



Frontenac County Council Meeting
Wednesday, December 21, 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 (members of
Council only)
and Virtual Electronic Format, and live streamed on the
County of Frontenac's YouTube Channel
<https://youtu.be/vXFEyFLVuUU>

Agenda

Call to Order

Closed Session

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

1. Adoption of Closed Minutes of Meetings held September 21, 2022
2. 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 - as it relates to the Howe Island Ferry Operations;
3. 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; - as it relates to the Howe Island Ferry Operations.

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

Approval of Addendum

Disclosure of Pecuniary Interest and General Nature Thereof

Adoption of Minutes

a) Minutes of Special Meeting held October 17, 2022

Resolved That the minutes of the special Council meeting held October 17, 2022 be adopted.

- 18 - 28** b) Minutes of Meeting held October 19, 2022
 Resolved That the minutes of the regular Council meeting held October 19, 2022 be adopted.
- 29 - 32** c) Minutes of Inaugural Meeting held November 30, 2022
 Resolved That the minutes of the Inaugural Council meeting held November 30, 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

- 33 - 47** a) **Mr. Kelly Pender**, Chief Administrative Officer, will provide Council with his monthly CAO briefing.

Unfinished Business

Recommend Reports from the Chief Administrative Officer

- 48 - 53** a) **2022-128**
 Corporate Services
 Amendments to By-law 2018-0032 regarding Remuneration of Members of Council and Non-Council Appointees to Statutory Boards and Commissions
 Recommendation
- Be It Resolved That** the Council of the County of Frontenac receive the Corporate Services – Amendments to By-law 2018-0032 regarding Remuneration of Members of Council and Non-Council Appointees to Statutory Boards and Commissions report for information;
- And Further That** the Council of the County of Frontenac pass a by-law later in the meeting to amend By-law 2018-0032, being “A By-Law to authorize the payment of remuneration to Members of Council and Non-Council Appointees to Statutory Boards and Committees”, to delete Schedule A in its entirety and add a new Schedule A attached to this report.

54 - 57

- b) **2022-129**
Office of the Chief Administrative Officer
Approval to retain Consulting Services for the 2023-2026 Council Strategic Plan
Recommendation

Be It Resolved That the Warden and Clerk be authorized to enter into an agreement with Explorer Solutions to lead the 2023-2026 Council Strategic Plan;

And Further That the Administration Committee be responsible for providing direction and feedback to the consultants during the 2023-2026 development process.

58 - 59

- c) **2022-130**
Corporate Service
2022 Fairmount Home Accounts Receivables Write-Offs
Recommendation

Resolved That the Council of the County of Frontenac receive this Corporate Services – 2022 Fairmount Home Accounts Receivable Write-Offs report;

And Further That Council authorize the Treasurer to write off accounts totalling \$1,067.78.

60 - 61

- d) **2022-131**
Corporate Services
Interim Approval of 2022 Expenditures
Recommendation

Resolved That the Council of the County of Frontenac receive the Corporate Services – Interim Approval of 2022 expenditures report;

And Further That Council direct the Treasurer to continue to pay payroll and discretionary expenses in accordance with the amounts approved for the 2022 budget and non-discretionary 2023 accounts as invoiced, until such time as the 2023 budget has been adopted.

e) **2022-132**
Corporate Services
2022 Canada Community-Building Fund Allocation
Recommendation

Resolved That the Council of the County of Frontenac accept the Corporate Services – 2022 Canada Community-Building Fund Distribution By-law report;

And Further That the Clerk be directed to bring forward a by-law to authorize the distribution of the Canada Community-Building Fund allocation to the Townships for 2022.

- f) **2022-133**
Corporate Services
Delegation of Authority of certain Powers and Duties under the
Municipal Act and Planning Act
Recommendation

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

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

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

73 - 93

- g) **2022-134**
Corporate Services
Approval of County of Frontenac Emergency Management Program and Emergency Response Plan

Recommendation:

Resolved That the Council of the County of Frontenac receive the Corporate Services – Approval of County of Frontenac Emergency Management Program and Emergency Response Plan report;

And Further That the Council of the County of Frontenac pass a by-law later in the meeting to adopt an Emergency Management Program and Emergency Response Plan and to meet other requirements under the *Emergency Management and Civil Protection Act*, attached to this report as Appendix A.

94 - 96

- h) **2022-135**
Office of the CAO
Authorization to enter into an agreement with Apexpro Consulting on behalf of EOWC Members

Recommendation

Be It Resolved That the Council of the County of Frontenac receive for recommendation the Office of the CAO – Authorization to enter into an agreement with Apexpro Consulting on behalf of EOWC Members report.

And Further That County Council authorize staff to enter into an agreement with Apexpro Consulting to provide a partial refresh of the 2019 EOWC Paramedic Services Situational Review

97 - 98

- i) **2022-136**
Fairmount Home
Authorization for the use of the Capital Replacement Reserve to purchase a 50,000L water storage tank

Recommendation

Be It Resolved that \$16,000 from the Capital Replacement Reserve is to be allocated for the County of Frontenac's portion of the purchase of a 50,000L water storage tank.

Information Reports from the Chief Administrative Officer

Reports from External Boards and Committees

Reports from Advisory Committees of County Council

99 - 108

a) Report of the Planning Advisory Committee

That the Report received from the Planning Advisory Committee be received and adopted.

Report of the Planning Advisory Committee

The Planning Advisory Committee reports and recommends as follows:

2022-125

Planning Advisory Committee

**Official Plan Amendment – County of Frontenac Official Plan
Administrative Amendments to Address Bills 13 and 109**

Be It Resolved That the draft by-law, included as Attachment 1 to Report Number 2022-125, adopting Official Plan Amendment Number 2 to the County of Frontenac Official Plan, to implement Bills 13 and 109, **be approved**; and,

That the Official Plan of the County of Frontenac, as amended, be further amended as per the draft by-law in Attachment 1 to Report Number 2022-125, being Official Plan Amendment Number 2 for the County of Frontenac Official Plan.

109 - 140

b) Report of the Frontenac Accessibility Advisory Committee

That the Report received from the Frontenac Accessibility Advisory Committee be received and adopted.

Report of the Frontenac Accessibility Advisory Committee

The Frontenac Accessibility Advisory Committee reports and recommends as follows:

2022-126

Frontenac Accessibility Advisory Committee

Approval of the Joint Frontenac 2023-2027 Multi-Year Accessibility Plan

Be It Resolved That the Council of the County of Frontenac pass a by-law adopting the 2023-2027 Multi-Year Accessibility Plan attached to this report as Appendix A.

Return to Council

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

Adoption of the Report of the Committee of the Whole Council

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

Motions, Notice of Which has Been Given

a) **Improved Howe Island Ferry Communications and Accessibility**

Moved by Councillor Greenwood-Speers

Seconded by Deputy Warden Smith

Whereas Howe Island in the Township of Frontenac Islands has approximately 600 full time residents, plus seasonal residents and visitors;

Whereas the residents and visitors depend upon the County operated Frontenac Howe Island Ferry at the west end of the Island that operates 24 hours per day, and the Township owned ferry that operates 18 hours per day at the east end of the Island;

Whereas both ferries are subject to routine and emergency operational interruptions;

Whereas residents are now advised of interruptions for both ferries via the following:

1. Immediate email notification through Constant Contact (currently 485 active subscribers) – managed by the County of Frontenac
2. Immediate Twitter notification (@HICountyFerry – currently 1,216 active subscribers) – managed by the County of Frontenac
3. Accessible webcam – managed by the Township of Frontenac Islands
4. Live animated traffic signs – managed by the Township of Frontenac Islands

Whereas the Mayor of Frontenac Islands (Councillor Greenwood-Speers) desires to see improved ferry communications and accessibility for those with low vision, low technology savvy, and low cognitive ability;

Now Therefore the Council of Frontenac County directs the Chief Administrative Officer and the Communications Officer in consultation with the Frontenac Accessibility Advisory Committee to prepare a report identifying options and costing, including but not limited to, issuing a media release, advising traditional local media such as radio stations and CKWS news line when the interruption has been brought to the Counties attention and when known more than 3 days in advance then advising the whig Standard of expected interruptions, for addressing the concerns of Councillor Greenwood Speers.

Giving Notice of Motion

Communications

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

- a) From Minister Clark regarding the More Homes Built Faster-Ontario's Housing Supply Action Plan
[Distributed to Members of County Council December 2, 2022]
- b) From Norfolk County regarding a resolution on Bill 23 "More Homes Built Faster Act, 2022"
[Distributed to Members of County Council December 2, 2022]
- c) From the FACSFLA regarding its Annual Report 2021-2022
[Distributed to Members of County Council December 2, 2022]
- d) From the Town of Aurora regarding a resolution on Modifications to York Region Official Plan
[Distributed to Members of County Council December 2, 2022]
- e) From the Town of Petrolia regarding a resolution supporting on strengthening Integrity Commissioner powers
[Distributed to Members of County Council December 2, 2022]
- f) From the Township of Central Frontenac regarding a resolution on Federal Electoral Districts Redistribution 2022
[Distributed to Members of County Council December 2, 2022]
- g) From the Township of Warwick regarding CN Rails contributions under the Drainage Act
[Distributed to Members of County Council December 2, 2022]
- h) From Mayor Greenwood-Speers regarding email correspondence related to Low Water Pipe Exposure
[Distributed to Members of County Council December 9, 2022]
- i) Follow up from Mayor Greenwood-Speers regarding permits for insulating exposed water pipes
[Distributed to Members of County Council December 9, 2022]
- j) From the City of Toronto regarding a resolution on Bill 23, More Homes Built Faster Act
[Distributed to Members of County Council December 9, 2022]
- k) From the County of Lanark regarding a resolution concerning Violence Against Women
[Distributed to Members of County Council December 16, 2022]
- l) From the Ministry of Infrastructure regarding Frontenac County OCIF Funding
[Distributed to Members of County Council December 16, 2022]
- m) From the Ministry of Infrastructure regarding OCIF Funding
[Distributed to Members of County Council December 16, 2022]

- n) From the Town of Petrolia sending holiday greetings to Council
[Distributed to Members of County Council December 16, 2022]

Other Business

141 - 149

a) **Consideration of Councillor appointments to the following committees:**

1. Administration Committee

Two (2) members of County Council - one (1) from the Township of North Frontenac and one (1) from the Township of Frontenac Islands

2. Planning and Economic Development Advisory Committee

Four (4) members of County Council - one from each Township

3. Joint Frontenac Accessibility Advisory Committee (JAAC)

Two (2) members of County Council

4. Administrative Building Design Task Force

Four (4) Members of County Council

External Boards

1. Housing and Homelessness Advisory Committee [City of Kingston]

One (1) Member of County Council

2. KFL&A Public Health Board

One (1) Member of County Council

3. Food Policy Council of KFL&A

One (1) Member of County Council

4. Kingston Frontenac Public Library

One (1) Member of County Council

[Citizen appointees to these Boards and Committees are done through the recommendation of the Administration Committee, scheduled to meet January 11, 2022 at 10:00 a.m.]

That Councillors xx and xx be appointed to the Administration Committee for 2023

That Councillors xx, xx, xx, and xx be appointed to the Planning and Economic Development Advisory Committee

That Councillors xx and xx be appointed to the Joint Frontenac Accessibility Advisory Committee (JAAC)

That Councillors xx, xx, xx, and xx be appointed to the Administrative Building Design Task Force

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

b) Third Reading

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

By-Laws

150 - 152

- a) To Amend the County of Frontenac Official Plan (Amendment Number 2, Bills 13 and 109)
[Proposed By-law No. 2022-0046]

153

- b) To Adopt the 2023-2027 Multi-Year Accessibility Plan
[Proposed By-law No. 2022-0047]

154 - 158

- c) To adopt an Emergency Management Program and Emergency Response Plan and to meet other requirements under the Emergency Management and Civil Protection Act
[Proposed By-law No. 2022-0048]

159

- d) To authorize the Warden and Clerk to enter into an agreement with Explorer Solutions for the development of the 2023-2026 County Strategic Plan
[Proposed By-law No. 2022-0049]

160 - 162

- e) To amend By-law 2016-0006 to establish a Delegation of Authority Policy and to authorize the delegation of certain powers and duties under the Municipal Act, 2001, the Planning Act and other Acts
[Proposed By-law No. 2022-0050]

163 - 164

- f) To authorize the Corporation of the County of Frontenac to distribute the Canada Community Building Fund amongst its four lower-tier municipalities
[Proposed By-law No. 2022-0051]

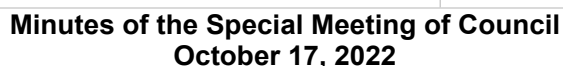
165 - 166

- g) To amend By-law No. 2018-0032 (Council Remuneration By-law) as it relates to the Council Compensation Review
[Proposed By-law No. 2022-0052]

167 - 168

- h) To confirm all actions and proceedings of County Council on December 21, 2022
[Proposed By-law No. 2022-0053]

Adjournment



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: Jannette Amini, Manager of Legislative Services/Clerk Brianna McEathron, Executive Assistant Kelly Pender, Chief Administrative Officer

By-Laws

- a) To confirm all actions and proceedings of County Council on October 17, 2022
[Proposed By-law No. 2022-0038]

Adjournment

Motion #: 179-22 Moved By: Councillor Smith
Seconded By: Councillor MacDonald

That the meeting hereby adjourn at 9:10 a.m.

Carried

Denis Doyle, Warden	Jannette Amini, Clerk



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: Jannette Amini, Manager of Legislative Services/Clerk Susan Brant, Administrator, Fairmount Home Gale Chevalier, Chief/Director of Emergency & Transportation Services Joe Gallivan, Director of Planning and Economic Development (virtually) Barb McCulloch, Director of Human Resources Brianna McEathron, Executive Assistant Kelly Pender, Chief Administrative Officer

Minutes of Meeting held on October 19, 2022 Page 18 of 162

Adoption of Minutes

a) Minutes of Meeting held September 21, 2022

Motion #: 181-22 Moved By: Councillor Smith
Seconded By: Deputy Warden Higgins

Resolved That the minutes of the regular Council meeting held September 21, 2022 be adopted.

Carried

Deputations and/or Presentations

- a) **Mr. Grant Penstone**, Trail Coordinator, Snow Road Snowmobile Club, addressed County Council regarding the importance of the K&P Trail for the club.

[See Information Reports from the Chief Administrative Officer, clause c)]

Proclamations

**a) GIS Day
November 16, 2022**

Motion #: 182-22 Moved By: Councillor Vandewal
Seconded By: Councillor Martin

Whereas Geography Awareness Week is November 14 – 18, 2022;

And Whereas International Geographic Information System (GIS) Day is November 16, 2022;

And Whereas Geography Awareness Week promotes GIS and geographic literacy;

And Whereas GIS is an important part of geography awareness;

And Whereas the County of Frontenac is committed to expanding GIS awareness throughout the County in order to showcase real-world applications with GIS.

Now Therefore Be It Resolved That the Council of the County of Frontenac hereby proclaims November 16, 2022 as GIS Day in Frontenac County.

Carried

Move into Committee of the Whole

Motion #: 183-22 Moved By: Councillor Revill
Seconded By: Councillor MacDonald

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

Carried

Briefings

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

Unfinished Business

Recommend Reports from the Chief Administrative Officer

- a) **2022-118**
Corporate Services
2023 Frontenac-Howe Islander Ferry Fees and Fares Schedule

Motion #: 184-22 Moved By: Councillor Higgs
Seconded By: Councillor Smith

Resolved That Council of the County of Frontenac receive the Corporate Services – Frontenac-Howe Islander Ferry Fees and Fares Schedule report;

And Further That a by-law be introduced later in the meeting to adopt the 2023 Frontenac-Howe Islander Ferry Fees and Fares Schedule.

Carried

- b) 2022-119**
Corporate Services
Amendments to Budget Policy

Motion #: 185-22 Moved By: Councillor Vandewal
Seconded By: Councillor Martin

Be It Resolved That County Council receive the Corporate Services – Amendments to Budget Policy report;

And Further That the Clerk be directed to bring forward “A by-law to establish a Budget Policy” attached to this report as Appendix B;

And Further That By-law 2015-0026, being “A By-law to Adopt a Budget Policy” be rescinded.

Carried

a) Report of the Planning Advisory Committee

That the Report received from the Planning Advisory Committee be received and adopted.

Report of the Planning Advisory Committee

The Planning Advisory Committee reports and recommends as follows:

2022-112

Planning Advisory Committee

**Official Plan Amendment – Township of Frontenac Islands – Marysville
Secondary Plan**

That the County of Frontenac Planning Advisory Committee recommends to County Council:

That By-Law Number 2022-20 of the Township of Frontenac Islands, adopting Official Plan Amendment Number 7 for the Marysville Secondary Plan, dated September 12, 2022 and included as Attachment 1 to Report Number 2022-112, be approved; and,

That the Official Plan of the Township of Frontenac Islands, as amended, be further amended as per Township By-Law Number 2022-20 in Attachment 1 to Report Number 2022-112, being Official Plan Amendment Number 7 for the Marysville Secondary Plan; and,

That the Official Plan of the Township of Frontenac Islands, as amended, be further amended by County Council through a technical modification to remove the words “and 75% in the Marysville” from Section 4.8.3.iv of the document.

Carried

Motions, Notice of Which has Been Given

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

The below motion was postponed from the July 20, 2022 regular meeting of County Council pending a report from staff on the history of the seniors housing funds and the conditions of the funding. It was then further postponed from the September 21, 2022 regular meeting of County Council to the next meeting of Council to allow further options to be brought forward for consideration by Deputy Warden Higgins

Motion #: 192-22 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.

Withdrawn

Council consented to Motion 195-22 clause c) being considered at this time.

(Please refer to pages 8-9)

b) Re-allocation of North Frontenac Seniors Housing Funding to MSC Related Start Up Costs

[The below motion was postponed from the September 21, 2022 regular meeting of County Council. The motion will be withdrawn should Motions, Notice of Which has Been Given, clause a) be approved by Council]

Motion #: 193-22 Moved By: Councillor Smith
Seconded By: Councillor Vandewal

Whereas in 2014 the County of Frontenac established a reserve of \$1,400,000 to further the strategic purpose of “addressing the existing gap in seniors affordable housing stock by leveraging and/or funding the construction of a project in each of the four Frontenac townships”. More particularly, five new affordable seniors units in each Township;

And Whereas all 4 Townships, through the Seniors Housing Task Force, developed Business Plans for a seniors housing development in their respective Townships, all of which were approved by Council;

And Whereas the Township of Frontenac Islands constructed a five-unit seniors housing project on Wolfe Island and recently approved a secondary plan for the community of Marysville;

And Whereas the Township of South Frontenac is planning to develop a seniors housing project in the community of Verona and has completed the necessary background work, including a community master plan;

- ## Withdrawn

And Further That North Frontenac bring back a detailed implementation plan

Carried

Communications

- a) From the Rural Frontenac Community Services providing its Q2 2022 Transportation Report
[Distributed to Members of County Council September 23, 2022]
- b) From the Township of Central Frontenac regarding a resolution supporting the formation of a Municipal Service Corporation
[Distributed to Members of County Council September 23, 2022]
- c) From Norfolk County regarding a resolution and letter of Support on Draven Alert
[Distributed to Members of County Council September 30, 2022]
- d) From Sylvia Jones, Deputy Minister of Health, thanking Warden Doyle for their 2022 meeting at AMO
[Distributed to Members of County Council September 30, 2022]
- e) From the Municipality of Grey Highlands regarding a resolution on increased speeding
[Distributed to Members of County Council September 30, 2022]
- f) From the University Hospitals Kingston Foundation regarding its Annual Giving Report 2021-2022
[Distributed to Members of County Council October 7, 2022]
- g) From EORN Cell Gap Project regarding County update
[Distributed to Members of County Council October 14, 2022]

Warden Doyle made a statement regarding his time on County Council and the accomplishments that he has seen during that time.

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

Motion #: 197-22 Moved By: Councillor Smith
Seconded By: Deputy Warden Higgins

Carried

Motion #: 198-22 Moved By: Councillor Smith
Seconded By: Deputy Warden Higgins

Carried

- a) To declare lands Legally Described as PT LT 16-17 CON 1 and PT LT 16 CON 2, Geographic Township of Hinchinbrooke, Township of Central Frontenac as noted on Parts 2 and 4 of the attached reference plan (pending Registration No.) 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
[Proposed By-law No. 2022-0036]
- b) To Appoint Municipal Law Enforcement Officers for the Corporation of the County of Frontenac
[Proposed By-law No. 2022-0038]
- c) To establish a fees and fares schedule for the Frontenac-Howe Islander Ferry operation for the year 2023
[Proposed By-law No. 2022-0039]
- d) To adopt a 2023 Legislated Land Ambulance Response Time Performance Plan
[Proposed By-law No. 2022-0040]
- e) To Adopt a Budget Policy
[Proposed By-law No. 2022-0041]
- f) To confirm all actions and proceedings of County Council on October 19, 2022
[Proposed By-law No. 2022-0042]

Adjournment

Motion #: 199-22 Moved By: Councillor Martin
Seconded By: Councillor Vandewal

That the meeting hereby adjourn at 10:48 a.m.

Carried

Denis Doyle, Warden	Jannette Amini, Clerk



Also Present:

County:
Richard Allen, Manager of Economic Development
Jannette Amini, Manager of Legislative Services/Clerk
Sonya Bolton, Manager of Community Planning
Gale Chevalier, Acting Chief/Director of Emergency & Transportation Services
Kevin Farrell, Manager of Continuous Improvement/GIS
Joe Gallivan, Director of Planning and Economic Development
Alex Lemieux, Director of Corporate Services/Treasurer
Barb McCulloch, Director of Human Resources
Brieanna McEathron, Executive Assistant to the CAO
Debbi Miller, Community Development Officer
Matt Mills, Communications Officer
Kelly Pender, Chief Administrative Officer

Carried

b) Third Reading

Motion #: 205-22 Moved By: Councillor Fowler
Seconded By: Councillor Saunders

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

Carried

By-laws

- a) To appoint a Warden and Deputy Warden for the County of Frontenac
[Proposed By-law No. 2022-0044]
- b) To Confirm the Proceedings of Council
[Proposed No. No. 2022-0045]

Adjournment

Motion #: 206-22 Moved By: Councillor Lichty
Seconded By: Councillor Gowdy

That the meeting hereby adjourn at 8:04 p.m.

Carried

Ron Vandewal, Warden	Jannette Amini, Clerk

Administrative Report

December 21, 2022
Report 2022-10



FRONTENAC



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CAO Schedule – December

- OPSEU Bargaining November 31 & December 1
- Bi Weekly Joint Administrative Facility Meeting December 6 & 20
- UHKF/ KHSC Meeting December 7
- Joint Council Mandatory Training December 7
- CUPE 109 Bargaining December 13
- Lean Training December 14 – 16
- FLA OHT Finance and Resources December 20
- County Council December 21



FRONTENAC

Update – EOWC and EOLC

- **EOWC**
Strategic Planning Committee Meeting
December 2, Virtual
Housing Bid Review – “7 in 7”
- **EOLC**
No December Meetings



FRONTENAC

AMO Communications

- AMO is soliciting applications to fill seven Caucus vacancies on the AMO Board of Directors; positions for elected officials and municipal employees are open. Application package can be found [here](#).
- Please be advised that in accordance with the Rural Ontario Municipal Association's Policies and Procedures, ROMA is requesting nominations for Zone Representatives to the 2023-2027 ROMA Board of Directors. Nomination package [available here](#).
- AMO provided a [submission](#) for the Fourth Independent Review of the *Accessibility for Ontarians with Disabilities Act*, 2005 (AODA). There is opportunity for municipal governments to provide their input. Visit the AODA Independent Review [website](#) to learn more.



FRONTENAC

AMO Communications 2

Provincial Matters

- The Ontario government has allocated funding to help ensure municipal transit systems can continue to deliver safe and reliable transit service through a Phase 4 of the federal-provincial [Safe Restart Agreement](#).
- \$208 million in grant funding is available to support with the transition to the new [Next Generation 9-1-1](#) emergency services communications system. Deadline to apply is December 21.
- The Ontario Ministry of Transportation is interested to know if you have opted into any of the available [emerging vehicle pilot programs](#). Your response to the [questionnaire](#) would be greatly appreciated before December 23.



FRONTENAC

AMO Communications 3

Eyes on Events

- *ROMA 2023: Breaking New Ground* offers so much, including an outstanding educational [program](#), an opportunity to hear from provincial leaders, participate in ROMA Board elections and meet the new Board. If you haven't [registered](#) yet, here is the opportunity.
- AMO is offering councillor training live and in-person at the 2023 ROMA Conference. For more information and to register [click here](#).
- AMO training examines the realities, responsibilities, challenges and opportunities of municipally elected officials in today's context. Essential information on legislation, policy, roles, responsibilities and managing relationships are only some of the things attendees will gain insight and tools on. Register today for [New Head of Council](#) or [New Councillor](#) training.
- Registration is now open for AMO's [foundational and strategic planning](#) courses. We have also released two new training dates for [AMO-OFIFC Indigenous Community Awareness Training](#). These sessions provide you with insight and skills to community building and decision making. Click [here](#) for more information.



Administrative Building Redevelopment

Administrative Building Redevelopment update as of November 21, 2022.

A bi-weekly progress meeting between County Administration, Cataraqui Regional Conservation Authority, Colbourne & Kembel, Architects Inc., and Emmons & Mitchell Construction limited representatives to discuss the construction progress.

Level 0 – Basement

- All electrical rough in is on hold until direction is provided. After the meeting another in depth review completed to determine the location of all electrical systems.

Main Building

- All air tests are complete and misc. remaining demolition has commenced.
- Awaiting an updated design for all mechanical redesign in basement, level 1 and structural for basement slab lowering's and stair infill as well as framing on all levels

Additions and Exterior Improvements

- East addition is on hold
- North addition footings have rebar installed and forming complete for inspection
- South addition requires the generator relocation and propane tank work to proceed. The split AC system has died a new system is ordered for installation
- All parking lot re-grading is in progress.
- All biofiltration systems will be completed in the spring



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Human Resources Update

- **Recruitment**
 - 444 postings as at December 13, 2022
 - Ongoing Health Human Resources crisis
 - 4 PT Paramedics hired
- **Labour Relations**
 - OPSEU – waiting on possible dates in February
 - CUPE 109 – Dec 13; now moving to conciliation
 - CUPE 2290 – conciliation scheduled Feb 1, 2023
- **HRIS**
 - Payroll and Recruitment modules go live – delayed; January 2023
- **Learning and Development**
 - Evolving the Workplace Culture in Equity, Diversity and Inclusion – Nov 28; 26 leaders
 - Project Management – Nov 23-24; 16 attendees
- **Occupational Health**
 - COVID sick time and influenza increasing sick time



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Frontenac Paramedics Update

- Commenced Palliative Care Medical Directive Study
 - Paramedics able to treat registered palliative care patients' symptoms at home or transport to Providence Care or Kingston Hospice
- Community Paramedics have administered >675 Covid vaccines and >100 Influenza vaccines in 2022
- Currently onboarding three part-time Paramedics
- Collective Bargaining ongoing
- Food Drive (led by PCP Lise-Anne Lepage-McBain)
 - 2,236 lbs of food, \$1,118 cash
- Toy Drive (led by ACP Dave Doran)
 - Filled ambulance with toys, \$3,350 cash



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Frontenac Paramedics Update 2



APPENDICES - INDIVIDUAL SERVICE PROFILES

REVIEW OF EASTERN ONTARIO PARAMEDIC SERVICES SITUATIONAL OVERVIEW



Emergency Service Planning
Emergency Medical Services



APEXPRO CONSULTING INC.
NOVEMBER 12, 2019

Frontenac Paramedics

Ten Year Paramedic Human Resources and Facilities Master Plan

Final Report
September 3, 2019
ORH/FPS/2





Engagement & Communications Update for November, 2022



Website Pageviews	
FrontenacCounty.ca	19,821
InFrontenac.ca	7,103
FrontenacMaps.ca	2,196
EngageFrontenac.ca	1,700
Social Media Engagement	
County Facebook & Instagram	3,188
County Twitter	319
County Youtube	374
FPS Twitter	667
Visit Frontenac Facebook & Instagram	133
Visit Frontenac Twitter	1
Fairmount Facebook	454
K&P Trail Twitter	15
K&P Trail Facebook Group	798
H.I. Ferry Twitter	3,432
Total engagements in November	40,201



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Around Frontenac in November



Our top-performing social post during November was Nov 12 featuring Shaunis Sakell, operator of Hinchinbrooke Farms, who received the Women-Led Business award at the Business Awards in October.



Another highly engaged-with social post was Nov 5 featuring young Maggie Joslin who visited with Frontenac Paramedics after she dressed as a paramedic in an ambulance for Halloween.



Audiences were also engaged by material marking GIS Day and the launch of the new FrontenacMaps.ca GIS website.



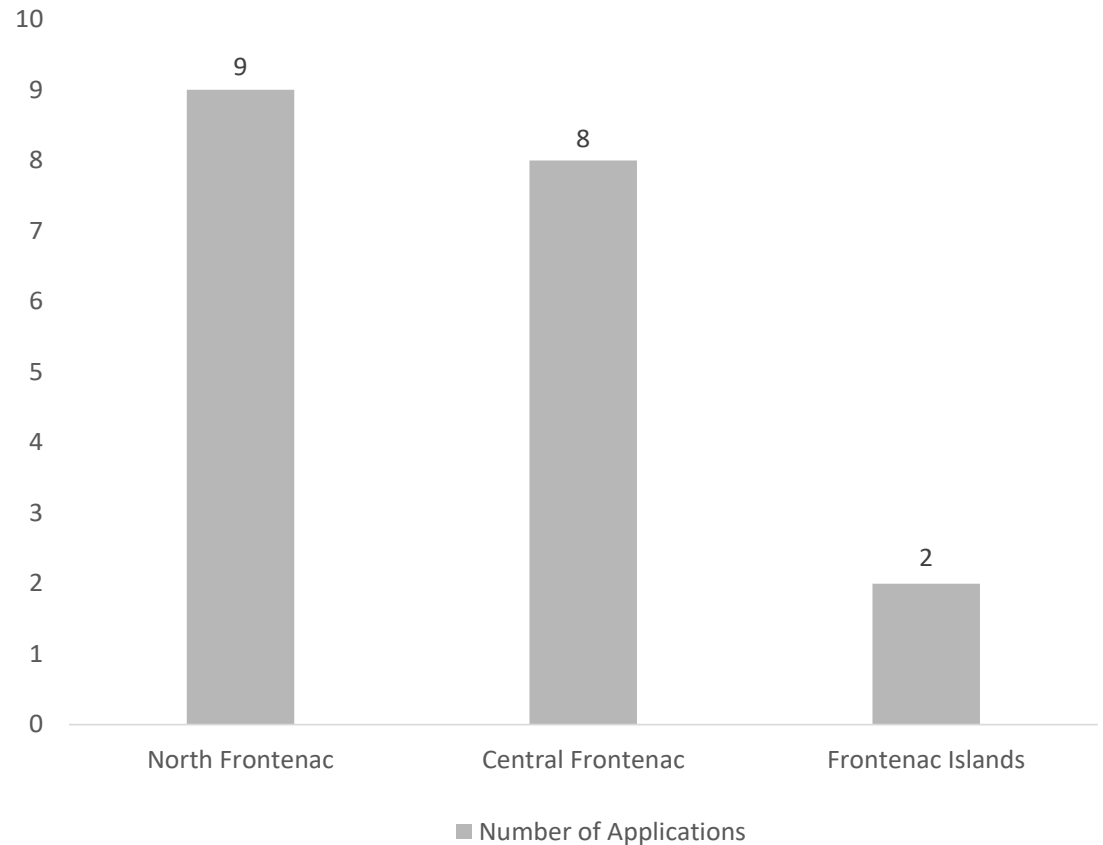
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Planning Department Update

- **Central Frontenac Zoning By-Law**
 - Central Frontenac approved their updated zoning by-law on October 25th. No appeals were received, so the by-law is now in full force and effect.
- **Marysville Secondary Plan**
 - The Official Plan Amendment to implement the secondary plan for Marysville was approved by County Council on October 20th. There will be additional work and public engagement in the future on design standards and updated zoning to implement the new policies.
- **Implementation of Provincial Legislative Changes**
 - County planning staff have been working collaboratively with staff at all four townships to prepare for and implement numerous changes that have occurred to the Planning Act over the last year through:
 - Bill 13, Supporting Businesses and People Act, 2021
 - Bill 109, More Homes for Everyone Act, 2022
 - Bill 23, More Homes Built Faster Act, 2022.
 - Both County and Township Councils should expect more information from planning staff about these changes in the first few months of 2023.

Planning Application Update - Townships

- Applications for North remained steady for November and December; Central's December COA meeting was cancelled.
- In terms of new applications submitted in 2022, the percentage of files as of the end of December will be 67% of the volume from 2021.
- However, when you add in files that were submitted late in 2021, as well as deferred files that were carried over, the total active application volume is 82% of the 2021 total.





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Economic Development Update

Holiday Season Shop Local

- Four-week marketing campaign winding down, final prize winners to be drawn December 21.
- Incentives and prizes were awarded to shoppers for using the Frontenac Discovery Guide phone app

K&P Trail

- Snowmobile Clubs preparing for winter season
- Trail to be open to snowmobiles between Sharbot Lake and Calabogie this season (closed in 2021-22)
- A typical winter weekend will see 1000-1200 snowmobiles through Sharbot Lake.





Report 2022-128

Recommend Report to Council

To: Warden and Members of County Council

From: Kelly J. Pender, Chief Administrative Officer

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

Date of meeting: December 21, 2022

Re: **Corporate Services – Amendments to By-law 2018-0032 regarding Remuneration of Members of Council and Non-Council Appointees to Statutory Boards and Commissions**

Recommendation

Be It Resolved That the Council of the County of Frontenac receive the Corporate Services – Amendments to By-law 2018-0032 regarding Remuneration of Members of Council and Non-Council Appointees to Statutory Boards and Commissions report for information;

And Further That the Council of the County of Frontenac pass a by-law later in the meeting to amend By-law 2018-0032, being “A By-Law to authorize the payment of remuneration to Members of Council and Non-Council Appointees to Statutory Boards and Committees”, to delete Schedule A in its entirety and add a new Schedule A attached to this report.

Background

The Federal government in its 2017 Budget contained a legislative change to eliminate the tax exemption for elected officials effective January 1, 2019. The Budget Plan went on to say that the “tax exemption for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office holders...provides an advantage that other Canadians do not enjoy.”

As a result, a number of municipalities across Ontario, including the County of Frontenac, undertook a Council Compensation Review. Funds were allocated in the 2018 budget and Krecklo & Associates Inc. was retained to carry out a Compensation Review for the Warden, Deputy Warden, and Councillors at the County of Frontenac. As part of the review, the consultants carried out a market review among Frontenac County comparator municipalities which included comparisons of total expenditures, full-time employees, number of dwellings and population, and size of Council.

As a result, at its regular meeting held September 19, 2018, Council passed the following resolution, being Recommend Reports from the Chief Administrative Officer, clause d):

As per recommendation 6, a Market Compensation Survey was carried out in 2021. At its regular meeting held June 16, 2021, through report [Report 2021-049](#), received the Council Compensation Survey and Review conducted by Krecklo & Associates and as a result, passed the following resolution, being Recommend Reports from the Chief Administrative Officer, clause b):

Carried (7:1)
(See Recorded Vote)

A Recorded Vote was requested by Warden Vandewal

Yeas: Deputy Warden Doyle, Councillor Higgins, Councillor Higgs, Councillor MacDonald, Councillor Martin, Councillor Revill, Councillor Smith (7)

Nays: Warden Vandewal (1)

4. Continue the current benefits, per diems, conventions and benefits practices.

Carried (8:0)
(See Recorded Vote)

A Recorded Vote was requested by Warden Vandewal

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

Nays: (0)

5. Continue the practice of reviewing Council compensation in the third year of each Council term.

Carried (7:1)
(See Recorded Vote)

A Recorded Vote was requested by Warden Vandewal

Yeas: Deputy Warden Doyle, Councillor Higgins, Councillor Higgs, Councillor MacDonald, Councillor Martin, Councillor Revill, Councillor Smith (7)

Nays: Warden Vandewal (1)

Comment

As noted in the above resolution, the base salary of the Warden was to increase \$6,000 and that of a member of Council was to increase \$4,000, with these increases to commence in the first year of the next Council term. Because these increases did not take effect until the new term of Council, By-law 2018-0032 was not amended.

Verbiage is also being recommended to address the change in Council term from December 1 in an election year, to November 15 in an election year. Staff are recommending that Members of Council be paid based on their role with the County according to which role they hold at the start of the month. (Ex. If Warden elected on November 15th, outgoing Warden would be paid at Warden rate for November, incoming Warden would begin to be compensated as Warden in December). During election years, outgoing Council members will be paid until November of the year of the election, and incoming Council members will be paid beginning in December of the year they were elected.

The purpose of this report is for Council to receive background on why a by-law is being presented to amend By-law 2018-0032 in order for staff to commence the process of updating Council salaries.

Strategic Priorities Implications

Other Important and Continuing County Priorities:

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

Financial Implications

The above noted salary adjustments have been incorporated into the 2023 budget.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer
Phil Piasetzki, Deputy Treasurer

Schedule "A" To By-Law No. 2018-0032

1. Payment of Remuneration to Members of the County of Frontenac Council

- a) The Warden of the County shall be paid an annual salary of \$35,920 (2023 rate), to be paid in equal monthly installments, representing remuneration for his/her responsibilities as Warden of the County of Frontenac.
- b) The Deputy Warden shall be paid an annual salary of 120% of the Councillors salary, to be paid in equal monthly installments, representing remuneration for his/her responsibilities as Deputy Warden of the County of Frontenac
- c) Members of Council, excluding the Warden and Deputy Warden shall be paid an annual salary of \$16,320 (2023 rate) each, to be paid in equal monthly installments, representing remuneration for their responsibilities as Councillors of the County of Frontenac.
- d) Members of Council shall receive, for attendance at external Boards to which they have been appointed by the County of Frontenac in accordance with Councils Appointment to External Boards and Committee By-law passed during each term of Council, or a special Council Meeting required to address time sensitive issues, a per diem of \$150 per meeting day:
- e) A per diem of \$250 may be claimed by members of Council against their annual expense account when attending conferences, training and workshops.

2. (Amended by By-law 2020-0013 passed April 8, 2020)

- a) Members of Council shall be paid based on their role with the County according to which role they hold at the start of the month. (Ex. If Warden elected on November 15th, outgoing Warden would be paid at Warden rate for November, incoming Warden would begin to be compensated as Warden in December).
- b) During election years, outgoing Council members will be paid until November of the year of the election, and incoming Council members will be paid beginning in December of the year they were elected.

3. Payment to Non-Council Appointees to Statutory Boards and Committees

- a) Non-Council appointees to statutory boards and committees shall receive, for attendance at meetings, a per diem of \$75 per meeting.



To: Warden and Council of the County of Frontenac

From: Kelly Pender, Chief Administrative Officer

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

Date of meeting: December 21, 2022

Re: **Office of the Chief Administrative Officer – Approval to retain Consulting Services for the 2023-2026 Council Strategic Plan**

Be It Resolved That the Warden and Clerk be authorized to enter into an agreement with Explorer Solutions to lead the 2023-2026 Council Strategic Plan;

Background

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

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;

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

b) **2022-098**
Office of the Chief Administrative Officer
Approval of an RFP for Consulting Services for the 2023-2026 Council
Strategic Plan

Resolved That the Council of the County of Frontenac accept the Office of the Chief Administrative Officer – Approval of an RFP for Consulting Services for the 2023-2026 Council Strategic Plan report for information;

1. **That** staff proceed with the issuance of a Request for Proposals (RFP) for a facilitator for the 2023-2026 County strategic plan attached to this report as Appendix A; and
2. **That** the selection process of a consultant to undertake a County Strategic Plan be delegated to the Chief Administrative Officer Performance Appraisal Review Panel:

b) **Report of the Chief Administrative Officer Performance Appraisal Review Panel**

Recommend Report to Council
Office of the Chief Administrative Officer – Approval to retain Consulting Services for the 2023-2026 Council Strategic Plan
December 21, 2022

Page 2 of 4

That the Report received from the Chief Administrative Officer Performance Appraisal Review Panel be received and adopted.

Report of the Chief Administrative Officer Performance Appraisal Review Panel

The Chief Administrative Officer Performance Appraisal Review Panel reports and recommends as follows:

1. Review of Proposals for 2023-2028 Council Strategic Plan

That County Council recommend to the next Council that should they wish to carry out a Strategic Plan, that they consider Explorer Solutions as the successful proponent.

Carried

The purpose of this report is to provide Council with relevant information to assist them in determining if they wish to carry out a Strategic Plan in 2023 and if so, to authorize the execution of an agreement with Explorer Solutions to carry out same.

Comment

As noted in reports to previous Council's regarding this matter, strategic planning is an important tool for municipalities in order to:

1. Set direction and priorities – help ensure the proper allocation of scarce resources
2. Ensure that Council is on the same page – citizens will know the priorities over the course of the term of Council
3. Simplify decision making – priorities have been established and any new issues can be evaluated against these priorities
4. Drive alignment – Council and staff can all be on same page and ensure that business plans reflect Council priorities
5. Communicate a message – citizens can be informed and kept up to date on success
6. Establish transparency and accountability – the plan will measure success and establish key performance indicators

It should also look at broader service delivery issues such as establishing a time frame and philosophy for core services. These could include issues such as:

- Rationalization of paramedic stations with a view towards optimizing service delivery and physical foot print
- The future of long-term care
 - Expansion at current site
 - Services in the north of the County
- Future of the Economic Development Charter
 - Increasing tourism services
 - Trails management

- Active transportation
 - Ambassador program – local business support
- Shared service enhancements
- Renewal of Service Delivery and Organizational Review (SDOR)
 - Staffing levels
 - Benchmarking
 - Effectiveness of continuous improvement efforts
- Rural transportation services
- Promotion of green energy
- Regional Community Improvement Plan(s)
- Rural healthcare

Should Council wish to support the staff recommendation, public consultations and work with Council would be carried out in the first quarter of 2023 with a potential draft plan being presented to Council in April/May and final plan by May/June.

Strategic Priorities Implications

Approving a strategic plan that is supported by a public consultation process will help ensure that community priorities are established and that scarce resources are allocated to those priorities.

Financial Implications

As noted in [Report 2022-071](#), staff anticipate the cost of this exercise to be between \$18 and 22K. The resolution passed by County Council directed staff to include in the 2023 County budget for consideration a line item to complete the 2023-2026 County strategic plan process.

Organizations, Departments and Individuals Consulted and/or Affected

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



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Report 2022-130

Recommend Report to Council

To: Warden and Council Members of the County of Frontenac
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Alex Lemieux, Director of Corporate Services/Treasurer
Date of meeting: December 21, 2022
Re: **Corporate Services – 2022 Fairmount Home Accounts Receivables Write-Offs**

Recommendation

Resolved That the Council of the County of Frontenac receive this Corporate Services – 2022 Fairmount Home Accounts Receivable Write-Offs report;

And Further That Council authorize the Treasurer to write off accounts totalling \$1,067.78.

Background

The Ministry of Long-Term Care provides funding to Long-Term Care Homes and sets standard rates for resident payments. Residents are billed monthly for their share of the accommodation and any other miscellaneous expenditures that have occurred in that month. Overdue accounts are assessed regularly and payment notices forwarded to residents and responsible family members. When amounts are overdue for a period exceeding three months, legal action is considered to recoup funds.

Comment

There is one account for which collection is deemed unlikely relating to a deceased resident. The account is under probate and any funds potentially available in the account cannot currently be accessed.

Despite collection being deemed unlikely for these accounts, collection efforts are ongoing. If funds for these accounts are collected in a subsequent year, they will be shown as a recovery in the year they are received.

Financial Implications

At this time, the Treasurer is requesting Council's approval to write off those revenues deemed to be uncollectible in the total amount of \$1,067.78.

Organizations, Departments and Individuals Consulted and/or Affected

Nancy Malette, Accounts Receivable Clerk, County of Frontenac
Susan Brant, Administrator, Fairmount Home



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Report 2022-131

Council Recommend Report

To: Warden and Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Alex Lemieux, Director of Corporate Services/Treasurer
Date of meeting: December 21, 2022
Re: **Corporate Services – Interim Approval of 2022 Expenditures**

Recommendation

Resolved That the Council of the County of Frontenac receive the Corporate Services – Interim Approval of 2022 expenditures report;

And Further That Council direct the Treasurer to continue to pay payroll and discretionary expenses in accordance with the amounts approved for the 2022 budget and non-discretionary 2023 accounts as invoiced, until such time as the 2023 budget has been adopted.

Background

Under the *Municipal Act, 2001, S.O. 2001, Chapter 25*, as amended, Section 289(1) states that an upper-tier municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the upper-tier municipality.

Comment

As the 2023 budget process will not be completed before the end of 2022, it is reasonable to request authorization from Council to continue to pay salaries and general operating expenses until such time as the 2023 budget is passed, in addition to the expenses associated with approved activities and projects.

Strategic Priorities Implications**Other Important and Continuing County Priorities:**

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

Organizations, Departments and Individuals Consulted and/or Affected

N/A



Report 2022-132

Council Recommend Report

To: Warden and Council Members of the County of Frontenac
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Alex Lemieux, Director of Corporate Services/Treasurer
Date of meeting: December 20, 2022
Re: **Corporate Services – 2022 Canada Community-Building Fund Allocation**

Recommendation

Resolved That the Council of the County of Frontenac accept the Corporate Services – 2022 Canada Community-Building Fund Distribution By-law report;

And Further That the Clerk be directed to bring forward a by-law to authorize the distribution of the Canada Community-Building Fund allocation to the Townships for 2022.

Background

As of June 29, 2021, the Federal Gas Tax fund has been renamed the Canada Community-Building Fund. The County is bound by the terms and conditions of the Federal Gas Tax Agreement with the Association of Municipalities of Ontario (AMO).

Comment

The County of Frontenac received \$846,065.14 in funding from the Canada Community-Building Fund in 2022. Through the 2022 budget process, the Canada Community-Building Fund received in 2022, was to be distributed to the Townships by weighted assessment as follows:

Township	Weighted Assessment	Allocation
North Frontenac	15.81%	\$ 133,754.73

Township	Weighted Assessment	Allocation
Central Frontenac	16.38%	\$ 138,587.37
South Frontenac	58.54%	\$ 495,252.36
Frontenac Islands	9.27%	\$ 78,470.68
Total	100.00%	\$ 846,065.14

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

The by-law includes the following additional transfers:

North Frontenac: \$37,176.72 – Community Improvement Plan

South Frontenac: \$7,860.00 – Community Improvement Plan

Strategic Priorities Implications

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

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

Financial Implications

A transfer from the Canada Community-Building Fund Reserve to the Townships as identified in the by-law is required.

Organizations, Departments and Individuals Consulted and/or Affected

Township Treasurers



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Report 2022-133

Recommend Report to Council

To: Warden and Members of County Council
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Jannette Amini, Manager of Legislative Services/Clerk
Date of meeting: December 21, 2022

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

Recommendation

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

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

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

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

Background

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

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

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

Officer or Position	Description of Delegated Authority
Warden	Head of the Municipality for the Purposes of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> (MFIPPA) and the <i>Ombudsman Act</i> (Granted through By-law 2016-0008 passed March 16, 2016)
Clerk	Delegated the power or duty granted or vested in the head pursuant to Section 49(1) of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> ; (Granted through By-law 2016-0008 passed March 16, 2016)
Director of Planning and Economic Development	Delegated the authority to authorize Final Approval of Plans of Subdivision and Plans of Condominium (Granted through By-law 2016-0012 passed March 16, 2016)
Director of Planning and Economic Development	Delegated the authority to authorize Applications for Part-Lot Control – Approval (Granted through By-law 2019-0022 passed May 15, 2019)
Clerk	Designated as the Contact Person of the Municipality for the Purposes of the <i>Personal Health Information Protection Act (PHIPA)</i> and the <i>Ombudsman Act</i> ; (Granted through By-law 2016-0025 passed July 20, 2016)
Integrity Commissioner	Delegation of authority of Council's powers to impose penalties for a contravention of the Code of Conduct (Granted through By-law 2019-0014 passed Feb. 20, 2019)
Chief Administrative Officer, or their delegate	(Delegations granted through By-law 2020-0020 passed April 8, 2020 was repealed July 20 through by-law 2022-0023) 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; 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;

Officer or Position	Description of Delegated Authority
	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 <i>Municipal Act</i>. (Granted through By-law 2022-0021 passed July 20, 2022)

Comment

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

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

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

Designation of head

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

If no designation

[\(3\)](#) If no person is designated as head under this section, the head shall be,

(a) the council, in the case of a municipality; and

Further to this, Section 49 states:

Delegation of head's powers

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

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

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

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

Head of public sector body, municipal sector entity

Municipality

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

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

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

The Act further states:

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

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

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

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

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

Contact person

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

Same

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

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

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

Functions of contact person

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

- (a) facilitate the custodian's compliance with this Act;
- (b) ensure that all agents of the custodian are appropriately informed of their duties under this Act;
- (c) respond to inquiries from the public about the custodian's information practices;
- (d) respond to requests of an individual for access to or correction of a record of personal health information about the individual that is in the custody or under the control of the custodian; and

(e) receive complaints from the public about the custodian's alleged contravention of this Act or its regulations. 2004, c. 3, Sched. A, s. 15 (3).

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

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

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

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

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

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

Requests to change conditions and requests to extend lapsing provisions would also continue to be brought before Council. Further to this, any member of Council may bring forward a Notice of Motion requesting that Final Approval for a specific plan of subdivision/condominium be referred to Council. Any Final Approval to be considered

by Council would be considered through a report by the Director providing advice and direction to Council with respect to the status of the draft conditions.

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

Section 50(5) of the Planning Act, R.S.O. 1990, c. P13 does not allow a part of a lot on a registered plan of subdivision to be transferred without the approval of a municipality. Part lot control has the effect of preventing the division of land in a registered plan, other than that allowed for in the approved plan of subdivision, without further approvals. The part lot control provisions of the Planning Act allow a municipality to pass bylaws to remove part lot control from all or any part of a registered plan of subdivision. Such a bylaw has the effect of allowing the conveyance of a portion of a lot without requiring the approval of the land division committee.

Exemption from part lot control may be used for semi-detached and townhouse developments, as individual semi-detached or townhouse lots are not normally indicated on a registered plan of subdivision. This approach is used because of the difficulty the builder would have in ensuring that the common centre wall between two dwelling units was constructed exactly on the property line.

In Frontenac County, the County is the approval authority for plan of subdivision and condominium applications, therefore a part lot control exemption bylaw would need to be approved by County Council. Recognizing that, except for special meetings, County Council only meets once a month (excluding August), the Director of Planning and Economic Development was provided with delegated authority to approve part lot control bylaws. This is consistent with other municipalities within our region and the process for final approval of subdivision/condominium applications. No opportunities for public engagement are compromised with delegated authority, as this input would be received at the Township level prior to passing the bylaw.

Integrity Commissioner	Delegation of authority of Council's powers to impose penalties for a contravention of the Code of Conduct (Granted through By-law 2019-0014 passed Feb. 20, 2019)
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In 2019, following the passage of Bill 68, Modernizing Ontario's Municipal Legislation Act, which introduced changes to municipal governance, including amendments to the *Municipal Act, 2001* which made it mandatory for municipalities to establish codes of conduct for members of the council of the municipality and of local boards, as well as appoint an Integrity Commissioner, County Council adopted its Code of Conduct and Complaints Protocol at its regular meeting held February 20, 2019. Included in the By-law was the provision which delegated Council's powers to impose penalties for a contravention of the Code of Conduct to the Integrity Commissioner to allow a neutral and impartial body to impose penalties rather than Council itself imposing penalties on their peers.

The following delegation of authority can be removed from the By-law as the delegation of powers and authority under this By-Law only took effect and were limited to the time that County Council would have been subject to the restricted acts under Section 275 of the *Municipal Act* after Nominations Day for municipal councils. These restrictions became redundant on November 15, 2022 with the formation of the 2023-2026 term of Council:

Chief Administrative Officer, or their delegate	(Delegations granted through By-law 2020-0020 passed April 8, 2020 was repealed July 20 through by-law 2022-0023) 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; 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; 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 <i>Municipal Act</i>. (Granted through By-law 2022-0021 passed July 20, 2022)
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Strategic Priorities Implications

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

Financial Implications

There are no financial implications directly associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Joe Gallivan, Director of Planning & Economic Development
 Alex Lemieux, Director of Corporate Services/Treasurer



FRONTENAC



Report 2022-134

Council Recommend Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Jannette Amini, Manager of Legislative Services/Clerk and
Community Emergency Management Coordinator

Date of meeting: December 21, 2022

Re: **Corporate Services – Approval of County of Frontenac
Emergency Management Program and Emergency Response
Plan**

Recommendation

Resolved That the Council of the County of Frontenac receive the Corporate Services – Approval of County of Frontenac Emergency Management Program and Emergency Response Plan report;

And Further That the Council of the County of Frontenac pass a by-law later in the meeting to adopt an Emergency Management Program and Emergency Response Plan and to meet other requirements under the *Emergency Management and Civil Protection Act*, attached to this report as Appendix A.

Background

Under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the “Act”) every municipality in the province is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;

Recommend Report to Council
Emergency and Transportation Services – Emergency Management Program
December 21, 2022

- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

It is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

The purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure, and property during an emergency and to promote economic stability and a disaster resilient community.

County Council passed its current Emergency Management Program and Emergency Response Plan December 20, 2017. As per section 3(6) of the EMCPA the County is required to review and, if necessary, revise its emergency plan every year. As per By-law 2017-0043, being a by-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other requirements under the Emergency Management and Civil Protection Act, the CEMC and the County's Emergency Management Program Committee carry out this annual review, with the CEMC authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.

The purpose of this report is to present to Council for approval, significant revisions to the body of the Plan based on the comprehensive review carried out in 2022 by the Emergency Management Program Committee.

Comment

As part of its annual training for 2022, the Emergency Management Program Committee carried out a comprehensive review of the Emergency Management Program and Emergency Response Plan. The recommendation noted above will allow for a multidisciplinary, comprehensive, and collaborative emergency planning within the County. This includes individuals from all the County's business units (Corporate, Planning and Economic Development, Human Resources, Fairmount Home and Emergency & Transportation Services) as well our partners whom we may rely upon during an emergency. As part of its review, the EMPC recognized that the County's Emergency Response Plan is a public facing document and sought to ensure that the public able to clearly see how the County is prepared to respond in the event on an emergency.

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Below is a brief overview of the proposed changes to the Program and Plan:

Introduction

The following paragraph has been added at the beginning of the introduction which sets out the unique features of the County which can make dealing with certain emergencies challenging:

The County of Frontenac ("*County*") is a rural upper tier municipality located in Eastern Ontario extending from the islands south of the City of Kingston to north of Highway 7. The total population of the County is approximately 26,677 with an area of approximately 4,000 square kilometres, and includes the Townships of North Frontenac, Central Frontenac, South Frontenac, and Frontenac Islands. The population density ranges from 19 residents per square kilometre along the urban fringe of the City of Kingston to 1.7 residents per square kilometre in North Frontenac, which is more than 160 km north of the City. The northern part of the County is accessible via Highway 38 from Kingston or via Highway 7 from Ottawa or Peterborough. The southern part of the County has easy access to the 401 and is approximately 250 km from the City of Toronto. The County is also accessible via Highway 41 from the Trans-Canada Highway at Pembroke.

Scope

This section has been removed as the By-law itself repeals all previous plans.

Amendments

The current plan states that amendments to the plan require formal Council approval from all municipalities. The EMPC is recommending the removal of the words "from all municipalities". It is unclear how this was put into the plan when originally adopted as municipal emergency response plans, whether they be for upper or lower tiers, are stand alone plans, not joint plans that would require multiple layers of approval.

Membership

An emergency response is directed and controlled by the Municipal Emergency Control Group (MECG) which is appointed by Council through. It appoints the Head of Council to this group.

Under the membership tab, it sets out the procedure if the Warden is not available, that the Deputy Warden may step in. Clarification has been added that if both the Warden and Deputy Warden are not available, the immediate past sitting elected official may step in. There is a potential for both the Warden and Deputy Warden to be unavailable if an emergency is occurring in their respective Townships.

Recommend Report to Council
Emergency and Transportation Services – Emergency Management Program
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Housekeeping changes

Minor housekeeping changes such as slight clarifications or tying/grammatical errors have also been cleaned up.

In addition, all references to the Ontario Office of the Fire Marshal have been changed to Emergency Management Ontario to recognize it now falls under the responsibility of the Ministry of the Solicitor General.

Council approval of the attached Emergency Management Program and Emergency Response Plan is the final requirement for the County to meet compliance for 2022.

Strategic Priorities Implications

Other Important and Continuing County Priorities:

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

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Municipal Emergency Control Group
Emergency Management Program Committee

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Emergency and Transportation Services – Emergency Management Program
December 21, 2022



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Emergency Response Plan

Schedule "A" to By-law No. 2022-0048

December 2022

Annexes

Annex A	Emergency Notification System
Annex B	Emergency Operation Centre Location
Annex C	Emergency Management and Civil Protection Act
Annex D	Hazard Identification and Risk Assessments
Annex E	Critical Infrastructure
Annex F	Emergency Declaration Checklist
Annex G	Declaration of Emergency Form
	Termination of Declaration Form

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Aim

The Aim of this plan is to protect the health, safety, welfare and property of the citizens of Frontenac County from the effects of a natural, technological or human caused emergency.

The Aim is also to support the local municipalities in the implementation and operation of their emergency plans.

The County of Frontenac will also support all local municipalities in the mitigation of an emergency in the county.

The County of Frontenac will provide available resources to assist the local municipalities, as required.

Authority

The Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E.9 is the legal authority for this emergency management plan in Ontario.

The Emergency Management and Civil Protection Act states that:

Section 3 (1):

Every county shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the county and other persons will respond to the emergency and the council of the county shall by by-law adopt the emergency plan. 2002, c.14, s 5(1).

Section 4 (1):

The head of council of a county may declare that an emergency exists in the county or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the county and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s.4 (1).

Section 11 (1):

No action or other proceeding lies or shall be instituted against a member of council, an employee of a county, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith

exercise or performance of such a power or duty. 2006, c.13, s.1(6); 2006, c.35, Sched.C, s.32 (6).

As per section 3 (1) of the Emergency Management and Civil Protection Act, the County of Frontenac has adopted by by-law this emergency management plan and its elements, and filed the plan with the Office of the Fire Marshall and Emergency management, Ministry of Community Safety and Correctional Services.

This Emergency Plan is Schedule “A” of By-law No. 2022-0048 which is the local authority for this plan and related activities. A copy of the By-law is available for inspection at the County Administration offices.

Definition of an Emergency

The Emergency Management and Civil Protection Act defines an emergency as:

“a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or health risk, an accident or an act whether intentional or otherwise.”

For the purposes of this plan, an emergency may be defined as a situation or the threat of an impending situation, abnormally affecting the health, safety, welfare and property of the residents of the County, which by nature of its magnitude, requires a controlled and coordinated response by multiple agencies, under the direction of the Emergency Control Group. Emergencies are distinct from the normal daily routine carried out by municipal first response agencies/departments such as fire, police, EMS, health, etc.

Actions prior to a declaration

When an emergency exists but has not yet been declared to exist, county employees may take such action(s) under this emergency management plan as may be required to protect property and the health, safety and welfare of the county. The subordinate plans, attached as annexes to this document, may also be implements, in whole, or in part in the absence of a formal declaration.

Declarations

As the County of Frontenac is comprised of a number of townships, each with its own Emergency Response Plan, the declaration of a state of local emergency at the County level would only occur in certain instances which would include but not be limited to the following:

- A general health issue identified by the Medical Officer of Health that may affect the entire County;
- A general situation, such as severe weather which affects a majority of the County;

- At the request of one or more local municipalities which have already declared a state of local emergency;
- In situations, where the County was requested to support local emergency plans and mitigation measures.
- At the request of the Province of Ontario.

Plan Maintenance and Review

At a minimum, this plan will be reviewed annually for accuracy by the Community Emergency management Coordinator (CEMC) and the Emergency Management Program Committee of Frontenac County. The plan will be reviewed for effectiveness through emergency exercises on an annual basis, testing the plan in whole or in part. The CEMC and the Emergency Management Program Committee or delegated sub-committee will make the appropriate changes to the plan as a result of these reviews and tests.

Amendments

Amendments to the plan require formal Council approval. Formal Council approval is not required for the following:

- Changes or revisions to the annexes
- Minor editorial changes (i.e. editorial changes to text, section numbering, reference changes, or changes to references to provincial status)
- Additions or deletions of individual's names.

Flexibility

No Emergency Management Plan can anticipate all of the varied emergency situations that may arise in a changing community. During the course of the implementation of this plan in an emergency situation, members of the Emergency Control Group in the course of conducting their assigned roles and responsibilities may exercise flexibility. To ensure that the public health, safety and welfare of the community are of utmost priority in the emergency response, deviations from the emergency management plan may be necessary.

Emergency Control Group

2.1 Initial Contact

In the event of a real or potential emergency (see 1.3 Definition of an Emergency) requiring the activation or notification of the Emergency Control Group any member of the Emergency Control Group may initiate the activation procedure by contacting the Community Emergency Management Coordinator (CEMC). The CEMC or designate will contact the Senior Municipal Official to discuss the situation and determine if the Emergency Control Group should be activated. It should be noted that should two or more municipalities be affected, the County Emergency Control Group would be

activated and would include representation from the affected municipalities deemed to be appropriate by the Head of Council.

2.2 Emergency Notification / Activation Procedures

Any Emergency Control Group member or designate of the County may activate the Emergency Notification Fan-Out System (Annex A), by contacting the CEMC directly. The CEMC will in turn contact the Senior Municipal Official, who shall contact the local Head of Council.

Where a threat of an impending emergency exists, the Emergency Control Group will be notified and placed on standby. Monitoring should be implemented when a situation that is not yet an emergency is escalating or impeding. Examples include: flooding, severe weather, and emergencies in neighbouring municipalities.

It is the responsibility of all Emergency Control Group officials to notify their departmental or agency staff or alternate.

If the response level to be adopted is monitoring, the CEMC shall notify the Senior Municipal Officer and other officials, as required.

The content of messages transferred during Emergency Notification procedures will be standardized and as brief as possible, and include the following:

- Identify oneself with name and title, and describe (pending) emergency situation.
- Provide status of the notification call: either “STANDBY” or “CALL TO ASSEMBLE”. To be placed on standby indicates that those individuals receiving the call shall await further developments and make themselves available to participate as a member of the County Control Group as the situation escalates.
- Provide the location of the Emergency Operations Centre (EOC)
- Indicate any special precautions to take if mobilization is required.
- Reminder to continue the notification fan-out.
- Request to repeat the message to confirm information is understood.

On receipt of the emergency alert call, each member of the Emergency Control Group will:

- Alert their own department, as required, ranging from a warning, to stand-by, to complete participation, and stand-down.
- Bring any required items, including a copy of the Emergency Management Plan, extra clothing, phone list, phone, laptop, photo ID.
- Proceed immediately to the identified Emergency Operation Centre and report to the Chair of the Emergency Control Group the status of their organization and resources.

2.3 Membership

The emergency response will be directed and controlled by the Emergency Control Group; a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. The composition of the Emergency Control Groups and alternates is listed in Annex A.

In the Township where the Head of Council is also serving as the Warden and the Deputy Warden of the County is not available, the County may choose to appoint the immediate past sitting elected official.

Additional personnel called or added to the Emergency Control Group may include:

- Emergency Management Ontario Representative
- Conservation Authority Representatives
- Liaison staff from provincial ministries
- Any other officials, experts or representatives from the public or private sector as deemed necessary by the Emergency Control Group.

The Emergency Control Group may function with only a limited number of persons depending upon the emergency. While the Emergency Control Group may not require the presence of all the people listed, all members should be notified.

2.4 Business Cycle and Meeting Procedures

Members of the Emergency Control Group will gather at regular intervals to inform each other of actions taken and problems encountered; each member will report on the following:

- New information on threats, progress and results during last operation cycle meeting, and recommendations for new or continued mitigation strategies
- Present threats in order of severity and the plan to limit threats according to priority for the next operation cycle meeting
- schedule for team meetings

Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The Emergency Operation Centre scribe will keep minutes of these meetings and maintain a status board. See 2.7.12 for full list of duties.

2.5 Emergency Operations Centre (EOC)

The locations of the primary and alternate Emergency Operation Centers are confidential and detailed in (Annex B).

2.6 Roles and Responsibilities (Control Group)

The members of the Emergency Control Group or designate are likely to be responsible for the following actions or decisions:

- Coordinate all emergency support operations during and post the emergency
- Ensure there is no interruption in the provision of emergency services and essential services in unaffected areas outside the emergency site
- Call out and mobilize their emergency service, agency and equipment
- Coordinate and direct their service and ensure that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law
- Ensure adequate emergency service provisions are maintained outside and separate from those responding at the emergency site
- Determine if the location and composition of the Emergency Control Group are appropriate
- Advise the Head of Council as to whether the declaration of an emergency is recommended
- Advise the Head of Council on the need to designate all or part of the community as an emergency area
- Ensure that a Site Incident Commander is appointed at the emergency site
- Ensure support to the Incident Management System by offering equipment, staff and resources, as required
- Assign an On-site Emergency Information Officer, as required
- Order, coordinate and/or oversee the evacuation of inhabitants considered to be in danger
- Discontinue utilities or services provided by public or private concerns, i.e. hydro, water, gas, shopping centres
- Arrange for services and equipment from local agencies not under community control, i.e. private contractors, industry, volunteer agencies, service clubs
- Notify and or request assistance from, and/or liaison with various levels of government and any public or private agencies not under community control, as considered necessary
- Determine if additional volunteers are required and if appeals for volunteers are warranted
- Determine if additional transport is required for evacuation or transport of persons and/or supplies
- Ensure that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public
- Determine the need to establish advisory groups and or sub-committees/working groups for any aspect of the emergency including recovery. And if so, determine the chair and composition of that committee, along with reporting structure
- Authorize expenditure of money required for dealing with the emergency
- Notify the service, agency or group under their direction, of the termination of the emergency
- Participate in a post-emergency debriefing
- Consider application for Ontario Disaster Relief Assistance Program (ODRAP) and make arrangements, as required

2.7 Individual Member or Designate Roles and Responsibilities

2.7.1 Head of Council

- Provide overall leadership in responding to an emergency
- Declaration of an emergency within the designated area
- Declaration that the emergency has terminated (Note: Council may also terminate an emergency)
- Ensure the Emergency Management Ontario, Ministry of Community Safety and Correctional Services are notified of the declaration of the emergency, and termination of the emergency
- Ensure that the members of council are advised of the declaration and termination of an emergency, and are kept informed of the emergency situation
- Act as or designate the Media Spokesperson and conduct media briefings, as arranged and prepared by the Emergency Information Officer
- Establish a communication link and regular liaison with the Emergency Information Officer at the Emergency Operations Centre
- Maintain a personal log of all actions and participate in the post-emergency debriefing

2.7.2 Senior Municipal Official

- Chair the Emergency Control Group
- Manage and coordinate all operations within the Emergency Operations Centre, including establishing the business cycle and regular meetings
- Ensure a Site Incident Commander has been appointed for the emergency
- Ensure that a communication link is established between the Emergency Control Group and the Site Incident Commander
- Ensure liaison with the Police Service regarding security arrangements for the Emergency Operation Centre
- Advise the Head of Council on policies and procedures, as appropriate
- Approve, in conjunction with the Head of Council, Major announcements and media releases prepared by the Emergency Information Officer, in consultation with the Emergency Control group
- Ensure staffing requirements for extended periods
- Direct all actions taken to assist municipal emergency response efforts, and conduct post emergency recover efforts
- Ensure that a record of issues and problems identified, resolved and yet to be resolved, is maintained throughout the emergency
- Maintain a personal log and participate in the post-incident debriefing

2.7.3 Community Emergency Management Coordinator (CEMC)

- Act as a resource to the Emergency Control Group
- Ensure the activation and arrange the Emergency Operations Centre
- Ensure that security is in place for the Emergency Operations Centre and registration of Emergency Control Group members

- Ensure that all members of the Emergency Control Group have necessary plans, resources, supplies, maps and equipment
- Provide advice and clarifications about the implementation details of the Emergency Management Plan
- Act as a resource to the Senior Municipal Official and assist in fulfilling their respective duties at the Emergency Operations Centre
- Ensure all outside agencies, neighbouring municipalities, ministries, etc. are advised of the declaration
- Provide guidance, direction and/or assistance to any emergency or support personnel at the Emergency Operations Centre, and/or any other location, as required by the Emergency Control Group
- Assist the Site Incident Commander as required by the Emergency Control Group
- Address any action items that may result from the activation of the Emergency Management Plan and keep the Emergency Control Group informed of implementation needs
- Coordinate the post-emergency debriefing
- Ensure the establishment of Post-Emergency Recovery Committee and maintain continuity between the emergency and recovery operations by participating in both groups
- Maintain a personal log of all actions taken and participate in the post-emergency debriefing
- prepare debriefs and post-emergency report to Council

Support Groups

2.7.4 Senior Official – Police Services

- Advise the Emergency Control Group regarding the protection of life, property, the provision of law and order, and conduct of evacuations
- Establish a site command post with communications to the Emergency Operations Centre
- Appoint the Site Incident Commander, if required, and inform the Emergency Control Group
- Liaise with the Senior Official - EMS and provide an estimated number of casualties and safety concerns at the site, as required
- Notify necessary emergency and community services, as required
- Notify the Coroner regarding fatalities
- Coordinate all policing functions in support of the emergency site
- Advise the Emergency Control Group regarding the most effective use of police resources in support of the emergency response at the emergency site and external to the emergency site
- Establish the inner perimeter within the emergency area
- Establish the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel

- Provide traffic control staff to facilitate the movement of emergency vehicles at the emergency site
- Alert persons endangered by the emergency and coordinate evacuation procedures
- Provide police service in Emergency Operations Centre, evacuee centres, morgues, and other facilities, as required
- Ensure liaison with other community, provincial and federal police agencies, as required
- Establish physical security at the Emergency Operations Centre
- Maintain a personal log of all actions taken and participate in the post-emergency briefing

2.7.5 Senior Official – Fire Services

- Provide the Emergency Control Group with information and advice regarding all operations associated with fire suppression, fire prevention, hazardous materials response, and fire search and rescue
- Appoint the Site Incident Commander, if required and inform the Emergency Control Group
- Informing the County Fire Coordinator and/or initiating mutual aid arrangements for the provision of additional firefighters and equipment, if needed
- Determine if additional or special equipment is needed and recommend possible sources of supply, i.e. breathing apparatus, protective clothing
- Provide assistance to other community departments and agencies and being prepared to take charge of or contribute to non-fire fighting operations if necessary, e.g., rescue, first aid, casualty collection, evacuation
- Advise the Emergency Control Group regarding the need to evacuate buildings, areas, or the demolition of structures, which present a danger
- Maintain a personal log of all actions taken and participate in the post-emergency debriefing

2.7.6 Senior Official – Emergency Medical Services

- Advise the Emergency Control Group on all aspects of emergency medical treatment, triage and transportation of the injured
- Appoint the Site Incident Commander, if required, and inform the Emergency Control Group
- Obtain EMS from other municipalities for support, if required
- Ensure triage at the site
- Advise the Emergency Control Group if other means of transportation is required for large scale response
- Ensure liaison with the receiving hospitals
- Ensure liaison with the Medical Officer of Health, as required
- Assess the need and initial request for special emergency health service resources at the emergency site, e.g. multi-patient units, support units, air ambulances, and forward these requests to the Central Ambulance Communications Centre

- Assist with the organization and transportation of persons in health care facilities, homes for the aged, nursing homes and rest homes, which are to be evacuated, as required
- In conjunction with the Central Ambulance Communications Centre, provide the main communication link through dispatch among health services, and notify and request assistance of the Ontario Ministry of Health and Long-term Care, Emergency Health Services branch
- Ensure that first aid supplies are available at the emergency site(s) and the evacuation centre(s)
- Maintain a personal log of all actions taken and participate in the post-emergency

2.7.7 Chief Medical Officer of Health

- Activate the municipal emergency notification system by contacting the Senior Municipal Officer or the CEMC upon becoming aware that an emergency has occurred or is threatening to occur
- Assume a lead role in response to a human health emergency through activation of Public Health Response Plan
- Work with the Emergency Information Officer to prepare information/instructions to the population pertaining to public health risk reduction for the county to distribute
- Consult on the safe disposal of biohazardous and other dangerous material that may affect public health
- Co-ordinate vaccine management and implement mass immunization plan, as required
- Advise county on potability of emergency water supplies and sanitation facilities, as required
- Liaise with the Ministry of Health and Long Term Care, Public Health Division
- Consult with coroner on temporary morgue facilities
- Coordinate local community medical services (i.e. CCAC, family health teams, hospital) in response to the emergency
- Fulfill legislative mandate of the Medical Officer of Health as outlined in relevant provincial legislation, such as the Ontario Public Health Standards, the Health Protection and Promotion Act and related protocols
- Provide direction on any matters which may adversely affect public health
- Liaise with voluntary and private agencies
- Liaise with County of Frontenac Control Group/Social Services on preventing human health risks in evacuation centres in areas of safe food preparation, infection control practices, water quality, and sanitation
- Keep record of all Public Health activities including actions taken and decisions made
- Participate in debriefings, as required

2.7.8 Emergency Information Officer

- Advise the Emergency Control Group on all matters related to information to be presented to the public through the media, the monitoring of information being

presented from the media, and taking direction from the Emergency Control Group

- Establish a communication link with the Media Spokesperson and any other media coordinator(s), i.e. provincial, federal, private industry, etc., involved in the incident, ensure that all information released to the media and public is timely, full, accurate and approved
- Ensure that the Emergency Information Centre is set up and staffed and a site Emergency Information Centre, if required
- Ensure liaison with the Emergency Control Group to obtain up-to-date information for media releases, coordinate individual interviews and organize press conferences
- Organize media briefings and prepare the Head of Council and other members of the Emergency Control Group prior to each media briefing, as required
- At the direction of the Emergency Control Group, communicate information regarding the emergency to the public through the media using media kits, news releases, press briefings, public service announcements, flyers, telephones, the internet, and public meetings, as required
- Ensure that the following are advised of the telephone number of the media centre:
 - Media
 - Emergency Control Group
 - Switchboard (County, municipal and Emergency Services)
 - Media Spokesperson
 - OPP Communications Officer
 - Citizen Inquiry Supervisor
 - Neighbouring Communities
 - Any other appropriate persons, agencies or businesses
- Ensure that the media releases are approved by the Senior Municipal Official, in consultation with the Emergency Control Group, prior to dissemination, and distribute hard copies of the media release to the Emergency Information Centre, the Emergency Control Group, and other key persons handling inquiries from the media
- Monitor news coverage, and correct any erroneous information and prepare appropriate responses
- Maintain copies of media releases and newspaper articles pertaining to the emergency Coordinate media site tours with the Site Incident Commander and the on-site Media Spokesperson
- Ensure communication with the Public Inquiry Bureau, regarding information to be provided to the public and information being requested by the public
- Ensure timely and current information updates with evacuees
- Attend all Emergency Control Group meetings in accordance with the operating cycle
- Coordinate media photograph sessions at the site when necessary and appropriate

- Coordinate on-site interviews between the emergency services personnel and the media
- Maintain a personal log of all actions taken and participate in the post-emergency debriefing.

2.7.9 Scribe

- Ensure all important decisions made and actions taken by the Emergency Control Group are recorded
- Record the minutes of all Emergency Control Group meetings
- Ensure that maps and status boards are kept up to date
- Provide a process for registering Emergency Control Group members and maintain a member list
- Notify the required support and advisory staff of the emergency, and the location of the Emergency Operations Centre
- Post Emergency Control Group objectives and priorities
- Post action items and mark off what has been completed
- Arrange for printed material, as required
- Initiate the opening, operation and staffing of the switchboard at the municipal offices, as the situation dictates, and ensure operators are informed of the Emergency Control Group members' telephone numbers in the EOC
- Coordinate the provision of clerical staff to assist in the Emergency Operations Centre, as required
- Upon direction by the Head of Council, ensure that all council are advised of the declaration and termination of declaration of the emergency
- Upon direction by the Head of Council, arrange special meetings of council, as required, and advise members of council of the time, date, and location of the meetings
- Ensure the maintenance of all records and logs for the purpose of the debriefs and post-emergency reports,
- Prepare debriefs and reports, as requested
- Maintain a personal log of all actions taken

2.8 Declaration of an Emergency

The Head of Council, or designate, of the County has the legislative authority, under the provisions of the Emergency Management and Civil Protection Act, and are responsible for declaring an emergency. This decision is usually made in consultation with other members of the Emergency Control Group.

When considering whether to declare an emergency, a positive response to one or more of the following criteria may indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

- Is the situation an extraordinary event requiring extraordinary measures?
- Does the situation pose a danger of major proportions to life or property?

- Does the situation pose a threat to the provision of essential services (e.g. energy, potable water, and sewage treatment/containment, supply of goods or medical care)?
- Does the situation threaten social order and the ability to govern?
- Is the event attracting significant media and/or public interest?
- Has there been a declaration of emergency by another level of government?
- Might legal action be taken against municipal employees or councillors related to their actions during the current crisis?
- Are volunteers assisting?
- Does the situation require a response that exceeds, or threatens to exceed the capabilities of the county for either resources or deployment of personnel?
- Does the situation create sufficient strain on the municipal response capability that areas within the county may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?
- Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?
- Does, or might, the situation require provincial support or resources?
- Does, or might, the situation require assistance from the provincial or federal government (e.g. military equipment)?
- Does the situation involve a structural collapse?
- Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?
- Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your county?
- Will your county be receiving evacuees from another community?
- Does the situation pose a large-scale disruption to routine patterns of transportation, or rerouting of large numbers of people and vehicles?
- Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity?
- Is it possible that a specific person, corporation, or other party has caused the situation?

Upon declaring an emergency, the Head of Council, or designate, will complete the 'Declaration of an Emergency' and will ensure the following are notified:

- Emergency Management Ontario and the Ministry of Community Safety and Correctional Services
- County Warden and/or Heads of Council of affected municipalities
- Public
- Neighbouring community officials, as required
- Local Member of the Provincial Parliament (MPP)

- Local Member of Parliament (MP)
- Ministry of Municipal Affairs and Housing

An emergency declaration is not required prior to any County or Municipal personnel taking actions under this plan to protect the lives, health, safety, and property of the inhabitants of the County. An emergency declaration, however, can often encourage greater public compliance, and understanding of the severity of an emergency situation.

2.9 Termination of an Emergency

A community emergency may be terminated at any time by:

- The Head of Council, or designate
- County Council and/or Municipal Council
- Premier of Ontario

When terminating an emergency, the Head of Council will complete 'Termination of Declared Emergency (Annex H) and will ensure the following are notified:

- Office of the Fire Marshal and Emergency Management, Ministry of Community Safety and Correctional Services
- County Warden and/or Heads of Council of affected municipalities
- Public
- Neighbouring community officials, as required
- Local Member of the Provincial Parliament (MPP)
- Local Member of Parliament (MP)
- Ministry of Municipal Affairs and Housing



FRONTENAC



Report 2022-135

Recommend Report to Council

To: Warden and Members of County Council

From: Kelly J. Pender, Chief Administrative Officer

Prepared by: Kelly J. Pender, Chief Administrative Officer

Date of meeting: December 21, 2022

Re: **Office of the CAO – Authorization to enter into an agreement with Apexpro Consulting on behalf of EOWC Members**

Recommendation

Be It Resolved That the Council of the County of Frontenac receive for recommendation the Office of the CAO – Authorization to enter into an agreement with Apexpro Consulting on behalf of EOWC Members report.

And Further That County Council authorize staff to enter into an agreement with Apexpro Consulting to provide a partial refresh of the 2019 EOWC Paramedic Services Situational Review

Background

The Eastern Ontario Warden's Caucus (EOWC) commissioned Apexpro Consulting to perform an overview of Paramedic Services in Eastern Ontario in 2019 "to perform an environmental scan of the existing paramedic services including 5-year predictive forecasts". The services of Apexpro were secured by a competitive bidding process.

Their purpose in this regard was to help inform and shape the future of land-based paramedic services throughout rural Eastern Ontario.

The 2019 report affirmed that all EOWC paramedic services are fully compliant with provincial legislation and standards. They are managed effectively, efficiently, and in a fiscally

responsible manner; and they are well position to respond to then current challenges and needs.

Comment

The Covid pandemic materially altered emergency healthcare and paramedic services in ways that were previously unforeseen. These changes have been shared by all EOWC member municipalities with the responsibility of providing paramedic services. Challenges that materialized during the 3 years between 2020-2022, include higher than previously anticipated:

- Increases in paramedic service demand
- Strains on service provision due to such factors as hospital emergency department closures, more extensive hospital offload delay, and longer patient transports
- Pressures for an expanded outpatient role
- Workload-related stress, including PTSD and mental-health related incidents
- Difficulties in recruiting and retaining paramedic staff
- Service delivery costs which have escalated well beyond historical norms

In consultation with EOWC members, a member municipality would have to take the lead in commissioning the study. Frontenac County has agreed to be the project lead.

To ensure compatibility with the 2019 report, Frontenac County proposed to retain Apexpro Consulting for a partial refresh of the 2019 report to incorporate the changes experienced in paramedic services over the past three years with the following principal deliverables:

1. Situational refresh based on data analyses and expert opinion, that incorporates changes over the past 3 years (2020-2022) and accurately reflects current and near term trends pertaining to service demand growth, service provision strains, service resourcing, and service delivery costs.
2. New 5-year forecasts, projecting service driver growth, service demand growth, and future resourcing requirements, to 2027. The forecasts are to be produced for each individual paramedic service, and for the combined EOWC service area.
3. New 5-year forecasts, projecting future service delivery costs, to 2027 for each individual paramedic service, and for the combined EOWC service area.
4. Sensitivity analyses of the following potential solutions as means for managing service demand growth, future resourcing requirements, and costs: (a) expansion of community paramedicine, and (b) virtual medicine and telehealth care.

Strategic Priority Implications

- 3.1 Work with townships, other municipalities and levels of government on broad infrastructure issues – ranging from environmental concerns to regional transportation strategies for residential, social and economic purposes, and access to funding.
- 3.3 Continue to pursue collaborative opportunities to achieve service and cost efficiencies and other economies through cost-sharing and shared services.

Financial Implications

The total cost of the proposed scope of work is \$49,950+HST. The 12 EOWC members with Paramedic Services have agreed to apportion the costs equally, with each member responsible for \$4,162.50+HST. Frontenac County will recover \$45,787.50+HST from the other members with Frontenac County's portion set at \$4,162.50+HST.

Organizations, Departments and Individuals Consulted and/or Affected

Eastern Ontario Wardens Caucus
Alex Lemieux, Director of Corporate Services/Treasurer



Report 2022-136

Council Recommend Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Susan Brant, Administrator

Date of meeting: December 21, 2022

Re: **Fairmount Home – Authorization for the use of the Capital Replacement Reserve to purchase a 50,000L water storage tank**

Recommendation

Be It Resolved that \$16,000 from the Capital Replacement Reserve is to be allocated for the County of Frontenac's portion of the purchase of a 50,000L water storage tank.

Background

Over the last three years, Fairmount Home's well number two has experienced a decline in water levels. The decrease in water levels has resulted in the need to purchase water primarily in late summer and early fall.

Several steps have been taken to remediate the well in an attempt to improve flows which involved a non-chemical cleaning of the well, equipment cleaning and equipment replacement along with yield testing. The well continues to experience flow fluctuations until late fall.

Comment

In fall 2022, a third well was drilled to assist with the flow fluctuations and a 50,000L water storage tank at the cost of \$50,000 is required to store the water from this new well. The installation of an additional water storage tank simultaneously with the completion of the well will save on the costs to retrofit piping and controls at a later date. The additional water storage tank will avoid water disruptions from low flow volumes and poor water quality for Fairmount's residents and staff. Installation of the water storage tank now will also allow excavation with heavy equipment to occur before the spring thaw when the ground is soft.

Strategic Priority Implications

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

Continuing County Priorities: Continually improve customer and financial services.

Financial Implications

The municipal portion of Fairmount Home's operating costs and capital costs are shared between the City of Kingston and the County of Frontenac, with 68% of costs attributed to the City and 32% of costs attributed to the County. The County's portion of the water storage tank coming from the Capital Replacement Reserve will total \$16,000.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer
Danny Young, Manager of Environmental Services
Dave McShane, Maintenance - Lead Head



FRONTENAC



Committee Report

To: Warden and Council Members of the County of Frontenac

From: Jannette Amini, Manager of Legislative Services/Clerk

Date of meeting: December 21, 2022

Re: Planning Advisory Committee – Report to Council

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

The Planning Advisory Committee reports and recommends as follows:

1. **2022-125
Planning Advisory Committee
Official Plan Amendment – County of Frontenac Official Plan
Administrative Amendments to Address Bills 13 and 109**

Be It Resolved That the County of Frontenac Planning Advisory Committee recommends to County Council:

That the draft by-law, included as Attachment 1 to Report Number 2022-125, adopting Official Plan Amendment Number 2 to the County of Frontenac Official Plan, to implement Bills 13 and 109, **be approved**; and,

That the Official Plan of the County of Frontenac, as amended, be further amended as per the draft by-law in Attachment 1 to Report Number 2022-125, being Official Plan Amendment Number 2 for the County of Frontenac Official Plan.

Carried



FRONTENAC

Minutes of the Planning Advisory Committee Meeting November 10, 2022

A meeting of the Planning Advisory Committee was held in virtual electronic format, hosted at the County Administrative Office, 2069 Battersea Road, Glenburnie on Thursday, November, 2022 at 10:00 AM

Present:

Councillor Vandewal, Chair
Councillor Smith
Barbara Sproule
Lisa Henderson
Warden Doyle

Regrets:

Councillor Higgins
Phil Leonard

Staff Present:

Jannette Amini, Manager of Legislative Services/Clerk (Recording Secretary)
Brianna McEathron, Executive Assistant
Joe Gallivan, Director of Planning and Economic Development
Sonya Bolton, Manager of Community Planning

1. Call to Order

The Chair called the meeting to order at 10:00 a.m.

2. Adoption of the agenda

Moved By: Ms. Sproule
Seconded By: Ms. Henderson

That the agenda for the November 10, 2022 meeting of the Planning Advisory Committee be adopted.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

4. Adoption of Minutes

a) Minutes of Meeting held October 11, 2022

Moved By: Councillor Smith

Seconded By: Ms. Henderson

That the minutes of the Planning Advisory Committee meeting held October 11, 2022 be adopted.

Carried

5. Public Meeting Reports to the Planning Advisory Committee

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 purpose of public meetings is to present planning applications in a public forum as required by *The Planning Act*. Following presentations by the applicant, the meeting will then be opened to the public for comments and questions. Interested persons are requested to give their name and address for recording in the minutes.

No decisions are made at public meetings concerning applications, unless otherwise noted. The public meeting is held to gather public opinion.

Public meeting reports are provided to inform the public of all relevant information. Information gathered is then referred back to Planning Staff for the preparation of a comprehensive report and recommendation to the Planning Advisory Committee to approve (with conditions) or to deny the application. The Committee then makes a recommendation on the applications to County Council. County Council is the approval authority for all applications for Plans of Subdivision and Plans of Condominium.

Following Council's decision notice will be circulated in accordance with the *Planning Act*, and anyone with an interest in the matter may file an appeal. Interested persons are advised that if a person or public body does not make oral submissions at a public meeting or make written submissions before the application is approved, the person or public body is not entitled to appeal the decision of Council to the Local Planning Appeal Tribunal, unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

a) 2022-124 Planning and Economic Development Department Public Meeting Report: Sunbury Subdivision, 3863 Battersea Road, Township of South Frontenac

Councillor Vandewal explained the purpose of the public meeting.

Ms. Brianna McEathron, Executive Assistant and Recording Clerk, announced that pursuant to the Planning Act, a notice of the statutory public meeting was provided by

advertisement in the form of a sign posted on the subject site 14 days in advance of the public meeting. In addition, notices were sent by mail to all property owners within 120 metres of the subject property (according to the latest Tax Assessment Rolls). The notice was also posted on the County of Frontenac's website and online at [Engage Frontenac](#).

Councillor Vandewal reviewed the procedure for the public meeting and read the rights and obligations given to the Committee members and members of the public during public meetings.

Ms. Sonya Bolton, Manager of Community Planning provided an overview of the history of the application, along with the path moving forward. She then introduced Mr. Michael Keene, Fotenn Planning and Design who provided an overview of the proposed application for Plan of Subdivision. A copy of his presentation was attached to the agenda.

Councillor Vandewal asked that any person who wishes to receive notice of the passing of the proposed application for Plan of Condominium, should give their full name, address and postal code to the Clerk prior to leaving the meeting.

Councillor Vandewal provided members of the public with an opportunity to provide comment.

Warden Doyle noted the correspondence dated November 8 which was included in the agenda regarding the wells and asked if this correspondence has been reviewed by staff and the applicant. Ms. Bolton indicated this correspondence has been shared with both the Committee and the applicant and this, along with the questions and comments being raised today will be reviewed by staff and addressed in the comprehensive report which will come back to the Committee at a later date. In terms of the concerns, Mr. Keene noted there are a few lots where the septic tank is higher than the well. When designing these lots a hydrogeologist provided expertise and this will also go through a peer review with the County's hydrogeologist. The wells on these lots have a significantly greater distance from the septic systems than the other lots, more than doubling the required setbacks. There is a list of issues that will be addressed with staff.

Councillor Vandewal asked if there is parkland in the subdivision or will the municipality just take the cash in lieu given the proximity of an existing park. Mr. Keene indicated it makes more sense for this development to contribute cash to the municipality.

Ms. Judy Greenwood-Speers asked why this development is being done on well and septic as opposed to communal services. Ms. Bolton noted that the Municipal Service Corporation (MSC) for communal services has not yet been approved. At the time the application was deemed complete, the only option for the development was well and septic. To change this now would require a considerable amount of time and expense to the applicant. Mr. Keene confirmed this and reiterated that many technical experts are involved in this application.

Mr. Albert Moreland stated he has no objection to the subdivision however has concerns that he is an established farm and that homeowners may have complaints and may wish to alter his farming world. Ms. Bolton stated that normal farm practices are protected under provincial legislation. These would be nuisance complaints but would not be enforced. Cultural practices were taken into consideration when the design was being developed.

Ms. Dana Beattie asked that she be provided with a copy of the decision and the minutes.

Councillor Vandewal asked that any person who wishes to receive notice of the passing of the proposed application for Plan of Condominium, should give their full name, address and postal code to the Clerk prior to leaving the meeting.

The public meeting concluded at 10:31 am.

Ms. Brianna McEathron, Executive Assistant and Recording Clerk advised the Chair at 10:53 am that a member of the public who had called in was not able to raise their hand during the meeting. As such, the public meeting re-opened at 10:53 to consider the below public comments. The Applicant and Mr. Keene were not in attendance to hear the comments; however the comments and minutes will be sent to them for response to be included in the comprehensive report.

Mr. Adam Voith of 4675 Battersea Road stated that he is speaking on behalf of his father, Mr. Michael Voith, 3207 Randy Clark Road who is an adjacent land owner and requested that a copy of the minutes be sent to him. Mr. Voith addressed 2 issues, the first being storm water management. He noted that the proposed revised report still utilizes several incorrect types of service pipes which creates run off. He also noted that the developer has used satellite imagery and asked what year this imagery was obtained as a large number of trees had been cut down since 2009 which leaves the land bare. He feels that the applicant needs to review the issue of service pipes and surface run off. There have been flooding issues in the northern portion of the property due to the tree cutting and they have had to put in drainage tiles and he doesn't see from the design being presented, how this will improve as nowhere does it show that the nearby wetlands have the capacity to accommodate this additional run off. There is currently seasonal flooding every year and with the design being proposed a lot of the run off flows into the wetland and he doesn't see that their solution improves the process. With regards to storm water management, the plan indicates that individual land owners are responsible for maintaining ditches but this will lead to a high risk of failure. This should be a township responsibility so budgeting and maintenance requirements need to be taken into consideration by the township. He reiterated that this problem has been made worse by the tree cutting that occurred in 2009 so they need to go back and propose a different solution.

Mr. Voith also noted concerns around fencing and feels there needs to be fencing requirements along the property line between the subdivision and his father's lands in order to delineate the subdivision and the farm to avoid anyone moving out there going

onto a farmers field, specifically with ATV's and trampling crops. He also felt that it should be the responsibility of the developer and that potential homeowners should be made aware that they would be responsible for 50% of the cost of future fence maintenance.

The public meeting concluded at 11:02 am.

b) 2022-125
Planning and Economic Development Department
Official Plan Amendment – County of Frontenac Official Plan
Administrative Amendments to Address Bills 13 and 109

Councillor Vandewal explained the purpose of the public meeting.

Ms. Brianna McEathron, Executive Assistant and Recording Clerk, announced that pursuant to the Planning Act, a notice of the statutory public meeting was provided by advertisement in the *Frontenac News*, 20 days in advance of the public meeting. In addition, The notice was also posted on the County of Frontenac's website on the [Current Planning Applications](#) webpage.

Councillor Vandewal reviewed the procedure for the public meeting and read the rights and obligations given to the Committee members and members of the public during public meetings.

Ms. Sonya Bolton, Manager of Community Planning, provided an overview of the proposed administrative amendments to the Official Plan Amendment of the County of Frontenac Official Plan which address Bills 13 and 109. A copy of her presentation is attached to the record in the Clerk's Office.

Councillor Vandewal asked that any person who wishes to receive notice of the passing of the proposed Official Plan Amendment, should give their full name, address and postal code to the Clerk prior to leaving the meeting.

Councillor Vandewal provided members of the public with an opportunity to provide comment.

Concerns were raised by Councillor Smith that this could present a deterrent for potential applicants who want zoning or official plan changes, Ms. Bolton noted that staff always try to work with individuals to ensure they present the best application, and they would be advised upfront if the request was not viable. With these timelines that the province has now put in place, we no longer have the time to do the back and forth once an application is submitted and deemed complete, so we will now have that back and forth conversation prior to getting into the formal application process. If technical reviews will be done in advance of an application being deemed complete, the County and Townships will need to update their fee by-laws to start charging for the pre-application process. For larger applications, we could require that the applicant hold an open house prior to an application so that they can provide their initial proposal to

the public. That way, by the time we get to the complete application and formal public meeting, there should be no concerns.

Ms. Judy Greenwood-Speers noted that the County posts advertisements in just the Frontenac News and its website and this is insufficient as Marysville will be greatly affected by this. 81% are opposed of what is coming down and there seems to be a lack of effort. There needs to be an aggressive effort of educating the public on these bills. 81% are opposed to the Marysville secondary plan so we need to up our game.

Councillor Vandewal asked that any person who wishes to receive notice of the adoption of the proposed Official Plan Amendment, should give their full name, address and postal code to the Clerk prior to leaving the meeting.

The public meeting concluded at 10:53 am.

The Committee now re-opened the Public Meeting regarding the Sunbury Subdivision, 3863 Battersea Road, Township of South Frontenac to accommodate a member of the public who had telephoned into the meeting and was unable to raise his hand to speak.

6. Reports to the Planning Advisory Committee

a) 2022-125

Planning and Economic Development Department Official Plan Amendment – County of Frontenac Official Plan Administrative Amendments to Address Bills 13 and 109

Moved By: Councillor Smith

Seconded By: Warden Doyle

Be It Resolved That the County of Frontenac Planning Advisory Committee recommends to County Council:

That the draft by-law, included as Attachment 1 to Report Number 2022-125, adopting Official Plan Amendment Number 2 to the County of Frontenac Official Plan, to implement Bills 13 and 109, **be approved**; and,

That the Official Plan of the County of Frontenac, as amended, be further amended as per the draft by-law in Attachment 1 to Report Number 2022-125, being Official Plan Amendment Number 2 for the County of Frontenac Official Plan.

Carried

7. Communications

Warden Doyle made a statement that this has been a good Committee and thanked staff for their hard work. He noted that the County of Frontenac is leading Ontario on Communal Services.

8. Next Meeting

9. Adjournment

Moved By: Ms. Sproule

Seconded By: Ms. Henderson

That the meeting hereby adjourn at 11:05 a.m.

Carried

Jannette Amini

From: Sonia McLuckie <officesupport@northfrontenac.ca>
Sent: November 24, 2022 11:47 AM
To: Sonya Bolton
Cc: Tara Mieske; Brooke Drechsler
Subject: North Frontenac Council Resolution re: Amendments to Official Plan - Bills 13 and 109

CAUTION: This email did not originate from Frontenac County. Do not click links or open unexpected attachments unless you recognize the sender and know the content is safe. Contact FMIS with any concerns.

Good Morning Sonya,

Council at their meeting held November 21, 2022 passed the following Resolution:

Moved by Councillor Huetl, Seconded by Councillor Inglis Resolution #441-22
Be It Resolved That Council receives for information the Planning Report from Sonya Bolton, Manager of Community Planning, County of Frontenac, entitled "Proposed Administrative Amendments to County of Frontenac Official Plan to Implement Bills 13 and 109":
And That Council supports Official Plan Amendment Number 2 to the County of Frontenac's Official Plan;
And That a copy of this Resolution be provided to County Council.
Carried

Please forward this Resolution onto County Council.

Thank you,
Sonia

Sonia McLuckie

Administrative Assistant to the Clerk/Planning Manager
and Fire Chief

Township of North Frontenac

6648 Road 506, Plevna, ON, K0H 2M0

1-800-234-3953 or 613-479-2231 Ext. 239

officesupport@northfrontenac.ca



**SOUTH
FRONTENAC**

Development Services
4432 George St, Box 100
Sydenham ON, K0H 2T0
613-376-3027 Ext 2221
cwoods@southfrontenac.net

Sent by e-mail

November 10, 2022

Sonya Bolton M.P.L., MCIP, RPP
Manager of Community Planning
Planning and Economic Development
County of Frontenac
2069 Battersea Road
Glenburnie ON K0H 1S0

Dear Sonya,

The Provincial government is implementing changes to the *Planning Act* that will impact how development proposals are processed and reviewed by municipalities, and that will impact the tools that municipalities can use to control the impact of development on our communities and on the environment.

Township staff are working collaboratively with County staff on implementing these provincial changes. We have discussed process, workflow, the need to collaborate with technical agencies, and the required enabling official plan policies.

The proposed amendment to the Frontenac County Official Plan is an important first step to implementing the provincial changes. The proposed enabling policies will provide the Township with a framework for the subsequent amendments required to the Township Official Plan.

We look forward to continuing to work with you on this matter.

Sincerely,

Christine Woods MCIP, RPP
Senior Planner

www.southfrontenac.net

Natural, Vibrant and Growing – a Progressive Rural Leader.



FRONTENAC



Committee Report

To: Warden and Council Members of the County of Frontenac
From: Jannette Amini, Manager of Economic Legislative Services/Clerk
Date of meeting: December 21, 2022

Re: Frontenac Accessibility Advisory Committee – Report to Council

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

The Frontenac Accessibility Advisory Committee reports and recommends as follows:

- 2022-126**
Frontenac Accessibility Advisory Committee
Approval of the Joint Frontenac 2023-2027 Multi-Year Accessibility Plan

Be It Resolved That the Council of the County of Frontenac pass a by-law adopting the 2023-2027 Multi-Year Accessibility Plan attached to this report as Appendix A;



Joint Multi-Year Accessibility Plan 2023 – 2027

**ACCESSIBILITY
INFRONTENAC**

This document is available in alternate formats, upon request.

Please contact us at 613-548-9400 ext. 302 or by email at info@frontenaccounty.ca

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Introduction

The Integrated Accessibility Standards, Ontario Regulation 191/11 under the *Accessibility for Ontarians with Disabilities Act (AODA)*, requires the County of Frontenac and its member municipalities to have a multi-Year accessibility plan and to review it at least once every 5 years. The multi-year plan is one piece of the ongoing commitment of the County of Frontenac and all four Townships within the County to making our services and the County more accessible for all. The plan establishes clear directions for how the County and Townships will implement accessibility improvements, as well as the timelines by which we will do so. The plan has been developed in tandem with community members who have provided input and advice into its form and content.

The County of Frontenac

The County of Frontenac is a rural county with several small hamlets and four townships with a population of 26,375. The County provides services to its residents directly and also shares services with the City of Kingston. These responsibilities include:

- Administration;
- Land Use Planning - including approval authority for plans of subdivision and condominium and Township Official Plans;
- Economic Development;
- Fairmont Home, a municipal long-term care facility operated by the County of Frontenac and funded by the City of Kingston and the County of Frontenac;
- Emergency and Transportation Services including the provisions of land ambulance service for the Frontenac-Kingston region;
- Frontenac-Howe Islander Ferry, a 24-hour on demand service;
- Emergency Management;
- Weed Inspection.

The mission of the County of Frontenac is to efficiently and measurably deliver excellent services, recognized as an employer of choice with dedicated and capable staff, adding value in all areas of service delivery, while simultaneously working to strengthen the capacity of the local municipalities we represent.

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 view of how effectively the organization is achieving its operational goals.

The Township of North Frontenac

The Township of North Frontenac is 1,164.73 square kilometers in size and is a lower-tier municipality, being part of Frontenac County and home to over 2,285 permanent residents. In addition, there are an estimated 5,000 seasonal residents, total private dwellings of 2,823, private dwellings occupied by usual residents of 904 and a population density per square kilometer of 1.6.

North Frontenac Township provides the following services to its residents:

- Administration;
- Economic Development;
- Emergency Management;
- Fire;
- Police (O.P.P. paid by Township);
- Building Department;
- By-law Enforcement and Animal Control;
- Streetlights in Hamlet Areas;
- Road Systems;
- Waste Disposal and Recycling Depots;
- Cemeteries;
- Community Halls;
- Recreation Programs and provide Library Facilities;
- Crown Land Stewardship Program;
- Planning.

The Township of Central Frontenac

The Township of Central Frontenac is 1,025 square kilometers in size and is a lower-tier municipality, being part of Frontenac County and home to over 4,892 permanent and seasonal residents, and total private dwellings of 4,106.

Central Frontenac Township provides the following services to its residents:

- Administration;
- Economic Development;
- Emergency Management;
- Fire;
- Police (O.P.P. paid by Township);
- Building Department;
- By-law Enforcement and Animal Control;
- Streetlights in Hamlet Areas;
- Road Systems;
- Waste Disposal and Recycling Depots;

- Cemeteries;
- Community Halls;
- Recreation Programs and provide Library Facilities;
- Crown Land Stewardship Program;
- Planning.

The Township of South Frontenac

The Township of South Frontenac is a growing rural lower-tier municipality located just north of Kingston within the County of Frontenac. South Frontenac offers a combination of agricultural, small-town and cottage-country environments. The municipality has 18,646 residents who occupy 10,336 private dwellings of which about 3,033 are seasonal. The population is spread across 971 square kilometers leading to a population density of 19.2 residents per square Kilometer.

South Frontenac provides the following services to its residents:

- Administration and Financial Management;
- Economic Development;
- Emergency Management;
- Fire;
- Police (O.P.P. paid by Township);
- Building Department;
- By-law Enforcement and Animal Control;
- Streetlights in Hamlet Areas;
- Sydenham Water Service;
- Road Systems;
- Park Maintenance;
- Waste Disposal and Recycling Depots;
- Cemeteries;
- Community Halls;
- South Frontenac Museum;
- Recreation Programs, Frontenac Community Arena and provide Library Facilities;
- Crown Land Stewardship Program;
- Planning.

The Township of Frontenac Islands

The Township of Frontenac Islands Frontenac Islands was formed in 1998 by the amalgamation of two of Ontario's oldest rural municipalities: Howe Island and Wolfe Island. Both islands can trace their European roots back to New France, but it was only in the years after the War of 1812 that settlement took place in any numbers.

The islands are named after two of Britain's generals from the time period of the Seven Year's War: James Wolfe and William Howe. Frontenac Islands have a mixture of agricultural and rural lifestyles with a growing proportion of residents working off the islands in Kingston or elsewhere in Frontenac County.

The islands, situated as they are at the beginning of the St. Lawrence River, provide a unique location to live and work. Access to the mainland is by boat: both islands are serviced by ferries year-round with the addition of a seasonal ferry to the USA from Wolfe Island from May to November.

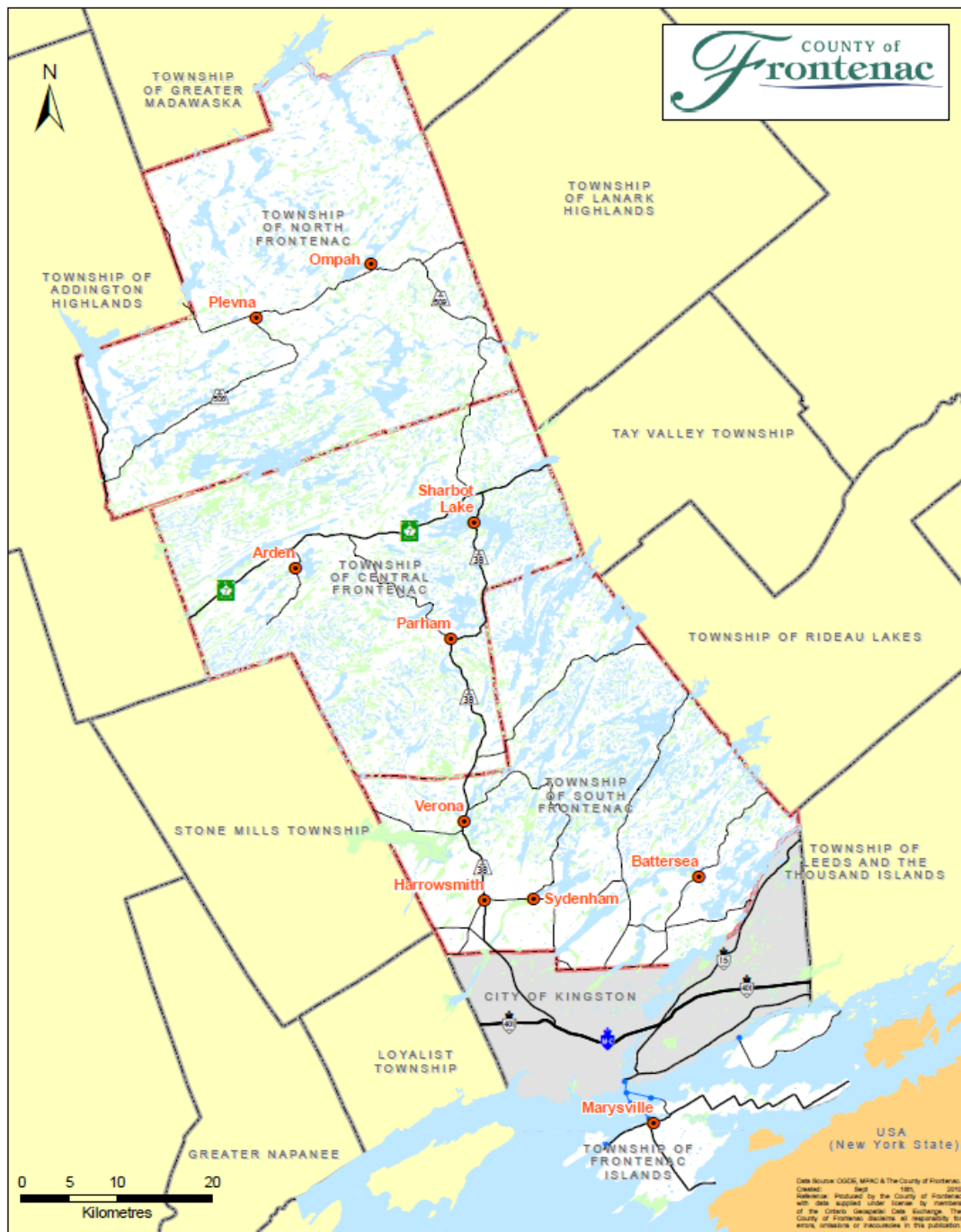
Frontenac Islands Township is home to over 1,760 permanent and seasonal residents, and provides the following services to its residents:

- Administration;
- Economic Development;
- Emergency Management;
- Fire;
- Police (O.P.P. paid by Township);
- Building Department;
- By-law Enforcement and Animal Control;
- Streetlights in Hamlet Areas;
- Road Systems;
- Waste Disposal and Recycling Depots;
- Cemeteries;
- Community Halls;
- Recreation Programs and provide Library Facilities;
- Crown Land Stewardship Program;

Statement of Commitment

Through accessibility planning and with the advice of the Frontenac Joint Accessibility Advisory Committee, the Frontenacs (County of Frontenac and the Townships within the County) will continue to strategically identify, remove and prevent barriers to persons with disabilities as possible.

The Frontenacs are committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting the accessibility requirements under the *Accessibility for Ontarians with Disabilities Act*.



Guiding Legislation

The *Accessibility for Ontarians with Disabilities Act, 2005* (the “Act”) is part of the province’s goal of making all of Ontario accessible by 2025. This law sets out firm standards and deadlines for removing barriers to accessibility and accommodating the needs of those with disabilities.

A “Disability”, as defined under the *Accessibility for Ontarians with Disabilities Act, 2005*, includes:

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- (b) a condition of mental impairment or a developmental disability,
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; (“handicap”).

Ontario Regulation 191/11, the Integrated Accessibility Standards establishes the accessibility standards for information and communications, employment, transportation, the design of public spaces and customer service.

Customer Service

Addresses the removal of barriers to customer service at private and public sector organizations.

Information and communication

Addresses the removal of barriers in access to information. Includes information provided in person, in print, on a website, or through other means.

Employment

Addresses the supports given to employees and those who are being assessed for employment.

Transportation

Addresses the barriers and supports for transit customers.

Design of Public Spaces

Addresses the barriers and supports for the construction and redevelopment of public spaces including recreational trails and beach access routes; outdoor public use eating areas; outdoor play spaces; exterior paths of travel; accessible parking; obtaining services; and maintenance of accessible elements.

The multi-year plan is also part of what is required by legislation. The *Act* requires organizations to establish, implement, maintain and document a multi-year accessibility plan which outlines the organization's strategy to prevent and remove barriers and meet its requirements under the Regulation. The Frontenacs are required to post the accessibility plan on the following web sites:

County of Frontenac – [County of Frontenac website](#)

Township of North Frontenac – [Township of North Frontenac website](#)

Township of Central Frontenac – [Township of Central Frontenac website](#)

Township of South Frontenac – [Township of South Frontenac website](#)

Township of Frontenac Islands – [Township of Frontenac Islands website](#)

and to provide the plan in an accessible format upon request. The plan must also be updated every five years.

The Joint Frontenac Accessibility Advisory Committee

In 2002, the County and the four Townships established a Joint Frontenac Accessibility Advisory Committee. The mandate of the Committee is to assist the Frontenac Councils in enabling persons with disabilities to have equal access to all opportunities within the County. The Committee holds up to six meetings per year, which are held during the day and last for one or two hours. Committee members currently sit from their date of appointment for the term of Council (November 14th of an election year). The composition of the Committee includes one representative from each township, one representative from the community at large and two members of County Council.

The duties of the Committee include:

- (a) advise County Council 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; and
- (f) provide recommendations to Council on the promotion of public awareness and understanding of the needs of persons with disabilities.

The Committee played an important role in the development of this multi-year plan.

Barriers

The purpose of this Plan is to prevent, identify and remove barriers. When we think about barriers, it is important to be aware of both visible and invisible barriers. The Frontenacs will work to develop a culture that places more focus on accessibility awareness with a more unified approach to accessibility

Overview: What we have accomplished so far?

In 2009, Frontenac Councils adopted the Accessible Customer Service Policy, making the Frontenacs compliant with Ontario Regulation 429/07. This regulation established accessibility standards for customer service across the province, ensuring that Ontarians receive services based on the principles of dignity, independence, integration and equal opportunity. As of 2016 the Accessible Customer Service Standard was incorporated into the Integrated Accessible Standards Regulation as per Ontario Regulation 191/11 and that change is now reflected in this plan.

In 2013 Frontenac Councils adopted the Integrated Accessibility Standards Regulation, making the Frontenacs compliant with Ontario Regulation 191/11. The Integrated Accessibility Policy encompasses all requirements of the new IASR, including the Information and Communications Standard, the Employment Standard, the Transportation Standard and the Design of Public Spaces Standard, and IASR training for all employees, volunteers and members of Council.

A full list of individual accomplishments of each of the Frontenacs are noted in Appendix A.

The Frontenacs continue to review existing and develop new policies, practices and procedures in relation to AODA accessibility requirements.

Accessibility Policies and Plan for the Frontenacs

The 2023-2027 accessibility policies and plan outlines the policies and actions that the Frontenacs will put in place to improve opportunities for people with disabilities.

Statement of Commitment

The Frontenacs are committed to treating all people in a way that allows them to maintain their dignity and independence. We believe in integration and equal opportunity. We are committed to meeting the needs of people with disabilities in a timely manner, and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements under the *Accessibility for Ontarians with Disabilities Act*.

Through accessibility planning and with the advice of the Frontenac Joint Accessibility Advisory Committee, the Frontenacs will strategically identify, remove and prevent as many barriers to persons with disabilities as possible.

Accessible Emergency Information

The Frontenacs are committed to providing our customers and clients with publicly available emergency information in an accessible way upon request. We will also provide employees with disabilities individualized emergency response information when necessary.

Training

The Frontenacs will provide training to all employees, volunteers and other staff members on Ontario's accessibility laws and on the Human Rights Code as it relates to people with disabilities. Training will be provided in a way that best suits the duties of employees, volunteers and other staff members.

The Frontenacs will take the following steps to ensure employees are provided with the training needed to meet Ontario's accessible laws:

The Frontenacs have implemented training procedures to meet the requirements of the Integrated Accessibility Standard. These procedures ensure that the following persons are trained to meet Ontario's accessibility laws, the Integrated Accessibility Standard, and the Human Rights Code.

- (a) all employees, and volunteers;

- (b) all persons who participate in developing the organization's policies; and
- (c) all other persons who provide goods, services or facilities on behalf of the organization.

The training will include a review of the purposes of the Act and the requirements of Customer Service Standard and instruction about the following matters:

1. How to interact and communicate with persons with various types of disability.
2. How to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person.
3. How to use equipment or devices available on the provider's premises or otherwise provided by the provider that may help with the provision of goods, services or facilities to a person with a disability.
4. What to do if a person with a particular type of disability is having difficulty accessing the provider's goods, services or facilities. O. Reg. 165/16, s. 16.

The method and amount of training shall be dependent on the trainee's role in terms of accessibility. Consistent with current practices, training records shall be kept, including the dates when the training is provided and the names of the individuals to whom the training was provided.

For new employees, training shall be provided to each person as soon as practical after he/she is assigned the applicable duties, but no later than 6 months after a person commences employment with any of the Frontenacs. Training shall also be provided on an ongoing basis in connection with changes to the policies, practices and procedures concerning the Frontenacs accessibility policies and procedures.

The Frontenacs will ensure that expanded training procedures are developed and maintained according to legislative requirements and amendments and that the Frontenac Joint Accessibility Advisory Committee shall be consulted throughout this process.

Customer Service

The Accessible Customer Service Policy commits us to communicating with persons with disabilities using multiple alternative formats, welcoming persons who are accompanied by service animals or support persons, and training our staff in the provision of goods and/or services to persons with disabilities.

Along with the Accessible Customer Service Policy, Frontenac Councils also adopted "*How May I Help you?*" Accessible Customer Service Best Practices and Procedures. This document provides clear and detailed instructions on how to best serve persons with disabilities.

The Frontenacs will continue to provide accessible customer service as outlined above and will continue to receive feedback and consult with the general public on how to best service their needs.

Information and Communications

The Frontenacs are committed to meeting the communication needs of people with disabilities. We will consult with people with disabilities to determine their information and communication needs.

All 5 municipal websites and content on those sites conform with WCAG 2.0, Level A. A comprehensive redevelopment of the Township of Central Frontenac and the Township of North Frontenacs websites will be undertaken before the end of 2017. The new website will conform to the standards of WCAG 2.0, Level A. The redevelopment of the Township of Frontenac Islands website will launch November, 2022.

Current processes allow for the creation of accessible documents upon request, provided they remain in digital format. The Frontenacs shall review and update their content creation policies and practices to ensure that any new content made available on the website conforms to WCAG 2.0, Level A, and is available in an accessible format. Staff members responsible for creating content for the website shall be trained in these policies and practices.

The Frontenacs will take the following steps to ensure existing feedback processes are accessible to people with disabilities upon request:

In response to the Customer Service Standard, the Frontenacs have established a process for receiving and responding to feedback regarding the manner in which goods and services are provided to persons with disabilities, and has made information about the process readily available to the public.

The feedback process permits persons to provide their feedback using the following methods:

- (i) in person;
- (ii) by telephone;
- (iii) in writing;
- (iv) by electronic mail; or
- (iv) on diskette or otherwise.

All feedback, including questions regarding this policy, is directed to the respective municipalities Accessibility Coordinator. A response can be expected within ten (10) working days.

These practices shall be continued and expanded to encompass all Frontenac operations. The Frontenacs shall ensure that the public is notified about the availability of accessible formats and communication supports. The notice shall be given by posting the information: (i) at a conspicuous place on Frontenac premises; (ii) on the Frontenac official web sites; or by such other method as is reasonable in the circumstances.

A County-wide Communications Plan will encompass communications strategies for Staff, Councils and Advisory Committees of Council. Strategies will ensure that all publicly available information is made accessible.

Accessibility strategies shall require the Frontenacs to:

- 1) Provide or arrange for the provision of accessible formats and communication supports for persons with disabilities upon request;
- 2) Provide the accessible format in a timely manner that takes into account the person's accessibility needs due to disability and at a cost that is no more than the regular cost charged to other persons, and;
- 3) Consult with the person making the request in determining the suitability of an accessible format or communication support.

Further, the Communications Plan ensures that the public is notified about the availability of accessible formats and communication supports. The notice shall be given by posting the information: (i) at a conspicuous place on Frontenacs premises; (ii) on the all Frontenacs official web site – or by such other method as is reasonable in the circumstances.

The Frontenacs will take the following steps to make all websites and content conform with WCAG 2.0, Level AA by January 1, 2021:

A comprehensive redevelopment of the County websites was undertaken in 2012. Conformity with WCAG 2.0, Level AA has been integrated into the website project proposal. At a minimum, this will allow the website to transition to WCAG 2.0, Level AA well before the 2021 deadline.

Ahead of the 2021 deadline, the Frontenacs shall review and update their content creation policies and practices to ensure that any new content made available on the website conforms to WCAG 2.0, Level AA, and is available in an accessible format. Staff members responsible for creating content for the website shall be trained in these policies and practices.

Frontenac Municipal Information Services will undertake quarterly website validations to ensure ongoing conformity with WCAG 2.0 standards.

Employment

The Frontenacs are committed to fair and accessible employment practices.

We will take the following steps to notify the public and staff that, when requested, the Frontenacs will accommodate people with disabilities during the recruitment, assessment and selection processes as well as the retention process when people are hired:

Recruitment procedures have been amended to ensure that all job postings include a notice informing prospective applicants and employees that accommodations are available upon request. The notice shall also be provided by posting the information: (i) at a conspicuous place on the premises; (ii) on the respective Frontenacs web site; or by such other method as is reasonable in the circumstances.

The Frontenacs currently informs candidates selected for assessment that accommodations are available upon request in relation to the materials to be used in the assessment. The Frontenacs ensure that this notice is provided in writing to the applicant when the assessment is scheduled. Should a candidate request accommodation, the appropriate staff shall consult with the candidate and provide or arrange for the accommodation that takes into account the applicant's accessibility needs due to a disability.

At the time of offer, the appropriate staff will notify the candidate in writing of the Frontenacs policies for accommodating employees with disabilities.

The Frontenacs have in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.

We will take steps to ensure the accessibility needs of employees with disabilities are taken into account during performance management, career development and redeployment processes. This includes consultation with the employee and consideration of any accommodations.

Transportation

The Frontenacs do not currently provide any conventional, specialized or public transportation services or license taxi cabs.

Design of Public Spaces

The Frontenacs will commit to consulting with the public, persons with disabilities and with the Frontenac Accessibility Advisory Committee when building or redeveloping any public spaces, including recreational trails and beach access routes, exterior paths of travel, outdoor play spaces and public use eating areas, accessible on and off street parking and when in obtaining services.

The Frontenacs commit to reviewing and updating procedures for the preventative and emergency maintenance of accessible elements required under the Design of Public Spaces Standard and for dealing with temporary disruptions when accessibility elements are not in working order.

The Standards

Information and Communications

Topic	Barrier or Goals Identified	Actions to be taken
Websites	Remove barriers that may be preventing websites from being fully compatible with assistive technology and ensure web content meets W.C.A.G.2.0 level AA compliance requirements	✓ Remediation of inaccessible PDFs ✓ All web content will be in an accessible format
Information and Communication Standard	Increase training and awareness and clarify expectations for creating or procuring accessible information and communications	✓ Use of software, such as Adobe Acrobat Pro DC to help ensure all PDFs are in an accessible format ✓ Staff training on how to create accessible documents including Word and PDF

Transportation

The County of Frontenac and its member municipalities do not provide a conventional transit system and the Howe Island Ferry and the Township Ferry do not meet the minimum tonnage under the Standard.

Design of Public Spaces

Topic	Barrier or Goals Identified	Actions to be taken
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Trails and beaches	Consult with ACC regarding accessibility of the trail including requirements under the Design of Public Spaces Standard	✓ Improve Accessibility on the K&P Trail program. ✓ Use of the Engage Frontenac platform to encourage public engagement
Outdoor spaces	The increased use of outdoor spaces may create additional pressures on infrastructure and access points.	✓ Explore options for improvements to outdoor spaces including trails, playgrounds and eating areas.
Accessible Parking	Increased demand on outdoor spaces could result in the requirement for increased accessible parking options	✓ Explore options for improvements and the creation of additional accessible parking that ensures all citizens can easily access outdoor spaces and services

Customer Service

Topic	Barrier or Goals Identified	Actions to be taken
Feedback	- Promote public engagement and use of accessible feedback channels - Solicit and respond to community feedback to help direct accessibility planning efforts	✓ Use of the Engage Frontenac platform to encourage public engagement ✓ Continue to encourage members of the public to submit their comments or concerns through one of our feedback channels: online “accessibility feedback” forms, speaking with staff members, or reaching out through all of our social media channels. ✓ Continue to ensure feedback channels are in accessible formats and will respond to feedback, upon request, in a manner that considers

		individual preferences and abilities.
Staff training	Support training initiatives to equip staff with knowledge and skills to deliver high quality customer service to all residents and visitors.	✓ All new staff receive training on the AODA and the Human Rights Code.

Employment

Topic	Barrier or Goals Identified	Actions to be taken
Commitment to accessible employment practices	Ongoing efforts to encourage a diverse work force by identifying and removing any barriers to employment	✓ Continue to promote and support a diverse work group through our hiring processes and our accommodation plans.

The Frontenacs, The Employer

In addition to the Frontenac's municipal goods, services, programs, and facilities, it is important to remember that we are also employers. The Frontenacs County are committed to maintaining a barrier-free recruitment and hiring process and recognizes the strength of a diverse workforce. In keeping with our Multiyear Accessibility Plan, the Frontenacs will make continuous upgrades to our policies, procedures, and workplaces to foster a safer, more accessible, and inclusive work environment. Some actions include:

- Continue to advertise on all employment opportunities that, upon request, accommodations and alternate formats are available throughout the recruitment, assessment, and selection processes
- Continue to use Individualized Work Modification Plan's and Individualized Emergency Response Plan worksheets

For more information

Members of the public are encouraged to make comments on the Frontenacs Multi-Year Accessibility Plan and on accessibility matters in general. To provide your comments or for more information on this accessibility plan there are a number of ways that you can contact the Frontenacs:

County of Frontenac
2069 Battersea Road,
Glenburnie ON K0H 1S0
Phone: 613-548-9400 ext. 302
Fax: 613-548-8460
Email: jamini@frontenacounty.ca
[Frontenac County website](#)

Township of North Frontenac
6648 Road 506, Plevna, ON, K0H 2M0
Phone: 1-800-234-3953 or 613-479-2231 Ext. 232
firechief@northfrontenac.ca
[Township of North Frontenac website](#)

Township of Central Frontenac
1084 Elizabeth Street
P.O. Box 89, Sharbot Lake, ON K0H 2P0
Phone: 613-279-2935 ext. 243
Fax: 613-279-2422
Email: jleague@centralfrontenac.com
[Township of Central Frontenac website](#)

Township of South Frontenac
Box 100, Sydenham ON, K0H 2T0
Phone: 613-376-3027 Ext 2244
Fax: 613-376-6657

Email: jthompson@southfrontenac.net
[Township of South Frontenac website](#)

Township of Frontenac Islands Box 130
Wolfe Island ON K0H 2Y0
Phone: 613-385-2216
Email: dplumley@frontenacislands.ca
[Township of Frontenac Islands website](#)

Accessible formats of this document are available at no cost upon request from:

MUNICIPALITY	IMPROVEMENT
County of Frontenac	A comprehensive redevelopment of the County's website was undertaken in 2013. Conformity with WCAG 2.0, Level AA was integrated into the website project proposal. This has allowed the website to transition to WCAG 2.0, Level AA well before the 2021 deadline. The County shall review and update its content creation policies and practices to ensure that any new content made available on the website conforms to WCAG 2.0, Level AA, and is available in an accessible format. County staff received Accessible Document training in May of 2015 and updated its content creation policies and practices to ensure that any new content made available on the website conforms to WCAG 2.0, Level A, and is available in an accessible format. Staff members responsible for creating content for the website have been trained in these policies and practices. Frontenac Municipal Information Services perform quarterly website validations to ensure ongoing conformity with WCAG 2.0 standards.
	In response to the Customer Service Standard, the County of Frontenac established a process for receiving and responding to feedback regarding the manner in which goods and services are provided to persons with disabilities, and made information about the process readily available to the public. The feedback process permits persons to provide their feedback using the following methods: (i) in person; (ii) by telephone;

	(iii) in writing; (iv) by electronic mail at info@frontenacounty.ca; or (iv) on diskette or otherwise. All feedback, including questions regarding this policy, is directed to the Clerk's Department. A response can be expected within ten (10) working days. These practices are continued and expanded to encompass all County operations. The County ensures that the public is notified about the availability of accessible formats and communication supports. The notice is given by posting the information at County reception areas and on the County's official web site – Frontenac County website; or by such other method as is reasonable in the circumstances.
	In 2013, Human Resources reviewed and updated the County's orientation and training material to ensure that it adequately addresses the County's policies used to support its employees with disabilities, including the provision of job accommodations. This training shall be provided to each person as soon as practical after he/she is assigned the applicable duties, but no later than 6 months after a person commences employment with the County of Frontenac. Human Resources shall provide updated information to employees whenever there is a change to County policies on the provision of job accommodations. In 2013, Human Resources developed procedures to address accessible formats and communication supports for employees. These procedures provide or arrange for the provision of accessible formats and communication supports for information that is needed for an employee to perform his/her job, and information that is generally available to employees in the workplace. The procedures also ensure that the County consults with an employee who requests such an accommodation.
	Fairmount Home's Kingston Frontenac Rotary Auditorium was redeveloped in 2013 and is

	fully accessible. Human Resources has also developed Recruitment & Onboarding Processes that ensure AODA compliance.
	Accessible automatic door openings in the County Administrative Building have been installed at the main entrance and all doors leading to public meeting rooms.
	Reconfiguration of the Fairmount Home reception desk that includes a lower section for residents and others using mobility aids to be better served and meets the requirements of the Design of Public Spaces Standard
North Frontenac	Administration Office – designated accessible parking spaces available; Ramp installed and power door at front entrance; Walkway around Main Office building leading to meeting room from the office; Open hours posted on front door and outside entrance visible to the designated accessibility parking spaces; Front counter placards reads: 'Services Also Available in Writing Upon Request'; and Installed a lower counter in Municipal Office
	Clarendon-Miller Community Hall – automatic door opener and lighting; Front door has a push bar; and Installed signage for two (2) designated accessible parking spaces.
	Clarendon-Miller Fire Hall – Chair lift available to upstairs meeting room; and Washrooms are accessible for wheelchairs.
	Installed roof over the entrance to the Clar-Mill Hall to assist with accessibility at the hall. This new roof will keep snow and ice off the entrance to provide a more accessible entrance for all to use.

	Ompah Community Hall – Front entrance accessible; and Two (2) designated accessible parking spaces available
	Snow Road Community Hall – Women’s washroom – toilet and sink are correct height; Wheelchair ramp installed; and Two (2) designated accessible parking spaces available.
	Snow Road Community Hall received a renovation and expansion to the front of the building. This included a new accessible ramp; automatic doors, and accessible sized doors. This has been a really nice upgrade to the hall and a true improvement to accessibility efforts for our residents and visitors.
	Harlowe Community Hall – Wheelchair ramp at front of building; Washrooms – both accessible by wheelchairs, bars installed, etc.; Two (2) designated accessible parking spaces available; Power door installed at entrance door; and Railings at back steps.
	Barrie Community Hall – New wheelchair ramp built in 2012; Accessible door installed – 34” door; Front door has a push bar; Rear entrance accessible; Washrooms – accessible for wheelchairs with bars installed; and Kitchen – countertops, sink, etc. are at correct height, etc. and are accessible
	Plevna Library – Wheelchair ramp outside and Accessible washroom.
Central Frontenac	District 4 Firehall/Library Parking area accessible upgrades
	Parham Play Area at the Parham Ballfield

	Accessible reception area at the Municipal Office
South Frontenac	Completed work on Sydenham Point Beach, the playing field and cenotaph, Accessible path & washrooms
	Completed Battersea Playground due in part to the community successfully actively fundraising
	Renovated the Public Works office building on Keeley Road with accessible standards
	Provided the Planning Accessible Events Book to our facility booking volunteers and on our website
	Provided Guide to Accessible Festivals & Outdoor Events Book to Recreation Department for distribution when events are booked
	Built five (5) new accessible picnic tables for parks and beaches
	Accessibility upgrades to Centennial Park
	South Frontenac Township Museum
Frontenac Islands	Accessible Ramp to Community Hall allowing for access to Township Office through the use of a fully automated accessible entrance and door
	Fully accessible washroom for Community Hall/Town Hall/Municipal Office (shared use)

	Internal access ramp with handrails connecting Community and Town Hall
	Street cuts for accessible curb along Main Street
For completion in 2017	Five Unit Seniors Apartment Building built to accessibility standards of Building Code
	Accessible Parking spot added for Community Hall
	Accessible Washroom for Community Centre Grounds (public use)
	New Transfer Station Building for Staff with an accessible washroom

Appendix B1



FRONTENAC

Frontenac Accessibility Advisory Committee Meeting Minutes December 6, 2022

https://youtu.be/_kaZRpuTHvk

A meeting of the Frontenac Accessibility Advisory Committee (FAAC) was held in virtual electronic format, hosted at the County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, December 6, 2022 at 10:00 a.m.

Present Neil Allen, Community Representative, South Frontenac, Chair
Virtually: Janet MacDonald, Community Representative, Frontenac Islands
 Kurt Halliday, Community Representative, Central Frontenac, Vice
 Chair
 David Yerxa, Community Representative at Large

Regrets Ed Schlievert, Community Representative, North Frontenac

Also Present Jannette Amini, County of Frontenac
 Eric Korhonen, Township of North Frontenac
 Cindy Deachman, Township of Central Frontenac
 Jody Legue, Township of South Frontenac

1. **Call to Order**

Mr. Allen called the meeting to order at 10:02 a.m.

2. **Adoption of the Agenda**

Moved By: Mr. Halliday
Seconded By: Mr. Yerxa

That the agenda for the December 6, 2022 meeting of the Joint Frontenac Accessibility Advisory Committee be approved.

Carried

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

There were none.

4. Adoption of Minutes

Minutes of Meeting held October 4, 2022

Moved By: Ms. MacDonald

Seconded By: Mr. Yerxa

That the minutes of the Joint Frontenac Accessibility Advisory Committee meeting held October 4, 2022 be adopted.

Carried

5. Deputations and/or Presentations

6. Reports to the Accessibility Advisory Committee

a) Consideration of the 2022 Celebration of Accessibility Awards

The Committee reviewed all the nominations submitted and thought that all nominations were unique in the way that they support accessibility in their respective Townships. All nominations were meaningful.

The committee was encouraged, along with others, to keep their eyes open around what is happening in the communities in terms of accessibility, given that one of the nominations had been operating for the past 10 years.

The certificate will be wording to include "In recognition of their community contribution by" and then list what each was nominated for.

Moved By: Mr. Halliday

Seconded By: Ms. MacDonald

That Fargo's General Store and Graham's Pharmacy Jointly, Hunters Creek Golf Club and Wolfe Island Medical Clinic AND (2) The Frontenac Doctors Jointly be selected as the 2022 recipients of the County of Frontenac Celebration of Accessibility Award.

Carried

b) 2022-126 Frontenac Accessibility Advisory Committee Approval of the Joint Frontenac 2023-2027 Multi-Year Accessibility Plan

Moved By: Mr. Halliday

Seconded By: Mr. Yerxa

Be It Resolved That the Council of the County of Frontenac pass a by-law adopting the 2023-2027 Multi-Year Accessibility Plan attached to this report as Appendix A.

And Further That a copy of this report and the 2023-2027 Multi-Year Accessibility Plan be forwarded to the Townships.

Carried

Ms Amini provided an overview of the report. She confirmed that all websites themselves are WCAG 2.0, Level A compliant. In terms of website content, she did confirm that the County of Frontenac in 2021 removed all inaccessible content and has since been working to ensure that these documents are now put in an accessible format. All content on the County website is compliant.

7. Township Updates

a) Township of North Frontenac

Mr. Korhonen provided updates regarding the Township of North Frontenac

b) Township of Central Frontenac

Ms. Deachman provided updates regarding the Township of Central Frontenac

c) Township of South Frontenac

d) Township of Frontenac Islands

8. Communications

9. Other Business

10. Next Meeting

11. Adjournment

Moved By: Mr. Halliday

Seconded By: Mr. MacDonald

That the meeting hereby adjourn at 10:25 a.m.

Carried

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° 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 360° review including Directors, Managers and front line staff. At the discretion of Council, the 360° review may include key outside stakeholders.
- i. The 360° 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-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-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 largewho 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-3 – Advisory Committee to County Council

Committee Name: Administrative Building Design Task Force

Establishment of the Committee

- (i) The County of Frontenac Administrative Building Design Task Force shall be comprised of four (4) 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
- Councillor
- Councillor
- Councillor

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.

The Corporation of the County of Frontenac

By-Law Number 2022-0046

Being a By-Law to Amend the County of Frontenac Official Plan (Amendment Number 2, Bills 13 and 109)

Whereas the Province of Ontario passed *Bill 13, Supporting People and Businesses Act, 2021* on December 2, 2021, providing municipal councils with broader authority to allow more planning decisions to be made by staff or committees of council; and,

Whereas the Province of Ontario passed *Bill 109, More Homes for Everyone Act, 2022* on April 14, 2022, which made numerous changes to various pieces of legislation, including the *Planning Act*, including the requirement to refund the fees for certain types of planning applications if provincial timelines are not met; and

Whereas County staff having been collaborating with the staff at all four townships to prepare for the implementation of the changes brought about through Bills 13 and 109; and

Whereas County staff are proposing some administrative amendments to the County Official Plan to enable both the County and the Townships to respond appropriately to the changes brought about through Bills 13 and 109, specifically as it relates to complete applications, the pre-application consultation process, and delegated authority for planning approvals; and,

Whereas the County held a statutory Public Meeting about the proposed Official Plan Amendment, as required by the *Planning Act*, on November 10, 2022;

Now Therefore, the Council of The Corporation of the County of Frontenac, in accordance with the provisions of Section 17 of the *Planning Act*, *R.S.O. 1990.c.P.13*, as amended, enacts as follows:

1. The County of Frontenac Official Plan is hereby amended by the following changes, which shall constitute Amendment Number 2 to the Official Plan:
 - a. **Amend** the text of Section 8.7, Planning Applications – Consultation and Complete Application Requirements, by adding a new first paragraph with the following wording and number it as Section 8.7.1:

“8.7.1 The submission of a complete application may include, but not be limited to, the completion of any applicable municipal forms, the payment of all required fees, the submission of studies, reports and drawings, and technical comments on studies, reports and drawings by all relevant departments, agencies, ministries, or third-party peer reviewers.”

- b. **Amend** the text of Section 8.7, Planning Applications – Consultation and Complete Application Requirements, by numbering the existing first paragraph, which begins with the words, “In situations where...”, as Section 8.7.2.
- c. **Amend** the text of the second sentence in Section 8.7.2, noted above, by adding the words “that may be required to deem an application complete” following the words “Such information”, so that the second sentence once amended reads as follows:

“Such information that may be required to deem an application complete may include but is not limited to any of the following...”

- d. **Amend** the text of Section 8.7.2, noted above, by deleting the bullet point with the words: “Official Plan Amendment or Zoning By-Law” from the list of studies.
- e. **Amend** the text of Section 8.7, Planning Applications – Consultation and Complete Application Requirements, by adding four new paragraphs with the following wording and numbering them as Sections 8.7.3 through 8.7.6:

“8.7.3 All required reports and technical studies will be carried out by qualified persons retained by and at the expense of the proponent. The County may require a peer review of any report or study by an appropriate public agency or a professional consultant retained by the County at the proponent’s expense.

8.7.4 Pre-application consultation is required for all applications where the County is the approval authority. The County may structure the pre-application consultation process to include multiple stages, where warranted, based on the complexity of the proposal and the type of application.

8.7.5 The County may require a proponent to hold a public open house early in the process, including prior to any statutory public meetings required by the Planning Act.

8.7.6 Township Official Plans may include policies for pre-application consultation and complete applications for planning applications where the Township is the approval authority.”

- f. **Amend** Section 8, Implementation, of the County of Frontenac Official Plan, by adding a new Section 8.10, Delegated Authority, as follows:

“8.10 Delegated Authority

8.10.1 The County may delegate its authority for various approval or advisory functions in accordance with the provisions of enabling legislation

including the Planning Act, the Municipal Act, and the Ontario Heritage Act.

8.10.2 Township Official Plans may include policies for Township Councils to delegate their authority for various approval or advisory functions in accordance with the provisions of enabling legislation including the Planning Act, the Municipal Act, and the Ontario Heritage Act.”

2. This by-law shall come into force and take effect on the date of final passing by the Council of The Corporation of the County of Frontenac, subject to the provisions of the *Planning Act, R.S.O., 1990.c.P.13*, as amended.

Read a first and second time this 21st day of December 2022.

Read a third time and finally passed this 21st day of December 2022.

Ron Vandewal, Warden

Jannette Amini, Clerk

By-Law No. 2022-0047

Of

The Corporation of the County of Frontenac

Being a By-Law to Adopt the 2023-2027 Multi-Year Accessibility Plan

Whereas Ontario Regulation 191/11 Section 4 of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) directs designated public sector organizations to establish, implement, maintain and document a multi-year accessibility plan; and,

Whereas the County of Frontenac is considered a large public sector organization under the AODA;

Whereas the Council of the County of Frontenac deems it expedient to pass a Multi-Year Accessibility Plan;

Now Therefore be it Resolved That the Council of the Corporation of the County of Frontenac authorizes the following:

1. **That** Council hereby adopts the 2023-2027 Multi-Year Accessibility Plan for the County of Frontenac attached hereto as Schedule "A" to this by-law.
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 21st day of December 2022.

Read a Third Time, Signed, Sealed and Finally Passed this 21st day of December 2022.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

By-Law No. 2022-0048

of

The Corporation of the County of Frontenac

being a by-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other requirements under the Emergency Management and Civil Protection Act

Whereas Under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the “Act”) every municipality in the province is required to:

1. Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
2. Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
3. Establish an emergency management program committee;
4. Establish an emergency control group;
5. Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
6. Designate an employee of the municipality as its emergency information officer.

Whereas it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery; and

Whereas the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

Now Therefore the Council of the County of Frontenac hereby enact as follows:

That the Council of the County of Frontenac adopt an Emergency Management Program and Emergency Response Plan and to meet other requirements under the *Emergency Management and Civil Protection Act* as follows:

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with, and in accordance with the Act and international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery, and such program shall include:
 - a) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b) public education on risks to public safety and on public preparedness for emergencies; and
 - c) any other elements required by the standards for emergency management set under the Act or by the Ontario Fire Marshal and Emergency Management.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the County's Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, County employees and the County Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the County.

County of Frontenac By-law No. 2022-0048

To adopt an Emergency Management Program and Emergency Response Plan and to meet other requirements under the Emergency Management and Civil Protection Act
December 21, 2022

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Emergency Management Program Coordinator

6. Jannette Amini, is hereby appointed as the Emergency Management Program Coordinator and primary community emergency management coordinator (the "CEMC") responsible for the emergency management program for the County including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The Chief Paramedic/Director, Emergency and Transportations Services, the Deputy Chief - Performance Standards and Mark Podgers are hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The persons from time to time holding the following positions in the County, or their designates, shall be members of the Emergency Management Program Committee:
 - a. County Warden
 - b. Emergency & Transportation Council Liaison
 - c. Chief Administrative Officer
 - d. Director of Planning and Economic Development
 - e. Director of Corporate Services/Treasurer
 - f. Chief Paramedic/Director of Paramedic Services/Transportation Services
 - g. Manager of Legislative Services/Clerk
 - h. Manager of Information Services
 - i. Manager of Human Resources
 - j. Communications Officer
 - k. Administrator of Fairmount Home
 - l. Manager of Continuous Improvement
 - m. Frontenac County Emergency Communications Coordinator
 - n. Ontario Provincial Police Detachment
 - o. Community Emergency Management Coordinator
 - p. County Fire Coordinator
 - q. Kingston, Frontenac, Lennox & Addington Public Health
 - r. Alternate Community Emergency Management Coordinator(s)
 - s. Administrative Assistant/Scribes
9. The CEMC is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the County's Emergency Management Program and shall review the program annually.

County of Frontenac By-law No. 2022-0048

To adopt an Emergency Management Program and Emergency Response Plan and to meet other requirements under the Emergency Management and Civil Protection Act
December 21, 2022

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County Control Group

11. The persons holding the following positions in the County, or their designates, shall be members of the County Control Group (CCG):
- a. Head of Council – Warden
 - b. Emergency Operations Centre Director – Chief Administrative Officer
 - c. Emergency Information Officer – Communications Officer
 - d. Liaison Officer – Manager of Legislative Services/Clerk
 - e. Scribes – CAO's Executive Assistant
 - f. Community Emergency Management Coordinator
 - g. Operations Section Chief – Chief Paramedic/Director
 - h. Planning Section Chief – Director of Planning and Economic Development
 - i. Logistics Section Chief – Manager of Human Resources
 - j. Finance and Administration Section Chief – Director of Corporate Services/Treasurer

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

13. The County's Communications Officer is hereby appointed as the Emergency Information Officer for the Count to act as the primary media and public contact for the County in an emergency.

Administration

14. The Plan shall be made available to the public for inspection and copying at the Administration Office, 2069 Battersea Road, Glenburnie during regular business hours.
15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Ontario Fire Marshall and Emergency Management identified in the Act.

That By-law 2017-0048 is hereby rescinded;

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

Read a first and second time this 21st day of December 2022.

Read a third time, finally passed, signed and sealed the 21st day of December 2022.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

County of Frontenac By-law No. 2022-0048

To adopt an Emergency Management Program and Emergency Response Plan and to meet other requirements under the Emergency Management and Civil Protection Act
December 21, 2022

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By-Law Number 2022-0049

of

The Corporation of the County of Frontenac

being a by-law to authorize the Warden and Clerk to enter into an agreement with Explorer Solutions for the development of the 2023-2026 County Strategic Plan

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:

Whereas the County of Frontenac wishes to enter into an Agreement with Explorer Solutions for the development of the 2023-2026 County Strategic Plan:

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

1. **That** the Warden and Clerk are hereby authorized to execute an Agreement with Explorer Solutions for the development of the 2023-2026 County Strategic Plan.
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 21st day of December 2022.

Read a Third Time, Signed, Sealed and Finally Passed this 21st day of December 2022.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

By-Law No. 2022-0050

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

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

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

And Whereas section 51.2(1) of the *Planning Act* R.S.O. 1990 c. P.13 as amended authorizes the delegation of authority of all or any part of the authority to approve plans of subdivision to a committee of council or to an appointed officer identified in the by-law by name or position occupied and this authority is extended to approval of plans of condominium pursuant to subsection 9(2) of the *Condominium Act, 1998* S.O. 1998 c. 19, as amended and extended to the requirement of approval for Part-Lot control under section 50(7.1) *Planning Act* R.S.O. 1990 c. P.13 as amended;

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

And Whereas 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 By-law 2016-0006, Schedule A – Delegation of Authority Policy section 5(iii) mandates that no delegation of powers and duties shall exceed the term of Council;

And Whereas Council deems it appropriate to amend By-law 2016-0006;

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

1. **That** By-law 2016-0006, Schedule B, be deleted in its entirety and replaced with Schedule B attached hereto and forming part of this by-law.
2. **That** this by-law shall come into force and take effect as of the date of final passing thereof.

Read a first and second time this 21st day of December, 2022.

Read a third time and finally passed this 21st day of December, 2022.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

Schedule B to By-law 2016-0006

Delegated Authority

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

By-Law No. 2022-0051

Of

The Corporation of the County of Frontenac

being a by-law to authorize the Corporation of the County of Frontenac to distribute the Canada Community Building Fund amongst its four lower-tier municipalities

Whereas the Corporation of the County of Frontenac (the Recipient) adopted By-law 2010-0015 which authorized the Warden and Clerk to execute an agreement with AMO regarding the Federal Gas Tax (renamed the Canada Community-Building Fund as of June 29, 2021) since the execution of that agreement is mandatory if the County of Frontenac wanted to participate in the transfer of federal gas tax revenue;

And Whereas the Corporation of the County of Frontenac (the Recipient) adopted By-law 2014-0027 to execute an amended agreement with AMO regarding Federal Gas Tax (now called the Canada Community-Building Fund);

And Whereas Section 6.2 of the Agreement permits the Recipient to allocate funds to another Eligible Municipality;

And Whereas Council wishes to authorize the distribution of Canada Community Building Fund allocation amongst the County's four lower tier municipalities for 2022;

Now Therefore Be It Resolved That the Council of the Corporation of the County of Frontenac hereby orders and enacts:

1. **That** the County of Frontenac distribute the Canada Community Building Fund allocation as per the 2022 Schedule attached to this by-law;
2. **That** this By-law shall come into force and have effect upon the final passing thereof.

Read a First and Second Time this 21st day of December, 2022.

Read a Third Time and Finally Passed, Signed and Sealed this 21st day of December, 2022.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

**County Of Frontenac Distribution of Canada Community Building Fund to Eligible Municipalities
For 2022**

Township	Weighted Assessment	Allocation	Additional Distributions	Canada Community-Building Fund Total Distribution
North Frontenac	15.81%	\$ 133,754.73	\$37,176.72	\$
Central Frontenac	16.38%	\$ 138,587.37		
South Frontenac	58.54%	\$ 495,252.36		
Frontenac Islands	9.27%	\$ 78,470.68		
Total	100.00%	\$ 846,065.14		

Municipality	Weighted Assessment %	Distribution based on Weighted Assessment	Additional Distributions	Federal Gas Tax Total Distribution
Township of Frontenac Islands	9.31%	\$78,558.13	\$6,000	\$84,558.13
Township of South Frontenac	58.33%	\$494,808.02	\$0	\$494,808.02
Township of Central Frontenac	16.44%	\$138,878.18	\$0	\$138,878.18
Township of North Frontenac	15.92%	\$134,167.26	\$5,000	\$139,167.26
Total Federal Gas Tax Distribution from the County				\$857,411.59

By-Law Number 2022-0052

of

The Corporation of the County of Frontenac

being a by-law to amend By-law No. 2018-0032 (Council Remuneration By-law) as it relates to the Council Compensation Review

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 under the Municipal Act, 2001, Section 283 a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board; and,

Whereas By-law No. 2018-0032, being a by-law to authorize the payment of remuneration to Members of Council and Non-Council Appointees to Statutory Boards and Committees was passed by Frontenac County Council on December 1, 2018; and,

And Whereas the Corporation of County of Frontenac deems it expedient to amend By-law No. 2018-0032 as it relates to Per Diems for attendance at conferences, training and workshops;

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

That by-law 2018-0032 be amended to delete Schedule A in its entirety and replace with Schedule A attached to this By-law

That this by-law shall come into force and take effect on the date of final passing.

Read a First and Second Time this 21st day of December, 2022.

Read a Third Time, Signed, Sealed and Finally Passed this 21st day of December, 2022.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

Schedule "A" To By-Law No. 2018-0032

1. Payment of Remuneration to Members of the County of Frontenac Council

- a) The Warden of the County shall be paid an annual salary of \$35,920 (2023 rate), to be paid in equal monthly installments, representing remuneration for his/her responsibilities as Warden of the County of Frontenac.
- b) The Deputy Warden shall be paid an annual salary of 120% of the Councillors salary, to be paid in equal monthly installments, representing remuneration for his/her responsibilities as Deputy Warden of the County of Frontenac
- c) Members of Council, excluding the Warden and Deputy Warden shall be paid an annual salary of \$16,320 (2023 rate) each, to be paid in equal monthly installments, representing remuneration for their responsibilities as Councillors of the County of Frontenac.
- d) Members of Council shall receive, for attendance at external Boards to which they have been appointed by the County of Frontenac in accordance with Councils Appointment to External Boards and Committee By-law passed during each term of Council, or a special Council Meeting required to address time sensitive issues, a per diem of \$150 per meeting day:
- e) A per diem of \$250 may be claimed by members of Council against their annual expense account when attending conferences, training and workshops.

(Amended by By-law 2020-0013 passed April 8, 2020)

- f) Members of Council shall be paid based on their role with the County according to which role they hold at the start of the month. (Ex. If Warden elected on November 15th, outgoing Warden would be paid at Warden rate for November, incoming Warden would begin to be compensated as Warden in December).
- g) During election years, outgoing Council members will be paid until November of the year of the election, and incoming Council members will be paid beginning in December of the year they were elected.

2. Payment to Non-Council Appointees to Statutory Boards and Committees

- a) Non-Council appointees to statutory boards and committees shall receive, for attendance at meetings, a per diem of \$75 per meeting.

By-Law No. 2022-0053

of

The Corporation of the County OF Frontenac

being a by-law to confirm all actions and proceedings of County Council on
December 21, 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 December 21, 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 December 21, 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 December 21, 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 21st day of December, 2022

Read a Third Time and Finally Passed, Signed and Sealed this 21st day of December, 2022.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk