Procedural By-law Review Committee is recommending to remove the Council Liaison positions as noted above. Currently, the Liaison for Corporate Services is a member of the Joint Accessibility Advisory Committee and the Administrative Building Design Task Force. Staff are recommending to just make this an additional Council appointee.		Schedule B1 Schedule B2

Committee Member Changes Date of Meeting

FRONTENAC

Report 2022-080

Council Information Report

To:	Warden and Council
From:	Kelly Pender, Chief Administrative Officer
Prepared by:	Susan Brant, Administrator
Date of meeting:	July 20, 2022
Re:	**Fairmount Home – Quarterly Update Activity Report**

Recommendation

This report is for information purposes only.

Background

The following information is an update regarding the activities at Fairmount Home ("Fairmount") from April 1, 2022 to June 30, 2022, as well as significant updates in July 2022.

Comment

Ministry of Health and Long-Term Care

During the second quarter, there were five critical incidents logged with the Ministry of Long-Term Care (MLTC). Three of the critical incidents were related to resident falls with an injury and two of the critical incidents were related to alleged resident to resident abuse.

Thank you to the management and staff who were diligent in managing the incidents. The legislated reporting was completed as required to Ministries including the MLTC and Ministry of Labor.

Outbreak

During the second quarter, there was two COVID outbreaks declared by Kingston, Frontenac, Lennox & Addington (KFL&A) Public Health with the first outbreak on May 1, 2022 – May 16, 2022, which impacted six (6) residents and the second outbreak on May 11, 2022 – June 5, 2022, which impacted thirty (30) residents.

In addition, KFL&A Public Health declared an acute respiratory illness outbreak on June 24, 2022 – July 2, 2022, which impacted three (3) residents.

Thank you to the management and staff who were diligent in managing the outbreaks. The legislated reporting was completed as required to Ministries including the MLTC, Ministry of Labor and KFL&A Public Health.

Public Health Inspection

KFL&A Public Health conducted a pest control inspection on May 11, 2022 with no evidence of pests or droppings.

Thank you to the management and staff who work professionally and cooperatively with the public health inspector.

Ministry of Labour Inspection

On May 10, 2022, the Ministry of Labour conducted an audit for compliance with the Occupational Health and Safety Act. There were no contraventions identified that required follow up from the Ministry of Labour.

Thank you to the management and staff who work professionally and cooperatively with the Occupational Health & Safety Inspector.

Sustainability Implications
Not applicable

Strategic Priority Implications

Not applicable

Organizations, Departments and Individuals Consulted and/or Affected
Fairmount Home Management Team

2022-085

FRONTENAC

Report 2022-085

Information Report to Council

To:	Warden and Council Members of the County of Frontenac
From:	Kelly J. Pender, Chief Administrative Officer
Prepared by:	Kevin Farrell, Manager of Continuous Improvement
Date of meeting:	July 20, 2022
Re:	**Office of the Chief Administrative Officer – Key Performance Indicators (KPIs) and Balanced Scorecard Update**

Recommendation

This report is for information purposes only.

Background

County Council embarked on a Service Delivery and Organizational Review in the fall of 2013. At that time, KPMG, the successful consulting firm, recommended undertaking a Lean review of 2 processes. Since then, the County of Frontenac has made a commitment to quality and quality improvement in all of its processes. The County has been working towards establishing a culture of continuous improvement across the organization by engaging staff through training and participation in project teams that use Lean Six Sigma methodology. As part of this commitment to quality and quality improvement, County staff have developed Key Performance Indicators (KPIs) along with a Balanced Scorecard to provide Council with a view of how effectively the organization is achieving its operational goals.

Comment

Key Performance Indicators (KPIs) are an important aspect of measuring and demonstrating how an organization is achieving its key objectives. County staff have developed meaningful indicators that align with the goals and objectives of each department. These KPIs are reviewed and compiled each year to provide Council and staff with insights and track trends over time. The KPIs align with four perspectives: Customer Focus, Financial Performance, Process Improvement, and Learning and Growth. This allows us to generate a Balanced Scorecard for the organization as a whole and identify opportunities for improvement.

2021 was another difficult year as County staff continued to deal with the realities of the COVID-19 pandemic. In most cases it was all-hands on deck as staff worked to address shifting needs and priorities. Many staff continued to work remotely from home, and this made it difficult to undertake process improvement initiatives as we have in previous years. Our staff have been resilient and learned a lot of lessons through the course of the pandemic. We've applied these lessons and continue to strive towards our targets.

Customer Focus: The County strives to improve customer focus and engagement and aims to provide efficient and effective services. This remains a top priority across the organization. In 2021, we achieved our targets in 15 out of the 26 KPIs. This is down from previous years and can be attributed to a few factors described below:

1) Frontenac Paramedics came up short on 2 of their 6 Legislated Response Time targets. (CTAS-4 and SCA). However, it should be noted that in both cases this was within one percentage point of the target.

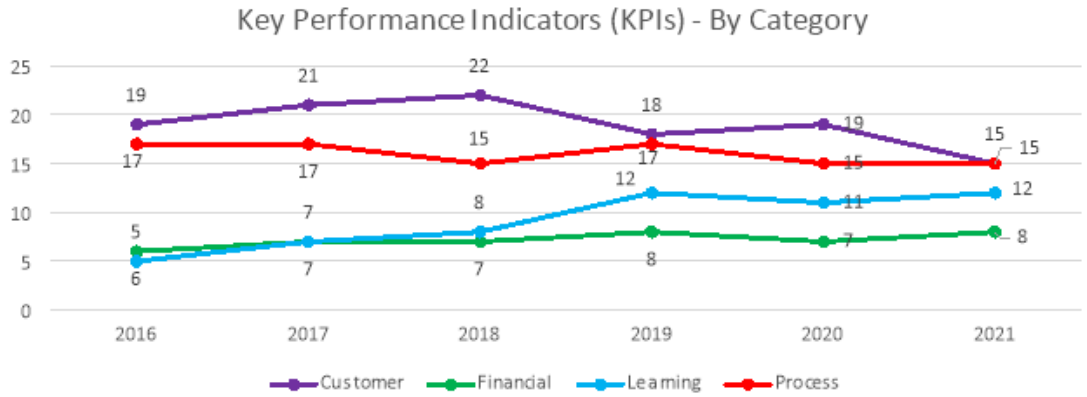
2) Our social media KPIs have always focused on increasing followers. We have recorded significant increases year over year, but this trend has started to level out. As a result, we have shifted our focus towards tracking engagement as opposed to followers. This should give us a better sense of engagement going forward.

3) Attendance management continues to be a focus for improvement and a number of positive results have been realized. Staff fatigue and recruitment challenges have had a significant impact on operations. However, our staff continued to show resiliency through another difficult year.

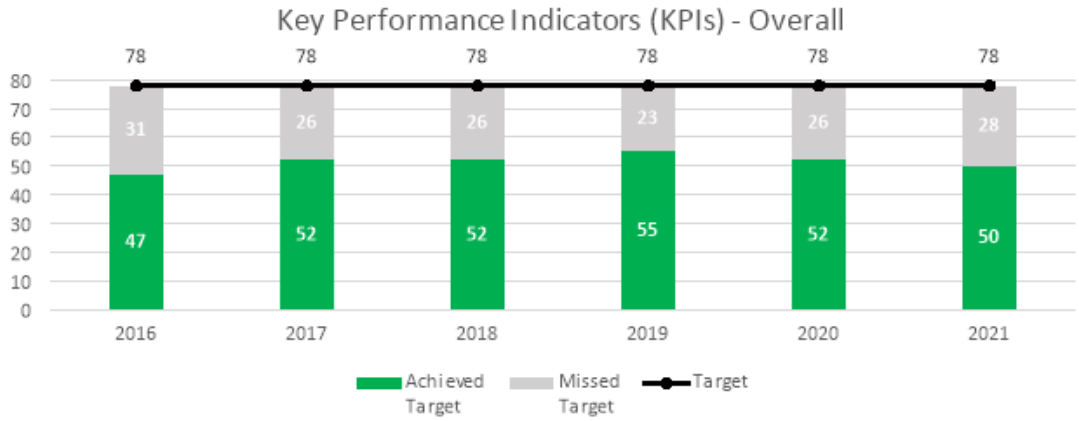
Financial Performance: Since 2016, the KPIs related to financial performance have trended steadily upward. This speaks to the financial stability of the organization. Return on investment continues to improve and we have had success receiving grant funding. In 2021, we achieved our targets in 8 out of 15 KPIs. Even where we didn't achieve the target we continue to trend positively upward. Most notably, our Long-Term Sustainability continues to improve. In 2016, this KPI sat at 70.67% and by 2021 it has risen to 89.07%.

Process Improvement: Process improvement remains an important function of our efforts to engage staff and work towards changing the conversation from "we have always done it that way" to "how can we do it better?" In 2021, we achieved our targets in 15 out of the 21 KPIs. This is similar to our results in 2020 as there were some challenges undertaking process improvement initiatives as the organization dealt with the day-to-day uncertainties of the pandemic.

Learning and Growth: We continue to grow as an organization and invest in staff training and opportunities. This has helped us to attract top talent and develop both technical and leadership skills. As a result, our Learning and Growth KPIs have remained stable. In 2021, we achieved our targets in 12 out of the 14 KPIs. This is a slight improvement from 2020. Staff were not able to attend in-person conferences and training workshops but have found ways to engage in virtual offerings.



Overall, in 2021, we achieved 50 out of 78 KPI targets.



Sustainability Implications

Key Performance Indicators (KPIs) allow us to identify opportunities to improve our processes. Combined with our Lean efforts this helps staff implement innovative solutions that allow us to provide more effective and sustainable services to our customers.

Financial Implications

The LIFT program provides staff with the tools and training to identify and eliminate waste in their day-to-day processes. Through the efforts of Lean project teams we aim to realize efficiencies and cost savings across the organization. Savings come in the form of staff time, space, processing, resources, operational savings, and wait days.

Organizations, Departments and Individuals Consulted and/or Affected

Corporate Services
Planning and Economic Development
Fairmount Home
Frontenac Paramedics
Marine Services

County of Frontenac
Balanced Scorecard Report (2021)

13-Jul-22

Customer Focus

AIM: Improve the Customer Focus in all operational areas. Provide effective and efficient services to meet the expectations of the customers we serve.

Total #	2016	2017	2018	2019	2020	2021	Trend
26	73.1%	80.8%	84.6%	69.2%	73.1%	57.7%	⇨

NOTES: Achieved 15/26 targets. This speaks to the resiliency of our staff as customer focus remains a top priority across the organization. Overall, trending upward over the five year period.

Financial Performance

AIM: Improve Financial Performance in all operational areas and promote financial stablity across the organization.

Total #	2016	2017	2018	2019	2020	2021	Trend
15	40.0%	46.7%	46.7%	53.3%	46.7%	53.3%	⇧

NOTES: Achieved 8/15 targets. Return on investment continues to improve and success acquiring grant funds. Attendance management continues to be a focus for improvement. Overall, trending upward over the five year period.

Process Improvement

AIM: Instill a culture of Continuous Improvement throughout the organization. Use Lean Six Sigma to eliminate waste, find efficiences and improve processes.

Total #	2016	2017	2018	2019	2020	2021	Trend
21	81.0%	81.0%	71.4%	81.0%	71.4%	71.4%	⇨

NOTES: Achieved 15/21 targets. Overall trend remains stable over the five year period. Challenges undertaking process improvement initiatives as the organization dealt with uncertanties related to the pandemic.

Learning and Growth

AIM: Grow organizational leaders and instill core competencies: professiionalism, respect, client service, accountability, communication, innovation and teamwork.

Total #	2016	2017	2018	2019	2020	2021	Trend
14	50.0%	70.0%	80.0%	85.7%	78.6%	85.7%	⇧

NOTES: Achieved 12/14 targets. Continue to grow as an organization and invest in staff training and opportunities. The steady upward trend over the five year period speaks to the strength and adaptability of our staff.

Kelly Pender
Chief Administrative Officer

Kevin Farrell
Manager of Continuous Improvement

Fairmount Home

Activity Update
July 2022

Resident Care, Nursing & IPAC	• The installation of the home's new nurse call system has been temporarily delayed by the vendor due to COVID-19. For additional information regarding the nurse call system, please see the corresponding County Council report 2022-067. • Our Continence Care committee has implemented a quality improvement project with the project goals being to decrease skin breakdown and increase PSW knowledge on brief application • Training has been provided to registered staff on medication administration and ordering policies due to changes in processes driven by the replacement of the electronic health records software to PointClickCare • Training has also been provided to all care staff on the symptoms, cause, and treatment for spasticity • Registered staff received education on the wound care application for PointClickCare on June 27th • Programming staff have been organizing summer programs for residents including independent and group activities such as BBQs, weekly musical entertainment, and dance programs. Residents continue to enjoy these programs following IPAC precautions. • Residents' Council would like to have a tree planted in memorial of the pandemic and they are going to vote on a type of tree at the next council meeting • Fairmount was in a declared unknown respiratory outbreak from June 24, 2022 – July 2, 2022, that involved 1 home area and impacted 3 residents
Environmental Services	• Manager of Environmental Services has been recruiting for maintenance, housekeeping, and laundry positions to replace staff who have retired or resigned • Manager of Environmental Services has implemented a 60-day trial to change the hours of the home's laundry staff to provide improved workflow for resident care needs • The HVAC replacement is eligible for an incentive from Enbridge Gas in the range of $40,000 to $60,000 with the exact amount to be confirmed at the end of July • Maintenance staff and the Manager of Environmental Services are assessing next steps to repair crumbling concrete in the aging holding tank of the septic system
Dietary Services	• New rental dishwasher was installed from Ecolab to replace an existing non-operational dishwasher. Staff were required to transport dishes to the ground floor for washing, while the dishwasher was out of service.

	• We are continuing to experience interruptions in food supply and having to make last minute food substitutions which has caused decreased variety for residents • Father's Day special lunch: fishcakes and root vegetable fries, spring mix salad with garden herb vinaigrette, and chocolate golf cake for dessert • Sysco short shipped items ordered by Fairmount for Canada Day, but the cooks made the residents a white cake with red frosting for dessert
Other	• The management team has completed the first internal presentation of Fairmount Home's business plan and project proposal for the 2023 budget • Multiple audits are being conducted weekly by the management team to ensure compliance with Ministry and home specific policies such as the following examples: - personal items belonging to residents are labelled and stored in secure locations - consumable goods belonging to staff are not permitted on home areas and medication rooms - nursing report rooms and other areas are secured to prevent inappropriate access

FRONTENAC

Councillor Report

To:	Members of County Council
From:	Deputy Warden Higgins
	Councillor Martin
Date of Meeting:	**July 20, 2022**
RE:	**Senior Housing County Funding**

Background

The County has provided finances to assist each Township to provide senior housing within the respective jurisdictions. In the case of North Frontenac that funding equals $337.5K.

Since February 2018 North Frontenac has been assessing how, when and where to build such a facility. To that end we conducted a survey to find out the actual need and the resulting feedback was that most seniors would like to stay in their homes versus moving to senior residence.

On May 16, 2018, North Frontenac requested that the County Council reallocate funds to keeping seniors at home which was rejected.

North Frontenac Council did not want to lose out on the County funding so we embarked on a study to find out what we should build and where. Our options for land and affordability dictated that we were not comfortable to move ahead and decided to approach the County

Since that time, we have been actively trying to identify a solution including partnering with Central Frontenac in their senior housing project, which would also require County Council approval

Research By

Deputy Warden Higgins and Councillor Martin

Comments

Since 2018 North Frontenac Council has been focused on keeping senior residents in their homes for as long as possible based on a survey of our seniors.

North Frontenac has also been trying to identify a senior housing option as well due largely in part the amount of funding ($337.5K) being provided by the County. After working on this since 2018 North Frontenac Council has looked at many options for a senior housing facility and in the end, we decided not to invest in a facility for the following reasons.

1. Location for a facility is very limited
2. Costs have dramatically increased
3. Only serves up to 5 seniors or couples
4. Does not align with the wishes of our seniors as per our survey

Our options are to either to decline the funds being provided from the County as the current stipulation requires a facility, or another option is to ask County Council one more time to reallocate the funds to allow us to keep our seniors in their homes.

We decided to request reallocation of the County Funds, as much has changed since we asked in 2018.

It is our opinion that as a lower tier municipality we owe it to our residents to comply with their wishes and based on the input received we are moving towards building a Seniors Reserve Fund to accommodate our seniors to stay at home.

Recently, in partnership with the County, we implemented a Paramedicine program to assist our seniors and others that require medical related assistance versus traveling to medical facilities which supports our plan to keep seniors in their homes.

In the County's strategic plan, it states.

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

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 North Frontenac our strategic plan states.

Support opportunities for seniors to stay in their homes

- *Potential partnership with Central Frontenac as part of their senior housing project (We could not reach an agreement)*
- *Identify and communicate services available to seniors (ongoing)*
- *Enhanced paramedicine (completed)*

North Frontenac has decided that we will focus on keeping seniors at home and not build a senior's residence due to local needs, limited assistance to all seniors in North Frontenac, affordability and trying to do our part to limit the need for seniors to require senior housing or Long-Term Care (LTC).

In addition, the last few years of the Pandemic has shown the risks of senior's congregating in LTC and senior housing facilities from a health perspective. The pandemic has also shown us how valuable it is to care for seniors in the comfort of their own homes and avoid the need for accessing overloaded medical facilities. By providing our seniors with in-home support from simple yard maintenance to Paramedicine allows our seniors to stay together and live in a secure, familiar, and comfortable setting for as long as possible.

To that end, North Frontenac Council will be transferring our $100K in funds that were allocated to a senior housing facility over to a Seniors Reserve Fund.

We are asking the County Council to consider this report and to approve the transfer of the County related funding allocations of $337.5K to North Frontenac's Seniors Reserve Fund. This will allow for a well-funded startup Reserve that would be maintained for our seniors through regular top ups to the Reserve by North Frontenac. This program would allow us to assist all of North Frontenac seniors' population versus a select few that would have access to a senior housing facility.

To implement this program North Frontenac Council has invited our local community services organization to attend the July 15th Council Meeting to discuss options for providing home maintenance to seniors in North Frontenac, for Council's consideration on them managing this program on our behalf due to their track record and their experience in dealing with such matters.

To that end we are putting a motion forward (seconded by Councillor Martin) that the County transfer the $337.5K which was previously allocated to a senior housing facility to North Frontenac's Seniors Reserve Fund.

Enclosures

Date June 30, 2022		**Resolution # 269-22**

Resolution of the Council of the
Corporation of the Township of North Frontenac

Moved By:	**Seconded By:**

Be It Resolved That Council receives for information the Mayor's Administrative Report entitled, Senior Housing – County Funds;

And That Council instructs the Mayor and Deputy Mayor, as our County representatives, to submit an Administrative Report to County Council to reconsider the May 2018 decision and that we request a reallocation of the $337,500 to keep seniors at home;

And That Council reallocates the $100,000 approved in the 2022 Budget from the Contingency Reserve Fund for Seniors Housing to be placed in a new Seniors Reserve Fund;

And That Council invite Land O'Lakes Community Services to a Council Meeting to discuss options for providing home maintenance to seniors in North Frontenac, for Council's consideration.

Carried

Mayor

By-Law No. 2022-0020

of

The Corporation of the County of Frontenac

Being a By-Law to approve the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for the long-term financing of certain capital work(s) of the Corporation of the County of Frontenac (the "municipality"); and to authorize the entering into of a Rate Offer Letter Agreement pursuant to which the municipality will issue debentures to OILC

Whereas the *Municipal Act*, *2001* (Ontario), as amended, (the "**Act**") provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And Whereas the Council of the Municipality has passed the by-law(s) enumerated in column (1) of Schedule "A" attached hereto and forming part of this By-law ("**Schedule "A"**) authorizing the capital work(s) described in column (2) of Schedule "A" ("**Capital Work(s)**") in the amount of the respective estimated expenditure set out in column (3) of Schedule "A" , subject in each case to approval by OILC of the long-term financing for such Capital Work(s) requested by the Municipality in the Application as hereinafter defined;

And Whereas before the Council of the Municipality approved the Capital Work(s) in accordance with section 4 of Ontario Regulation 403/02 (the "**Regulation**"), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its then most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the "**Updated Limit"**), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule "A" (the "**Authorized Expenditure**" for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, and determined that the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, did not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Local Planning Appeal Tribunal pursuant to the Regulation, was not required before any such Capital Work was authorized by the Council of the Municipality;

And Whereas subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

And Whereas the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

And Whereas OILC has invited Ontario municipalities desirous of obtaining long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

And Whereas the Municipality has completed and submitted or is in the process of submitting an application to OILC, as the case may be to request financing for the Capital Work(s) by way of long-term borrowing through the issue of debentures to OILC, substantially in the form of Schedule "B" hereto and forming part of this By-law (the "**Application**");

And Whereas OILC has accepted and has approved or will notify the Municipality only if it accepts and approves the Application, as the case may be;

And Whereas at least five (5) business days prior to the passing of the debenture by-law in connection with the issue of Debentures as defined below, OILC will provide the Municipality with a rate offer letter agreement substantially in the form as provided to the Municipality on or prior to the date of this By-law (the "**Rate Offer Letter Agreement**");

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

1. The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the long-term financing of the Capital Work(s) in the maximum principal amount of $2,500,000, with such changes thereon as such authorized official may hereafter, approve such execution and delivery to be conclusive evidence of such approval.

2. The Warden and the Treasurer are hereby authorized to execute and deliver for and on behalf of the Municipality the Rate Offer Letter Agreement under the authority of this By-law in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.

3. Subject to the terms and conditions of the Rate Offer Letter Agreement, the Warden and the Treasurer are hereby authorized to long-term borrow for the Capital Work(s) and to issue debentures to OILC on the terms and conditions provided in the Rate Offer Letter Agreement (the "**Debentures**"); provided that the principal amount of the Debentures issued in respect of the Capital Work or of each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital

Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.

4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay to OILC on account of any unpaid indebtedness of the Municipality to OILC under the Debentures (the "**Obligations**") and to pay such amounts to OILC from the Consolidated Revenue Fund.

5. For the purposes of meeting the Obligations, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under the Debentures issued pursuant to the Rate Offer Letter Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.

6. (a) The Warden and the Treasurer are hereby authorized to execute and deliver the Rate Offer Letter Agreement, and to issue the Debentures, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the terms and conditions that apply to the Municipality as set out in the Rate Offer Letter Agreement and to perform the Obligations of the Municipality under the Debentures, and the Treasurer is authorized to affix the Municipality's municipal seal to any such documents and papers.

   (b) The money realized in respect of the Debentures, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to the issue of the Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.

7. This By-law shall come into force and takes effect on the date of its final passing.

Read a First and Second Time this 20th day of July, 2022.

Read a Third Time, Signed, Sealed and Finally Passed this 20th day of July, 2022.

The Corporation of the County of Frontenac

Denis Doyle, Warden	Jannette Amini, Clerk

Schedule "A"
to By-Law Number 2020-0020
(Capital Work(s))

(1)	(2)	(3)	(4)
By-Law Number	**Description of Capital Work**	**Estimated Expenditure**	**Loan Amount**
	Administrative Building Addition and Redesign	$4,740,000	$2,500,000

Schedule “B”
to By-Law Number 2020-0020

Please insert the OILC Application into Schedule “B”.

By-Law No. 2022-0021

of

The Corporation of the County of Frontenac

being a by-law to amend By-law 2016-0006 to delegate authority under Section 23.1 (1) of the *Municipal Act* to the Chief Administrative Officer for expenditures related to the re-development of the County Administration Building and the Paramedic Station at 2069 Battersea Road

---

Whereas Section 9, 10, and 11 of the *Municipal Act* provides natural person powers and spheres of jurisdiction to municipalities;

And Whereas Section 23.1 (1) of the *Municipal Act* authorizes municipalities to delegate its powers and duties to a person or body subject to the restrictions set out in this Part;

And Whereas the Council of the County of Frontenac at its meeting held July 20, 2022 deemed it necessary to delegate its authority under Section 23.1 (1) of the *Municipal Act* to the Chief Administrative Officer for expenditures related to the re-development of the County Administration Building and the Paramedic Station at 2069 Battersea Road:

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

1. **That** By-law 2016-0006. Schedule B be amended to add that the Chief Administrative Officer be delegated the authority to approve any expenditures, enter into any agreements and/or other legal documents, and incur any other liability for unbudgeted emergency expenditures related to the re-development of the County Administration Building and the Paramedic Station at 2069 Battersea Road; and to delegate to staff as follows:

2. **That** the delegated authority shall be revoked should County Council not be subject to the Restricted Acts set out in Section 275 (2) of the *Municipal Act*; and,

3. **That** this By-law shall come into force and take effect on August 19th, 2022.

Read a First and Second Time this 20th day of July, 2022.

Read a Third Time, Signed, Sealed and Finally Passed this 20th day of July, 2022.

The Corporation of the County of Frontenac

Denis Doyle, Warden

Jannette Amini, Clerk

By-Law Number 2022-0022
of

The Corporation of the County of Frontenac

being a by-law to Authorize the Warden and Clerk to Enter into a Memorandum of Understanding with Regional Tourism Organization 9 (RTO 9) in order to participate in the Drive for Excellence Program

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Whereas RTO 9 has designed a partnership program specifically to support the established destinations that make up the region, called “Drive for Excellence; and,

Whereas the County of Frontenac is looking to identify its current readiness and make use of professional services and marketing support to fulfill local needs; and,

Whereas the RTO 9 Drive for Excellence program offers a suite of services and programs to support destination development throughout Southeastern Ontario; and,

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

1. **That** the Council of the County of Frontenac authorize the Warden and Clerk to Enter into a Memorandum of Understanding with Regional Tourism Organization 9 (RTO 9) in order to participate in the Drive for Excellence Program.

2. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 20th day of July, 2022.

Read a Third Time, Signed, Sealed and Finally Passed this 20th day of July, 2022.

The Corporation of the County of Frontenac

Denis Doyle, Warden	Jannette Amini, Clerk

By-Law No. 2022-0023

of

The Corporation of the County of Frontenac

A by-law 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 deleting of the delegation of additional authority to the Chief Administrative Officer during the COVID-19 Pandemic

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

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

And Whereas Council adopted By-law 2016-0006, being a by-law to establish a Delegation of Authority Policy and to authorize the delegation of certain powers and duties under the Municipal Act, 2001, the Planning Act and other Acts;

And Whereas Council amended By-law 2016-0006 at its special meeting held April 8, 2020 to delegate additional authority to the Chief Administrative Officer during the COVID-19 Pandemic in the event that Council or its Committees is unable to act due to the current COVID19 outbreak;

And Whereas the Council of the Corporation of the County of Frontenac deems it necessary and expedient to remove such delegated authority and powers given that Council and its Committees are now able to act through any COVID19 outbreak through virtual means;

Now Therefore Be It Resolved That By-Law 2016-0006 being “a by-law to establish a Delegation of Authority Policy and to authorize the delegation of certain powers and duties under the Municipal Act, 2001, the Planning Act and other Acts” be amended to delete the following from Schedule “B”:

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

Read a first and second time this 20th day of July, 2022.

Read a third time and finally passed this 20th day of July, 2022.

The Corporation of the County of Frontenac

Denis Doyle, Warden	Jannette Amini, Clerk

By-Law No. 2022-0024

Of

The Corporation of the County of Frontenac

Being a by-law to declare lands Legally Described number 11344 of instrument number FR204629 (subject to confirmation by legal), Part of Lot 5, Concession 2, Geographic Township of Hinchinbrooke, Township of Central Frontenac Surplus for the Purposes of Correcting a discrepancy in title

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Whereas pursuant to County of Frontenac By-law No. 17-1995 which establishes procedures governing the sale of real property;

And Whereas Section 2(a) requires that prior to the sale of any real property Council shall pass a by-law or resolution at a meeting open to the public to declare the real property to be surplus;

And Whereas the Council for the Corporation of the County of Frontenac considers it desirable and expedient to declare lands legally described as number 11344 of instrument number FR204629 (subject to confirmation by legal), Part of Lot 5, Concession 2, Geographic Township of Hinchinbrooke, Township of Central Frontenac surplus for the purposes of correcting a discrepancy in title;

Now Therefore Be It Resolved That the Council of the Corporation of the County of Frontenac does hereby declares the following:

1. **That** lands legally described as number 11344 of instrument number FR204629 (subject to confirmation by legal), Part of Lot 5, Concession 2, Geographic Township of Hinchinbrooke, Township of Central Frontenac surplus for the purposes of correcting a discrepancy in title;

2. **That** pursuant to By-law No. 17-1995, third reading of this by-law be given at the September 21, 2022 County Council meeting to accommodate public notice requirements;

3. **That** this by-law shall come into force and take effect upon the date of final passing.

Read a first and second time this 20th day of July, 2022.

Read a third time, signed, sealed and finally passed this 21st day of September 2022.

The Corporation of the County of Frontenac

Denis Doyle, Warden

Jannette Amini, Clerk

By-Law Number 2022-0025

of

The Corporation of the County of Frontenac

being a by-law to Authorize the Warden and Clerk to Enter into a Memorandum of Understanding with agreement with Frontenac Arch Biosphere Network in order to participate FABExperiences Program

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Whereas the Frontenac Arch Biosphere Network (FABN) has launched a new web guide to sustainable tourism for the Counties of Frontenac, Lanark and Leeds and Grenville called FAB Experiences; and,

Whereas the FAB Experiences will provide more convenient, user-friendly, and low-carbon-emission access through the development of a linked network of trails in Frontenac, Lanark and Leeds-Grenville counties; and,

Whereas the County of Frontenac has identified a number of areas where the FABExperiences project outcomes align with the goals of the County of Frontenacs Destination Development Plan;

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

1. **That** the Council of the County of Frontenac authorize the Warden and Clerk to Enter into a Memorandum of Understanding with agreement with Frontenac Arch Biosphere Network in order to participate FABExperiences Program.

2. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 20th day of July, 2022.

Read a Third Time, Signed, Sealed and Finally Passed this 20th day of July, 2022.

The Corporation of the County of Frontenac

_____ _____

Denis Doyle, Warden Jannette Amini, Clerk

By-Law No. 2022-0026

OF

The Corporation of the County of Frontenac

being a by-law to govern the proceedings of the Council and its Committees, the Conduct of Members and the Calling of Meetings and to Repeal By-Law Number 2013-0020, Council Procedural By-Law, as Amended, in its Entirety

Short Title: “Procedural By-Law”

Whereas The Ontario Municipal Act, 2001, authorizes the Council of every municipality to pass By-laws for governing the proceedings of its Council, the conduct of its Members and the calling of meetings;

And Whereas, Section 238 (2) further indicates that every municipality and local board shall pass a Procedure By-law for governing the calling, place and proceedings of meetings; now therefore be it

And Whereas the Council of the Corporation of the County of Frontenac deems it expedient to repeal and replace By-Law Number 2013-0020, Council Procedural By-Law, as amended, which was passed on May 15, 2013;

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

Section 1: Short Title

1.1 This Chapter may be referred to as “*The Procedural By-Law*”.

Section 2: Interpretation/Definitions

Use of Pronouns

2.1 Throughout this by-law, the words “he” and “his” shall, where appropriate, be deemed to read “she” and “her”.

Headings

2.2 Headings are inserted in this by-law for ease of reference only and are not to be used as interpretation aids.

Definitions

2.3 In this By-Law:

“**Abstain**” means to refrain from voting. Members who abstain for reasons other than a declared conflict of interest shall be deemed to vote in opposition of the question or matter.

“**Act**” means the Municipal Act, 2001, S.O. 2001, c. 25, as amended or re-enacted from time to time.

"**Ad Hoc**" Committee means a committee appointed by Council from time to time, to act on a temporary or singular issue and shall be discontinued by Council when their recommendations upon the specified initiative or matter have been provided, and dealt with by Members of Council and further recommendations are no longer required.

"**Addendum**" means a listing of the items to be added to or withdrawn from a published agenda.

"**Advisory Committee**" means a committee established by Council to act in an advisory capacity to Council on operational and strategic issues during the full term of Council.

"**Agenda**" means the Order of the Day.

"**Alternate Member**" means a member appointed by the Township(s) to act in place of a person who is the member of the Township council and County Council, when the person is unable to attend a meeting of County council for any reason.

"**Briefings**" A verbal update to County Council or Committees of County Council by County Staff or consultants to the County or someone with expertise who has been invited by County Council or Committee.

"**CAO**" means the Chief Administrative Officer of The Corporation.

"**Chair**" means the person presiding at a meeting.

"**Clerk**" means the Clerk of the County of Frontenac as required in the Municipal Act, 2001, and as appointed by By-Law.

"**Closed Meeting**" means a meeting or a part of a meeting of Council or a Committee, which is not open to the public in accordance with the Municipal Act, 2001 and any amendments thereto.

"**Closed Meeting Investigator**" means the body authorized by Council to investigate requests for a closed meeting investigation.

"**Committee**" means any standing committee, sub-committee, advisory committee, ad hoc committee or task force established by County Council.

"**Committee Chair**" means the person presiding at a committee meeting.

"**Committee of the Whole**" means a meeting of all Members of Council sitting as Committee of the Whole at which the rules in this by-law with respect to the number of times a member may speak to an issue do not apply, with the exception to Delegations.

"**Committee Vice-Chair**" means the Vice-Chair of a Committee, who shall act in the Chair's absence.

"**Council**" means the Council of the Corporation.

"**Corporation**" means the Corporation of the County of Frontenac.

"**Delegate**" means the presenter for the delegation in attendance at a Council or Committee meeting.

"**Delegation**" means an address to Council or Committee made at the request of a person wishing to speak.

"**Deputy Warden**" means the position appointed to fulfill the responsibilities of the Warden in his absence.

"**Ex Officio**" means the Warden who by virtue of office shall be a member of all Committees and shall have the same rights and privileges as other members of the respective committee.

"**Holiday**" means: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving, Christmas Day, Boxing Day.

"**Integrity Commissioner**" means the body authorized by Council to review complaints made with respect to the Code of Conduct for Members of County Council and Committees. (Amended by By-law 2015-0044 passed October 21, 2015).

"**In Writing**" means handwritten, typewritten or electronically displayed.

"**Majority Vote**" means an affirmative vote of more than one half of the Members present and voting.

"**Meeting**" means a quorum of the Members of Council or Committee that are present and discuss issues in a way that materially advances the business or decision making of Council or Committee.

"**Member**" means a Councillor of the Corporation and for Committees as defined in 1(h), shall mean a person appointed to the Committee.

"**Minutes**" means a record, without note or comment, of all resolutions, decisions and other proceedings of Council and Committee Meetings.

"**Motion to Call the Question**" means a motion to close debate and bring Council to a vote on a pending question.

"**Motion to Postpone**" means a motion by which action on a pending question can be put off, within limits, to a definite day, meeting, or hour, or until after a certain event.

"**Motion to Receive**" means a motion to acknowledge the particular item, report or recommendation under consideration and to have it placed in the records of Council with no additional action being taken.

"**Motion to Refer**" means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and, if deemed desirable, one or more reports from any designated committee, body or official.

"**Motion to Table**" means a motion to postpone without setting a definite date as to when the matter will be considered again.

"**Ombudsman**" means the Ombudsman appointed under the Ombudsman Act.

"**Pecuniary Interest**" means a direct or indirect pecuniary interest of a Member of Council within the meaning of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, as amended.

"**Point of Order**" means a question by a Member with a view to calling attention to any issue relating to the Procedure By-law or the conduct of Council's business or in order to assist the Member in understanding Council's procedures, making an appropriate motion, or understanding the effect of a motion.

"**Point of Privilege**" or "Personal Privilege" means a question by a Member who believes that another Member has spoken disrespectfully towards that Member or another Member or who considers that his integrity or that of a Member or County official has been impugned or questioned by the Member.

"**Present**" means physically or through virtual format in attendance at the meeting.

"**Presentation**" means an address to Council or Committee at the request of Council, a committee or staff.

"**Quorum**" as it relates to Council and its Committees means a majority of the members.

"**Recorded Vote**" means a written record to be included in the minutes of the meeting of the name and vote of every Member voting on any matter or question.

"**Resolution**" means the decision of Council or its Committees on any motion.

"**Standing Committee**" means a Committee of Members of Council appointed by Council to consider matters regarding the Committees mandate.

"**Time Sensitive Items**" means those items on the agenda or addendum where action must be taken prior to the next regularly scheduled meeting of County Council.

"**Two-thirds majority vote**" means an affirmative vote of at least two-thirds of the Members present.

"**Warden**" means the Head of Council of The Corporation.

Section 3: Application

General

3.1 The rules of procedure set out in this by-law shall govern all proceedings of Council and its Committees.

Suspension of Rules of Procedure

3.2 Subject to Subsection 3.2 c) any part or parts of this by-law may be suspended, by resolution clearly indicating the purpose and intent of the suspension, if agreed upon by two-thirds majority vote of the Members present, provided the motion is in order.

3.3 The suspension shall only apply to the rule and/or procedure which is stated within the Motion to Suspend, clearly indicating the purpose and intent of the suspension and only during the Meeting in which such Motion to Suspend was introduced.

3.4 Notwithstanding Subsection 3.2 of this By-Law, the following rules and procedures may not be suspended:

(a) Quorum necessary for Meetings;

(b) the special Meeting rule set out in Subsection 9.11 of this By-Law;

(c) the Motion to Reconsider rules set out in Subsection 18.30 and 18.31 of this By-law; and,

(d) any rules or procedures that are set out by legislation.

Purpose and Intent

3.5 The purpose of this By-law is to seek to achieve consensus in an orderly and principled manner and the rules of this By-law are based on the principle that:

a) The majority of members have the right to decide;

b) The minority of members have the right to be heard;

c) All members have the right to information to help make decisions, unless otherwise prevented by law;

d) Members have the right to an efficient meeting;

e) All members have the right to be treated with respect and courtesy; and,

f) All members have equal rights, privileges and obligations.

Statutory Requirements

3.6 Notwithstanding anything in this by-law, where Council or a Committee convenes for the purpose of holding a meeting as required by any statute, the provisions of the statute and the *Statutory Powers Procedure Act*, as applicable, shall govern the proceedings.

Parliamentary Authority

3.7 The governing legislation, the Procedural By-law, or any standing or special rules of order adopted by the County of Frontenac shall govern the procedures of the Council and committees. Where inconsistencies exist, the latest edition of "Robert's Rules of Order" shall be the parliamentary authority, which governs the proceedings.

Section 4: Membership on Council

Certificate of Election

4.1 No person shall take a seat on Council until the Clerk has received the certificate of election from the Clerk of the lower tier municipality as established by Section 232 of the *Municipal Act, 2001* and amendments thereto

Declaration of Office

4.2 In accordance with the provisions of Section 232 of the *Municipal Act, 2001 and amendments thereto*, no person shall take a seat on Council until the person takes the Declaration of Office in the form established by the Minister for that purpose.

4.3 The Declaration will be administered by:

a) The Clerk at each December inaugural meeting

b) A Justice of the Peace at the Inaugural meeting of the new Council, unless unavailable

Appointment of Alternate Member

4.4 Pursuant to Section 267 of the Municipal Act, 2001 and amendments thereto, if a Member of County Council is unable to act as a Member of County Council for a period exceeding one month, the local municipal council may appoint one of its Members as an Alternate Member of County Council to act in place of the Member until the Member is able to resume acting as a Member of County Council.

4.5 Pursuant to Section 268 of the *Municipal Act, 2001* and amendments thereto, the council of a local municipality may appoint one of its members as an alternate member of County council, to act in place of a person who is a member of County Council, when the person is unable to attend a meeting of County Council for any reason

4.6 Subsection (2) does not authorize:

(a) the appointment of more than one alternate member during the term of council;

(b) the appointment of an alternate member to act in place of an alternate member appointed under subsection 267 (1) or (2); or

(c) the appointment of an alternate head of council of the County of Frontenac.

4.7 Despite clause 4.6 (a), if the seat of the member who has been appointed as an alternate member under subsection 4.6 becomes vacant, the council of a local municipality may appoint another of its members as an alternate member for the remainder of the council term.

Alternate Members of County Council

4.8 An Alternate Member shall not take his seat on County Council until the Clerk of the County has received a certified copy of the appointment by-law passed by the lower tier municipality naming the alternate.

4.9 An alternate appointed under Section 267 of the *Municipal Act* shall be limited to representing the municipality at a meeting of County Council with the exception of the annual Inaugural Meeting, and Council Liaison meetings, should the alternate be appointed to represent a second member Councillor but not at a meeting of an advisory or special committee, board or agency to which the member of Council has been appointed.

4.10 An alternate appointed under Section 268 of the *Municipal Act* shall be limited to representing the municipality at a meeting of County Council with the exception of the annual Inaugural Meeting, and not at a meeting of an advisory or special committee, board or agency to which the member of Council has been appointed.

4.11 If appointed under Section 268 of the *Municipal Act,* it is the responsibility of the Member of Council upon whose behalf an alternate will be serving to ensure that a copy of the meeting agenda is provided to the alternate in advance of the meeting.

4.12 The reimbursement of appropriate costs incurred by an alternate while serving in this capacity shall be paid by the County; however any remuneration will be the responsibility of the constituent municipality. An alternate shall not be eligible to attend a convention or seminar on behalf of the County.

4.13 An alternate attending a meeting of County Council as an observer only, shall leave the meeting room when the meeting is closed to the public.

Section 5: Election of Warden and Deputy Warden

Term of Office

5.1 The term of office of the Warden and Deputy Warden shall be 1 year unless re-elected to remain in Office by Council

Election of Warden and Deputy Warden

5.2 The election of the Warden and Deputy Warden shall be held each year at the November County Council meeting

Eligibility to hold office of Warden and Deputy Warden

5.3 All members of County Council eligible to hold the office of Warden and Deputy Warden.

5.4 The Warden and Deputy Warden cannot be from the same municipality.

Presiding Officer

5.5 The election of the Warden shall be conducted by the Clerk.

Nominations

5.6 Nominations shall be received until Council by Motion closes the nominations

5.7 Once nominations have been closed, the Clerk shall determine the willingness of each candidate nominated to stand for election

5.8 Each mover and seconder of those candidates who stand for election shall be entitled to speak once in support of their candidate for a maximum of five minutes

5.9 Each candidate who stands for election may make a presentation to Council, not to exceed five minutes in duration

Voting

5.10 The election of the Warden shall be by secret ballot under the authority and the direction of the Clerk

5.11 Pursuant to Section 233 of the *Municipal Act, 2001 and amendments thereto*, for the purposes of election of Warden, each Member of County Council shall have one vote

5.12 If no candidate for Warden receives a majority of the votes cast, the candidate receiving the fewest votes shall be eliminated from the next secret ballot. In the case of a tie for the fewest votes, there will be a second vote of the candidates that tied to determine which candidate will be eliminated from the ballot

5.13 In the case of an equality of votes for Warden, the successful candidate shall be determined by the Clerk placing the names of the candidates on equal size pieces of paper in a receptacle and one name shall be drawn by a person named by the Clerk. The successful candidate shall be the one whose name was drawn

5.14 All ballots shall be destroyed by shredding them following the election of Warden and Deputy Warden

Acclamation of Warden

5.15 Where only one person is nominated for Warden and nominations have been closed by resolution, the Clerk shall declare that person elected to the office in question, by acclamation

Election of Deputy Warden

5.16 The same process shall be followed for the election of the Deputy Warden as for the Warden

Section 6: Roles and Responsibilities

Role of Council

6.1 It is the role of Council to:

a) Represent the public and to consider the well-being and interest of the municipality;

b) Develop and evaluate the policies and programs of the municipality;

c) Determine which services the municipality provides;

d) Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council

e) Ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;

f) Maintain the financial integrity of the municipality; and

g) Carry out the duties of council under the Ontario Municipal Act or any other act.

6.2 **Individual Authority – not provided**
No individual Council Member may direct any Member of staff to perform such duties that have not been authorized by resolution of the Council.

6.3 **Established Policies – Members – respect**
Members of Council shall respect and adhere to the Policies set by the Council and under no circumstances take it upon themselves individually to circumvent established policies.

6.4 **Council – liaison with CAO**
Council Members will liaise with the Chief Administrative Officer on any given matter concerning the municipality.

6.5 **Information – by Staff – Members of Council**
Council Members may request clarification and information from Members of staff, at a meeting on routine matters, who have been assigned the responsibility of providing standard operating procedures.

Preparation of Members to Council Meetings

6.6 Members of Council shall come prepared to every meeting where their participation is required, by having read all the material supplied, including agendas and staff reports, to facilitate discussion and the determination of action at the meeting. Whenever possible, the Members(s) shall make inquiries to Management regarding materials supplied in advance of the meeting

Reports - Requests

6.7 All requests for substantive reports shall be by Council resolution, which shall identify the appropriate Department or Manager and objectives of the report.

Interference – directed to administration

6.8 No Members(s) shall have the authority to direct or interfere with the performance of any work by Administration of the municipality. All inquiries shall be directed through the office of the Chief Administrator

Role of Warden

6.9 It is the role of the Head of Council to:

a) Act as Chief Executive Officer (CEO) of the municipality;
b) Preside over Council Meetings so that its business can be carried out efficiently and effectively;
c) Provide leadership to the Council
d) Provide information and recommendations to the Council with respect to the role of council as described in section 5.1 (d) and (e) above; (without limiting section (5.2(c))
e) Represent the municipality at official functions;
f) Carry out the duties of the head of council under this or any other Act.
g) Uphold and promote the purposes of the municipality
h) Promote public involvement in the municipality's activities
i) Act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
j) Participate in and foster activities that enhance the economic social and environmental well-being of the municipality

Role of Deputy Warden

6.10 In addition to the responsibilities of performing the duties of the Head of Council in the absence of the Warden:
a) Act as Chair of the Committee of the Whole.
b) Be prepared to assume the duties of the Warden.
c) Meet regularly with the Warden to be briefed on political matters such as the work of the Eastern Ontario Wardens Caucus.
d) Support and attend meetings of a political nature at the request of the Warden.
e) Be generally familiar with executive requirements of the County.

6.11 The duties of the Deputy Warden do not include *ex officio* responsibilities on Committees.

6.12 Other than noted above, appointment to the position of Deputy Warden does not confer any additional powers or duties upon the incumbent in the general execution of duties defined as a County Councillor.

Chief Administrative Officer

6.13 It is the role of the Chief Administrative Officer to:
a) Exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality and the staff placed under his/her supervision; and
b) Perform such other duties as assigned by the municipality.

Clerk

6.14 It is the role of the Clerk to:

a) Record, without note or comment, all resolutions, decisions and other proceedings of the Council;
b) Record the name and vote of every Member voting on any matter or question, if required by any Member present at a vote;
c) Keep the originals or copies of all By-laws and of all minutes of the proceedings of the Council'
d) Perform the other duties required under the *Ontario Municipal Act*, the *Municipal Elections Act*, and any other Act and
e) Perform such duties as are assigned by the municipality

Delegation – by Clerk

6.15 The Clerk may delegate in writing to any person, other than a Member of Council, any of the Clerk's powers and duties under this and any other Act.

6.16 Despite the delegation, the Clerk may continue to exercise the delegated powers and duties.

Municipal Administration – Officers – Employees

6.17 It is the role of municipal administration to:

a) Implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
b) Undertake research and provide advice to Council on the policies and programs of the municipality; and
c) Carry out other duties required under this or any Act and other duties assigned by the municipality

Section 7: Conduct During Meetings

Role of the Warden

7.1 It shall be the duty of the Warden:

a) To preserve order and decorum and decide all questions of order, subject to an appeal to the Council
b) To receive and submit, in the proper manner, all motions presented to the Members of the Council
c) To put to vote all questions which are properly brought before Council or necessarily arise in the course of proceedings, and announce the results
d) To rule on all procedural matters, without debate or comment
e) To decline to put to a vote motions which do not comply with the rules of procedure, or which are not within the jurisdiction of Council
f) To restrain the Members, within the rules of order, when engaged in debate
g) To call by name any Member persisting in breach of the rules of order of the Council and may order the Member to vacate the Council Chamber
h) To adjourn or suspend the Meeting if the Warden considers it necessary because of grave disorder

i) To authenticate, by signature, all by-laws, resolutions and minutes of the Council;

j) To represent and support the Council, declaring its will and implicitly obeying its decisions in all things

7.2 The Warden may expel or exclude from any Meeting any person or Member whom the Warden feels has exhibited improper conduct during a Meeting of Council

Warden to Participate in Discussion

7.3 The Warden (or Chair) may ask or answer questions and comment in a general way without ceding the chair.

7.4 If the Warden (or Chair) wishes to speak on a motion or take a definite position and try to persuade Council to support that position, then the Warden (or Chair) must call on the Deputy Warden (or Vice-Chair of a Committee) to take over the chairing of the Meeting until the Warden has finished speaking.

7.5 If the Warden (or Chair) wishes to make a motion, then the Warden (or Chair) must call on the Deputy Warden (or Vice-Chair) to chair the Meeting until the motion has been resolved.

Voting

7.6 The Warden may vote on any matter at his discretion with the exception of a recorded vote at which time voting is required

Conduct of Members

7.7 No Member shall:

a) Speak disrespectfully of any Member of Federal or Provincial parliaments, the Council, any constituent municipality, any member or any official or employee of the County;

b) Use offensive words or unparliamentary language;

c) Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability;

d) Engage in private conversation while in the Council Meeting or use electronic devices (including but not limited to cellular phones) in a manner which interrupts the proceeding of the Council;

e) Leave his seat or make any noise or disturbance while a vote is being taken and until the result of the vote is announced;

f) Speak on any subject other than the subject under debate;

g) Where a matter has been discussed in a closed Meeting, and where the matter remains confidential, disclose the content of the matter or the substance of deliberations of the closed Meeting;

h) Criticize any decision of the Council except for the purpose of moving that the question be reconsidered; or

i) Disobey the rules of the Council or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council. In case a Member persists in any such disobedience, after having been called to order by the Warden, the Warden shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at the Meeting or any subsequent Meeting

Dress Code – Council Meetings – Public Meetings

7.8 All Members of Council are expected wear proper business attire (ties optional) during regularly scheduled, special and In-Camera meetings, although exceptions may be made during extenuating circumstances.

Dress Code – Committee of the Whole

7.9 During any Saturday or Budget meeting, Members of the Council may, if they so choose, wear a “Business casual” attire, which shall mean clothing that is less formal than the regular Business Attire.

Head Dressing

7.10 During the conduct of any meeting of the Council, wearing of any hats, other than for religious purposes, are strictly forbidden by any Members of the Council, Administration or Members of the General Public.

Section 8: Code of Ethic – Confidentiality

Executive (In-Camera) subjects – public interest

8.1 Upon completion of any “In-Camera” council meetings, the decisions of the Council with respect to any of the enumerated items listed in Section 4.10; and direction to municipal Administration in accordance therewith, shall then be reported publicly by Council, to the extent that the public interest permits.

Council Response – In-Camera enquiries

8.2 The response of Council Members to enquiries about any matter dealt with during an “In-Camera” closed meeting, prior to it being reported publicly, shall be “This matter is still under advisement” “no comment”, or words to that effect.

Violation of regulation

8.3 Any violation of process to this regulation will result in exclusion of the offending Council Members, requiring a two-thirds vote, from future closed meetings of Council and that Members shall no longer be provided with correspondence, materials or information proposed to be dealt with by Members of Council at a closed meeting.

Exclusion – closed meetings

8.4 The determination of whether or not a violation of process to the closed meeting provisions of this By-law and the length of the exclusion from closed meetings, if so determined, shall be made by Council at a closed meeting and the issues shall be considered by Council prior to the affected Members being excluded

from any closed meeting by a two-thirds vote. The results of Council's deliberation shall be reported out publicly.

Separate Resolution – per Member

8.5 If the purported violation of the process to the closed meeting provisions of this By-law by more than one Member is to be considered, a separate resolution of Council with respect to each affected Members is to be considered.

Member not permitted to vote

8.6 Notwithstanding Section 7.10.2 sub-section (c), the Member affected shall not be permitted to vote on a motion respecting his purported violation of the closed meeting provision of the Procedural By-law, his exclusion from closed meetings, or the length of any such exclusion and may be asked to excuse themselves from the vote, at the discretion of Council.

Release of Information

8.7 The release of any information about matters dealt with by Council at a closed meeting shall be by the Warden or her/his delegate only upon direction of the majority of Council

No public release – documents

8.8 Agendas or any items thereon for consideration by Council at a meeting closed to the public shall not be released to the public.

Obligation – confidentiality

8.9 It is the obligation of each Member of Council to keep information confidential and this obligation continues even after the Member ceases to be an elected Member of Council

Section 9: Types of Meetings of Council

Inaugural Meeting

9.1 The Inaugural Meeting of the new Council shall be held on the last Wednesday of November at 9:30 a.m.

9.2 The election of Warden and Deputy Warden shall be the first Agenda items of the inaugural Meeting of Council, and the Clerk shall act as Chair until the Warden and Deputy Warden are elected

9.3 The order of business of the Inaugural Meeting shall include:

a) Declaration of Office to Councillors
b) Election of Warden
c) Election of Deputy Warden
e) Declaration of Office to Warden and Deputy Warden
f) Dressing of Chain of Office
g) Warden's Inaugural Address

h) Appointments to External Boards and Committees

i) Passage of By-laws

j) Other ceremonial procedures deemed relevant

Regular Meetings of Council

9.4 Regular meetings of County Council shall take place on the third Wednesday of the month at 9:30 a.m. at the County Administrative Offices unless otherwise directed by a resolution of Council.

9.5 Should a closed session be required, Council will begin at 9:00 a.m. and resolve into Closed Meeting and will reconvene as regular Council at 9:30 a.m.

9.6 Notwithstanding the provisions of Section 6.3 of this By-law, there shall be no regular meeting of Council in the month of August

Committee of the Whole

9.7 Council may meet as Committee of the Whole to consider any matter it decides. Council may meet as Committee of the Whole during a regular Meeting of Council if included on the agenda. Council may meet as Committee of the Whole during a regular Meeting when it is not included on the agenda by way of motion and a 2/3 vote of the members who are present and voting. Council may also hold a separate Meeting to meet as Committee of the Whole should the need arise.

Special Meetings of Council

9.8 The Warden may, at any time summon a Special Meeting of Council by instructing the Clerk to issue a Notice of Special Meeting with at least forty-eight (48) hours notice to the members.

9.9 Subject to section 6.8, in the case of an emergency or extraordinary circumstances, the Warden may call a Special Meeting without notice.

9.10 The Clerk shall, upon receipt of a written petition of the majority of the Members, call a Special Meeting for the purpose and time mentioned in the petition. The Clerk shall provide all Members of at least forty-eight (48) hours notice of the Special Meeting.

9.11 The only business to be dealt with at a Special Meeting is that which is identified in the Notice of the Meeting

Committee of Management of Fairmount Home

9.12 County Council is the Committee of Management of Fairmount Home

9.13 Council that when making decisions regarding Fairmount Home, specifically when it affects the Homes ability to be in compliance, they are meeting as the Committee of Management of Fairmount Home and recognize the responsibility/liability that they face in terms of their decisions.

Joint Meetings of Council

9.14 County Council may host a joint Meeting of the constituent lower tier Municipal Councils and County Council for a topic(s) that is common to all municipalities within the County. These Meetings shall be considered Special Meetings of County Council and procedural rules as outlined in this by-law shall apply

Electronic Participation

9.15 While in-person participation shall remain the primary method of participation, there is an expectation that members of Council make every effort to attend meetings in person. Councillors are permitted to participate in a meeting remotely via electronic means, in the event:

i) the County of Frontenac is in a declared emergency as defined by the Emergency Management and Civil Protection Act, R.S.O. 1990.
ii) Due to a significant weather event.
iii) a member is ill, injured or on parental leave.
iv) a member has been duly appointed to an external advisory board/committee and is attending a meeting or event hosted by that board/committee, should they be performing this role within Canada.

9.16 Electronic participation will not be allowed at the following meetings:

1) Inaugural Session of Council
2) at subsequent first meetings of the year (November)
3) at a meeting where the yearly budget is being considered unless the municipality or part thereof is under a Declared Emergency
4) where a vote of the majority of Council requires it.

9.17 Members may participate electronically in meetings up to two (2) times per year. A member of Council may request permission from the Warden to participate electronically in additional meetings as a result of extenuating circumstances.

9.18 A Member must give to the Clerk a notice of at least 48 hours of their intent to participate electronically in a meeting, unless extraordinary circumstances apply, to which a member will advise the Clerk as soon as possible, recognizing that due to constraints on staff, the member may be admitted late to the meeting

Technology for Electronic Participation

9.19 The technology used shall enable electronic participation of Members in decision-making and ensure the meeting can be open to the public, for example, but not limited to, telephone, video or audio conferencing

Loss of Connection during Electronic Participation

9.20 If connection for a member is lost or fails during the meeting and quorum maintained, any attempt to be reconnected will be at the call of the Chair. The

Clerk will make noted in the minutes that the participant left the meeting at the time the connection was lost.

Procedures for Electronic Meetings

9.21 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.

9.22 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 19 of this By-law

9.23 Despite Section 18.11, all motions will be read during meetings held under Section 6.19

Section 10: Closed Meetings of Council

10.1 All regular and special Meetings of Council shall be open to the public, except that a Meeting or part of a Meeting may be closed to the public if the subject matter being considered relates to:

a) The security of the property of the municipality or local board;

b) Personal matters about an identifiable individual, including municipal or local board employees;

c) A proposed or pending acquisition or disposition of land by the municipality or local board;

d) Labour relations or employee negotiations;

e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

g) A matter in respect of which a council, board, committee or other body may hold a closed Meeting under another Act;

h) The Meeting is held for the purpose of educating or training the members and at the Meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

i) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

j) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

k) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

l) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Other criteria

10.2 A meeting or part of a meeting shall be closed to the public if the subject matter being considered is,

a) a request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or

b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of the Municipal Act, or the investigator referred to in subsection 239.2 (1) of the Municipal Act.

Time of Closed Session

10.3 All Closed Session Meetings shall be held by the Committee of the Whole immediately preceding the Regular Meeting, starting at 9:00 a.m.

10.4 In the event that the Closed Session Agenda items are not completed in the allotted time prior to the Regular Meeting, the Closed Session may be recessed and resumed following completion of the Regular Meeting business items and prior to the passing of by-laws, or during a certain time in the agenda by resolution of Council

Written Resolution for Closed Meetings

10.5 A written resolution outlining the general nature of the subject matter is required before going into a closed Meeting and in the case of a closed Meeting held under 7.1(h), the resolution shall state the general nature of the subject matter to be discussed

Introducing New Business at a Closed Meeting

10.6 If a member of Council wishes to introduce new business at a closed Meeting, it must be introduced in open session and then confirmed at the adoption of the agenda. When the Council resolves into a closed session, the Council member advise on the nature of the new business and the County Council, by majority vote, will determining if the matter will be dealt with in the closed session. No debate on the issue will take place until the motion to deal with the new business has been decided in the majority.

Closed Meeting Documentation to Remain Confidential

10.7 All information, documentation and/or deliberations received, reviewed or taken in a closed Meeting, including agendas and minutes shall, remain confidential and shall not be released to the public

Closed Meeting Investigator Reports

10.8 Where Council is in receipt of a report from the Ombudsman reporting his or her opinion that a Meeting or part of a Meeting appears to have been closed to the public contrary to the provisions of Section 239 of the Act or the provisions of this By-Law, Council shall pass a Resolution confirming how it intends to address the report

Section 11: Notice of Meetings

Notice to Members

11.1 Notice of regular Meetings, including agendas, minutes, and supporting documents shall be provided via electronic mail by the Friday preceding the date of the Council Meeting. Alternative formats shall be made available upon request of the member. Notice may be provided by telephone or personal contact in case of an emergency

Notice to Public

11.2 Notice of regular Meetings shall be given by posting agendas and supporting documentation on the County's web site. In the event an agenda is amended, it shall be reposted as an amended agenda.

To meet accessibility needs, alternative formats shall be made available upon request.

Section 12: Quorum

12.1 Quorum as it relates to Council shall consist of a majority of the members. (Quorum for Frontenac County Council is 5 members) provided that such number is not less than two

12.2 If a quorum is not present at a scheduled Meeting thirty (30) minutes after the scheduled commencement time, the Meeting shall stand adjourned until the date of the next regular Meeting and the Clerk, shall record the names of the Members present

Protocols for Beginning Session

12.3 At the hour appointed, when a Quorum is present, the Warden shall take the Chair and call Council to order. The Clerk shall record in the minutes attendance of Members of County Council, County Staff, Members of Township Councils, Township Staff and Media. If a Member of Council arrives late or leaves before final adjournment, the Clerk shall note the time of arrival or departure in the minutes

Loss of Quorum

12.4 If Quorum is lost during a Meeting, the Chair shall call a recess for a period of fifteen (15) minutes, or until a Quorum is present, whichever is sooner.

12.5 If there is no Quorum after fifteen (15) minutes, the Meeting shall stand adjourned and a special meeting be called as soon as possible to conclude the unfinished business. A confirmatory by-law for actions taken by Council up until the point when quorum was lost will be included on the agenda for the special meeting

Loss of Quorum due to Pecuniary Interest

12.6 Notwithstanding Section 9.3, where the number of Members, who by reason of the provisions of the *Municipal Conflict of Interest Act*, are prohibited from participating in a Meeting is such that, at that Meeting, the remaining Members are not of sufficient number to constitute a quorum, then the remaining number of Members shall be deemed to constitute a quorum

Absence of Warden

12.7 In the case of the Warden not attending within fifteen (15) minutes after the hour fixed for holding the meeting of the Council, and provided that a quorum is present, the Deputy Warden shall take the Chair and call the Members to Order; and he/she shall preside until the arrival of the Warden

Absence of Warden and Deputy Warden

12.8 In the absence of the Warden and Deputy Warden, and if a quorum is present, the Clerk shall call the Members to order. A Chairperson shall be chosen from the Members present who shall preside over the meeting until the arrival of the Warden or Deputy Warden

Section 13: Agenda and Addendum

General

13.1 The Clerk, in consultation with the Warden, shall have prepared and delivered to the Members a minimum of five days prior to the Meeting of Council an electronic agenda, including staff reports, by-laws and background information,

for their review and consideration in accordance with Section 3.4 of this By-Law.

Agenda Order

13.2 The business of Council shall be taken in the order in which it stands upon the agenda as follows:

a) Call to Order
b) Roll Call
c) Closed Meeting
d) Approval of Addendum
e) Disclosure of Pecuniary Interest and General Nature Thereof
f) Adoption of Minutes
g) Deputations and/or Presentations
h) Proclamations
i) Move into Committee of the Whole
j) Briefings
k) Unfinished Business
l) Move into Committee of Management of Fairmount Home
m) Revert Back to Committee of the Whole
n) Consent Reports from the Chief Administrative Officer
o) Recommend Reports from the Chief Administrative Officer
p) Information Reports from the Chief Administrative Officer
q) Reports from Advisory Committees of County Council
r) Return to Council
s) Adoption of the Report of the Committee of the Whole
t) Motions, Notice of Which has Been Given
u) Giving Notice of Motion
v) Communications
w) Other Business
x) Public Question Period
y) By-laws – General By-laws and Confirmatory By-law
z) Adjournment

13.3 Approval of the Addendum, if required, directly follows Closed Meeting, with a 2/3 vote of the members present and voting.

Agenda Items due to Clerk

13.4 The Clerk, in consultation with the Warden, shall have prepared and delivered to the Members a minimum of five days prior to the Meeting of Council an electronic agenda, including staff reports, by-laws and background information, for their review and consideration in accordance with Section 3.4 of this By-Law.

Deadline to submit materials to the Addendum

13.5 The deadline for receipt of added materials to be included on an Addendum shall be 9:00 a.m. one (1) business day prior to the scheduled Meeting, subject to the discretion of the Warden.

Unfinished Business

13.5 When any business matter from an agenda is left unresolved at the time of adjournment, either for want of a quorum or otherwise, such business shall be taken up in succession at the next Meeting of the Council as unfinished business, or at a Special Meeting of Council as summoned by the Warden pursuant to Section 6.8

Briefings

13.6 Briefings are allowed at the beginning of the Meeting or when the issue arises on the agenda. If a briefing is expected to be in excess of 10 minutes, the agenda will note the length of time the briefing is expected to last

Section 14: Council Minutes

Minutes Content

14.1 The Clerk shall prepare and cause the minutes to be taken of each meeting of Council and which shall include:

a) The place, date and time of the meeting;
b) The name of the presiding officer or officers and the record of the attendance of the Members.
c) Members who enter after the commencement of a meeting or leave prior to adjournment, the time shall be so noted in the minutes.
d) To record, without note or comment, all resolutions, decisions and other proceedings of the Council.
e) To record all publicly declared conflict of interests made by Members and identify that the Member has recused itself from discussion or vote on the declared matter, when the subject matter is brought up for debate.
f) If required by any Members present at a vote, to record the name and vote of every Member voting on any matter or question

Adoption of Minutes

14.2 Minutes of all open Meetings of Council shall be adopted at the next regular Meeting of Council and the Warden and Clerk shall then sign such minutes. Minutes of all closed Meetings of Council shall be adopted at the next closed Meeting of Council and the Warden and Clerk shall then sign such minutes. Members of County Council may ask questions of clarification of the minutes.

Section 15: Disclosure of Pecuniary Interest

Method of Disclosure

15.1 Where a Member, either on his own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Meeting at which the matter is the subject of consideration, the Member shall, in accordance with the *Municipal Conflict of Interest Act*:

a) Prior to any consideration of the matter at the Meeting, disclose the Member's interest and the general nature thereof; and
b) Not take part in the discussion of, or vote on any question in respect of the matter, and
c) Not attempt in any way whether before, during or after the Meeting to influence the voting on the matter, and
d) Shall file a written statement of the interest and its general nature with the Clerk

Closed Meetings

15.2 Where a Meeting is not open to the public, in addition to complying with the requirements of the *Municipal Conflict of Interest Act*, the Member shall forthwith leave the Meeting or the part of the Meeting during which the matter is under consideration

Absence – Disclosure at Next Meeting

15.3 Where the interest of a Member has not been disclosed by reason of the Member's absence from a particular Meeting, the Member shall disclose the Member's interest and otherwise comply at the first Meeting of the Council or Committee, as the case may be, attended by the Member after the particular Meeting

Record and Registry of Disclosure

15.4 The Clerk shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by a Member, and this record shall appear in the Minutes of that Meeting

15.5 The Clerk shall establish and maintain a registry in which shall be kept,

a) a copy of each statement filed under section 16.1; and
b) a copy of each declaration recorded under section 16.1

15.6 The registry shall be available for public inspection upon 48 hours written notice to the Clerk's Office

Section 16: Delegations and/or Presentations

Request for Delegation

16.1 Any person desiring to present information orally on matters of fact or to make a request of Council shall give notice and disclose the subject matter to the Clerk not less than ten days preceding the Council Meeting at which such person desires to be heard

16.2 In order to be scheduled as a delegation before Council, a person shall submit to the Clerk written and/or electronic documentation concerning the presentation not less than seven days preceding the Council Meeting

16.3 The Clerk, in consultation with the Warden, shall have the authority to deem a delegation inappropriate or outside the scope of Council authority and deny the item a place on the agenda

16.4 Except as required by law, any person appearing before Council or a Committee who has previously appeared before Council or the same Committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances

16.5 Under extenuating circumstances, exceptions to the ten days' notice required in 16.1 may be approved by the Clerk.

16.6 Each delegate shall be limited to not more than a total of ten (10) minutes. Extensions to these limits will be at the discretion of the Warden

16.7 A maximum of two (2) delegations may address Council per Meeting, excluding the County's External Boards and funded agencies.

16.8 The number of speakers for one delegation shall be limited to two, unless authorized by Council resolution.

Conduct at Meeting

16.9 All delegates shall address the Warden, shall state their name and whom they represent

16.10 No delegate shall:

a) Speak disrespectfully of any person;
b) Use offensive language;
c) Speak on any subject other than the subject for which he has received approval to address Council;
d) Disobey the rules of procedure or a decision of the Warden or Council.

16.11 The Warden may curtail any deputation, any questions of a deputant or debate during a deputation for disorder or any other breach of this by-law, and, if the Warden rules that the deputation is concluded, the person or persons appearing shall withdraw

16.12 Members of the public who constitute the audience at a Meeting, shall not:

a) Address Council or Committee without permission;
b) Bring signage, placards or banners into such Meetings and refrain from any activity or behavior that would affect the Council deliberations.

Specific

Recognition of Member

17.1 To address Council, a Member shall request to speak, be recognized by the Warden and direct all comments through the Warden.

Order of Speakers

17.2 When two or more Members indicate their desire to speak at the same time, the Warden shall designate the order of speakers.

Interruptions

17.3 When a Member is speaking, no other Member shall interrupt the Member speaking, except to raise a point of order, privilege or personal privilege

17.4 Any Member may require a motion or question under discussion to be read at any time during the debate, but not so as to interrupt the Member speaking.

Five Minutes

17.5 No Member shall speak for longer than five minutes on a question without Council's permission.

Speak Once

17.6 No Member shall speak more than twice to the same question without Council's permission, except the presenter on the motion may respond to questions

Questions

17.7 A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion and the question shall be stated succinctly and asked only of the Warden, the previous speaker or County staff

Points of Order and Privilege

17.8 When a Member rises on a point of order, point of privilege or point of personal privilege, the Member shall ask leave of the Warden to raise the point. After leave is granted, the Member shall state the point to the Warden and then remain silent until the Warden has ruled upon the point

17.9 Subject to being overruled by Council on a vote which shall be taken immediately and without debate, the Warden shall rule on the point

17.10 Any Member may challenge the ruling of the Warden immediately following the ruling

17.11 The Warden's ruling is final unless it is challenged.

17.12 If challenged, the Deputy Warden will take the Chair.

17.13 Council's decision is final if the Warden is challenged

Section 18: Motions

Jurisdiction

18.1 A motion or notice of motion in respect of a matter which is not within the jurisdiction of Council shall not be in order and shall not be considered by Council

Putting a motion on the agenda

18.2 Motions introducing new matters must be in the hands of the Clerk by Noon on the Friday prior to the regular County Council or Committee Meeting for inclusion on the agenda.

18.3 Every motion must be in writing and have a mover and seconder before being submitted to the Clerk for inclusion on the agenda.

18.4 All motions will be placed in the order in which they are received.

18.5 Motions for which notice has not been previously given shall only be considered if agreed upon by a two-thirds majority vote of the Members present.

18.6 After a motion has been proposed and seconded, and placed in the hands of the Warden, it shall be considered to be in the possession of Council but may be withdrawn with the consent of the mover and the support of a majority of Council.

Motions Introduced Orally

18.7 The following may be introduced orally without written notice and without leave of Council:

a) A point of order, privilege or personal privilege
b) Presentation of petitions
c) A motion to waive or suspend the rules of procedure
d) A motion to recess
e) A motion to adjourn
f) A motion to call the question
g) A motion to separate the question
h) A motion that Council resolve itself into a closed Meeting
i) A motion to receive an item
j) A motion to table an item
k) A motion to lift from the table
l) A motion to refer
m) A motion to defer

n) A motion to amend, and
o) A motion to adopt a recommendation

Motions to be in Writing

18.8 Except as provided in Section 18.7, all motions and notices of motion shall be in writing.

Motions to be Seconded

18.9 A motion shall be moved and seconded before being open for discussion and consideration. Motions under Sections 19.5 (a) and (b) do not require a seconder.

Mover May Vote in Opposition

18.10 A member may move a motion in order to initiate discussion and debate and that Member may vote in opposition to the motion. A seconder of a motion may also vote in opposition to the motion.

Motion Considered to be read

18.11 Motions contained in the published agenda will only be read if requested by a member of Council or under the following conditions:

a) A member requests a recorded vote on the motion
b) Where an amendment to a main motion is made, both the amendment, and the motion as amended

18.12 Any member of Council may request that a motion be summarized by its author.

18.13 Motions not contained in the published agenda shall be read.

Motion Extend

18.14 A motion carried by a two-third vote of the members present and voting will extend the meeting past 1:00 p.m.

18.15 At 12:45 p.m. the Warden will ask if Council wishes to proceed beyond 1:00 p.m. A motion put forward must stipulate the purpose of the extension (i.e. to complete the agenda in its entirety, or a certain portion of the agenda, or that the extension is for a specific period of time).

18.16 If a two-thirds vote is not achieved to extend the meeting, Council will consider the time sensitive items, and at 12:55 p.m. Council will move directly to by-laws.

Motion to Recess

18.17 A motion to recess is debatable; however debate is restricted to the length of time of the recess only.

18.18 A motion to recess is amendable; however any amendment shall refer to the length of time of the recess only.

Motion to Adjourn

18.19 A motion to adjourn the Council Meeting is not debatable and shall always be in order except:

a) when another Member is in possession of the floor;

b) when a vote has been called;

c) when the Members are voting, or

d) when a Member has indicated to the Warden his desire to speak on the matter before Council.

18.20 A motion to adjourn shall take precedence over any other motion.

Motion to Call the Question

18.21 A motion to call the question is not debatable and shall be put immediately.

18.22 A member who moved a motion to call the question shall not be allowed to speak to the question again if the motion is decided in the negative.

Motion to Table (postpone indefinitely)

18.23 A motion to table:

a) is not amendable;

b) shall apply to the motion and any amendments under debate when the motion to table is made;

c) is debatable; however debate may go into only the reasons why the motion should or should not be dealt with at this time;

18.24 If the motion to table carries, in the absence of any direction from Council, the matter may not be discussed until a Member through a Notice of Motion, brings it forward to a subsequent Meeting.

Motion to Refer

18.25 A motion to refer, until it is decided, shall precede all amendments of the main question

18.26 A motion to refer:

a) is amendable;

b) is debatable;

c) shall include the name of the Committee or official to whom the motion or amendment is to be referred; and

d) shall include the terms upon which it is to be referred and time or period, if any, on or within which the matter is to be returned

Motion to Postpone

18.27 A motion to defer:

a) is debatable;

b) is amendable;

c) shall include the time to or period within which, consideration of the matter is to be deferred; and
d) shall include an explanation to demonstrate the purpose of the motion to defer.

Motion to Amend

18.28 A motion to amend:

a) is debatable
b) only one motion to amend a motion shall be on the floor at any one time
c) shall receive disposition of Council before a previous amendment to the question
d) shall not be amended more than once before voting
e) shall be relevant to the question to be received
f) shall not be received proposing a direct negative to the question
g) may propose a separate and distinct disposition of a question
h) shall be put in the reverse order to that in which it is moved.

Motion to Receive

18.29 A motion to receive, moved after the main motion, is debatable and shall be treated as an amendment to the main motion

Motion for Reconsideration

18.30 A motion to reconsider a matter within one year following the decision of the Council shall be in order to permit correction of hasty, ill-advised or erroneous action or to take into account added information or a changed situation that has developed since the taking of the vote. A motion to reconsider is not in order if the provisions of the original motion have been partly carried out or involve a contract were the party to the contract has been notified on the outcome.

18.31 A motion to Reconsider

a) A motion to reconsider is debatable;
b) No discussion of the main question shall be allowed until the motion for reconsideration is carried by a two-thirds majority vote of the members present;
c) Once the question is reopened, it is reopened in its entirety unless the reopening motion specifies otherwise;
d) If the question is reopened, all previous decisions of the Council remain in force unless the Council decides otherwise;
e) No motion to reconsider may, itself, be the subject of a motion to reconsider

Notices of Motion

18.32 A notice of motion shall be given in accordance with the Agenda of Council and shall be in writing and shall include the name of the mover and seconder.

18.33 The Clerk shall place notices of Motion on the Agenda in the order in which they are received

Giving Notices of Motion

18.34 The Clerk will read any notices of motion at the designated point on the Agenda; however they will form part of the Agenda for the subsequent Meeting of Council

18.35 Any Member giving a Notice of Motion shall disclose the subject matter of the motion.

18.36 Any notice of motion, the subject matter of which falls within the mandate of a Committee, shall be referred directly to that Committee by the Council unless the Council determines that it should not be first considered by the Committee, for reasons of emergency, health, safety or legal deadline.

Section 19: Voting

Order of Votes

19.1 Motions relating to an item under consideration shall be voted on in the following order:

a) A motion to waive or suspend the rules of procedure
b) A motion to adjourn
c) A motion to recess
d) A motion to receive an item
e) A motion to call the question
f) A motion to defer
g) A motion to refer
h) A motion to amend, in reverse order of its being placed
i) A motion to table an item
j) The main motion.

Members Shall Vote

19.2 Every Member present at a Meeting of Council where a question is put shall vote on the question, unless prohibited by statute, in which case the Clerk shall so record

Number of Votes

19.3 Subject to the exception under Section 5.11 above, every Member present at a Meeting of Council where a question is put shall have 1 vote except for the Mayor of South Frontenac who shall have 2 votes.

19.4 If the Mayor of South Frontenac is absent at a Meeting, the other Councillor representing South Frontenac shall only have 1 vote.

19.5 If the Mayor of South Frontenac is absent at a Meeting and requests the alternate for South Frontenac attend on his/her behalf, the alternate member shall only have 1 vote

Warden to State the Question

19.6 Immediately preceding the taking of a vote, the Warden shall state, if requested, the question in the precise form in which it will be recorded in the minutes

Method of Voting

19.7 A Member shall vote by raising a hand or otherwise indicating the Member's vote, except where a recorded vote is requested.

19.8 During virtual meetings, the Warden may have the discretion to call a vote by asking all those opposed to the motion

Actions During Vote

19.9 When the Warden calls for the vote on a question,

a) Each Member shall occupy his seat and shall remain in place until the result of the vote has been declared by the Warden, and

b) During this time no Member shall walk across the room or make any other motion or speak to the question or any other Member or make any noise or disturbance.

Split Votes

19.10 Upon the request of any Member, and when the Warden is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal shall be taken separately

No Vote Deemed Negative

19.11 If any Member present does not vote at a Meeting of the Council where a question is put and a recorded vote taken, he shall be deemed to vote in the negative except where the Member is prohibited from voting by statute

19.12 The Warden may vote on any question and shall vote in the case of recorded votes

Majority Vote

19.13 All decisions of Council shall require a majority vote except as otherwise set out in this By-Law

Equality of Votes

19.14 Any motion that receives a tie vote shall be deemed to have been decided in the negative.

Two-Thirds Vote

19.15 The following decisions of Council require a two-thirds majority vote:

a) A motion to consider a report or by-law that does not relate to a matter listed on the Agenda;

b) A motion to consider a matter previously postponed indefinitely or to a time or eventuality that has not been reached or occurred under Section 20.4 of this By-Law;

c) A motion to reconsider a question decided within the previous year under Section 20.10 of this By-Law;

d) A motion to suspend the provisions of the By-Law under Section 2.1 of this By-Law;

e) A motion to call the question under Section 20.3 of this By-law.

Recorded Vote

19.16 A request for a recorded vote by a Member present at the Meeting shall be made prior to the commencement of the vote being taken or immediately thereafter.

19.17 Should a Recorded Vote be requested by a Member, the Clerk shall poll the Members as follows:

a) voting shall begin with the Member who requested the Recorded Vote and shall continue alphabetically until the vote is completed;

b) each Member present, except a Member who is disqualified from voting in accordance with Subsection 23.2, shall announce their vote openly;

c) the Clerk shall announce the result of the Recorded Vote; and

d) the names of those Members who voted for and those who voted against the Motion shall be entered in the minutes

Request for Further Vote

19.18 If a Member doubts the results of a vote as announced by the Clerk, the Member may call for the vote to be taken again and the Warden shall request that the Members shall vote again

Section 20: Other Business

Items to be Considered for Other Business with Prior Notice

20.1 Miscellaneous Business/Motions that do not warrant a staff report may be placed on the agenda under Other Business provided that the business is posted on the agenda with supporting documentation.

Items to be Considered for Other Business without Prior Notice

20.2 **Statement by Members** – When a Councillor(s) wishes to inform Council of a matter that does not require action or consideration by Council, such information may be announced under Other Business.

20.3 **Matters of Urgency** – When a Councillor(s) wishes to inform Council of a matter that must be considered immediately, due to extreme time constraints, Council shall determine if the matter is admissible and requires immediate action by Council, by a two-thirds majority vote. Only matters of urgency, ruled admissible by Council, shall be considered by Council without prior notice.

Section 21: By-laws

Introduction

21.1 All by-laws shall be introduced by motion specifying the title thereof

Three Readings

21.2 Every by-law shall have three readings prior to being passed

By-Laws Taken as Read

21.3 By-laws shall be taken as read for the first, second and third readings unless otherwise decided by a majority vote of Council.

Separate Vote

21.4 By request of any Member, any by-law(s) may be discussed or voted on individually.

Pass at One Meeting

21.5 A by-law may be passed through all its stages and be finally passed at one Meeting.

Confirmatory By-law

21.6 The proceedings of every Meeting of Council shall be confirmed by by-law at each Meeting in order that every decision of Council in that year and every resolution thereof shall be of the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

Amendments

21.7 All amendments to any by-laws approved by Council shall be deemed to be incorporated into the by-law and if the by-law is enacted by Council, the amendments shall be recorded by the Clerk.

Authorization

21.8 Every By-law passed by the Council shall be numbered and dated, and shall be sealed with the Seal of the Municipal Corporation and signed by the Warden and Clerk and shall be kept by the Clerk in the Clerk's office or any other place appointed for that purpose.

Section 22: Committees

Council's Role

22.1 Council shall determine the appropriate number of Committees, their membership, mandates and reporting practices.

Advisory Committees of County Council – Schedule B

22.2 The composition and terms of reference for Advisory Committees are in accordance with Schedule B, attached hereto and forming a part of this By-Law as follows:

External Boards and Committees – Schedule C

22.3 The Committees to which County Council makes appointments, but are not Committees of County Council, is included in Schedule C. These Committees are bound by the rules established by their governing body and do not abide by the County's Procedural By-law.

Appointment/Nominees to Other Boards

22.4 Appointments and nominees to other boards, such as the KFL&A Public Health Board and the Kingston Frontenac Public Library Board, shall be appointed directly by Council.

Eligible Appointees

22.5 Every member of a Committee must be either a member of Council or a person eligible to be elected as a member of the Council, in accordance with the *Municipal Elections Act*, unless approved by a majority resolution of Council.

Term of Appointment

22.6 The Term of Appointment for Members of Committees shall be in accordance with the Terms of Reference of the Committees set out in Schedule B to this By-law.

22.7 Committee members will continue to serve on a committee past the expiration of their term until they are replaced. All Council membership on all Committees end on November 14 of a municipal election year.

Absenteeism

22.8 If a member of a Committee is absent for three (3) consecutive meetings without cause acceptable to the Committee, the absences will be brought to the attention of the Clerk.

22.9 The Clerk will contact the absent committee member to discuss the reasons for absenteeism and to determine whether the member wishes to provide a letter of resignation.

22.10 Upon confirmation that the member will no longer be serving on the Committee, the Clerk will notify Council of the vacancy and the need for a replacement. If a member indicates the desire to continue to serve on the Committee, the member will be advised that attendance is required, or the member will be removed from the Committee.

Election of Chairs and Vice-Chairs

22.11 Chair and Vice-Chair of each Committee shall be elected on an annual basis by the Committee from its Members:

a) Each candidate for Chair and Vice-Chair who stands for election may make a presentation to the Committee;
b) The Committee shall elect a Vice-Chair to chair the proceeding in the absence of the Committee Chair;
c) The Warden shall not be eligible to be the Chair or Vice-Chair of a committee;
d) The Chair and Vice-Chair of committees may hold their respective positions for a maximum of four consecutive years if re-elected to do so;
e) Each Chair and/or Vice-Chair shall preside at every Meeting of their Committee, may vote on every question submitted for consideration and may require that resolutions be in writing.

22.12 Section 22.11 c) does not apply when the composition of the Committee with respect to Council appointments is the Mayors of each Township

Removal of Chair or Vice-Chair

22.13 The Chair or Vice-Chair can only be removed by a vote of the majority of Members of the Committee or by resolution of Council.

Warden's Membership on Committees

22.14 The Warden shall be an ex officio Member of all Committees and Task Forces and shall be counted for Quorum purposes and entitled to vote at such meetings.

Clerk shall be Secretary

22.15 The Clerk or designate shall be the Secretary of all Committees of Council and shall be present at all Meetings. The Clerk shall record the proceedings of all Committees of Council in the form of minutes.

22.16 The minutes shall reflect that the Minutes are not verbatim.

22.17 Despite Section 22.15, the Clerk may delegate to any employee duties related to the preparation of the Agendas, giving of notice of the Meetings, recording of the minutes and general administrative support to the Committees.

Committee Meeting Dates & Locations

22.18 Committees shall establish regular Meetings dates, times and locations at the beginning of each year. Meetings will be held in the County of Frontenac Administration Building. Alternative locations shall only be considered where staff capacity and resources are deemed sufficient

Public Notice

22.19 Notice of Meetings including agendas, minutes and supporting documentation to the Members shall be via electronic mail, regular mail, courier or facsimile. Notice may also be provided by telephone or personal contact in case of an emergency

22.20 Notice of Meetings shall be given by posting agendas and supporting documentation on the County's website. Notice of Meetings shall be posted as soon as practical after being established by Committees. Agendas and supporting documentation shall be posted three days prior to the Meeting and in the event an agenda is amended it shall be reposted as an amended agenda.

General Role of Committees

22.21 The role of Committees shall generally be to:

a) make recommendations to Council on matters which are in their jurisdiction;
b) guide and request staff to provide reports on the direction and nature of policy development, fact finding, analysis and generation of public policy matters;
c) receive public deputations and establish mechanisms to receive further public input on vital public policy matters.

Responsibility to Act on Recommendations

22.22 No action shall be taken on Committee recommendations until approved by Council unless the responsibility has been delegated to the Committee by Council.

Recommendations Lost or Deferred at Committee Meetings

22.23 Report Recommendations rejected by any Committee must be reported to Council with a "negative recommendation", allowing Council the opportunity to discuss the item.

22.24 Motions that result in a tied vote at a Committee must be reported to Council with no recommendation to allow Council the opportunity to discuss and make a decision.

22.25 Report Recommendations receiving no mover or no seconder by any Committee must be reported to Council with no recommendation to allow Council the opportunity to discuss the item

Committee Procedures

22.26 The rules governing the procedure of the Council and the conduct of Members of Council at Council shall be observed as far as they are applicable, and, subject to the specific rules for Committees set out in this section including:

a) the number of times of speaking on any question shall not be limited;
b) a majority vote shall be required to decide any matter before the Committee;
c) recorded votes shall not be weighted and members shall be called to vote by last name in alphabetic order;

Members' Rights

22.27 Members who are not Members of a specific Committee may attend Meetings of that Committee and may, with consent of the Chair of that

Committee, take part in the discussion, but shall not be counted in the quorum or entitled to make motions or to vote at these Meetings.

Public Participation at Committee Meetings

22.28 At Committee meetings that are open to the public, following the introduction of an agenda item and once a motion has been introduced, members of the committee may speak to the motion first. Following the members' discussion, the Chair may invite members of the public to share their comments, views, suggestions and opinions but may not participate in the debate. Prior to calling the question the Chair has discretion to give the public another opportunity to speak.

Absence of Chair and Vice Chair

22.29 In the event of the Chair of a Committee not attending the Committee at which he is to preside within fifteen (15) minutes after the time appointed for the commencement of the Meeting, the Committee Vice Chair shall call the Meeting to order and preside until the arrival of the Committee Chair. Should the Committee Vice-Chair not be in attendance at the Meeting, then, those Members in attendance shall appoint one of the Members to act in place of the Committee Chair for that Meeting. Such Member shall then call the Members to order and shall preside until the arrival of the Committee Chair or the Committee Vice-Chair.

Meeting Limitation

22.30 No Committee Meeting shall be held while Council is in session

Agendas

22.31 The Clerk shall prepare for distribution Committee agendas.

22.32 In accordance with requirements for public notice, transparency and disclosure, new substantive items should not be introduced on the Agenda under Other Business.

Deputations

22.33 Any person desiring to present information to a Committee may do so subject to the following:

a) The request shall be in writing and the information to be presented shall be on matters of fact or to make a request of the Committee;
b) Requests shall be made not less than ten days preceding the Committee Meeting at which such person desires to be heard;
c) Exceptions to the ten days' notice requirement required in (b) above may be approved by the Committee Chair;
d) Any person who is scheduled to appear as a deputation before a Committee is requested to submit written documentation for the Committee's consideration to the Clerk's Department not less than five (5) days preceding the Committee Meeting;

e) The rules relating to time limits, behavior, curtailment of time and conduct shall be as set out in Section 16.

Declarations of Pecuniary Interest

22.34 Members of Committees shall adhere to Section 15 with respect to declarations of pecuniary interest in Committees.

Quorum

22.35 A quorum as it relates to Committees of Council shall consist of a majority of the members.

Right to Expel

22.36 The Chair has the right to expel or exclude any person from any Meeting for improper conduct.

Reconsideration

22.37 No Committee shall reconsider any question decided by the Council within a year after the Council decision, nor consider any other matter which could involve a decision inconsistent with a Council decision.

Section 23: Repeal / Enactment

By-laws Previous

23.1 By-law 2013-0020 and all adhering amendments are hereby repealed.

Effective Date

23.2 This By-law shall come into effect on the November 15, 2022

Conflict with Statute

23.3 If there is any conflict between this By-law or any portion thereof and any statute, the provisions of the statute shall prevail.

Read a First and Second Time this 20th day of July, 2022.

Read a Third Time, Signed, Sealed and Finally Passed this 20th day of July, 2022.

The Corporation of the County of Frontenac

_____	_____
Denis Doyle, Warden	Jannette Amini, Clerk

Schedule B-1 Advisory Committee to County Council

Committee Name: Joint Accessibility Advisory Committee

Establishment of the Committee

(i) That a Committee to be known as the County of Frontenac Joint Accessibility Advisory Committee be hereby established.

(ii) That the Committee shall be comprised of not more than 7 members as follows:

- 2 Members of County Council
- 4 Members of the Community who are persons with disabilities (one representative from each Township)
- 1 Member from the Community at large

who shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council.

(iii) That Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 25 – Committees* to govern all proceedings of the Accessibility Advisory Committee Meetings.

(iv) The Committee shall hold a minimum of four (4) and a maximum of six (6) Meetings per year.

Mandate of the Committee

To assist the County and Township Councils in the County of Frontenac in enabling persons with disabilities to have equal access to all opportunities within the County.

Duties of the Committee

The committee shall:

(a) advise the councils about the legislative requirements and implementation of the accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice;

(b) review in a timely manner the site plans and drawings described in section 41 of the *Planning Act* that the committee selects in terms of how they address the accessibility needs of persons with disabilities;

(c) perform all other functions as specified by legislation.

(d) in consultation with Council and Municipal Staff, review new and existing municipal by-laws and policies as applicable;

(e) work with Council and the community at large to identify and address the needs of persons with disabilities within the community;

(f) provide recommendations to Councils on the promotion of public awareness and understanding of the needs of persons with disabilities.

Schedule B-1 Advisory Committees Continued

Responsibilities of Council

Council shall:

(a) establish the Accessibility Advisory Committee and appoint its members;

(b) seek advice from the Committee regarding accessibility plans and reports required to be submitted to the province;

(c) seek advice from the Committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,

(i) that the council purchases, constructs or significantly renovates;

(ii) for which the council enters into a new lease; or

(iii) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with the *Municipal Act, 2001*; and

(d) when the committee selects site plans and drawings described in section 41 of the *Planning Act* to review, supply them to the Committee in a timely manner for the purpose of the review; and

(e) have regard to the accessibility for persons with disabilities in deciding to purchase goods and services through the procurement process for the use of it by itself, by the Townships, its' employees or the public.

General

(a) That Administrative Support shall be provided by the Clerk or Designate.

(b) That the records of the Accessibility Advisory Committee shall be retained and preserved in accordance with the provisions of the County Records Retention by-law.

Composition of The Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Joint Accessibility Advisory Committee:

Two (2) Members of County Council:
- Gerry Martin
- Bill MacDonald

Four (4) Representatives from the Community who are Persons with Disabilities – One (1) from each of the Four (4) Townships:
- Township of North Frontenac – Ed Shlievert
- Township of Central Frontenac – Kurt Halliday
- Township of South Frontenac – Neil Allen
- Township of Frontenac Islands – Janet MacDonald

One (1) Representative from Community at Large:
- David Yerxa

Schedule B-2 – Advisory Committee to County Council

Committee Name: Planning and Economic Development Advisory Committee

Establishment of the Committee

(i) The County of Frontenac Planning and Economic Development Advisory Committee shall be comprised of (8) members appointed by County Council as follows:

- (4) members of County Council, one from each member municipality; and
- (4) community representatives from each Township.

(ii) The members of the County of Frontenac Planning and Economic Development Advisory Committee shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council and who shall be named in Schedule "A" to this By-law;

(iii) The County of Frontenac Planning and Economic Development Advisory Committee shall adhere to the County's Procedural By-law No. **[insert number of new Procedural By-law]** and any amendments thereto, specifically *Section 22 – Committees* for the conduct of all Meetings.

Terms of Reference/Mandate

The Planning and Economic Development Advisory Committee is responsible for overseeing all regional development, planning, and the Planning Act implications of economic development within the County of Frontenac in accordance with the County's Official Plan document.

The Planning and Economic Development Advisory Committee shall also be directed by the Economic Development Charter and County Strategic Plan, as well as the Trails Master Plan.

The Planning and Economic Development Advisory Committee shall:

1. Be responsible directly to Council for those items emanating from the Planning & Economic Development Department.
2. Subsequent to the approval of the budget, consider budget proposals and business plans for the Planning & Economic Development Department pertaining to items within the Committee mandate.
3. Receive reports from staff on items within the Committee's mandate.
4. Receive public delegations on matters affecting general land use planning and economic development in the County of Frontenac and hold public meetings, as required by the Planning Act, with respect to plans of subdivision and condominium. All such public meetings would be held in the Township where a development proposal was located.
5. Review and recommend to Council revisions to the Planning and Economic Development Committee's Terms of Reference/Mandate, as required.
6. Monitor provincial and federal legislation that has an impact on planning matters.

Specific Responsibilities

The Planning and Economic Development Advisory Committee shall:

1. Provide direction to staff for the implementation of the planning and development goals and policies as outlined in the County's Official Plan document.
2. Make recommendations to Council with respect to County Official Plan matters.
3. Review and make recommendations to Council concerning other planning matters of the County, including regional studies affecting planning and/or economic development, special studies, sustainability issues, and planning policy matters.
4. Review and consider reports on the following matters that fall within the mandate of the Committee:
    1. Subdivision and condominium applications;
    2. Extensions of draft plan approvals;
    3. County and Township Official Plan amendments; and
    4. County and Township Official Plan updates.
5. Make recommendations to Council on matters relating to Community Improvement Plans (CIPs) as a means to support and promote community development in the rural areas.
6. Receive advice from, and work with economic development stakeholders such as Community Development Advisory Committee, Community Futures Development Corporation, Land 'O Lakes Tourism, Kingston Economic Development Corporation (KEDCO), and Township Economic Development Committees.

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Planning and Economic Development Advisory Committee:

Council Liaison to Planning and Economic Development

Four (4) Representatives from the Community:

- North Frontenac –
- Central Frontenac –
- South Frontenac –
- Frontenac Islands –

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

- North Frontenac –
- Central Frontenac –
- South Frontenac –
- Frontenac Islands –

Schedule B-3 – Advisory Committee to County Council

Committee Name: Administrative Building Design Task Force

(Added through By-law 2016-0028 passed August 24, 2016)

Establishment of the Committee

(i) The County of Frontenac Administrative Building Design Task Force shall be comprised of three (3) members of County Council appointed by County Council

(ii) The members of the County of Frontenac Administrative Building Design Task Force shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council and who shall be named in this Schedule;

(iii) The Administrative Building Design Task Force shall meet as required.

(iv) The County of Frontenac Administrative Building Design Task Force shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 26 – Committees* for the conduct of all Meetings.

Terms of Reference

(i) Goal/Mission

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

(ii) Mandate

a) To carry out a space review and analysis of the County of Frontenac Administrative Building

b) To review and consider options for the Administrative Building and make recommendations to Council

c) If necessary, to review any proposals and recommend to Council a design team for any refurbishing of the Administrative Building

d) If necessary, to work with the architect to bring back design options/costing for Council consideration

e) If necessary, to periodically receive updates and provide input on the final details of the refurbishing/construction phase of the Administrative Building

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following members of Council to the County of Frontenac Administrative Building Design Task Force:

Four (4) Members of County Council:

- Councillor Denis Doyle
- Councillor Gerry Martin
- Councillor Ron Vandewal
- Councillor Bill MacDonald

Schedule B-4 – Advisory Committee to County Council

Committee Name: Administration Committee

Establishment of the Panel

The County of Frontenac Administration Committee shall be comprised of four (4) members as follows:

- The Warden
- The Deputy Warden
- Two members of Council from the remaining two member municipalities

(i) The members of the Administration Committee shall hold office from the date of their appointment, at the pleasure of Council, and appointed annually;

(ii) The Administration Committee shall be considered a Committee of Council and bound by the meeting requirements of the County's Procedural By-law No. [insert new by-law No.] and any amendments thereto, and the *Municipal Act*.

Terms of Reference/Mandate:

The Administration Committee is responsible for carrying out the annual Performance Appraisal of the County of Frontenac's Chief Administrative Officer by the following procedure, as set out in By-law 2017-0028 being a By-Law to Adopt a Chief Administrative Officer Performance Appraisal Policy:

1. For the purpose of determining the timing of the Performance Appraisal for the CAO, the date of hire (or promotion) to the position will be utilized.

2. All communications, correspondence and forms completed during the performance appraisal process are considered confidential in order to ensure the protection of privacy of the incumbent.

3. Unless superseded by an employment contract or an engagement letter, the process outlined in this policy (including a 360^{o} review) will also be utilized to evaluate the performance of the CAO at the conclusion of a six month probation period.

    a. Prior to hiring (or promotion) to the position of CAO the nature of this policy will be disclosed to the potential candidate.

4. The annual PA process will proceed as follows:

    a. In the month of the anniversary date, the CAO will provide to the review panel the following:

        i. A list of accomplishments on a professional and personal development level. The accomplishments will be tied to the goals and objectives outline in the previous PA, or in the event of a probationary review, the goals and objectives outline in the letter of engagement.

ii. A completed PA form completed in draft for consideration by the panel.

iii. A draft outline of objectives for the upcoming year.

iv. Any other information deemed necessary for the evaluation of the CAO's performance (e.g., reports, research, commendations)

v. To avoid any real or perceived conflict of interest, pecuniary interest or personal gain for the CAO, their family or associates, an annual disclosure memo be presented to the Panel on any external activities that he/she is currently engaged in.

b. At least once per Council term, the Review Panel will work with the Manager of Human Resources to conduct a 360º review including Directors, Managers and front line staff. At the discretion of Council, the 360º review may include key outside stakeholders.

i. The 360º will be coordinated by the Manager of Human Resources in a confidential manner and provided to the Review Panel in an aggregate format that protects the confidentiality of the respondents.

c. The Review Panel shall review their findings and provide a final draft Performance Review and objectives for the upcoming year to the CAO for review and comment.

d. The CAO can:

i. Sign the Performance Review, acknowledging the feedback

ii. Acknowledge but not sign the PA and provide comment to the Review Panel

iii. Request a subsequent meeting with the Review Panel to provide clarification.

e. Should a stalemate over the contents of the PA occur between the Review Panel and the CAO, the parties may agree to non-binding mediation by an objective third party.

f. Upon completion of the Performance Review the Chair/Warden shall provide a summary report to all of Council in closed session.

5. Should a step increase be available and approved, the effective date shall be the anniversary date for the incumbent.

The Administration Committee is also responsible for carrying out a broader range of oversight, including:

- Service Delivery Review
- Strategic Policies and Priorities
- Organizational Structure
- Compensation Review

- Receive and make recommendations to Council on nominations to Advisory Committees of Council

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Administration Committee:

Four (4) members of County Council, with representation from each Township:

- Warden
- Deputy Warden
- Township Councillor
- Township Councillor

To govern the proceedings of the Council and its Committees, the Conduct...

Schedule B-5 – Advisory Committee to the Planning Advisory Committee

Committee Name: Communal Service Governance/Operations Model Review Committee

Establishment of the Committee

(iii) The Communal Service Governance/Operations Model Review Committee shall be comprised of 8 members appointed by County Council as follows:

- Four (4) member of the public; and
- Four (4) members of County Council, those being the Mayors of each Township.

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

(iv) The members of the Communal Service Governance/Operations Model Review Committee shall hold office from the date of their appointment, at the pleasure of Council, up to such time that a governance / operations model to manage communal service development across the region has been approved by Council but not longer than the term of Council and who shall be named in this Schedule;

(v) The Communal Service Governance/Operations Model Review Committee shall meet as required.

(vi) The Communal Service Governance/Operations Model Review Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 26 – Committees* for the conduct of all Meetings.

Terms of Reference

(iii) Goal/Mission

The mission of the County of Frontenac stated in its Mission Statement is the effective, efficient and sustainable delivery of service to its citizens. Within the context of the Values and Principles detailed, the Communal Service Governance/Operations Model Review Committee will be guided by the Mission Statement:

(iv) Mandate

f) To review and advise the Planning Advisory Committee on the best approach to creating a communal service operation, with different options and approaches considered.

g) Review best practice models currently in place in Ontario (e.g., Lakeland Power, Township of Oro-Medonte), including:

a. governance model
    i. Board composition
    ii. What is their reporting relationship to Council/community?
b. Scope of services for this operation
c. How does the financial model work (community investment/re-investment, dividends, community grants)?
    i. Risk mitigation strategies
    ii. Community Investment Policy
d. Analysis of operations of utilities – recommendations for next steps.

h) Review financial model that was completed by WSP consultants in the 2019 Communal Services Study.

i) Determine what the best way would be to establish this operation, such as through the creation of Municipal Service Corporation (MSC) permitted under the Municipal Act.

j) Does the MSC need to be under the jurisdiction of the regional government for it to operate across the County? Are there other ways of setting this up without the upper tier involvement? Is the MSC stronger (and have lower financial risk) if the County is a partner?

k) Investigate any 'seed funding' required at the outset, i.e., a reserve fund to support the first few communal developments in the short term?

Composition of the Committee

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

Four (4) Representatives from the Community:
- Gwen Glover
- Michael Keene
- Jim McIntosh
- Wayne Robinson

Four (4) members of County Council, those being the Mayors of each Township (or their designate):
- North Frontenac – Councillor Higgins
- Central Frontenac – Councillor Smith
- South Frontenac – Councillor Vandewal
- Frontenac Islands – Councillor Doyle

Schedule B-6 – Advisory Committee to County Council

Committee Name: Procedural By-law Review Committee

Establishment of the Committee

(vii) The County of Frontenac Procedural By-law Review Committee shall be comprised of four (4) members of Council, appointed by County Council

(viii) The members of the County of Frontenac Procedural By-law Review Committee shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council;

(ix) The County of Frontenac Procedural By-law Review Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically Section 26 – Committees for the conduct of all Meetings.

Mandate/Terms of Reference:

The mandate of the Procedure By-law Review Committee ("Committee") is to conduct a comprehensive review of the County of Frontenac Procedure By-law.

Roles and Responsibilities of Members:

The Committee will be undertaking a review and making recommendations on the County of Frontenac Procedure By-law. Members who cannot attend a meeting must inform the Clerk's Office and may designate an alternate Councillor to attend the meeting.

Reporting Structure:

The Committee will report to County Council through the Reports from Advisory Committee section of the Council agenda.

Frequency of Meetings:

The meeting frequency for the Committee will be determined by the Committee at its first meeting.

Staff Resources:

The Committee will be supported by staff from the Clerk's Office and the Chief Administrative Officer.

Composition of the Committee

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Procedural By-law Review Committee:

- Councillor Bill MacDonald
- Councillor Gerry Martin
- Councillor Bruce Higgs
- Councillor Alan Revill

Schedule C – External Boards and Committees with County Council Appointees

1. The **Kingston Frontenac Public Library Board** – one member of Council and two members of the community, appointed for the term of County Council. Provides for the information, education and leisure needs of the citizens of the City of Kingston and the Townships of Frontenac through its 5 urban and 12 rural branches; establishes policies and appoints the Chief Librarian/CEO, who administers the library under the guidance of established board policies.

2. The **Kingston, Frontenac, Lennox & Addington Public Health, Board of Health** – one member of County Council, appointed for the term of County Council. This body provides advice and makes recommendations to KFLA Public Health on the programs and services to be offered, sets the annual budget and oversees expenditures.

3. The **Rural/Urban Liaison Advisory Committee (RULAC)** – The Warden, Deputy Warden and the County Councillor appointed to the City of Kingston Housing and Homelessness Advisory Committee for the term of Council, three members of Kingston City Council, the Mayor and two members of Council. The Rural/Urban Liaison Advisory Committee was established by the order of the Minister of Municipal Affairs under Section 25.2(4) of the Municipal Act. The Committee shall meet at the request of the County of Frontenac or the City of Kingston should the need arise for RULAC to fulfill its primary responsibilities as set out in the Amalgamation Order and the Local Services Realignment Agreement with respect to recommending solutions to matters of common concern and/or dispute resolution (effective December 1, 2014).

4. The **Housing and Homelessness Advisory Committee (formerly the Affordable Housing Development Committee)** – one member of County Council, appointed for the term of Council. This is an Advisory Committee of the City of Kingston who acts as the Local Service Realignment body for the County of Frontenac. This Committee works to ensure that there is a comprehensive understanding of housing, affordable housing and homelessness issues, initiatives and developments, with a mandate to provide advice to Kingston City Council on housing, publicly assisted affordable housing and homelessness policies, provide advice regarding the implementation of the Municipal Housing Strategy, Homelessness Plan and other municipal housing strategies, policies and directives, provide information and input on housing matters as related to poverty reduction through the appointment of one member of the Housing and Homelessness Advisory Committee to the Poverty Reduction Group, for a term of two years and two members of Housing and Homelessness Advisory Committee to the Poverty Reduction Housing Sub Working Group for a term of two years and to maintain close linkages with other City of Kingston Committees and working groups to ensure co-ordination of housing, affordable housing and homelessness initiatives.

By-Law Number 2022-0027

of

The Corporation of the County of Frontenac

being a by-law to Authorize the Warden and Clerk to Enter into an Agreement with Emmons & Mitchell Construction (2000) Ltd for the Renovations & Additions for Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority

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

Whereas the County of Frontenac wishes to enter into an Agreement with Emmons & Mitchell Construction (2000) Ltd for the Renovations & Additions for Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority;

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

1. **That** the Council of the County of Frontenac authorize the Warden and Clerk to Enter into an agreement with Emmons & Mitchell Construction (2000) Ltd for the Renovations & Additions for Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority in the amount of Four Million, Four Hundred and Ninety Thousand ($4,490,000.00).

2. **That** this By-law shall come into force and take effect June 15, 2022.

Read a First and Second Time this 20th day of July, 2022.

Read a Third Time, Signed, Sealed and Finally Passed this 20th day of July, 2022.

The Corporation of the County of Frontenac

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Denis Doyle, Warden Jannette Amini, Clerk

By-Law Number 2022-0028

of

The Corporation of the County of Frontenac

being a by-law to Authorize the Warden and Clerk to Enter into an Agreement with Wemp & Smith Construction Ltd. for the design and build of a paramedic base at 2069 Battersea Road

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

Whereas the County of Frontenac wishes to enter into an Agreement with Emmons & Mitchell Construction (2000) Ltd for the Renovations & Additions for Joint Admin Facility for the County of Frontenac and Cataraqui Regional Conservation Authority;

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

1. **That** the Council of the County of Frontenac authorize the Warden and Clerk to Enter into an agreement with Wemp & Smith Construction Ltd. for the design and build of a paramedic base at 2069 Battersea Road in the amount of Two million four hundred ninety nine thousand nine hundred sixty dollars $2,499,960.00).

2. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 20th day of July, 2022.

Read a Third Time, Signed, Sealed and Finally Passed this 20th day of July, 2022.

The Corporation of the County of Frontenac

_____ _____

Denis Doyle, Warden Jannette Amini, Clerk

By-Law Number 2022-0029

of

The Corporation of the County of Frontenac

being a by-law to Authorize the Warden and Clerk to Enter into a Lease Agreement with the Cataraqui Region Conservation Authority (CRCA) for a Joint Administrative Facility located at 2069 Battersea Road, Glenburnie

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

Whereas the County of Frontenac wishes to enter into a Lease Agreement with the Cataraqui Region Conservation Authority (CRCA) for a Joint Administrative Facility located at 2069 Battersea Road, Glenburnie;

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

1. **That** the Council of the County of Frontenac authorize the Warden and Clerk to Enter into a Lease Agreement with the Cataraqui Region Conservation Authority (CRCA) for a Joint Administrative Facility located at 2069 Battersea Road, Glenburnie.

2. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 20th day of July, 2022.

Read a Third Time, Signed, Sealed and Finally Passed this 20th day of July, 2022.

The Corporation of the County of Frontenac

_____ _____

Denis Doyle, Warden Jannette Amini, Clerk

By-Law No. 2022-0027

of

The Corporation of the County OF Frontenac

being a by-law to confirm all actions and proceedings of County Council on July 20, 2022

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

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

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

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

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

1. **That** all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on July 20, 2022 be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.

2. **That** all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on July 20, 2022, be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto.

3. **That** all actions and proceedings of the Council of the Corporation of the County of Frontenac taken at its regular meeting held on July 20, 2022 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.

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

Read a First and Second Time this 20th day of July, 2022

Read a Third Time and Finally Passed, Signed and Sealed this 20th day of July, 2022.

The Corporation of the County of Frontenac

Denis Doyle, Warden	Jannette Amini, Clerk