



Frontenac County Council Meeting
Wednesday, February 15, 2023 – 9:30 a.m.
Township of South Frontenac Council Chamber,
4432 George Street, Sydenham, ON
<https://youtube.com/live/VxNZoYzC1f0>

Agenda

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Call to Order

Roll Call

Closed Session

Approval of Addendum

Disclosure of Pecuniary Interest and General Nature Thereof

Adoption of Minutes

11 - 21

a) Minutes of Meeting held January 18, 2023

Resolved That the minutes of the regular Council meeting held January 18, 2023 be adopted.

22 - 23

b) Minutes of Special Meeting held January 26, 2023

Resolved That the minutes of the special Council meeting held January 26, 2023 be adopted.

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c) Minutes of the Committee of the Whole Meeting held February 8 & 9, 2023

Resolved That the minutes of the Committee of the Whole meeting held February 8 & 9, 2023 be adopted.

Delegations and/or Presentations

a) Recognition of Fairmount Staff, Samantha Haisell, Colleen Noble, Crystal Hawley, Laurie Bresee, Tammy Bush, Katie Milligan, Chloe Aird-Tousignant, and Olivia Carey, who provided assistance to a community member in cardiac arrest

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

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

Unfinished Business

Consent Reports from the Chief Administrative Officer

All items listed on the Consent Reports from the Chief Administrative Officer shall be the subject of one motion. Any member may ask for any item(s) included in the Consent Reports from the Chief Administrative Officer to be separated from that motion, whereupon the Consent Reports from the Chief Administrative Officer without the separated item(s) shall be put and the separated item(s) shall be considered immediately thereafter.

- a) **That** Council consent to the approval of Reports a) through e) that are considered routine items

Consent Reports

50 - 58

- a) **2023-022**
Planning and Economic Development
Official Plan Amendment Number 24 to the Township of South Frontenac Official Plan – Proposed Administrative Amendments to Implement Bills 13 and 109
That By-Law Number 2023-001 of the Township of South Frontenac, adopting Official Plan Amendment Number 24 for the administrative amendment to implement provincial Bills 13 and 109, dated January 10, 2023 and included as Attachment 1 to Report Number 2023-022, **be approved**; and

That the Official Plan of the Township of Township of South Frontenac, as amended, be further amended as per Township By-Law Number 2023-001 in Attachment 1 to Report Number 2023-022, being Official Plan Amendment Number 24 for the administrative amendment to implement provincial Bills 13 and 109.

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- b) **2023-023**
Planning and Economic Development
Official Plan Amendment Number 1 to the Township of Central Frontenac Official Plan – Proposed Administrative Amendments to Implement Bills 13 and 109

That By-Law Number 2023-08 of the Township of Central Frontenac, adopting Official Plan Amendment Number 1 for the administrative amendment to implement provincial Bills 13 and 109, dated January 24, 2023 and included as Attachment 1 to Report Number 2023-023, **be approved**; and

That the Official Plan of the Township of Township of Central Frontenac, as amended, be further amended as per Township By-Law Number 2023-08 in Attachment 1 to Report Number 2023-023, being Official Plan Amendment Number 1 for the administrative amendment to implement provincial Bills 13 and 109.

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- c) **2023-024**
Planning and Economic Development
Official Plan Amendment Number 8 to the Township of Frontenac Islands Official Plan – Proposed Administrative Amendments to Implement Bills 13 and 109

That By-Law Number 2023-04 of the Township of Frontenac Islands, adopting Official Plan Amendment Number 8 for the administrative amendment to implement provincial Bills 13 and 109, dated January 9, 2023 and included as Attachment 1 to Report Number 2023-024, **be approved**; and

That the Official Plan of the Township of Township of Frontenac Islands, as amended, be further amended as per Township By-Law Number 2023-04 in Attachment 1 to Report Number 2023-024, being Official Plan Amendment Number 8 for the administrative amendment to implement provincial Bills 13 and 109.

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- d) **2023-025**
Planning and Economic Development
Official Plan Amendment Number 1 to the Township of North Frontenac Official Plan – Proposed Administrative Amendments to Implement Bills 13 and 109
- That** By-Law Number 01-23 of the Township of North Frontenac, adopting Official Plan Amendment Number 1 for the administrative amendment to implement provincial Bills 13 and 109, dated January 13, 2023 and included as Attachment 1 to Report Number 025, **be approved**; and
- That** the Official Plan of the Township of Township of North Frontenac, as amended, be further amended as per Township By-Law Number 01-23 in Attachment 1 to Report Number 2023-25, being Official Plan Amendment Number 1 for the administrative amendment to implement provincial Bills 13 and 109.

85 - 88

- e) **2023-026**
Corporate Services
2022 Frontenac Howe Islander Petition for Subsidy
- Resolved That** the Council of the County of Frontenac accept the Corporate Services –2022 Frontenac Howe Islander Ferry Petition for Subsidy report;
- And Further That** Council authorize the Clerk to petition the Ministry of Transportation for \$1,001,160.62.

Committee of Management of Fairmount Home

- a) **That** Committee of the Whole Council adjourn and meet as Committee of Management of Fairmount Home, with the Deputy Warden in the Chair to receive Information Reports from the Chief Administrative Officer, clause d).
- b) **That** the Committee of Management of Fairmount Home adjourn and revert back to Committee of the Whole Council.

Recommend Reports from the Chief Administrative Officer

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- a) **2023-016**
Office of the Chief Administrative Officer
Designation of County of Frontenac Representative for the
Frontenac Howe Island Ferry

Recommendation:

Resolved That the Council of the County of Frontenac receive the Office of the Chief Administrative Officer – Designation of County of Frontenac Representative for the Frontenac Howe Island Ferry report;

And Further That the Clerk be directed to introduce a by-law later in the meeting to designate Mr. Robert W. Dillabough and Kelly J. Pender as the Operator's Representative for the Frontenac Howe Island Ferry.

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- b) **2023-020**
Corporate Services
Public Support of Dr. Brooks' Neighbours Saving Neighbours
Volunteer Responder Pilot Program for Cardiac Arrest

Recommendation:

Whereas Approximately 35,000 people across Canada experience out-of-hospital cardiac arrest annually; and,

Whereas Frontenac Paramedics responded to 276 cardiac arrest cases in Frontenac County and Kingston in 2020; and,

Whereas Fewer than 12 percent of patients who experience out-of-hospital cardiac arrest survive but that patients who are treated by properly trained bystanders who are equipped with automatic external defibrillators (AEDs) in the crucial minutes before paramedics arrive may be as much as three times as likely to recover as those who don't; and,

Whereas Dr. Steven Brooks, Associate Professor in the Department of Emergency Medicine, School of Medicine, Queen's University, is leading a funded research study and pilot program to recruit volunteer responders across Frontenac County to be trained in CPR and the use of automatic external defibrillators (AED)s, equipped with AEDs, and coordinated with Paramedics and the Kingston Central Ambulance Communications Centre to respond to possible cardiac arrest emergencies in Frontenac in the crucial moments before paramedics arrive; and,

Whereas Partners in Dr. Brooks' initiative include Frontenac Paramedics, Kingston Health Sciences Centre, Kingston Central Ambulance Communications Centre, Queen's University, Heart and Stroke Foundation of Canada; with research funding provided to Dr. Brooks through the Ministry of Health Innovation Fund Ontario:

Now Therefore Be It Resolved That the Council of the County of Frontenac receive this report in non-pecuniary public support of Dr. Brooks' Neighbours Saving Neighbours Volunteer Responder Pilot Program for cardiac arrest;

And Further That this report be forwarded to the Townships for their information and support:

And Further That Dr. Brooks be commended for his commitment to ensuring the best chance of survival for residents of Frontenac County who may experience out-of-hospital cardiac arrest and for his

contributions to scientific understanding of the best practices for resuscitation.

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- c) **2023-027**
Corporate Services
2023 Draft Budget Revision
Recommendation:

Resolved That the Council of the County of Frontenac receive the Corporate Services - 2023 Draft Budget Revision Report,

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

And Finally That the Council of the County of Frontenac pass a by-law later in the meeting approving the 2023 Budget.

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- d) **2023-028**
Corporate Services
2023 Tax Rate
Recommendation:

Resolved That Council of the County of Frontenac accept this Corporate Services - 2023 Tax Rate report;

And Further That Council consider a by-law, introduced later in the meeting, to establish the 2023 tax rates.

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- e) **2023-029**
Corporate Services
2023 Tax Ratios and Tax Rate Reductions
Recommendation:

Resolved That the Council of the County of Frontenac accept this Corporate Services –2023 Tax Ratios and Tax Rate Reductions report;

And Further That Council consider a by-law, introduced later in the meeting, to confirm 2023 the tax ratios and tax rate.

Information Reports from the Chief Administrative Officer

122 - 125

- a) **2023-015**
Corporate Services
Queen's University Archives Annual Report to the County of Frontenac for 2022

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| 126 - 148 | b) 2023-017
Frontenac Paramedics
Violence Against Paramedics Campaign and Research Project |
| 149 - 152 | c) 2023-019
Corporate Services
2022 Annual Report on Delegation of Authority |
| 153 - 154 | d) 2023-021
Fairmount Home
Quarterly Update Activity Report |

Reports from Advisory Committees of County Council

Return to Council

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

Adoption of the Report of the Committee of the Whole Council

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

Motions, Notice of Which has Been Given

Giving Notice of Motion

Communications

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

- a) From the Township of Montague regarding a resolution supporting World Thinking Day
[Distributed to Members of County Council January 27, 2023]
- b) From the City of Thunder Bay regarding a Resolution on Bill 42 - Gender Affirming Healthcare Act
[Distributed to Members of County Council January 27, 2023]
- c) From the Town of Petrolia regarding a resolution on the cost of School Board Election
[Distributed to Members of County Council January 27, 2023]
- d) From the Township of Montague regarding a resolution supporting Renfrew Inquest Recommendations
[Distributed to Members of County Council January 27, 2023]

- e) From the Township of Montague regarding a resolution supporting World Thinking Day
[Distributed to Members of County Council January 27, 2023]
- f) From the City of Brantford regarding a resolution concerning VIA Rail Cancellations
[Distributed to Members of County Council February 3, 2023]
- g) From the City of Hamilton regarding a resolution requesting the Province to Repeal Bill 23
[Distributed to Members of County Council February 3, 2023]
- h) From the Municipality of Lanark Highlands regarding a resolution concerning Violence Against Women
[Distributed to Members of County Council February 3, 2023]
- i) From the Town of Halton Hills regarding a resolution requesting the Province to Repeal Bill 23
[Distributed to Members of County Council February 3, 2023]

Other Business

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

By-Laws

- 155 a) To designate Mr. Robert W. Dillabough and Kelly J. Pender as County of Frontenac’s (the Operator) Representatives for the Frontenac Howe Island Ferry
[Proposed By-law Number 2023-010]
- 156 b) To adopt the estimates for the sums required during the year 2023 for the purposes of the County of Frontenac.
[Proposed By-law No. 2023-011]
- 157 - 159 c) To set tax ratios and tax rate reductions for prescribed property sub-classes for County of Frontenac purposes and Local Municipal purposes for the taxation year 2023.
[Proposed By-law No. 2023-012]

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- d) To establish Tax Rates for the year 2023 for the purposes of the County of Frontenac and to establish rates to be levied for same against the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac
[Proposed By-law No. 2023-013]

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- e) To confirm all actions and proceedings of County Council on February 15, 2023
[Proposed By-law Number 2023-014]

Adjournment



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Minutes of the Regular Meeting of Council January 18, 2023

A regular meeting of the Council of the County of Frontenac was held in the Township of South Frontenac Council Chamber, 4432 George Street, Sydenham, on Wednesday, January 18, 2023 at 9:07 am.

There was a "Closed Meeting" of the Committee of the Whole from 9:07 am to 9:30 am, with regular business commencing at 9:33 am. The closed session then reconvened at 11:33 am, with regular business commencing at 12:49 pm.

Roll Call

Present:	Warden Ron Vandewal, Councillors Fred Fowler, Nicki Gowdy, Judy Greenwood-Speers, Ray Leonard, Gerry Lichty and Bill Saunders
Present Electronically	Deputy Warden Fran Smith
Also Present:	County: Richard Allen, Manager of Economic Development Jannette Amini, Manager of Legislative Services/Clerk Sonya Bolton, Manager of Community Planning Susan Brant, Administrator, Fairmount Home Gale Chevalier, Chief/Director of Emergency & Transportation Services Kevin Farrell, Manager of Continuous Improvement Joe Gallivan, Director of Planning and Economic Development Dmitry Kurylovich, Community Planner Alex Lemieux, Director of Corporate Services/Treasurer Barb McCulloch, Director of Human Resources Brieanna McEathron, Executive Assistant Kelly Pender, Chief Administrative Officer

Closed Session

Motion #: 1-23 Moved By: Councillor Leonard
Seconded By: Councillor Lichty

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

1. Adoption of Closed Minutes of Meetings held December 21, 2022
2. Labour relations or employee negotiations - as it relates to negotiations with CUPE 2290, OPSEU 462 and CUPE 109;
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.
4. A proposed or pending acquisition or disposition of land by the municipality or local board - as it relates to property acquisition for the K&P Trail

Carried

Motion #: 2-23 Moved By: Councillor Gowdy
Seconded By: Councillor Leonard

Resolved That Council rise and recess from Committee of the Whole closed session and reconvene following Other Business.

Carried

Public Meeting

The following is a public meeting to permit members of the public to make presentations and/or funding requests to County Council for consideration in the 2023 budget.

- a) Submission from Ronald McDonald House Charities Ottawa regarding its expansion plans was presented by Ms. Christine Hardy and Ms. Cynthia Little.
- b) Submission from the Food Policy Council regarding its annual funding request was presented by Ms. Ellen Mortfield.
- c) Submission from Rural Kingston Family Health Organization which has 5 clinics spread over South Frontenac, Central Frontenac and Stone Mills regarding the need for family physician and ways in which we could collaborate to recruit physicians, was presented by Dr. Jeanette Dietrich.

Approval of Addendum

Disclosure of Pecuniary Interest and General Nature Thereof

Councillor Lichty declared a possible pecuniary interest in regards to the Closed Session report on the property acquisition related to the K&P Trail as he has friends and relatives who own property along the trail that could be affected by Council's decisions.

Adoption of Minutes

a) Minutes of Meeting held December 21, 2022

Motion #: 3-23 Moved By: Councillor Greenwood-Speers
Seconded By: Councillor Fowler

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

Carried

Deputations and/or Presentations

Proclamations

Move into Committee of the Whole

Motion #: 4-23 Moved By: Councillor Leonard
Seconded By: Councillor Gowdy

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

Carried

Council recessed at 10:32 am.

Council reconvened at 10:42 am.

Briefings

- a) **Mr. Kelly Pender**, Chief Administrative Officer, provided Council with his monthly CAO briefing.
- b) **Staff Briefing:** Dmitry Kurylovich, Community Planner, briefed the Committee of the Whole with respect to the legislative changes resulting from Bill 23.

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

Unfinished Business

Consent Reports from the Chief Administrative Officer

All items listed on the Consent Reports from the Chief Administrative Officer shall be the subject of one motion. Any member may ask for any item(s) included in the Consent Reports from the Chief Administrative Officer to be separated from that motion, whereupon the Consent Reports from the Chief Administrative Officer without the separated item(s) shall be put and the separated item(s) shall be considered immediately thereafter.

Motion #: 5-23 Moved By: Councillor Fowler
Seconded By: Councillor Lichty

That Council consent to the approval of Reports a) through c) the are considered routine items

Carried

Consent Reports

- a) **2023-006**
Corporate Services
Setting of the 2024 County Budget Deliberations and Solicitation of Public Input

Resolved That the Council of the County of Frontenac receive the Corporate Services – Setting of the 2024 County Budget Deliberations and Solicitation of Public Input report for information;

And Further That the Council of the County of Frontenac confirm the following dates for the New Council Orientation and 2024 Budget Deliberations:

August 14 – September 8, 2023

2024 Frontenac County Budget project
open on engagefrontenac.ca for public
engagement

Wednesday, September 20, 2023

Public Meeting – Presentations and/or funding requests for consideration in 2024 budget

Tuesday, October 24, 2023 – Full Day

Council Presentation –2024 Business Plans & Project Proposals Detailed Budget Presentation

Wednesday, October 25, 2023 – Full Day Council Presentation – 2024 Business Plans & Project Proposals Detailed Budget Presentation

Carried

Carried

Carried

- b) 2023-005
Corporate Services
Quarterly Joint Administrative Facility Update
- c) 2023-009
Planning and Economic Development
Summary of Legislative Changes from Bill 23

Reports from Advisory Committees of County Council

a) Report of the Administration Committee

Motion #: 11-23 Moved By: Councillor Gowdy
Seconded By: Councillor Lichty

That the Report received from the Administration Committee be received and adopted.

Report of the Administration Committee

The Administration Committee reports and recommends as follows:

Consideration of applications submitted for appointments to the following committees:

That Mike Hage, representing the Township of North Frontenac, Jim McIntosh, representing the Township of Central Frontenac, Phil Leonard, representing the Township of South Frontenac and Leona Fleischmann, representing the Township of Frontenac Islands be appointed to the Planning and Economic Development Advisory Committee;

And Further That Ed Schlievert, representing the Township of North Frontenac, Kurt Halliday, representing the Township of Central Frontenac, Neil Allen, representing the Township of South Frontenac, Janet MacDonald representing the Township of Frontenac Islands and Pat Joslin, representing the community at large, be appointed to the Joint Frontenac Accessibility Advisory Committee (FAAC);

And Further That Louise Moody and Alan Revillbe appointed to the Kingston Frontenac Public Library.

Carried

Return to Council

Motion #: 12-23 Moved By: Councillor Leonard
Seconded By: Councillor Greenwood-Speers

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

Carried

Adoption of the Report of the Committee of the Whole Council

Motion #: 13-23 Moved By: Councillor Saunders
Seconded By: Councillor Fowler

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

Carried

Motions, Notice of Which has Been Given

Giving Notice of Motion

Communications

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

- a) From EORN regarding its December 2022 Newsletter
[Distributed to Members of County Council January 6, 2023]
- b) From Kelly Pender, CAO providing public facing documents related to Howe Island Ferry
[Distributed to Members of County Council January 6, 2023]
- c) From Minister Clark to Heads of Council regarding Internship programs for Building Departments
[Distributed to Members of County Council January 6, 2023]
- d) From the City of Cambridge regarding a Resolution opposing Bill 23, More Homes Built Faster Act
[Distributed to Members of County Council January 6, 2023]
- e) From the EOWC regarding its December 2022 EOWC Newsletter
[Distributed to Members of County Council January 6, 2023]
- f) From the Lake of Bays Muskoka regarding a resolution supporting the Municipality of Wawa resolution on Bill 3
[Distributed to Members of County Council January 6, 2023]
- g) From the Municipality of North Perth regarding a resolution on Bill 23 - More Homes Built Faster Act
[Distributed to Members of County Council January 6, 2023]
- h) From the Municipality of Tweed regarding a resolution petition to the Ontario Energy Board to regulate Natural Gas
[Distributed to Members of County Council January 6, 2023]
- i) From the Town of Cobourg regarding a resolution on the Strong Mayors, Building Act (Bill 3)
[Distributed to Members of County Council January 6, 2023]
- j) From Youth Diversion regarding the Intersections Program
[Distributed to Members of County Council January 6, 2023]
- k) From Bonnie Shackleton-Verbuyst regarding Federal Cannabis Act and

[Distributed to Members of County Council January 13, 2023]

- ## Other Business

a) First and Second Reading

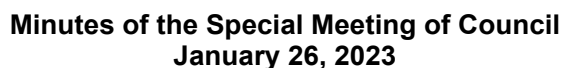
Resolved That leave be given the mover to introduce by-laws a) through h) that have been circulated to all Members of County Council and that by-laws a) through h) be read a first and second time.

Carried

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

Carried

- a) To appoint Members of Council and Members of the Community to External Boards and Committees for the Term of Council
[Proposed By-law No. 2023-001]
- b) To appoint Members of Council and Members of the Community to Frontenac County Advisory Committees
[Proposed By-law No. 2023-002]
- c) To amend By-law 2022-0051 (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. 2023-003]
- d) To Authorize a Medical Tiered Response Agreement between the County of Frontenac Paramedics and Kingston Fire and Rescue
[Proposed By-law No. 2023-004]
- e) To authorize the execution of an Agreement with FedDev Ontario for the Tourism Relief Fund, should the application be successful
[Proposed By-law No. 2023-005]
- f) To authorize temporary borrowing for current expenditures for the year 2023
[Proposed By-law No. 2023-006]
- g) To Impose User Fees and Charges for Services
[Proposed By-law No. 2023-007]



There was a "Closed Meeting" of the Committee of the Whole from 9:07 am to 9:52 am

Roll Call

Present Electronically:	Warden Ron Vandewal, Deputy Warden Fran Smith Councillors Fred Fowler, Nicki Gowdy, Judy Greenwood-Speers, Ray Leonard, Gerry Lichty and Bill Saunders
Also Present Electronically:	County: Jannette Amini, Manager of Legislative Services/Clerk Susan Brant, Administrator, Fairmount Home Gale Chevalier, Chief/Director of Emergency & Transportation Services Kevin Farrell, Manager of Continuous Improvement Joe Gallivan, Director of Planning and Economic Development Alex Lemieux, Director of Corporate Services/Treasurer Brianna McEathron, Executive Assistant Kelly Pender, Chief Administrative Officer

Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

Closed Session

Motion #: 19-23 Moved By: Councillor Lichty
Seconded By: Councillor Saunders

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

1. Labour relations or employee negotiations - as it relates to negotiations with CUPE 2290, OPSEU 462 and CUPE 109;

Carried



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Minutes of the Committee of the Whole Council February 8 & 9, 2023

A meeting of the Committee of the Whole Council of the County of Frontenac was held in the Township of South Frontenac Council Chamber, 4432 George Street, Sydenham, on Wednesday, February 8, 2023 and was called to order at 9:00 a.m. The meeting reconvened on Thursday, February 9, 2023 at 9:00 a.m.

Present:	Warden Ron Vandewal, Deputy Warden Fran Smith, Councillors Fred Fowler, Nicki Gowdy, Judy Greenwood-Speers, Ray Leonard, Gerry Lichty and Bill Saunders
Also Present:	County: Susan Brant, Administrator, Fairmount Home Gale Chevalier, Chief/Director of Emergency & Transportation Services Kevin Farrell, Manager of Continuous Improvement 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 David Millard, Manager of FMIS Matt Mills, Communications Officer Kelly Pender, Chief Administrative Officer
Present Electronically	Jannette Amini, Manager of Legislative Services/Clerk

Call to Order

Deputy Warden Smith called the meeting to order at 9:00 a.m.

Adoption of Agenda

Moved By: Councillor Leonard
Seconded By: Councillor Gowdy

Resolved That the agenda for the February 8th and 9th, 2023 meeting of the Committee of the Whole be approved.

Carried

Disclosures of Pecuniary Interest & General Nature Thereof:

Deputy Warden Smith declared a possible pecuniary interest in regards decisions surrounding the Rural Frontenac Community Services as she volunteers there as well as assists in preparing income tax returns and delivering meals on wheels.

Councillor Gowdy declared a possible pecuniary interest in regards decisions surrounding the Rural Frontenac Community Services as she is an employee of the organization.

Councillor Gerry Lichty declared a possible pecuniary interest in regards decisions surrounding the K & P Trail if the decisions are specific to portions of the trail.

Delegations and Presentations

Reports

- a) **2023-013**
2023 Draft Budget
Business Plans and Project Proposals

Moved By: Deputy Warden Smith

Seconded By: Councillor Gowdy

That the Council of the County of Frontenac receive 2023 Draft Budget - Business Plans and Project Proposals Report;

And Further That Council approve the 2023-2027 Business Plans as presented;

And Finally That Council include the following Project Proposals for inclusion in the 2023 Draft Budget deliberations:

County

- Security Awareness Training

Fairmount Home

- 5-Hour Shift Dietary

Frontenac Paramedic Services

- Option 3 of a 12-Hour Crew (as of April 1, 2023), adding 4 hours of coverage to the existing 8-hour crew in Wolfe Island and relocating the resource to the City (as of October 1, 2023), New Paramedic Vehicle

Social Housing

- Remove the \$25,000 annual contribution to the Social Housing Reserve

Carried

Mr. Pender welcomed everyone and provided an overview of the budget process and responded to questions raised.

Mr. Lemieux provided an overview of County services and their funding allocations and sources and, the 2023 Draft Budget, Budget Challenges, and the 2023 Budget Context containing the draft tax rate increases and responded to questions on same. Mr. Lemieux provided clarification around questions regarding the Joint Capital Fairmount Reserve.

To questions regarding changes being made by the Province in terms of Health Care, including Long Term Care, Mr. Pender noted that this has been a concern raised through the EOWC however there has been no commitment made by the Province that it wouldn't reduce the municipal share; however any decision will likely not reach our budget until 2025.

To questions regarding growth and MPAC reassessments, Mr. Pender clarified that the growth noted in the budget is new assessment resulting from new development. In terms of the current debt of Fairmount coming to an close, this will be offset by taking on new debt with trail acquisition and new construction.

To questions of where the County is in terms of reaching 4 hours of care, Mr. Lemieux noted that there is direction from Council to increase staff as funding comes through.

In terms of the dedicated 15% of the Stabilization Reserve, Mr. Pender clarified that in 2013, Council commissioned KPMG to review the County's reserves as part of its Service Delivery Review, which recommended that the reserve be at 30%. That Council was adamant not to borrow; however the previous council changed this position to 50% borrowing and 50% funding which allowed Council to reduce that reserve to 15%.

Mr. Pender and Mr. Lemieux also clarified how COVID funding can be used. It is used to offset incremental costs relating to COVID response and continuity of service. It is not to be used to lower our ongoing costs. It can cover staffing costs as replacement staff that would cover off sick time related to COVID.

In terms of the Frontenac Paramedics and specifically the costs of new ambulances, Chief Chevalier noted that all trucks must meet Ministry Standards. If we were to tender locally, we would need to cover the costs of having the vehicles tested to meet those Ministry Standards.

In terms of the Planning and Economic Development, Mr. Gallivan provided clarification around CIP's and the Regional CIP. The increase for the K&P Trail is for land acquisition.

Mr. Lemieux provided an overview of the Rent Assistance Subsidies project proposal and responded to questions on same.

Questions were raised regarding the need in the County and how many are currently unhoused, to which it was noted that the Salvation Army is contracted by the City of Kingston to deliver the homelessness programs in the County. It was also noted that homelessness in the rural area is different than that in urban centres, as many people in the rural area tend to couch surf. This proposal would service 2 additional families and Council can opt-in to the number of subsidies but not determine the subsidy amount. Mr. Lemieux clarified that this is outside of the envelope of social housing.

Committee of the Whole recessed at 10:29 a.m.

Committee of the Whole reconvened at 10:45 a.m.

Legislative Services

Mr. Lemieux provided an overview of the Legislative Services 2023-2027 Business Plan and responded to questions on same.

Frontenac Municipal Information Services

Mr. Millard provided an overview of the Frontenac Municipal Information Services 2023-2027 Business Plan and project proposal responded to questions on same.

The question was asked if this could be rolled into the County's insurance costs and fund it out of that, recognizing this is being proactive. It was asked if our insurance provider provides cyber insurance and do they offer programs such as this. Mr. Pender clarified that cyber insurance is a closed meeting discussion due to security issues.

Frontenac Paramedics

Chief Chevalier provided an overview of the Frontenac Paramedics 2023-2027 Business Plan and Project Proposals and responded to questions on same.

Key questions raised were looking at Township medical call responses and that this issue should be taken to the Province as Townships are paying the price for medical response calls. It also needs to be recognized that it would be difficult to take away this service provided by Township Fire and Rescue so there needs to be a collaborative motion to identifying what is happening on the ground and how the Province intends to address this.

Mr. Pender provided an overview of Paramedic Services and how it is a seamless system, noting that the closest ambulance is the one that responds which puts pressure on the rural services as once an ambulance from the rural area comes into the city, it doesn't get back out. He also noted the costs related to cross boarder billing which can be more expensive than delivering the service yourself.

Key questions included off-loading nursing and alternate options, what happens when a rural ambulance is tied up in Kingston and there is a call in the rural area, and protocols for when Air Ornge responds, to which Chief Chevalier noted that all options for offloading are being discussed as there are pros and cons for each option and ultimately who is responsible is something happens to a patient when only 1 person is responsible to monitor multiple patients. She reiterated that land ambulance is a

seamless system where the closest ambulance would be sent; however that closest ambulance is not necessarily a Frontenac County ambulance. In terms of Ornge, there are protocols in place and Ornge makes the decision whether to respond. In the majority of cases a land ambulance crew needs to be on scene to make the call, with some exceptions such a magnitude of the event and the time it would take for a land ambulance crew to respond.

In terms of the base on Wolfe Island, it was only staffed 6 days in 2022 and there has been no staffing to date in 2023 due to the inability to cover the shift.

The Committee of the Whole recessed at 12:40 p.m.

The Committee of the Whole reconvened at 1:08 p.m.

Fairmount Home

Ms. Susan Brant provided an overview of Fairmount Home's 2023-2027 Business Plan and responded to questions on same.

Ms. Heather Frise provided an overview of Fairmount Home's project proposal to add a 5-Hour Shift Dietary and responded to questions on same.

Key questions raised were what happens when we don't meet the standard, to which Ms. Brant noted that the Ministry does carry out inspections which may lead to orders. If the facility were to voluntarily comply with an order, it is unlikely that a fine would be issued. This has not been identified or brought forward as a result of previous inspections. Staff are simply pointing out that Fairmount Home is currently not meeting legislation.

The Committee discussed the pending weather advisory for tomorrow and the potential for participating electronically. Given Section 9.16 3) of the Procedural By-law does not permit electronic participation at budget meetings, the following motion was passed:

Moved By: Warden Vandewal
Seconded By: Councillor Greenwood-Speers

That section 9.16 3) of the procedural by-law be waived to allow electronic participation due to inclement weather.

Carried

The Committee of the Whole recessed at 1:43 p.m.

The Committee of the Whole reconvened on Thursday, February 9th in the Township of South Frontenac Council Chamber, and was called to order at 9:00 a.m.

Present:	Warden Ron Vandewal, Councillors Fred Fowler, Nicki Gowdy, Judy Greenwood-Speers, Ray Leonard, Gerry Lichty and Bill Saunders
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Present Electronically	Deputy Warden Fran Smith
Also Present:	County: Richard Allen, Manager of Economic Development Sonya Bolton, Manager of Community Planning Susan Brant, Administrator, Fairmount Home Gale Chevalier, Chief/Director of Emergency & Transportation Services Kevin Farrell, Manager of Continuous Improvement Joe Gallivan, Director of Planning and Economic Development Alex Lemieux, Director of Corporate Services/Treasurer Barb McCulloch, Director of Human Resources Brianna McEathron, Executive Assistant Kelly Pender, Chief Administrative Officer Phil Piasetzki, Deputy Treasurer
Also Present Electronically	Jannette Amini, Manager of Legislative Services/Clerk

Continuous Improvement and GIS

Mr. Farrell provided an overview of the Continuous Improvement/GIS 2023-2027 Business Plan and responded to questions on same.

Key questions raised were how Lean 6 Sigma can either eliminate costs or avoid future costs and is there any evidence of success, to which Mr. Farrell noted the calculator tools that have been developed to show both cost savings and time savings that will be presented to Council.

Finance

Mr. Piasetzki provided an overview of the Financial Services 2023-2027 Business Plan and responded to questions on same.

Key questions raised were with respect to the increase in benefit premiums and the high rate of inflation.

Planning

Mr. Joe Gallivan provided a high-level overview of the Planning and Economic Development Department and responded to questions raised.

Ms. Sonya Bolton provided an overview of the Planning Units 2023-2027 Business Plan and responded to questions raised.

Key questions were raised regarding the 3 year Official Plan review and could this be extended, and if fees charged to municipalities are cost recovery to which Ms. Bolton advised that local fees have not been updated but this is under review as well as looking at pre-applications fees resulting from Bill 109. Mr. Lemieux noted that what we bill to the Townships is cost recovery but how those fees are recovered by each municipality is a local issue. It was also asked what happens if an application is submitted that staff do not agree with to which Ms. Bolton noted that with the current

process, an application must meet a list of requirements and unless everything on the list is submitted, the application would not be deemed complete. If the applicant disagrees, they can appeal to the Ontario Land Tribunal. If the applicant disagrees with staff comments, they are advised that staff will not be recommending approval.

Mr. Gallivan provided an overview of the Sustainability Reserve which supports projects that are not considered capital projects such as appeals to the Ontario Land Tribunal. To questions raised, these costs cannot be recuperated from an applicant should they loose at the OLT. Mr. Pender also noted that should Council not agree with staff, Council would also need to cover the costs of having another Planner represent them at the OLT.

The Committee of the Whole recessed at 10:09 a.m.

The Committee of the Whole reconvened at 10:26 a.m.

Economic Development/K&P Trail

Mr. Richard Allen provided an overview of the Economic Development 2023-2027 Business Plan and responded to questions on same.

In terms of Economic Development, it was asked where agriculture sits, to which Mr. Allen noted that Open Farms supports agriculture. It was also asked if Economic Development will play a roll in addressing short term rentals to which Mr. Allen noted that we do monitor from afar but enforcement comes at the local level and to date, we have not been asked to assist. It was noted that Prince Edward County has an excellent program regarding short term rentals that the County may want to look at.

In terms of Tourism and trade shows, Mr. Allen noted the partnerships we have with other tourism organizations as we are unable to attend trade shows. We look at a sustainable approach in terms of destination development. In terms of Open Farms now requiring the purchase of tickets, comments have been made on both sides. In 2019, which was our most successful year, it was overwhelming for the farmers so the ticketing allowed farmers to manage their sites and provide more in-depth conversations. From a consumer standpoint they didn't get the same experience. We are in this to support the farms and we have lost some farms as this is too much. The farms set their own costs for the tickets which in some instances could be used as a credit for the purchase of their goods. We do have upcoming meetings with the farms around what this year might look like and maybe spread it over more than just a weekend. It was noted that the destination guide and its app would be beneficial once the Townships get the short-term rentals issue resolved.

Mr. Allen responded to questions regarding the K&P Trail, from where it starts, to where it is intended to continue north and the amenities that have been added to the trail, including benches. Mr. Allen also noted the history of the permitted use of ATV's on the trail and where they are currently permitted. This matter will come back to County Council as currently some portions of the trail only allow temporary use by ATV's.

Mr. Gallivan spoke to Council regarding Intangibles to Departments Business Plan 2023-2027.

Mr. Richard Allen provided an overview of the K & P Trail 2023-2027 Business Plan and responded to questions on same.

In terms of one thing missing along the trail is accommodations and the ability to camp so we want to look at the potential for land owners adjacent to the trail to engage in that conversation or create opportunities ourselves. Questions were also raised on where the funding would come from regarding the Wolfe Island Canal. Mr. Gallivan noted the previous Council funded the feasibility study and this will be coming back to the Frontenac Islands Council.

Mr. Allen also responded to questions around the process of land acquisition and addressing landowner concerns as well as bridge replacements.

Human Resources

Ms. McCulloch provided an overview of the Human Resources Services 2023-2027 Business Plan and responded to questions on same.

Some concerns were expressed that there is no way to track if an employee is double or triple dipping as there are many who work other part time jobs and this may put our claims or health and safety at risk.

In terms of the question raised on the amount of time spent on labour negotiations and when this might reduce, Ms. McCulloch noted that she currently spends about 20% of her time on research and negotiations.

The Committee of the Whole recessed at 12:16 p.m.

The Committee of the Whole reconvened at 1:04 p.m.

Deliberations

Mr. Lemieux provided a graphic of how each project proposal would affect the tax rate.

Following discussion around the proposal for Frontenac Paramedics, Council opted to move forward to the budget Option 3, that being the addition of a 12-Hour Crew (as of April 1, 2023), adding 4 hours of coverage to the existing 8-hour crew in Wolfe Island and relocating the resource to the City(as of October 1, 2023), New Paramedic Vehicle

Following discussion around the proposal for Security Awareness Training Council opted to move it forward to the budget.

Following discussion around the proposal for the Fairmount Home 5-Hour Shift Dietary, Council opted to move it forward to the budget.

Following discussion around the proposal for the Rent Assistance Subsidies, Council opted to not move it forward to the budget and to remove the annual \$25,000 allocation to the Social Housing Reserve.

Following discussion around the K&P Land Purchase Debenture Council opted to leave this in.

Following discussion around the requests being made from outside agencies, Council opted to not support the request by the Ronald McDonald House Charities Ottawa. The request by the Food Policy Council of KFL&A in the amount of \$500 was supported. The request by the Rural Kingston Family Health Organization was supported in the amount of \$22,000 for head-hunter.

This brings the total levy increase to 8.93%.

b) **2023-014**
Office of the Chief Administrative Officer
Grants to Others - Public Meeting Budget Comments

Moved By: Councillor Leonard
Seconded By: Councillor Lichty

That the Council of the County of Frontenac receive the Corporate Services – Grants to Others – Funding Requests from Outside Agencies/Member Municipalities report for information;

And Further That Council forward the funding requests from outside agencies/member municipalities for final budget consideration as follows:

Food Policy Council of KFL&A	\$500
Rural Kingston Family Health Organization	\$22,000 (specific for a Head Hunter)
	Carried

Communications

Motions, Notice of Which has Been Given

Other Business

Adjournment

Moved By: Councillor Lichty
Seconded By: Councillor Fowler

That the meeting hereby adjourn at 2:05 p.m.

Carried

Administrative Report

February 15, 2023
Report 2023-02



FRONTENAC



FRONTENAC

CAO Schedule – February

- Fairmount Home for the Aged & CUPE Local 2290 – February 1
- EOLC Monthly Meeting – February 2
- Council Presentation – 2022 KPIs, 2023 Business Plans & Project Proposals Detailed Budget – February 8 & 9
- County of Frontenac New Hire Orientation – February 13
- Bi Weekly Joint Administrative Facility Meeting – February 14 & 28
- County Council – February 15
- Old House Staff Meeting – February 16
- EOWC CAOs Planning Meeting – February 17
- ROMA Conference – February 16-18
- FLA OHT Finance and Resources – February 21
- EOLC Bi-Weekly – February 3, 10, 17 & 24



FRONTENAC

Update – EOWC and EOLC

- EOWC
 - **CAOs' Planning Meeting**
 - February 16th & 17th in Belleville
 - Primary focus will be on the “7 in 7” housing plan
 - Paramedic study is proceeding – draft to be presented to the Board in March.
County Council asap thereafter
- EOLC
 - Monthly Meeting**
 - February 2nd



FRONTENAC

AMO Communications

- We are now accepting submissions for the 2023 PJ Marshall Municipal Innovation Award. The deadline to submit is May 26, 2023. Full information is located [here](#).
- 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](#). Deadline: February 10, 2023.



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AMO Communications 2

Provincial Matters

- Apply between January 11 - March 6 for Seniors Community Grants to support the delivery of programs and learning opportunities for seniors. Applications will be accepted through the [Transfer Payment Ontario](#) site.
- The Ministry of Transportation has published a new [Transit Technology Toolkit](#) for small and medium sized municipalities, indigenous communities, and transit systems. The kit helps communities to navigate new transit technologies. For more information, contact: mto.smart.mobility@ontario.ca.
- A new intake for Rural Economic Development (RED) funding is open until February 23. For more information, click [here](#).
- The deadline for implementation of projects approved under Intake 3 of the Municipal Modernization Program has been extended to December 1, 2023.
- The Streamline Development Approval Fund deadline has been extended from February 28 to November 1, 2023. Contact municipal.programs@ontario.ca with any questions.



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AMO Communications 4

Eyes on Events

- [Registration is now open](#) for *Springtime in Paris*, April 26 - 28, 2023. Brant County is hosting the first Ontario Small Urban Municipalities (OSUM) Conference since 2019 inviting municipal leaders from small urban municipalities to this important event.
- AMO's Foundations in Planning and Deeper Dive training prepares elected officials in understanding planning concepts and requirements as well making strategic decisions on the complex issues you will face over the coming term. Register [here](#) and [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 Councillor training](#).
- Navigating Conflict for Elected Officials training is an opportunity to gain skills in building collaborative relationships and negotiating difficult ones in your role as an elected municipal official. This virtual, interactive workshop, explores the constructs, traps and pitfalls of conflict relationships, why relationships may go wrong and how to approach, plan and execute relationships successfully using practical tips, tools and real-world examples. [Register here](#). Space is limited.



Administrative Building Redevelopment

Administrative Building Redevelopment update as of January 20, 2023.

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

- Electrical revisions have been accepted and work will proceed.

Main Building

- All abatement is complete in the addition and we are awaiting spring for demolition. Finalization of quotes for basement demolition and new construction framing.



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Administrative Building Redevelopment 2

Additions and Exterior Improvements:

- North addition has been poured, and Emmons & Mitchell is waiting for the concrete to cure to install waterproofing for backfill.
- Propane tank, generator and AC has been relocated to commence work



FRONTENAC

2023-2026 Council Strategic Planning updates

Prelaunch meeting with Explorer Solutions January 13th:

Launch Phase – January 2023

- Background Research
- Documentation Review

Public Consultation

- Beginning mid January
- Conclude by end of February.

Strategic Plan Development

- Draft County Strategic Plan and Presentation by end of May
- Final Report Submission and Presentation by mid July



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Fairmount Home Update

- **Staff Schedules**

- The management team, CUPE2290, Human Resources & Finance staff have implemented further changes to trial staff schedules for PSWs and RPNs, while trial schedules for RNs were initiated in late 2022
- Goals of the new schedule rotations are:
 - All positrons will work every other weekend
 - Implement 12-hour rotations
 - Decrease the number of part time positions that are difficult to recruit

- **Vaccination**

- KFL&A Public Health provided COVID-19 vaccinations for residents on February 6. Currently, 95% of residents are up to date with COVID-19 booster vaccine.

- **Recruitment**

- Active recruitment for PSWs, RPNs, RNs, Cooks, Maintenance Assistants, and Housekeeping/Laundry Aides



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Human Resources Update

- **Recruitment**
 - 54 YTD Feb 7th
 - Includes:
 - Service Desk Analyst – North and Central Frontenac
 - 2 part-time Superintendents
 - 3 summer students
 - Plus, one posting for up to 30 part-time paramedics
- **Labour Relations**
 - All three unions –conciliation
 - Invited both CUPE unions back to the table
 - 2 arbitrations booked in February
- **HRIS**
 - Payroll and Recruitment modules go live – January; working on next modules



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Frontenac Paramedics Update

- Frontenac Paramedic's Community Paramedicine Program enrolled their 1700 client
- Four front-line Paramedics participated in a Respirator Fit Test Research study to evaluate the effectiveness of respiratory protection during paramedic-specific activities
- Preparing for St. Patrick's Day



FRONTENAC

Engagement & Communications Update, January 2023



Website Pageviews

FrontenacCounty.ca	26,804
VisitFrontenac.ca	6,256
FrontenacMaps.ca	7,572
EngageFrontenac.ca	1,100

Social Media Engagement

County Facebook & Instagram	1,051
County Twitter	222
County Youtube	431
FPS Twitter	411
Visit Frontenac Facebook & Instagram	0
Visit Frontenac Twitter	0
Fairmount Facebook	222
K&P Trail Twitter	1
K&P Trail Facebook Group	421
H.I. Ferry Twitter	5,212

Total engagements in January	49,703
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Engagement & Communications Update, Staff activity highlights, January, 2023

- Queen's Joint Communications and Enforcement meeting representing Frontenac Paramedics and regarding preparations for likely St. Patrick's Day crowd event at Queen's, Jan 10.
- Wolfe Island Ferry Docks Communications Committee meeting, Jan 11.
- FLA/OHT Communications and Engagement group meeting, Jan 26.
- Neighbours Saving Neighbours AED campaign preparation on behalf of Frontenac Paramedics and Dr. Steven Brooks all month.



FRONTENAC

Planning Department Update

Implementation of Provincial Legislative Changes

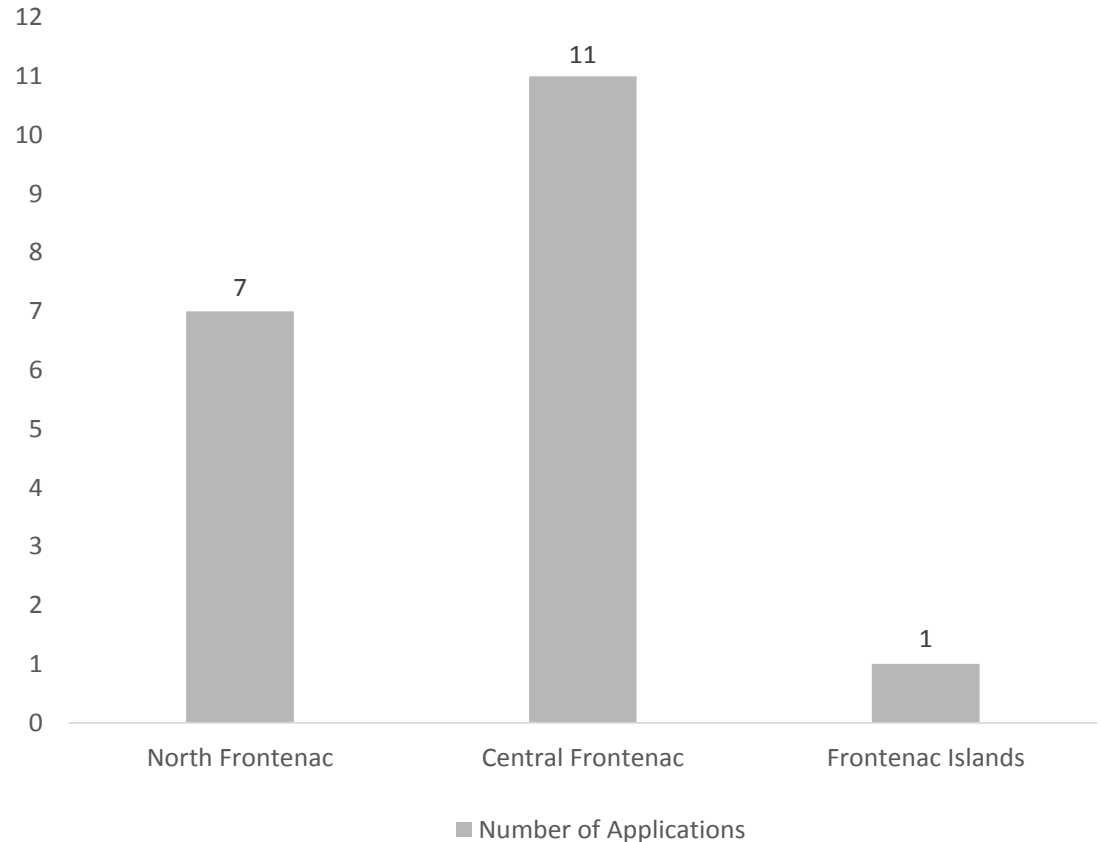
- Each township has adopted a proposed official plan amendment to implement changes related to the following:
 - Bill 13, Supporting Businesses and People Act, 2021
 - Bill 109, More Homes for Everyone Act, 2022
- The amendments will be presented to County Council on February 15 for final approval.

Community Planning Permit System

- In January and early February, planning staff will be making a presentation to all four townships about moving forward with a community planning permit system (CPPS) for waterfront development. A CPPS combines the planning tools of a zoning by-law amendment, minor variance, and site plan control, along with controls over tree removal and site alteration. It is a better planning tool for protecting waterbodies and shorelines and can also result in a more streamlined approval process.

Planning Application Update - Townships

- Applications have been steady for both January and February.
- Staff have experienced an increase in development inquiries in the last few weeks and anticipate that application numbers will increase as spring approaches.
- Some of the applications presented in January include the proposed amendments to township Official Plans to address provincial changes through Bills 13 & 109.





FRONTENAC

Economic Development Update

Upcoming Events

February 21 – Open Farms Partners Update meeting

February 22 – Winter Business Check-in (Virtual)

Business Survey Now Open

<https://engagefrontenac.ca/frontenac-county-2023-annual-business-survey>





Report 2023-022

County Council Recommendation Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Dmitry Kurylovich, Community Planner

Date of meeting: February 15, 2023

Re: **Planning and Economic Development – Official Plan Amendment Number 24 to the Township of South Frontenac Official Plan – Proposed Administrative Amendments to Implement Bills 13 and 109**

Recommendation

That By-Law Number 2023-001 of the Township of South Frontenac, adopting Official Plan Amendment Number 24 for the administrative amendment to implement provincial Bills 13 and 109, dated January 10, 2023 and included as Attachment 1 to Report Number 2023-022, **be approved**; and

That the Official Plan of the Township of Township of South Frontenac, as amended, be further amended as per Township By-Law Number 2023-001 in Attachment 1 to Report Number 2023-022, being Official Plan Amendment Number 24 for the administrative amendment to implement provincial Bills 13 and 109.

Background

On January 10, 2023 The Corporation of the Township of South Frontenac enacted By-law Number 2023-001 to adopt Official Plan Amendment Number 24 to the Official Plan pursuant to Sections 17, 21 and 26 of the *Planning Act*, RSO 1990, c. P. 13, as amended.

The purpose of the amendment is to make administrative changes to the Township of South Frontenac Official Plan to implement recent changes to the Ontario *Planning Act* through *Bill 13, Supporting Businesses and People Act, 2021* and *Bill 109, More Homes for Everyone Act, 2022*.

The amendment includes policies in the Township Official Plan regarding complete planning applications, pre-application consultation for planning applications, and

delegated authority for planning approvals. A copy of the adopted by-law for the proposed amendment is included as Attachment 1 to this report.

Summary of Bill 13, Supporting People and Businesses Act, 2021

[Bill 13](#), the *Supporting People and Businesses Act, 2021*, was introduced on October 7, 2021. Schedule 19 of the Bill made changes to the *Planning Act*, which came into force December 2, 2021, upon royal assent. The change that was made was to provide municipal councils with broader authority to allow more planning decisions to be made by committees of council or staff. In addition to other forms of delegated authority (e.g., consents dealing with lot additions or easements being delegated to senior staff), municipalities can now delegate decisions dealing with minor amendments to zoning by-laws. These minor amendments would include temporary use by-laws and the removal of holding symbols. The municipality's official plan must outline the types of by-laws that may be subject to delegated authority, and then they must pass a by-law specifically outlining who is assigned the authority and any conditions associated with it.

Summary of Bill 109, More Homes for Everyone Act, 2022

[Bill 109](#), the *More Homes for Everyone Act, 2022*, received Royal Assent on April 14, 2022, and most amendments being made came into force on that day. Other dates where amendments come into force include July 1, 2022 and January 1, 2023.

There are several different Acts that are affected by Bill 109. The following summary covers the key amendments specific to the *Planning Act*, which is Schedule 5 of Bill 109.

a. Commenced on Royal Assent (April 14, 2022)

The following is a summary of the key changes that took effect on April 14, 2022:

- To help with completeness of site plan control applications, municipalities will establish complete application requirements. Applicants are already required to consult with the municipality before submitting plans and drawings for approval. The timeline for municipalities to approve site plan control applications has increased from 30 to 60 days.
- For plans of subdivision, the changes establish a one-time discretionary authority to allow municipalities (in this case the County of Frontenac) to reinstate draft plans of subdivision that have lapsed within the past five years without the need for a new application. This authority only applies where no agreements of purchase and sale had been entered into prior to the lapsing of the draft plan of subdivision. The changes also establish regulation-making authority for the province to prescribe what can and/or cannot be required as a condition of draft plan of subdivision approval.
- If the approval authority for an Official Plan is the Minister, the Minister may suspend the time period required after which there may be appeals of the failure of the Minister to make a decision in respect of an official plan or an official plan amendment.

- New process in place for the Minister as an approval authority to refer all or part of official plans to the Ontario Land Tribunal for a recommendation before making a decision.
- Processes and rules are outlined for an additional type of Minister's Order that is being added where they are responding to municipal council resolutions requesting expedited zoning. Provincial plans, the Provincial Policy Statement, and municipal Official Plans would not apply to the Minister's order, and the Minister would be able to impose conditions on the municipality and/or proponent. These conditions could be reflected in agreements registered on title. The Minister must issue guidelines governing the scope of how this authority may be used before an order can be made, and the Province has just release the [Community Infrastructure and Housing Accelerator](#) tool and guidelines as part of the implementation of Bill 109.

b. Commenced on July 1, 2022

As of July 1, 2022, the approval of site plan control applications must be delegated to an authorized person (employee/staff, appointed officer, or agent of the municipality) to make a decision, instead of municipal councils or committees of council. This applies to all site plan control applications received on or after July 1, 2022.

The Township of South Frontenac passed By-Law Number 2022-58 delegating the authority to approve site plan control applications to the Director of Development Services or their designate (CAO or Senior Planner) on June 21, 2022, in advance of the July 1, 2022 deadline.

c. Commenced on January 1, 2023

A refund schedule is being put in place for certain planning applications where a decision is not made by the municipality within certain timeframes. This change will affect combined Official Plan Amendments and Zoning By-Law Amendments, Zoning By-Law Amendments, and Site Plan Control Applications. At present, the refund requirement does not apply to Committee of Adjustment applications (e.g., consents and minor variances).

The following are the refund requirements set by the province:

	No Refund	50% Refund	75% Refund	100% Refund
Zoning By-Law Amendment	Decision made within 90 days	Decision made within 91 to 149 days	Decision made within 150 and 209 days	Decision made 210 days or later
Combined Zoning By-Law and Official Plan Amendment	Decisions made within 120 days	Decision made within 121 and 179 days	Decision made within 180 and 239 days	Decision made 240 days or later
Site Plan Control	Decision made within 60 days	Decision made within 61 and 89 days	Decision made within 90 and 119 days	Decision made 120 days or later

Please note that on December 1, 2022, staff were made aware of correspondence between the Association of Municipalities of Ontario (AMO) and the Minister of Municipal Affairs and Housing (MAH) of the intent of the province to delay the refund of fees from January 1, 2023 to July 1, 2023. At the time of writing this report, this change in date has not been made official. There are also other municipal by-laws and documents that will need to be changed as part of this process (as outlined in the Planning Analysis section below), so staff recommend proceeding with the proposed Official Plan Amendment as planned.

Comment

Public Meeting

The statutory public meeting required by the *Planning Act* took place on December 20, 2022. The purpose of this meeting was to provide the public and Council an opportunity to ask questions and provide comments. Township Council approved the amendment on January 10, 2023. No public comments were received by staff and no issues were raised by the Council. A Notice of Adoption was issued on January 25, 2023, and the formal package submitted to the County for review. No public comments have been received by County staff to date.

Financial Implications

The Official Plan Amendment 24 of the Township of South Frontenac was a Township-initiated administrative amendment. There are no financial implications for the County of Frontenac associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected.

Township of South Frontenac
County of Frontenac, Planning and Economic Development Department

Attachments:

Appendix 1 – By-Law Number 2023-001, Being a By-law to Amend the Township of South Frontenac Official Plan (Amendment Number 24, Bills 13 and 109)

**TOWNSHIP OF SOUTH FRONTENAC
BY-LAW 2023-001**

**BEING A BY-LAW TO AMEND THE TOWNSHIP OF SOUTH FRONTENAC OFFICIAL
PLAN (AMENDMENT NUMBER 24, 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 Township staff having been collaborating with staff at Frontenac County and the other three townships to prepare for the implementation of the changes brought about through Bills 13 and 109; and

Whereas Township staff are proposing administrative amendments to the Township Official Plan, in conformity with the County Official Plan, to enable the Township 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 Township held a statutory Public Meeting about the proposed Official Plan Amendment, as required by the *Planning Act*, on December 20, 2022;

Now Therefore, the Council of The Corporation of the Township of South 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. That Township of South Frontenac Official Plan is hereby amended by the following changes, which shall constitute Amendment Number 24 to the Official Plan:
 - a. Amend Section 8, Implementation, of the Township of South Frontenac Official Plan, by adding a new section 8.12, Pre-Consultation, section 8.13, Complete Application Requirements, and section 8.14, Delegated Authority, as follows:

8.12 Pre-Consultation

8.12.1 Pre-Consultation is required for all planning applications where the Township is the approval authority. The Township may structure the pre-consultation process to include multiple stages, where warranted, based on the complexity of the proposal and the type of application. Details regarding the process will be included in a pre-consultation by-law.

8.12.2 The Township may establish pre-consultation fees to cover staff time to review and assess application information and technical studies prior to declaring an application complete.

8.12.3 The Township may require a proponent to hold a public open house as part of the pre-consultation process, prior to any statutory public meetings required by the Planning Act. The open houses will be held for large or complex applications and will be at the discretion of the municipality.

8.12.4 Where applications require the approval of the County of Frontenac (i.e., Official Plan Amendments), the County will be involved in pre-consultation and will assist the Township in determining the requirements of a complete application. The County will be engaged

early in this process to assist in ensuring any concerns or issues the approval authority may have can be addressed early in the application process.

8.13 Complete Application Requirements

8.13.1 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.

8.13.2 In situations where the Township acts as the planning approval authority, the Township shall request additional information and material that it needs when considering development proposals or Planning Act applications. Such information that may be required to deem an application complete may include but is not limited to any of the following:

- Concept Plan/Plot Plan/Survey Sketch showing the ultimate use of land;
- Assessment of Adequacy of Public Services/Conceptual Site Servicing Study;
- Servicing Options Report;
- Hydrogeological and Terrain Analysis;
- Erosion and Sediment Control Plan;
- Geotechnical Study/Slope Stability Assessment;
- Impact Assessment of Adjacent Waste Disposal / Former Landfill Site (i.e. D-4 MECP Guideline study);
- Noise/Vibration Study (i.e., D-6 MECP Guideline study, NPC-300 study);
- Transportation Impact Study or Brief or Community Traffic Study;
- Cultural Heritage Impact Statement;
- Minimum Distance Separation Formulae;
- Planning Justification;
- Environmental Impact Assessment;
- Agricultural Impact Assessment;
- Lake Impact Assessment;
- Mineral Aggregate Impact Assessment;
- Agrology and Soil Capability Study;
- Phase 1 Environmental Site Assessment (ESA);
- Phase 2 Environmental Site Assessment (ESA);
- Record of Site Condition;

- Amendment to the regional Source Protection Plan;
- Reasonable Use Study;
- Groundwater Impact Assessment;
- Stormwater Management Plan;
- Archaeological Resource Assessment;
- Tree Preservation and Protection Plan;
- Assessment of Landform Feature;
- Mine Hazard Study / Abandoned Pit or Quarry; and,/or,
- Statement of achievement of the Site Plan Control requirements of this Plan.
- Any other studies required by the Township that are not reflected in the above list.

8.13.3 Any additional studies or information that is required as part of a complete application under the Planning Act will be at the discretion of the municipality, to ensure that all the relevant and required information pertaining to a development application is available to enable Council or its designated approval authorities to make informed decisions within the prescribed time periods. It also ensures that the public and other stakeholders have access to all relevant information early in the planning process.

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

8.14 Delegated Authority

8.14.1 The Township 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.

8.14.2 The Township may, by by-law, delegate its authority for various approval or advisory functions to:

- a. A committee of council; or
- b. An individual who is an officer, employee, or agent of the municipality.

8.14.3 The delegation of applications under the Planning Act does not alter any notice or public meeting requirements or limit appeal rights. It also does not change the requirements under the Planning Act for land use planning decisions to be consistent with the Provincial Policy Statement and to conform or not conflict with provincial plans or the County of Frontenac Official Plan.

8.14.4 In receiving and reviewing a planning application, a committee of Council or an appointed officer, employee, or agent, which has been delegated authority, will provide information to the public and host required public meetings in accordance with the Planning Act. Consultation with the applicable Conservation Authority, the County of Frontenac, Parks Canada, provincial Ministries, Indigenous

communities, and other applicable public commenting agencies will be completed.

- 8.14.5 Under Section 41(2) of the Planning Act, Council has the authority to put a site plan control by-law in effect for certain lands and types of development within the Township. Section 41(4) of the Planning Act delegates the authority to make decisions on site plan control applications to an officer, employee, or agent of the municipality as an authorized person.
- 8.14.6 Further to Section 8.14.5, the Township may delegate its authority for additional types of planning applications, by by-law, as follows:
- a. Consents (Land Severances), including new lot creation, lot additions, and easements
 - b. Validation Certificates
 - c. Minor Zoning By-Law Amendments including:
 - A by-law to remove a holding symbol under Section 36 of the Planning Act where the conditions to remove the holding symbol have been met and any required agreements have been executed.
 - A by-law to permit a temporary use under Section 39 of the Planning Act.
 - Zoning By-Law Amendments that are required as a condition of approval of a provisional consent application that received no objections from the public and technical agencies during the required circulation period.
2. That the Clerk is hereby authorized and directed to make application to the County of Frontenac for the approval of Amendment 24 to the Township of South Frontenac Official Plan.
3. That this by-law shall come into force and take effect on the date that Official Plan Amendment 24 by Frontenac County, subject to the provisions of the *Planning Act*, *R.S.O., 1990.c.P.13*, as amended.

Dated at the Township of South Frontenac this 10th day of January, 2023.

Read a first and second time this 10th day of January, 2023.

Read a third time and finally passed this 10th day of January, 2023.

TOWNSHIP OF SOUTH FRONTENAC

Ron Vandewal, Mayor

Louise Fragnito, CAO/Acting Clerk



Report 2023-023

County Council Recommendation Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Dmitry Kurylovich, Community Planner

Date of meeting: February 15, 2023

Re: **Planning and Economic Development – Official Plan Amendment Number 1 to the Township of Central Frontenac Official Plan – Proposed Administrative Amendments to Implement Bills 13 and 109**

Recommendation

That By-Law Number 2023-08 of the Township of Central Frontenac, adopting Official Plan Amendment Number 1 for the administrative amendment to implement provincial Bills 13 and 109, dated January 24, 2023 and included as Attachment 1 to Report Number 2023-023, **be approved**; and

That the Official Plan of the Township of Township of Central Frontenac, as amended, be further amended as per Township By-Law Number 2023-08 in Attachment 1 to Report Number 2023-023, being Official Plan Amendment Number 1 for the administrative amendment to implement provincial Bills 13 and 109.

Background

On January 24, 2023 The Corporation of the Township of Central Frontenac enacted By-law Number 2023-08 to adopt Official Plan Amendment Number 1 to the Official Plan pursuant to Sections 17, 21 and 26 of the *Planning Act*, RSO 1990, c. P. 13, as amended.

The purpose of the amendment is to make administrative changes to the Township of Central Frontenac Official Plan to implement recent changes to the Ontario *Planning Act* through *Bill 13, Supporting Businesses and People Act, 2021* and *Bill 109, More Homes for Everyone Act, 2022*.

The amendment includes policies in the Township Official Plan regarding complete planning applications, pre-application consultation for planning applications, and

delegated authority for planning approvals. A copy of the adopted by-law for the proposed amendment is included as Attachment 1 to this report.

Summary of Bill 13, Supporting People and Businesses Act, 2021

[Bill 13](#), the *Supporting People and Businesses Act, 2021*, was introduced on October 7, 2021. Schedule 19 of the Bill made changes to the *Planning Act*, which came into force December 2, 2021, upon royal assent. The change that was made was to provide municipal councils with broader authority to allow more planning decisions to be made by committees of council or staff. In addition to other forms of delegated authority (e.g., consents dealing with lot additions or easements being delegated to senior staff), municipalities can now delegate decisions dealing with minor amendments to zoning by-laws. These minor amendments would include temporary use by-laws and the removal of holding symbols. The municipality's official plan must outline the types of by-laws that may be subject to delegated authority, and then they must pass a by-law specifically outlining who is assigned the authority and any conditions associated with it.

Summary of Bill 109, More Homes for Everyone Act, 2022

[Bill 109](#), the *More Homes for Everyone Act, 2022*, received Royal Assent on April 14, 2022, and most amendments being made came into force on that day. Other dates where amendments come into force include July 1, 2022 and January 1, 2023.

There are several different Acts that are affected by Bill 109. The following summary covers the key amendments specific to the *Planning Act*, which is Schedule 5 of Bill 109.

a. Commenced on Royal Assent (April 14, 2022)

The following is a summary of the key changes that took effect on April 14, 2022:

- To help with completeness of site plan control applications, municipalities will establish complete application requirements. Applicants are already required to consult with the municipality before submitting plans and drawings for approval. The timeline for municipalities to approve site plan control applications has increased from 30 to 60 days.
- For plans of subdivision, the changes establish a one-time discretionary authority to allow municipalities (in this case the County of Frontenac) to reinstate draft plans of subdivision that have lapsed within the past five years without the need for a new application. This authority only applies where no agreements of purchase and sale had been entered into prior to the lapsing of the draft plan of subdivision. The changes also establish regulation-making authority for the province to prescribe what can and/or cannot be required as a condition of draft plan of subdivision approval.
- If the approval authority for an Official Plan is the Minister, the Minister may suspend the time period required after which there may be appeals of the failure of the Minister to make a decision in respect of an official plan or an official plan amendment.

- New process in place for the Minister as an approval authority to refer all or part of official plans to the Ontario Land Tribunal for a recommendation before making a decision.
- Processes and rules are outlined for an additional type of Minister's Order that is being added where they are responding to municipal council resolutions requesting expedited zoning. Provincial plans, the Provincial Policy Statement, and municipal Official Plans would not apply to the Minister's order, and the Minister would be able to impose conditions on the municipality and/or proponent. These conditions could be reflected in agreements registered on title. The Minister must issue guidelines governing the scope of how this authority may be used before an order can be made, and the Province has just release the [Community Infrastructure and Housing Accelerator](#) tool and guidelines as part of the implementation of Bill 109.

b. Commenced on July 1, 2022

As of July 1, 2022, the approval of site plan control applications must be delegated to an authorized person (employee/staff, appointed officer, or agent of the municipality) to make a decision, instead of municipal councils or committees of council. This applies to all site plan control applications received on or after July 1, 2022.

The Township of Central Frontenac passed By-Law Number 2022-39 delegating the authority to approve site plan control applications to the Township Clerk on June 14, 2022, in advance of the July 1, 2022 deadline.

c. Commenced on January 1, 2023

A refund schedule is being put in place for certain planning applications where a decision is not made by the municipality within certain timeframes. This change will affect combined Official Plan Amendments and Zoning By-Law Amendments, Zoning By-Law Amendments, and Site Plan Control Applications. At present, the refund requirement does not apply to Committee of Adjustment applications (e.g., consents and minor variances).

The following are the refund requirements set by the province:

	No Refund	50% Refund	75% Refund	100% Refund
Zoning By-Law Amendment	Decision made within 90 days	Decision made within 91 to 149 days	Decision made within 150 and 209 days	Decision made 210 days or later
Combined Zoning By-Law and Official Plan Amendment	Decisions made within 120 days	Decision made within 121 and 179 days	Decision made within 180 and 239 days	Decision made 240 days or later
Site Plan Control	Decision made within 60 days	Decision made within 61 and 89 days	Decision made within 90 and 119 days	Decision made 120 days or later

Please note that on December 1, 2022, staff were made aware of correspondence between the Association of Municipalities of Ontario (AMO) and the Minister of Municipal Affairs and Housing (MAH) of the intent of the province to delay the refund of fees from January 1, 2023 to July 1, 2023. At the time of writing this report, this change in date has not been made official. There are also other municipal by-laws and documents that will need to be changed as part of this process (as outlined in the Planning Analysis section below), so staff recommend proceeding with the proposed Official Plan Amendment as planned.

Comment

Public Meeting

The statutory public meeting required by the *Planning Act* took place on January 24, 2023. The purpose of this meeting was to provide the public and Council an opportunity to ask questions and provide comments. No public comments were received by staff and no issues were raised by the Council. A Notice of Adoption was issued on January 26, 2023, and the formal package submitted to the County for review. No public comments have been received by County staff to date.

Financial Implications

The Official Plan Amendment 1 of the Township of Central Frontenac was a Township-initiated administrative amendment. There are no financial implications for the County of Frontenac associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected.

Township of Central Frontenac
County of Frontenac, Planning and Economic Development Department

Attachments:

Appendix 1 – By-Law Number 2023-08, A By-law to Amend By-law 2021-45 being a by-law to adopt an Official Plan for the Township of Central Frontenac (Amendment Number 1, Provincial Bills 13 and 109).

The Corporation of the Township of Central Frontenac

By-Law Number 2023-08

A By-Law to Amend By-Law 2021-45 being a by-law to adopt an Official Plan for the Township of Central Frontenac (Amendment Number 1, Provincial Bills 13 and 109)

Whereas the Province of Ontario passed *Bill 13, Supporting Businesses and People Act, 2021*, which includes changes to the *Planning Act* regarding the delegation of authority for minor zoning by-law amendments; and,

Whereas the Province of Ontario passed *Bill 109, More Homes for Everyone Act, 2022*, which includes changes to the *Planning Act* that require the refunding of fees for certain types of planning applications if a decision is not made within the required provincial timeframes; and,

Whereas Central Frontenac Council has held a Public Meeting as required by the *Planning Act* on January 24, 2023;

Now Therefore, the Council of The Corporation of the Township of Central 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 Township of Central Frontenac Official Plan is hereby amended by the following changes, which shall constitute Amendment Number 1 to the Township of Central Frontenac Official Plan:
 - a. **Amend** the text of Section 6.9, Planning Act, of the Township of Central Frontenac Official Plan as follows:
 - 1) Insert a new sub-section 6.9.1., entitled “Complete Applications”.
 - 2) Renumber existing sub-sections 6.9.1 through 6.9.16 to be sub-sections 6.9.2 through 6.9.17.
 - 3) Insert the following text as a new sub-section 6.9.1.a.: “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.”
 - 4) The remaining three unnumbered paragraphs in Section 6.9.1 should be numbered as sub-sections “b” through “d”.

Township of Central Frontenac By-Law 2023-08
Being a by-law to amend By-Law 2021-45, (Adoption of Official Plan)
January 24, 2023

- 5) In Section 6.9.1.b., amend the fourth sentence by deleting the words “for an Official Plan Amendment, a Zoning By-law Amendment, or Subdivision” and replacing them with the words “involving an approval under the Planning Act”.
 - 6) In Section 6.9.1.b., amend the bullet point list of items by adding a new final bullet point that reads as follows: “Any other studies required by the Township that are not reflected in the above list.”
 - 7) In Section 6.9.1.c., amend the existing sentence by deleting the first word “These” and replacing it with the words “The above”.
 - 8) In Section 6.9.1.c., amend the existing sentence by deleting the words “Official Plan amendment, a Zoning By-law Amendment, or a Plan of Subdivision” and replace it with the words “application for approval under the Planning Act”.
 - 9) Insert the following new policy as sub-section 6.9.1.d.: “Any additional studies or information that is required as part of a complete application under the Planning Act will be at the discretion of the Township, to ensure that all the relevant and required information pertaining to a development application is available to enable Council or its designated approval authorities to make informed decisions within the prescribed time periods. It also ensures that the public and other stakeholders have access to all relevant information early in the planning process.”
 - 10) Insert the following new policy as sub-section 6.9.1.e.: “All required reports and technical studies will be carried out by qualified persons retained by and at the expense of the proponent. The Township may require a peer review of any report or study by an appropriate public agency or a professional consultant retained by the Township at the proponent’s expense.”
- b. **Amend** the text of the Township of Central Frontenac Official Plan by inserting a new sub-section 6.9.18, Pre-Application Consultation to Section 6.9, Planning Act, as follows:

6.9.18. Pre-Application Consultation

- a. Pre-application consultation is required for all planning applications where the Township is the approval authority. The Township 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. Details regarding the process will be included in a pre-application consultation by-law.

Township of Central Frontenac By-Law 2023-08
 Being a by-law to amend By-Law 2021-45, (Adoption of Official Plan)
 January 24, 2023

- b. The Township may establish pre-application consultation fees to cover staff time to review and assess application information and technical studies prior to declaring an application complete.
 - c. The Township may require a proponent to hold a public open house as part of the pre-application consultation process, prior to any statutory public meetings required by the Planning Act. The open houses will be held for large or complex applications and will be at the discretion of the municipality.
 - d. Where applications require the approval of the County of Frontenac (i.e., Official Plan Amendments), the County will be involved in pre-application consultation and will assist the Township in determining the requirements of a complete application. The County will be engaged early in this process to assist in ensuring any concerns or issues the approval authority may have can be addressed early in the application process.
- c. **Amend** the text of the Township of Central Frontenac Official Plan by inserting a new sub-section 6.9.19, Delegated Authority to Section 6.9, Planning Act, as follows:

6.9.19 Delegated Authority

- a. The Township 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.
- b. The Township may, by by-law, delegate its authority for various approval or advisory functions to:
 - A committee of council; or
 - An individual who is an officer, employee, or agent of the Township.
- c. The delegation of applications under the Planning Act does not alter any notice or public meeting requirements or limit appeal rights. It also does not change the requirements under the Planning Act for land use planning decisions to be consistent with the Provincial Policy Statement and to conform or not conflict with provincial plans or the County of Frontenac Official Plan.
- d. In receiving and reviewing a planning application, a committee of Council or an appointed officer, employee, or agent, which has been delegated authority, will provide information to the public and host required public

Township of Central Frontenac By-Law 2023-08
 Being a by-law to amend By-Law 2021-45, (Adoption of Official Plan)
 January 24, 2023

meetings in accordance with the Planning Act. Consultation with persons, agencies and public bodies as prescribed will be completed.

- e. Under Section 41(2) of the Planning Act, Council has the authority to put a site plan control by-law in effect for certain lands and types of development within the Township. Section 41(4) of the Planning Act delegates the authority to make decisions on site plan control applications to an officer, employee, or agent of the municipality as an authorized person.
- f. Further to Section 6.9.18.e., the Township may delegate its authority for additional types of planning applications, by by-law, as follows:
 1. Consents (Land Severances), including new lot creation, lot additions, and easements
 2. Validation Certificates
 3. Minor Zoning By-Law Amendments including:
 - A by-law to remove a holding symbol under Section 36 of the Planning Act where the conditions to remove the holding symbol have been met and any required agreements have been executed.
 - A by-law to permit a temporary use under Section 39 of the Planning Act.
 - Zoning By-Law Amendments that are required as a condition of approval of a provisional consent application that received no objections from the public and technical agencies during the required circulation period.
2. The Clerk be authorized and directed to make application to the County of Frontenac for approval of Official Plan Amendment Number 1 for The Corporation of the Township of Central Frontenac.
3. This by-law shall come into force and take effect on the date of final approval 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 24th day of January 2023.

Read a third time and finally passed this 24th day of January 2023.

Frances Smith, Mayor

Cathy MacMunn, CAO/Clerk

Township of Central Frontenac By-Law 2023-08
Being a by-law to amend By-Law 2021-45, (Adoption of Official Plan)
January 24, 2023



Report 2023-024

County Council Recommendation Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Dmitry Kurylovich, Community Planner

Date of meeting: February 15, 2023

Re: **Planning and Economic Development – Official Plan
Amendment Number 8 to the Township of Frontenac Islands
Official Plan – Proposed Administrative Amendments to
Implement Bills 13 and 109**

Recommendation

That By-Law Number 2023-04 of the Township of Frontenac Islands, adopting Official Plan Amendment Number 8 for the administrative amendment to implement provincial Bills 13 and 109, dated January 9, 2023 and included as Attachment 1 to Report Number 2023-024, **be approved**; and

That the Official Plan of the Township of Township of Frontenac Islands, as amended, be further amended as per Township By-Law Number 2023-04 in Attachment 1 to Report Number 2023-024, being Official Plan Amendment Number 8 for the administrative amendment to implement provincial Bills 13 and 109.

Background

On January 9, 2023 The Corporation of the Township of Frontenac Islands enacted By-law Number 2023-04 to adopt Official Plan Amendment Number 1 to the Official Plan pursuant to Sections 17, 21 and 26 of the *Planning Act*, RSO 1990, c. P. 13, as amended.

The purpose of the amendment is to make administrative changes to the Township of Frontenac Islands Official Plan to implement recent changes to the Ontario *Planning Act* through *Bill 13, Supporting Businesses and People Act, 2021* and *Bill 109, More Homes for Everyone Act, 2022*.

The amendment includes policies in the Township Official Plan regarding complete planning applications, pre-application consultation for planning applications, and

delegated authority for planning approvals. A copy of the adopted by-law for the proposed amendment is included as Attachment 1 to this report.

Summary of Bill 13, Supporting People and Businesses Act, 2021

[Bill 13](#), the *Supporting People and Businesses Act, 2021*, was introduced on October 7, 2021. Schedule 19 of the Bill made changes to the *Planning Act*, which came into force December 2, 2021, upon royal assent. The change that was made was to provide municipal councils with broader authority to allow more planning decisions to be made by committees of council or staff. In addition to other forms of delegated authority (e.g., consents dealing with lot additions or easements being delegated to senior staff), municipalities can now delegate decisions dealing with minor amendments to zoning by-laws. These minor amendments would include temporary use by-laws and the removal of holding symbols. The municipality's official plan must outline the types of by-laws that may be subject to delegated authority, and then they must pass a by-law specifically outlining who is assigned the authority and any conditions associated with it.

Summary of Bill 109, More Homes for Everyone Act, 2022

[Bill 109](#), the *More Homes for Everyone Act, 2022*, received Royal Assent on April 14, 2022, and most amendments being made came into force on that day. Other dates where amendments come into force include July 1, 2022 and January 1, 2023.

There are several different Acts that are affected by Bill 109. The following summary covers the key amendments specific to the *Planning Act*, which is Schedule 5 of Bill 109.

a. Commenced on Royal Assent (April 14, 2022)

The following is a summary of the key changes that took effect on April 14, 2022:

- To help with completeness of site plan control applications, municipalities will establish complete application requirements. Applicants are already required to consult with the municipality before submitting plans and drawings for approval. The timeline for municipalities to approve site plan control applications has increased from 30 to 60 days.
- For plans of subdivision, the changes establish a one-time discretionary authority to allow municipalities (in this case the County of Frontenac) to reinstate draft plans of subdivision that have lapsed within the past five years without the need for a new application. This authority only applies where no agreements of purchase and sale had been entered into prior to the lapsing of the draft plan of subdivision. The changes also establish regulation-making authority for the province to prescribe what can and/or cannot be required as a condition of draft plan of subdivision approval.
- If the approval authority for an Official Plan is the Minister, the Minister may suspend the time period required after which there may be appeals of the failure of the Minister to make a decision in respect of an official plan or an official plan amendment.

- New process in place for the Minister as an approval authority to refer all or part of official plans to the Ontario Land Tribunal for a recommendation before making a decision.
- Processes and rules are outlined for an additional type of Minister's Order that is being added where they are responding to municipal council resolutions requesting expedited zoning. Provincial plans, the Provincial Policy Statement, and municipal Official Plans would not apply to the Minister's order, and the Minister would be able to impose conditions on the municipality and/or proponent. These conditions could be reflected in agreements registered on title. The Minister must issue guidelines governing the scope of how this authority may be used before an order can be made, and the Province has just release the [Community Infrastructure and Housing Accelerator](#) tool and guidelines as part of the implementation of Bill 109.

b. Commenced on July 1, 2022

As of July 1, 2022, the approval of site plan control applications must be delegated to an authorized person (employee/staff, appointed officer, or agent of the municipality) to make a decision, instead of municipal councils or committees of council. This applies to all site plan control applications received on or after July 1, 2022.

The Township of Frontenac Islands passed By-Law Number 2022-13 delegating the authority to approve site plan control applications to the Township Clerk on June 13, 2022, in advance of the July 1, 2022 deadline.

c. Commenced on January 1, 2023

A refund schedule is being put in place for certain planning applications where a decision is not made by the municipality within certain timeframes. This change will affect combined Official Plan Amendments and Zoning By-Law Amendments, Zoning By-Law Amendments, and Site Plan Control Applications. At present, the refund requirement does not apply to Committee of Adjustment applications (e.g., consents and minor variances).

	No Refund	50% Refund	75% Refund	100% Refund
Zoning By-Law Amendment	Decision made within 90 days	Decision made within 91 to 149 days	Decision made within 150 and 209 days	Decision made 210 days or later
Combined Zoning By-Law and Official Plan Amendment	Decisions made within 120 days	Decision made within 121 and 179 days	Decision made within 180 and 239 days	Decision made 240 days or later

Site Plan Control	Decision made within 60 days	Decision made within 61 and 89 days	Decision made within 90 and 119 days	Decision made 120 days or later
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The following are the refund requirements set by the province:

Please note that on December 1, 2022, staff were made aware of correspondence between the Association of Municipalities of Ontario (AMO) and the Minister of Municipal Affairs and Housing (MAH) of the intent of the province to delay the refund of fees from January 1, 2023 to July 1, 2023. At the time of writing this report, this change in date has not been made official. There are also other municipal by-laws and documents that will need to be changed as part of this process (as outlined in the Planning Analysis section below), so staff recommend proceeding with the proposed Official Plan Amendment as planned.

Comment

Public Meeting

The statutory public meeting required by the *Planning Act* took place on January 9, 2023. The purpose of this meeting was to provide the public and Council an opportunity to ask questions and provide comments. No public comments were received by staff and no issues were raised by the Council. A Notice of Adoption was issued on January 20, 2023, and the formal package submitted to the County for review. No public comments have been received by County staff to date.

Financial Implications

The Official Plan Amendment 8 of the Township of Frontenac Islands was a Township-initiated administrative amendment. There are no financial implications for the County of Frontenac associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected.

Township of Frontenac Islands
County of Frontenac, Planning and Economic Development Department

Attachments:

Appendix 1 – A By-law to Amend the Township of Frontenac Islands Official Plan (Amendment Number 8, Provincial Bills 13 and 109).

The Corporation of the Township of Frontenac Islands

By-Law Number 2023-04

A By-Law to Amend the Township of Frontenac Islands Official Plan (Amendment Number 8, Provincial Bills 13 and 109)

Whereas the Province of Ontario passed *Bill 13, Supporting Businesses and People Act, 2021*, which includes changes to the *Planning Act* regarding the delegation of authority for minor zoning by-law amendments; and,

Whereas the Province of Ontario passed *Bill 109, More Homes for Everyone Act, 2022*, which includes changes to the *Planning Act* that require the refunding of fees for certain types of planning applications if a decision is not made within the required provincial timeframes; and,

Whereas Frontenac Islands Council has held a Public Meeting as required by the *Planning Act* on January 9, 2023;

Now Therefore, the Council of The Corporation of the Township of Frontenac Islands, 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 Township of Frontenac Islands Official Plan is hereby amended by the following changes, which shall constitute Amendment Number 8 to the Township of Islands Official Plan:
 - a. **Amend** the text of the Township of Frontenac Islands Official Plan by inserting a new sub-section 7.15 to Section 7, Implementation Policies, as follows:

7.15 Delegated Authority

1. The Township 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.
2. The Township may, by by-law, delegate its authority for various approval or advisory functions to:
 - a. A committee of council; or
 - b. An individual who is an officer, employee, or agent of the municipality.
3. The delegation of applications under the Planning Act does not alter any notice or public meeting requirements or limit appeal rights. It also does not change the requirements under the Planning Act for land use planning decisions to be consistent with the Provincial Policy Statement and to conform or not conflict with provincial plans or the County of Frontenac Official Plan.

4. In receiving and reviewing a planning application, a committee of Council or an appointed officer, employee, or agent, which has been delegated authority, will provide information to the public and host required public meetings in accordance with the Planning Act. Consultation with the applicable Conservation Authority, the County of Frontenac, Parks Canada, provincial Ministries, Indigenous communities, and other applicable public commenting agencies will be completed.
5. Under Section 41(2) of the Planning Act, Council has the authority to put a site plan control by-law in effect for certain lands and types of development within the Township. Section 41(4) of the Planning Act delegates the authority to make decisions on site plan control applications to an officer, employee, or agent of the municipality as an authorized person.
6. Further to Section 7.15.5, the Township may delegate its authority for additional types of planning applications, by by-law, as follows:
 - a. Consents (Land Severances), including new lot creation, lot additions, and easements
 - b. Validation Certificates
 - c. Minor Zoning By-Law Amendments including:
 - A by-law to remove a holding symbol under Section 36 of the Planning Act where the conditions to remove the holding symbol have been met and any required agreements have been executed.
 - A by-law to permit a temporary use under Section 39 of the Planning Act.
 - Zoning By-Law Amendments that are required as a condition of approval of a provisional consent application that received no objections from the public and technical agencies during the required circulation period.
- b. **Amend** the text of Section 8.7, Complete Applications, of the Township of Frontenac Islands Official Plan as follows:
 - 1) Insert the following text as a new first paragraph and number it as sub-section 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."
 - 2) The remaining three unnumbered paragraphs in Section 8.7 should be numbered as sub-sections 2 through 4.

- 3) In Section 8.7.2, amend the first sentence by deleting the words “for an official plan amendment, a zoning by-law amendment, or subdivision” and replacing them with the words “involving an approval under the Planning Act”.
 - 4) In Section 8.7.2, amend the bullet point list of items by adding a new final bullet point that reads as follows: “Any other studies required by the Township that are not reflected in the above list.”
 - 5) In Section 8.7.3, amend the existing sentence by deleting the first word “These” and replacing it with the words “The above”.
 - 6) In Section 8.7.4, amend the existing sentence by deleting the words “Official Plan amendment, a zoning by-law amendment, or a subdivision application” and replace it with the words “application for approval under the Planning Act”.
 - 7) Insert the following new policy as sub-section 8.7.5: “Any additional studies or information that is required as part of a complete application under the Planning Act will be at the discretion of the municipality, to ensure that all the relevant and required information pertaining to a development application is available to enable Council or its designated approval authorities to make informed decisions within the prescribed time periods. It also ensures that the public and other stakeholders have access to all relevant information early in the planning process.”
 - 8) Insert the following new policy as sub-section 8.7.6: “All required reports and technical studies will be carried out by qualified persons retained by and at the expense of the proponent. The Township may require a peer review of any report or study by an appropriate public agency or a professional consultant retained by the Township at the proponent’s expense.”
- c. **Amend** the text of the Township of Frontenac Islands Official Plan by inserting a new sub-section 8.8 to Section 8, Administration and Interpretation, as follows:

8.8 Pre-Application Consultation

1. Pre-application consultation is required for all planning applications where the Township is the approval authority. The Township 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. Details regarding the process will be included in a pre-application consultation by-law.

2. The Township may establish pre-application consultation fees to cover staff time to review and assess application information and technical studies prior to declaring an application complete.
 3. The Township may require a proponent to hold a public open house as part of the pre-application consultation process, prior to any statutory public meetings required by the Planning Act. The open houses will be held for large or complex applications and will be at the discretion of the municipality.
 4. Where applications require the approval of the County of Frontenac (i.e., Official Plan Amendments), the County will be involved in pre-application consultation and will assist the Township in determining the requirements of a complete application. The County will be engaged early in this process to assist in ensuring any concerns or issues the approval authority may have can be addressed early in the application process.
2. The Clerk be authorized and directed to make application to the County of Frontenac for approval of Official Plan Amendment Number 7 for The Corporation of the Township of Frontenac Islands.
 3. 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 9th day of January 2023.

Read a third time and finally passed this 9th day of January 2023.

Judith Greenwood-Speers, Mayor

Darlene Plumley, Clerk



Report 2023-025

County Council Recommendation Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Dmitry Kurylovich, Community Planner

Date of meeting: February 15, 2023

Re: **Planning and Economic Development – Official Plan Amendment Number 1 to the Township of North Frontenac Official Plan – Proposed Administrative Amendments to Implement Bills 13 and 109**

Recommendation

That By-Law Number 01-23 of the Township of North Frontenac, adopting Official Plan Amendment Number 1 for the administrative amendment to implement provincial Bills 13 and 109, dated January 13, 2023 and included as Attachment 1 to Report Number 025, **be approved**; and

That the Official Plan of the Township of Township of North Frontenac, as amended, be further amended as per Township By-Law Number 01-23 in Attachment 1 to Report Number 2023-25, being Official Plan Amendment Number 1 for the administrative amendment to implement provincial Bills 13 and 109.

Background

On January 13, 2023 The Corporation of the Township of North Frontenac enacted By-law Number 01-23 to adopt Official Plan Amendment Number 1 to the Official Plan pursuant to Sections 17, 21 and 26 of the *Planning Act*, RSO 1990, c. P. 13, as amended.

The purpose of the amendment is to make administrative changes to the Township of North Frontenac Official Plan to implement recent changes to the Ontario *Planning Act* through *Bill 13, Supporting Businesses and People Act, 2021* and *Bill 109, More Homes for Everyone Act, 2022*.

The amendment includes policies in the Township Official Plan regarding complete planning applications, pre-application consultation for planning applications, and

delegated authority for planning approvals. A copy of the adopted by-law for the proposed amendment is included as Attachment 1 to this report.

Summary of Bill 13, Supporting People and Businesses Act, 2021

[Bill 13](#), the *Supporting People and Businesses Act, 2021*, was introduced on October 7, 2021. Schedule 19 of the Bill made changes to the *Planning Act*, which came into force December 2, 2021, upon royal assent. The change that was made was to provide municipal councils with broader authority to allow more planning decisions to be made by committees of council or staff. In addition to other forms of delegated authority (e.g., consents dealing with lot additions or easements being delegated to senior staff), municipalities can now delegate decisions dealing with minor amendments to zoning by-laws. These minor amendments would include temporary use by-laws and the removal of holding symbols. The municipality's official plan must outline the types of by-laws that may be subject to delegated authority, and then they must pass a by-law specifically outlining who is assigned the authority and any conditions associated with it.

Summary of Bill 109, More Homes for Everyone Act, 2022

[Bill 109](#), the *More Homes for Everyone Act, 2022*, received Royal Assent on April 14, 2022, and most amendments being made came into force on that day. Other dates where amendments come into force include July 1, 2022 and January 1, 2023.

There are several different Acts that are affected by Bill 109. The following summary covers the key amendments specific to the *Planning Act*, which is Schedule 5 of Bill 109.

a. Commenced on Royal Assent (April 14, 2022)

The following is a summary of the key changes that took effect on April 14, 2022:

- To help with completeness of site plan control applications, municipalities will establish complete application requirements. Applicants are already required to consult with the municipality before submitting plans and drawings for approval. The timeline for municipalities to approve site plan control applications has increased from 30 to 60 days.
- For plans of subdivision, the changes establish a one-time discretionary authority to allow municipalities (in this case the County of Frontenac) to reinstate draft plans of subdivision that have lapsed within the past five years without the need for a new application. This authority only applies where no agreements of purchase and sale had been entered into prior to the lapsing of the draft plan of subdivision. The changes also establish regulation-making authority for the province to prescribe what can and/or cannot be required as a condition of draft plan of subdivision approval.
- If the approval authority for an Official Plan is the Minister, the Minister may suspend the time period required after which there may be appeals of the failure of the Minister to make a decision in respect of an official plan or an official plan amendment.

- New process in place for the Minister as an approval authority to refer all or part of official plans to the Ontario Land Tribunal for a recommendation before making a decision.
- Processes and rules are outlined for an additional type of Minister's Order that is being added where they are responding to municipal council resolutions requesting expedited zoning. Provincial plans, the Provincial Policy Statement, and municipal Official Plans would not apply to the Minister's order, and the Minister would be able to impose conditions on the municipality and/or proponent. These conditions could be reflected in agreements registered on title. The Minister must issue guidelines governing the scope of how this authority may be used before an order can be made, and the Province has just release the [Community Infrastructure and Housing Accelerator](#) tool and guidelines as part of the implementation of Bill 109.

b. Commenced on July 1, 2022

As of July 1, 2022, the approval of site plan control applications must be delegated to an authorized person (employee/staff, appointed officer, or agent of the municipality) to make a decision, instead of municipal councils or committees of council. This applies to all site plan control applications received on or after July 1, 2022.

The Township of North Frontenac passed By-Law Number 45-22 delegating the authority to approve site plan control applications to the Township Clerk on June 30, 2022, in advance of the July 1, 2022 deadline.

c. Commenced on January 1, 2023

A refund schedule is being put in place for certain planning applications where a decision is not made by the municipality within certain timeframes. This change will affect combined Official Plan Amendments and Zoning By-Law Amendments, Zoning By-Law Amendments, and Site Plan Control Applications. At present, the refund requirement does not apply to Committee of Adjustment applications (e.g., consents and minor variances).

The following are the refund requirements set by the province:

	No Refund	50% Refund	75% Refund	100% Refund
Zoning By-Law Amendment	Decision made within 90 days	Decision made within 91 to 149 days	Decision made within 150 and 209 days	Decision made 210 days or later
Combined Zoning By-Law and Official Plan Amendment	Decisions made within 120 days	Decision made within 121 and 179 days	Decision made within 180 and 239 days	Decision made 240 days or later
Site Plan Control	Decision made within 60 days	Decision made within 61 and 89 days	Decision made within 90 and 119 days	Decision made 120 days or later

Please note that on December 1, 2022, staff were made aware of correspondence between the Association of Municipalities of Ontario (AMO) and the Minister of Municipal Affairs and Housing (MAH) of the intent of the province to delay the refund of fees from January 1, 2023 to July 1, 2023. At the time of writing this report, this change in date has not been made official. There are also other municipal by-laws and documents that will need to be changed as part of this process (as outlined in the Planning Analysis section below), so staff recommend proceeding with the proposed Official Plan Amendment as planned.

Comment

Public Meeting

The statutory public meeting required by the *Planning Act* took place on January 13, 2023. The purpose of this meeting was to provide the public and Council an opportunity to ask questions and provide comments. No public comments were received by staff and no issues were raised by the Council. A Notice of Adoption was issued on January 23, 2023, and the formal package submitted to the County for review. No public comments have been received by County staff to date.

Financial Implications

The Official Plan Amendment 1 of the Township of North Frontenac was a Township-initiated administrative amendment. There are no financial implications for the County of Frontenac associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected.

Township of North Frontenac
County of Frontenac, Planning and Economic Development Department

Attachments:

Appendix 1 – By-Law Number 01-23, A By-law to Amend the Township of North Frontenac Official Plan (Amendment Number 1, Provincial Bill 13 and 109).

The Corporation of the Township of North Frontenac

By-Law #01-23

A By-Law to Amend the Township of North Frontenac Official Plan (Amendment Number 1, Provincial Bills 13 and 109)

Whereas the Province of Ontario passed *Bill 13, Supporting Businesses and People Act, 2021*, which includes changes to the *Planning Act* regarding the delegation of authority for minor zoning by-law amendments; and,

Whereas the Province of Ontario passed *Bill 109, More Homes for Everyone Act, 2022*, which includes changes to the *Planning Act* that require the refunding of fees for certain types of planning applications if a decision is not made within the required provincial timeframes; and,

Whereas North Frontenac Council has held a Public Meeting as required by the *Planning Act* on January 13, 2023;

Now Therefore, the Council of The Corporation of the Township of North 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 Township of North Frontenac Official Plan is hereby amended by the following changes, which shall constitute Amendment Number 1 to the Township of North Frontenac Official Plan:
 - a. **Amend** the text of Section 6.9, Planning Act, of the Township of North Frontenac Official Plan as follows:
 - 1) Insert a new sub-section 6.9.1., entitled “Complete Applications”.
 - 2) Renumber existing sub-sections 6.9.1 through 6.9.15 to be sub-sections 6.9.2 through 6.9.16.
 - 3) Insert the following text as a new sub-section 6.9.1.a.: “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.”
 - 4) The remaining three unnumbered paragraphs in Section 6.9.1 should be numbered as sub-sections “b” through “d”.
 - 5) In Section 6.9.1.b., amend the fourth sentence by deleting the words “for an Official Plan Amendment, a Zoning By-law Amendment, or Subdivision” and replacing them with the words “involving an approval under the Planning Act”.

- 6) In Section 6.9.1.b., amend the bullet point list of items by adding a new final bullet point that reads as follows: "Any other studies required by the Township that are not reflected in the above list."
 - 7) In Section 6.9.1.c., amend the existing sentence by deleting the first word "These" and replacing it with the words "The above".
 - 8) In Section 6.9.1.c., amend the existing sentence by deleting the words "Official Plan amendment, a Zoning By-law Amendment, or a Plan of Subdivision" and replace it with the words "application for approval under the Planning Act".
 - 9) Insert the following new policy as sub-section 6.9.1.d.: "Any additional studies or information that is required as part of a complete application under the Planning Act will be at the discretion of the municipality, to ensure that all the relevant and required information pertaining to a development application is available to enable Council or its designated approval authorities to make informed decisions within the prescribed time periods. It also ensures that the public and other stakeholders have access to all relevant information early in the planning process."
 - 10) Insert the following new policy as sub-section 6.9.1.e.: "All required reports and technical studies will be carried out by qualified persons retained by and at the expense of the proponent. The Township may require a peer review of any report or study by an appropriate public agency or a professional consultant retained by the Township at the proponent's expense."
- b. **Amend** the text of the Township of North Frontenac Official Plan by inserting a new sub-section 6.9.17, Pre-Application Consultation to Section 6.9, Planning Act, as follows:

6.9.17. Pre-Application Consultation

- a. Pre-application consultation is required for all planning applications where the Township is the approval authority. The Township 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. Details regarding the process will be included in a pre-application consultation by-law.
- b. The Township may establish pre-application consultation fees to cover staff time to review and assess application information and technical studies prior to declaring an application complete.
- c. The Township may require a proponent to hold a public open house as part of the pre-application consultation process, prior to any statutory public meetings required by the Planning Act. The open houses will be

held for large or complex applications and will be at the discretion of the municipality.

- d. Where applications require the approval of the County of Frontenac (i.e., Official Plan Amendments), the County will be involved in pre-application consultation and will assist the Township in determining the requirements of a complete application. The County will be engaged early in this process to assist in ensuring any concerns or issues the approval authority may have can be addressed early in the application process.
- c. **Amend** the text of the Township of North Frontenac Official Plan by inserting a new sub-section 6.9.18, Delegated Authority to Section 6.9, Planning Act, as follows:

6.9.18 Delegated Authority

- a. The Township 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.
- b. The Township may, by by-law, delegate its authority for various approval or advisory functions to:
 - A committee of council; or
 - An individual who is an officer, employee, or agent of the municipality.
- c. The delegation of applications under the Planning Act does not alter any notice or public meeting requirements or limit appeal rights. It also does not change the requirements under the Planning Act for land use planning decisions to be consistent with the Provincial Policy Statement and to conform or not conflict with provincial plans or the County of Frontenac Official Plan.
- d. In receiving and reviewing a planning application, a committee of Council or an appointed officer, employee, or agent, which has been delegated authority, will provide information to the public and host required public meetings in accordance with the Planning Act. Consultation with the applicable Conservation Authority, the County of Frontenac, Parks Canada, provincial Ministries, Indigenous communities, and other applicable public commenting agencies will be completed.
- e. Under Section 41(2) of the Planning Act, Council has the authority to put a site plan control by-law in effect for certain lands and types of development within the Township. Section 41(4) of the Planning Act delegates the authority to make decisions on site plan control

applications to an officer, employee, or agent of the municipality as an authorized person.

- f. Further to Section 6.9.18.e., the Township may delegate its authority for additional types of planning applications, by by-law, as follows:
 1. Consents (Land Severances), including new lot creation, lot additions, and easements
 2. Validation Certificates
 3. Minor Zoning By-Law Amendments including:
 - A by-law to remove a holding symbol under Section 36 of the Planning Act where the conditions to remove the holding symbol have been met and any required agreements have been executed.
 - A by-law to permit a temporary use under Section 39 of the Planning Act.
 - Zoning By-Law Amendments that are required as a condition of approval of a provisional consent application that received no objections from the public and technical agencies during the required circulation period.
2. The Clerk be authorized and directed to make application to the County of Frontenac for approval of Official Plan Amendment Number 1 for The Corporation of the Township of North Frontenac.
3. 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 13th day of January 2023.

Read a third time and finally passed this 13th day of January 2023.

Mayor

Clerk



FRONTENAC



Report 2023-026

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: February 15, 2023

Re: Corporate Services – 2022 Frontenac Howe Islander Petition for Subsidy

Recommendation

Resolved That the Council of the County of Frontenac accept the Corporate Services – 2022 Frontenac Howe Islander Ferry Petition for Subsidy report;

And Further That Council authorize the Clerk to petition the Ministry of Transportation for \$1,001,160.62.

Background

The operating agreement with the Ministry of Transportation (MTO) for the Frontenac Howe Islander Ferry came into effect in January 2004.

The terms of the agreement require the County of Frontenac to prepare and deliver a statement reconciling the actual operating costs and revenues for each calendar year by February 15 of the following year.

Comment

The financial information forwarded to MTO is presented in Appendix A to this report.

The contract with MTO authorizes the County to retain a reserve to which ticket and pass revenue collected each year over 20% of expenditures can be allocated annually. The reserve balance cannot exceed 5% of the operating expenditures.

Through the Memorandum of Understanding for operating the Howe Islander County and Township ferries and pooling revenue through the fees and fares schedule, any revenue received will be distributed as follows:

- i. The County's revenue needs from the annual fees and fares will be satisfied first.
- ii. The revenues in excess of the County's requirements will be forwarded to the Township to meet its revenue requirements only.
- iii. Any excess funds collected by year-end will be drawn from the reserve held by the County.
- iv. Any shortfall of funds collected by year-end will be drawn from the reserve held by the County.
- v. The funds set aside in the reserve will be brought forward for consideration when setting the annual fees and fares schedule.

Any shortfall of revenue experienced in any year that cannot be covered by a withdrawal from the County's reserve will be deemed to be a deficit of the Township solely.

Sustainability Implications

The operation of the Frontenac Howe Islander Ferry ensures the long-term viability of the community on Howe Island.

Financial Implications

In accordance with the agreement, the Provincial subsidy totals \$1,001,160.62 for 2022. This is calculated as 80% of the gross expenditure in 2020 and 10% of the cost of contracted services for the Director of Transportation.

Organizations, Departments and Individuals Consulted and/or Affected

Phil Piasetzki, Deputy Treasurer
Marine Services
Township of Frontenac Islands
Ministry of Transportation

Appendix A – Submission of costs to MTO to operate the Frontenac Howe Islander Ferry

Operating Costs	Eligible Expenditures
Salaries, Wages & Benefits	
Wages	869,719.00
Benefits	235,153.00
WSIB / EHT	68,671.00
Materials & Supplies:	
Repairs/Maintenance Supplies	11,721.00
Tickets	3,281.00
Fuel	2,018.00
Cables	0.00
Services:	
Hydro	0.00
Phone, Cell Phones	3,264.00
Insurance	10,041.00
Audit Fee	1,651.00
Legal Costs	1,751.00
Sundry, Health & Safety	16,412.00
Machine Rental	0.00
Mileage	726.00
Lease	5,204.00
Subtotal **	1,229,612.00
Administration costs **	24,592.24
Total Operating Costs **	1,254,204.24
80% of Eligible Operating Costs **	1,003,363.39
Revenues:	
Ferry Passes	107,600.00
Ferry Fares	141,999.91
Other Revenue	610.00
Total Revenues **	250,209.91
20% of Operating Costs **	250,840.85
Revenues in excess of 20% of operating costs **	-630.94
Other Costs Outside of 80%/20% Split:	
Director of Transportation	5,447.00
MTO Portion (10%)	544.70
Municipal Portion (90%)	4,902.30
20% of Operating plus Other Costs (Municipal Portion)	255,743.15

Recommend Report to Council
Corporate Services –2022 Frontenac Howe Islander Ferry Petition for Subsidy
February 15, 2023

Revenues in excess of 20% of operating costs plus other costs	-5,533.24
FERRY REVENUE RESERVE:	
To Revenue Reserve 2022	0.00
Balance in Reserve	24,050.90
TOTAL FERRY RESERVE **	24,050.90
5% OF OPERATING COSTS **	62,710.21
Ferry Revenue Reserve	18,517.66
in excess of 5% of Operating **	
Subsidy Payable:	
80% of Operating Costs **	1,003,363.39
MTO Share of Other Costs	544.70
Less:	
Revenues in excess of 20% of Operating Costs	0.00
Total Annual Subsidy	1,003,908.09
Prior year adjustment	0.00
TOTAL SUBSIDY PAYABLE -	1,003,908.09



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Report 2023-016

Information Report to Council

To: Warden and Members of County Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Jannette Amini, Manager of Legislative Services/Clerk
Rob Dillabough, Director of Transportation Services

Date of meeting: February 15, 2023

Re: Office of the Chief Administrative Officer – Designation of County of Frontenac Representative for the Frontenac Howe Island Ferry

Recommendation

Resolved That the Council of the County of Frontenac receive the Office of the Chief Administrative Officer – Designation of County of Frontenac Representative for the Frontenac Howe Island Ferry report;

And Further That the Clerk be directed to introduce a by-law later in the meeting to designate Mr. Robert W. Dillabough and Kelly J. Pender as the Operator's Representative for the Frontenac Howe Island Ferry.

Background

The County of Frontenac operates the Frontenac Howe Island Ferry (the "Vessel") which is owned by the Ministry of Transportation (Ontario) and regulated by the Federal government under authority of Transport Canada.

Both the Ministry of Transportation (Ontario) and Transport Canada require a contact person to be on record as the Operator's Representative for the Vessel.

Comment

Although the County of Frontenac is the Operator of the Frontenac Howe Island Ferry, the County entered into a Memorandum of Understanding with the Township of Frontenac Islands for the Day-to-Day Management of the Frontenac Howe Island County Ferry. The mutually agreed upon Memorandum of Understanding satisfied the conditions laid out by MTO, with the day-to-day management of the Ferry operations.

In early January 2023, the County's ferry manager left the position. After an internal and external competition, Mr. Dillabough assumed the position on a full time basis effective February 6, 2023.

Given that the day-to-day management of the Ferry operations falls to the Director of Transportation (Director), staff are recommending to have that position as the contact person to be on record as the Operator's Representative for the Vessel, along with the Chief Administrative Officer to ensure communications when the Director of Transportation is unavailable.

Director of Transportation does report to the County CAO on matters regarding the Howe Island Ferry and any communications from either MTO or Transport Canada would be communicated to the CAO should issues of concern arise.

Strategic Priorities Implications

Priority 3:

Champion and coordinate collaborative efforts with partners to resolve complex problems otherwise beyond the reach

Specifically, the objectives that support this strategy states that the County will continue to pursue collaborative opportunities to achieve service efficiencies and other economies through shared services.

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer



Report 2023-020

Council Recommend Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Matt Mills, Communications Officer

Date of meeting: February 15, 2023

Re: **Corporate Services – Public Support of Dr. Brooks’
Neighbours Saving Neighbours Volunteer Responder Pilot
Program for Cardiac Arrest**

Recommendation

Whereas Approximately 35,000 people across Canada experience out-of-hospital cardiac arrest annually; and,

Whereas Frontenac Paramedics responded to 276 cardiac arrest cases in Frontenac County and Kingston in 2020; and,

Whereas Fewer than 12 percent of patients who experience out-of-hospital cardiac arrest survive but that patients who are treated by properly trained bystanders who are equipped with automatic external defibrillators (AEDs) in the crucial minutes before paramedics arrive may be as much as three times as likely to recover as those who don’t; and,

Whereas Dr. Steven Brooks, Associate Professor in the Department of Emergency Medicine, School of Medicine, Queen’s University, is leading a funded research study and pilot program to recruit volunteer responders across Frontenac County to be trained in CPR and the use of automatic external defibrillators (AED)s, equipped with AEDs, and coordinated with Paramedics and the Kingston Central Ambulance Communications Centre to respond to possible cardiac arrest emergencies in Frontenac in the crucial moments before paramedics arrive; and,

Whereas Partners in Dr. Brooks’ initiative include Frontenac Paramedics, Kingston Health Sciences Centre, Kingston Central Ambulance Communications Centre, Queen’s University, Heart and Stroke Foundation of Canada; with research funding provided to Dr. Brooks through the Ministry of Health Innovation Fund Ontario:

Now Therefore Be It Resolved That the Council of the County of Frontenac receive this report in non-pecuniary public support of Dr. Brooks' Neighbours Saving Neighbours Volunteer Responder Pilot Program for cardiac arrest;

And Further That this report be forwarded to the Townships for their information and support:

And Further That Dr. Brooks be commended for his commitment to ensuring the best chance of survival for residents of Frontenac County who may experience out-of-hospital cardiac arrest and for his contributions to scientific understanding of the best practices for resuscitation.

Background

At its Regular meeting held April 20, 2022, through [Report 2022-047](#) County Council passed the following resolution, being Recommend Reports from the Chief Administrative Officer, clause g):

g)	2022-047 Emergency and Transportation Services Neighbours Saving Neighbours Feasibility Study: An intervention to increase survival from out-of-hospital cardiac arrest using a community volunteer responder model
-----------	--

Motion #: 68-22	Moved By:	Councillor Martin
	Seconded By:	Councillor Revill

Be It Resolved That the Council of the County of Frontenac accept this Emergency and Transportation Services – Neighbours Saving Neighbours Feasibility Study: An intervention to increase survival from out-of-hospital cardiac arrest using a community volunteer response model research project report for information;

And Further That the Council of the County of Frontenac authorize the Warden and Clerk to execute an agreement with Queen's University at Kingston (Queen's) to participate in this research project.

Carried

As noted in the report, Dr. Steven Brooks, received funding from the Southeastern Ontario Academic Medical Organization for this project entitled, Neighbours Saving Neighbours Feasibility Study: An intervention to increase survival from out-of-hospital cardiac arrest using a community volunteer responder model.

The purpose of the study is to see if a community responder program (Neighbours saving Neighbours), which has been implemented successfully in other countries, would work in our region.

The study aims to reduce the time to CPR and AED application to victims of cardiac arrest in rural and difficult-to-reach communities, increasing their chance for survival.

Automated External Defibrillators (AEDs) will be placed in select communities and teams of volunteers will be trained to respond and perform CPR and defibrillation prior to arrival of emergency services.

Comment

The probability of survival for patients who experience out-of-hospital cardiac arrest decreases by as much as 10 percent per minute before emergency treatment with CPR and an AED begins.

Dr. Brooks and his research group are recruiting volunteer responders from across Frontenac County who will be trained by Frontenac Paramedics in CPR and the safe use of automatic external defibrillators. Trained volunteers will be equipped with AEDs. There are no costs to volunteers.

In the event of a possible out-of-hospital cardiac arrest in Frontenac, volunteers will be notified by Kingston Central Ambulance Communications Centre Communications Officers via GoodSAM, a mobile phone app. Volunteers who are embedded in the local geographic communities may arrive on-scene and begin resuscitation efforts quickly while paramedics are on route. Once paramedics arrive and assume responsibility for treatment efforts, volunteer responders will stand-by to assist as directed by paramedics.

More information about the Neighbours Saving Neighbours volunteer responder program can be found at <https://engagefrontenac.ca/neighbours-saving-neighbours>

Strategic Priority Implications

Priority 1: Get behind plans that build community vitality and resilience in times of growth and change.

Other Important and Continuing County Priorities: 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

Marc Goudie, Deputy Chief of Performance Standards, Frontenac Paramedics
Dr. Steven Brooks, Queen's University



Report 2023-027

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: February 15, 2023
Re: Corporate Services - 2023 Draft Budget Revision

Recommendation

Resolved That the Council of the County of Frontenac receive the Corporate Services - 2023 Draft Budget Revision Report,

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

And Finally That the Council of the County of Frontenac pass a by-law later in the meeting approving the 2023 Budget.

Background

The Committee of the Whole considered the budget on February 8 and 9, 2023. The adjustments below reflect the changes in direction provided by the Committee of the Whole following the meeting.

Comment

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

Financial Implications

After adjusting for the proposed phase-ins and updated expense figures provided by our service delivery providers, the proposed levy increase for the County for 2021 has been reduced from the 8.95% presented in the 2023 draft budget to 8.93%. These proposed adjustments would bring the total County Levy for 2023 to \$12,456,209. For a breakdown of the revised segmented budget by department, please refer to 2023-027 - Appendix A.

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

- **Adjust Staffing From Wolfe Island Paramedic Base as of October 1, 2023** – Committee of the Whole gave direction to proceed with Option 3 in the Enhanced Paramedic Resources report, to add a paramedic crew on April 1, 2023, and to supplement the existing 8-hour resource on Wolfe Island to a 12-hour resource and move into the City of Kingston as of October 1, 2023. The proposal costed out in the draft budget was to add a crew on April 1, 2023, add a crew on October 1, 2023, and no changes to Wolfe Island. The change in direction resulted in a \$96,449 reduction in operating costs for 2023 and \$394,495 in 2024 to the draft budget presented to the Committee of the Whole.
- **Remove \$25,000 Contribution to Social Housing Out of Scope Reserve** – Committee of the Whole did not vote in the project proposal to add two rent subsidies in the County of Frontenac, which were to be funded from the Social Housing Reserve. As part of that discussion, with no “out of scope” operating expenses on the horizon, the direction was given to remove the \$25,000 contribution to the Social Housing Reserve in 2023.
- **Add \$22,000 One-Time Contribution to Reserve for Physician Recruitment** – Committee of the Whole endorsed adding \$22,000 to support payment of a Headhunter to assist with physician recruitment. Given the uncertain timing of the expense, Staff recommend that the contribution be transferred to the Strategic Project Reserve, with the funds drawn from reserve at the time of successful recruitment.
- **Add \$500 External Transfer to Food Policy Council**

2024 Implications

Some of the service level enhancements proposed may result in additional levy increases beyond 2023 as these enhancements become fully phased in. The chart below highlights the estimated increase to the 2023 annual levy relating to service level enhancements that have either been previously agreed upon, or have been proposed in the 2022 draft budget.

Operating Levy	Est. 2024 Amount (\$)	Est. 2024 Amount (%)
0.65% Frontenac Paramedics Growth Dedicated Levy (Year 3 of 5)	\$80,965	0.65%
External Agencies – Rural Transportation Phase-In (Year 4 of 6)	\$32,000	0.26%
Total Operating Levy	\$112,965	0.93%
0.65% Capital Levy (Year 10 of 10)	\$80,965	0.65%
Estimated Total Phased-In Commitments, 2022	\$193,930	1.56%

Organizations, Departments and Individuals Consulted and/or Affected

 County of Frontenac County of Frontenac Segmented 5 Year Budget								
	2022	2023	2022-2023	2022-2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Projected	Projected	Projected	Projected
	\$	\$	Variance \$	Variance (%)	Budget	Budget	Budget	Budget
Operating Revenue								
Taxation from Other Governments	50,000	53,000	3,000	(6.00%)	53,000	53,000	53,000	53,000
User Charges	3,607,023	3,665,215	58,192	(1.61%)	3,864,680	3,951,198	4,040,567	4,132,810
Payments in Lieu of Taxes	42,297	42,297			42,297	42,297	42,297	42,297
Federal and Provincial	20,703,160	22,176,688	1,473,528	(7.12%)	22,954,837	22,305,589	22,398,641	22,493,081
Provincial Offences Net Revenue	106,136	81,298	(24,838)	23.40%	85,236	89,379	93,696	96,000
Investment Income	132,000	160,000	28,000	(21.21%)	150,000	150,000	150,000	150,000
Other	936,379	981,620	45,241	(4.83%)	1,014,517	1,035,504	1,055,770	1,074,228
Transfers from Obligatory Reserve	896,065	902,851	6,786	(0.76%)	892,851	892,851	892,851	892,851
Transfers from Reserve	416,657	570,929	154,272	(37.03%)	525,477	781,132	797,245	580,074
Total Operating Revenue	26,889,717	28,633,898	1,744,181	(6.49%)	29,582,895	29,300,950	29,524,067	29,514,341
Operating Expense								
Salaries & Benefits	33,895,183	37,041,990	3,146,807	9.28%	38,711,860	39,871,412	41,002,292	42,482,429
Materials	4,962,403	5,196,703	234,300	4.72%	5,029,804	3,914,326	3,949,553	3,967,426
Contracted Services	8,597,869	8,483,867	-114,002	(1.33%)	8,648,015	8,857,238	8,944,712	9,139,589
Rents & Financing	231,428	209,618	-21,810	(9.42%)	212,800	216,004	216,004	216,004
External Transfers	248,799	249,299	500	0.20%	151,861	151,861	151,861	151,861
Depreciation	1,902,536	1,942,002	39,466	2.07%	2,056,311	2,056,311	2,056,311	2,056,311
Reserve Transfers	2,018,145	2,995,459	977,314	48.43%	3,196,529	3,394,032	3,598,892	3,779,452
Four Hours of Care		716,534	716,534	#DIV/0!	1,264,789	1,390,048	1,425,382	1,460,876
Unapproved Projects		787,942	787,942	#DIV/0!	1,509,529	1,554,333	2,322,453	2,391,517
Total Operating Expense	51,856,363	57,623,414	5,767,051	11.12%	60,781,498	61,405,565	63,667,460	65,645,465
Net Municipal Contribution	24,966,646	28,989,516	4,022,870	16.11%	31,198,603	32,104,615	34,143,393	36,131,124
LESS: Depreciation	(1,902,536)	(1,942,002)	(39,466)	(2.07%)	(2,056,311)	(2,056,311)	(2,056,311)	(2,056,311)
Net Municipal Contribution LESS Depreciation	23,064,110	27,047,514	3,983,404	17.27%	29,142,292	30,048,304	32,087,082	34,074,813
City of Kingston	-11,794,655	-14,723,294	-2,928,639	24.83%	-16,095,664	-16,593,464	-17,997,705	-19,065,921
County Contribution - Operating	11,269,455	12,324,220	1,054,765	9.36%	13,046,628	13,454,840	14,089,377	15,008,892
Capital Revenue	9,570,969	7,892,704	(1,678,265)	17.53%	2,576,760	1,855,301	3,801,801	1,901,789
Capital Expense	9,875,045	10,474,880	599,835	6.07%	2,576,760	1,855,301	4,076,790	1,901,789
Net Capital Expense	304,076	2,582,176	2,278,100	749.19%			274,989	
City of Kingston - Capital	-296,602	-2,582,176	-2,285,574	770.59%			-218,625	
County Contribution - Capital	7,474		-7,474	(100.00%)			56,364	
County Contribution - Debenture	157,721	131,989	-25,732	(16.31%)	222,464	222,464	222,463	222,464
Total Requisition	11,434,650	12,456,209	1,021,559	8.93%	13,269,092	13,677,304	14,368,204	15,231,356

 County of Frontenac General Segmented 5 Year Budget								
	2022	2023	2022-2023	2022-2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Projected	Projected	Projected	Projected
	\$	\$	Variance \$	Variance (%)	Budget	Budget	Budget	Budget
Operating Revenue								
Taxation from Other Governments	50,000	53,000	3,000	(6.00%)	53,000	53,000	53,000	53,000
User Charges	53,664	53,664			53,664	53,664	53,664	53,664
Payments in Lieu of Taxes	42,297	42,297			42,297	42,297	42,297	42,297
Provincial Offences Net Revenue	106,136	81,298	(24,838)	23.40%	85,236	89,379	93,696	96,000
Investment Income	132,000	160,000	28,000	(21.21%)	150,000	150,000	150,000	150,000
Transfers from Reserve	40,000		(40,000)	100.00%				
Total Operating Revenue	424,097	390,259	(33,838)	7.98%	384,197	388,340	392,657	394,961
Operating Expense								
Contracted Services	41,501	1,501	-40,000	(96.38%)	1,501	1,501	1,501	1,501
Rents & Financing	250	250			250	250	250	250
Reserve Transfers	685,187	759,508	74,321	10.85%	836,820	917,225	1,000,807	1,087,752
Unapproved Projects				#DIV/0!				
Total Operating Expense	726,938	761,259	34,321	4.72%	838,571	918,976	1,002,558	1,089,503
Net Municipal Contribution	302,841	371,000	68,159	22.51%	454,374	530,636	609,901	694,542
LESS: Depreciation				#DIV/0!				
Net Municipal Contribution LESS Depreciation	302,841	371,000	68,159	22.51%	454,374	530,636	609,901	694,542
City of Kingston				#DIV/0!				
County Contribution - Operating	302,841	371,000	68,159	22.51%	454,374	530,636	609,901	694,542
Capital Revenue				#DIV/0!				
Capital Expense				#DIV/0!				
Net Capital Expense				#DIV/0!				
City of Kingston - Capital				#DIV/0!				
County Contribution - Capital				#DIV/0!				
County Contribution - Debenture				#DIV/0!				
Total Requisition	302,841	371,000	68,159	22.51%	454,374	530,636	609,901	694,542

 County of Frontenac Governance Segmented 5 Year Budget								
	2022	2023	2022-2023	2022-2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Projected	Projected	Projected	Projected
	\$	\$	Variance \$	Variance (%)	Budget	Budget	Budget	Budget
Operating Revenue								
Transfers from Reserve		22,500	22,500	#DIV/0!				25,000
Total Operating Revenue		22,500	22,500	#DIV/0!				25,000
Operating Expense								
Salaries & Benefits	143,687	180,330	36,643	25.50%	180,389	180,389	178,609	180,389
Materials	64,552	63,998	-554	(0.86%)	63,898	63,948	64,649	63,649
Contracted Services	47,778	67,402	19,624	41.07%	46,883	47,886	48,918	74,983
Reserve Transfers	15,000	15,000			15,000	15,000	15,000	15,000
Unapproved Projects				#DIV/0!				
Total Operating Expense	271,017	326,730	55,713	20.56%	306,170	307,223	307,176	334,021
Net Municipal Contribution	271,017	304,230	33,213	12.25%	306,170	307,223	307,176	309,021
LESS: Depreciation				#DIV/0!				
Net Municipal Contribution LESS Depreciation	271,017	304,230	33,213	12.25%	306,170	307,223	307,176	309,021
City of Kingston				#DIV/0!				
County Contribution - Operating	271,017	304,230	33,213	12.25%	306,170	307,223	307,176	309,021
Capital Revenue				#DIV/0!				
Capital Expense				#DIV/0!				
Net Capital Expense				#DIV/0!				
City of Kingston - Capital				#DIV/0!				
County Contribution - Capital				#DIV/0!				
County Contribution - Debenture				#DIV/0!				
Total Requisition	271,017	304,230	33,213	12.25%	306,170	307,223	307,176	309,021

 County of Frontenac Corporate Segmented 5 Year Budget								
	2022	2023	2022-2023	2022-2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Projected	Projected	Projected	Projected
	\$	\$	Variance \$	Variance (%)	Budget	Budget	Budget	Budget
Operating Revenue								
User Charges				#DIV/0!	120,839	120,839	120,839	120,839
Federal and Provincial	23,941		(23,941)	100.00%				
Other	579,668	605,561	25,893	(4.47%)	630,770	643,886	656,092	673,307
Transfers from Reserve	46,100	5,000	(41,100)	89.15%	5,000	5,000	11,000	5,000
Total Operating Revenue	649,709	610,561	(39,148)	6.03%	756,609	769,725	787,931	799,146
Operating Expense								
Salaries & Benefits	1,549,323	1,670,900	121,577	7.85%	1,749,336	1,800,926	1,839,456	1,903,555
Materials	206,452	210,235	3,783	1.83%	204,198	204,573	211,891	205,950
Contracted Services	1,041,181	952,863	-88,318	(8.48%)	961,574	967,089	972,775	974,701
Depreciation	396,651	416,484	19,833	5.00%	510,484	510,484	510,484	510,484
Reserve Transfers	15,000	17,500	2,500	16.67%	17,500	17,500	17,500	17,500
Unapproved Projects		5,000	5,000	#DIV/0!	6,602	6,705	6,792	6,792
Total Operating Expense	3,208,607	3,272,982	64,375	2.01%	3,449,694	3,507,277	3,558,898	3,618,982
Net Municipal Contribution	2,558,898	2,662,421	103,523	4.05%	2,693,085	2,737,552	2,770,967	2,819,836
LESS: Depreciation	(396,651)	(416,484)	(19,833)	(5.00%)	(510,484)	(510,484)	(510,484)	(510,484)
Net Municipal Contribution LESS Depreciation	2,162,247	2,245,937	83,690	3.87%	2,182,601	2,227,068	2,260,483	2,309,352
City of Kingston				#DIV/0!				
County Contribution - Operating	2,162,247	2,245,937	83,690	3.87%	2,182,601	2,227,068	2,260,483	2,309,352
Capital Revenue	4,311,460	4,825,730	514,270	(11.93%)				
Capital Expense	4,311,460	4,825,730	514,270	11.93%				
Net Capital Expense				#DIV/0!				
City of Kingston - Capital				#DIV/0!				
County Contribution - Capital				#DIV/0!				
County Contribution - Debenture		90,476	90,476	#DIV/0!	180,951	180,951	180,951	180,951
Total Requisition	2,162,247	2,336,413	174,166	8.05%	2,363,552	2,408,019	2,441,434	2,490,303

FRONTENAC County of Frontenac Emergency Management Segmented 5 Year Budget								
	2022	2023	2022-2023	2022-2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Projected	Projected	Projected	Projected
	\$	\$	Variance \$	Variance (%)	Budget	Budget	Budget	Budget
Operating Revenue				#DIV/0!				
Operating Expense								
Materials	2,000	2,000			2,000	2,000	2,000	2,000
Contracted Services	5,552	5,552			5,552	5,552	5,552	5,552
Total Operating Expense	7,552	7,552			7,552	7,552	7,552	7,552
Net Municipal Contribution	7,552	7,552			7,552	7,552	7,552	7,552
LESS: Depreciation				#DIV/0!				
Net Municipal Contribution LESS Depreciation	7,552	7,552			7,552	7,552	7,552	7,552
City of Kingston				#DIV/0!				
County Contribution - Operating	7,552	7,552			7,552	7,552	7,552	7,552
Capital Revenue				#DIV/0!				
Capital Expense				#DIV/0!				
Net Capital Expense				#DIV/0!				
City of Kingston - Capital				#DIV/0!				
County Contribution - Capital				#DIV/0!				
County Contribution - Debenture				#DIV/0!				
Total Requisition	7,552	7,552			7,552	7,552	7,552	7,552

 FRONTENAC County of Frontenac Ferry Segmented 5 Year Budget								
	2022	2023	2022-2023	2022-2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Projected	Projected	Projected	Projected
	\$	\$	Variance \$	Variance (%)	Budget	Budget	Budget	Budget
Operating Revenue								
User Charges	247,936	283,080	35,144	(14.17%)	285,301	293,656	303,064	313,508
Federal and Provincial	991,303	1,097,059	105,756	(10.67%)	1,139,657	1,169,255	1,186,982	1,228,755
Total Operating Revenue	1,239,239	1,380,139	140,900	(11.37%)	1,424,958	1,462,911	1,490,046	1,542,263
Operating Expense								
Salaries & Benefits	1,130,010	1,246,433	116,423	10.30%	1,316,935	1,353,053	1,379,377	1,430,979
Materials	52,436	48,152	-4,284	(8.17%)	46,903	48,029	48,029	48,029
Contracted Services	56,793	85,554	28,761	50.64%	61,120	61,829	62,640	63,255
Depreciation	5,204	4,770	-434	(8.34%)	4,770	4,770	4,770	4,770
Unapproved Projects				#DIV/0!				
Total Operating Expense	1,244,443	1,384,909	140,466	11.29%	1,429,728	1,467,681	1,494,816	1,547,033
Net Municipal Contribution	5,204	4,770	-434	(8.34%)	4,770	4,770	4,770	4,770
LESS: Depreciation	(5,204)	(4,770)	434	8.34%	(4,770)	(4,770)	(4,770)	(4,770)
Net Municipal Contribution LESS Depreciation				#DIV/0!				
City of Kingston				#DIV/0!				
County Contribution - Operating				#DIV/0!				
Capital Revenue				#DIV/0!				
Capital Expense				#DIV/0!				
Net Capital Expense				#DIV/0!				
City of Kingston - Capital				#DIV/0!				
County Contribution - Capital				#DIV/0!				
County Contribution - Debenture				#DIV/0!				
Total Requisition				#DIV/0!				

 County of Frontenac Social Housing Segmented 5 Year Budget								
	2022	2023	2022-2023	2022-2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Projected	Projected	Projected	Projected
	\$	\$	Variance \$	Variance (%)	Budget	Budget	Budget	Budget
Operating Revenue								
Transfers from Reserve				#DIV/0!				
Total Operating Revenue				#DIV/0!				
Operating Expense								
Contracted Services	683,874	818,041	134,167	19.62%	850,384	892,639	937,070	943,070
Reserve Transfers	25,000		-25,000	(100.00%)				
Unapproved Projects				#DIV/0!				
Total Operating Expense	708,874	818,041	109,167	15.40%	850,384	892,639	937,070	943,070
Net Municipal Contribution	708,874	818,041	109,167	15.40%	850,384	892,639	937,070	943,070
LESS: Depreciation				#DIV/0!				
Net Municipal Contribution LESS Depreciation	708,874	818,041	109,167	15.40%	850,384	892,639	937,070	943,070
City of Kingston				#DIV/0!				
County Contribution - Operating	708,874	818,041	109,167	15.40%	850,384	892,639	937,070	943,070
Capital Revenue				#DIV/0!				
Capital Expense				#DIV/0!				
Net Capital Expense				#DIV/0!				
City of Kingston - Capital				#DIV/0!				
County Contribution - Capital				#DIV/0!				
County Contribution - Debenture				#DIV/0!				
Total Requisition	708,874	818,041	109,167	15.40%	850,384	892,639	937,070	943,070

 FRONTENAC County of Frontenac OW FB Child Care Segmented 5 Year Budget								
	2022	2023	2022-2023	2022-2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Projected	Projected	Projected	Projected
	\$	\$	Variance \$	Variance (%)	Budget	Budget	Budget	Budget
Operating Revenue				#DIV/0!				
Operating Expense								
Contracted Services	1,143,192	1,161,556	18,364	1.61%	1,208,616	1,246,140	1,284,517	1,308,443
Total Operating Expense	1,143,192	1,161,556	18,364	1.61%	1,208,616	1,246,140	1,284,517	1,308,443
Net Municipal Contribution	1,143,192	1,161,556	18,364	1.61%	1,208,616	1,246,140	1,284,517	1,308,443
LESS: Depreciation				#DIV/0!				
Net Municipal Contribution LESS Depreciation	1,143,192	1,161,556	18,364	1.61%	1,208,616	1,246,140	1,284,517	1,308,443
City of Kingston				#DIV/0!				
County Contribution - Operating	1,143,192	1,161,556	18,364	1.61%	1,208,616	1,246,140	1,284,517	1,308,443
Capital Revenue				#DIV/0!				
Capital Expense				#DIV/0!				
Net Capital Expense				#DIV/0!				
City of Kingston - Capital				#DIV/0!				
County Contribution - Capital				#DIV/0!				
County Contribution - Debenture				#DIV/0!				
Total Requisition	1,143,192	1,161,556	18,364	1.61%	1,208,616	1,246,140	1,284,517	1,308,443

 County of Frontenac Fairmount - County Segmented 5 Year Budget								
	2022	2023	2022-2023	2022-2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Projected	Projected	Projected	Projected
	\$	\$	Variance \$	Variance (%)	Budget	Budget	Budget	Budget
Operating Revenue								
User Charges	3,287,923	3,322,971	35,048	(1.07%)	3,399,376	3,477,539	3,557,500	3,639,299
Federal and Provincial	7,778,001	8,873,306	1,095,305	(14.08%)	9,391,100	9,562,507	9,625,897	9,654,455
Other	104,426	105,367	941	(0.90%)	106,545	107,743	108,964	110,207
Transfers from Reserve	35,000	288,471	253,471	(724.20%)	276,471	276,471	288,471	25,000
Total Operating Revenue	11,205,350	12,590,115	1,384,765	(12.36%)	13,173,492	13,424,260	13,580,832	13,428,961
Operating Expense								
Salaries & Benefits	12,702,212	13,455,476	753,264	5.93%	14,378,188	14,860,482	15,228,849	15,827,068
Materials	1,271,488	1,313,662	42,174	3.32%	1,320,338	1,336,564	1,353,420	1,369,452
Contracted Services	1,520,819	1,456,137	-64,682	(4.25%)	1,474,659	1,428,482	1,452,782	1,490,028
Depreciation	603,369	615,436	12,067	2.00%	627,745	627,745	627,745	627,745
Reserve Transfers	140,195	834,681	694,486	495.37%	834,681	834,681	834,681	834,681
Four Hours of Care		716,534	716,534	#DIV/0!	1,264,789	1,390,048	1,425,382	1,460,876
Unapproved Projects		81,365	81,365	#DIV/0!	77,249	79,180	81,160	83,189
Total Operating Expense	16,238,083	18,473,291	2,235,208	13.77%	19,977,649	20,557,182	21,004,019	21,693,039
Net Municipal Contribution	5,032,733	5,883,176	850,443	16.90%	6,804,157	7,132,922	7,423,187	8,264,078
LESS: Depreciation	(603,369)	(615,436)	(12,067)	(2.00%)	(627,745)	(627,745)	(627,745)	(627,745)
Net Municipal Contribution LESS Depreciation	4,429,364	5,267,740	838,376	18.93%	6,176,412	6,505,177	6,795,442	7,636,333
City of Kingston	-2,956,641	-3,753,063	-796,422	26.94%	-4,370,960	-4,594,521	-4,791,901	-5,192,706
County Contribution - Operating	1,472,723	1,514,677	41,954	2.85%	1,805,452	1,910,656	2,003,541	2,443,627
Capital Revenue	1,618,445	353,084	(1,265,361)	78.18%	583,973	337,796	348,817	349,859
Capital Expense	1,914,081	353,084	-1,560,997	(81.55%)	583,973	337,796	348,817	349,859
Net Capital Expense	295,636		-295,636	(100.00%)				
City of Kingston - Capital	-289,876		289,876	(100.00%)				
County Contribution - Capital	5,760		-5,760	(100.00%)				
County Contribution - Debenture	157,721		-157,721	(100.00%)				
Total Requisition	1,636,204	1,514,677	-121,527	(7.43%)	1,805,452	1,910,656	2,003,541	2,443,627

 County of Frontenac FPS - County Segmented 5 Year Budget								
	2022	2023	2022-2023	2022-2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Projected	Projected	Projected	Projected
	\$	\$	Variance \$	Variance (%)	Budget	Budget	Budget	Budget
Operating Revenue								
User Charges				#DIV/0!				
Federal and Provincial	11,909,915	12,206,323	296,408	(2.49%)	12,424,080	11,573,827	11,585,762	11,609,871
Transfers from Reserve	10,619	121,520	110,901	(1,044.36%)	164,356	299,761	420,074	420,074
Total Operating Revenue	11,920,534	12,327,843	407,309	(3.42%)	12,588,436	11,873,588	12,005,836	12,029,945
Operating Expense								
Salaries & Benefits	17,558,593	19,590,781	2,032,188	11.57%	20,139,204	20,690,340	21,364,542	22,095,322
Materials	2,455,586	2,608,056	152,470	6.21%	2,448,451	1,315,169	1,325,521	1,334,303
Contracted Services	1,863,753	1,844,853	-18,900	(1.01%)	1,864,525	1,864,051	1,910,074	1,933,400
Rents & Financing	231,178	209,368	-21,810	(9.43%)	212,550	215,754	215,754	215,754
Depreciation	897,312	905,312	8,000	0.89%	913,312	913,312	913,312	913,312
Reserve Transfers	990,979	1,183,690	192,711	19.45%	1,291,107	1,402,520	1,518,079	1,637,940
Unapproved Projects		701,577	701,577	#DIV/0!	1,425,678	1,468,448	2,234,501	2,301,536
Total Operating Expense	23,997,401	27,043,637	3,046,236	12.69%	28,294,827	27,869,594	29,481,783	30,431,567
Net Municipal Contribution	12,076,867	14,715,794	2,638,927	21.85%	15,706,391	15,996,006	17,475,947	18,401,622
LESS: Depreciation	(897,312)	(905,312)	(8,000)	(0.89%)	(913,312)	(913,312)	(913,312)	(913,312)
Net Municipal Contribution LESS Depreciation	11,179,555	13,810,482	2,630,927	23.53%	14,793,079	15,082,694	16,562,635	17,488,310
City of Kingston	-8,838,014	-10,970,231	-2,132,217	24.13%	-11,724,704	-11,998,943	-13,205,804	-13,873,215
County Contribution - Operating	2,341,541	2,840,251	498,710	21.30%	3,068,375	3,083,751	3,356,831	3,615,095
Capital Revenue	2,284,064	1,766,890	(517,174)	22.64%	1,342,787	867,505	3,452,984	1,551,930
Capital Expense	2,292,504	4,349,066	2,056,562	89.71%	1,342,787	867,505	3,727,973	1,551,930
Net Capital Expense	8,440	2,582,176	2,573,736	30,494.50%			274,989	
City of Kingston - Capital	-6,726	-2,582,176	-2,575,450	38,290.96%			-218,625	
County Contribution - Capital	1,714		-1,714	(100.00%)			56,364	
County Contribution - Debenture				#DIV/0!				
Total Requisition	2,343,255	2,840,251	496,996	21.21%	3,068,375	3,083,751	3,413,195	3,615,095

 FRONTENAC County of Frontenac General Segmented 5 Year Budget								
	2022	2023	2022-2023	2022-2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Projected	Projected	Projected	Projected
	\$	\$	Variance \$	Variance (%)	Budget	Budget	Budget	Budget
Operating Revenue				#DIV/0!				
Operating Expense								
Contracted Services	817,724	834,078	16,354	2.00%	847,420	864,368	881,655	899,288
Total Operating Expense	817,724	834,078	16,354	2.00%	847,420	864,368	881,655	899,288
Net Municipal Contribution	817,724	834,078	16,354	2.00%	847,420	864,368	881,655	899,288
LESS: Depreciation				#DIV/0!				
Net Municipal Contribution LESS Depreciation	817,724	834,078	16,354	2.00%	847,420	864,368	881,655	899,288
City of Kingston				#DIV/0!				
County Contribution - Operating	817,724	834,078	16,354	2.00%	847,420	864,368	881,655	899,288
Capital Revenue				#DIV/0!				
Capital Expense				#DIV/0!				
Net Capital Expense				#DIV/0!				
City of Kingston - Capital				#DIV/0!				
County Contribution - Capital				#DIV/0!				
County Contribution - Debenture				#DIV/0!				
Total Requisition	817,724	834,078	16,354	2.00%	847,420	864,368	881,655	899,288

 FRONTENAC County of Frontenac Library Segmented 5 Year Budget								
	2022	2023	2022-2023	2022-2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Projected	Projected	Projected	Projected
	\$	\$	Variance \$	Variance (%)	Budget	Budget	Budget	Budget
Operating Revenue								
Transfers from Reserve				#DIV/0!	33,150	153,400	31,200	58,500
Total Operating Revenue				#DIV/0!	33,150	153,400	31,200	58,500
Operating Expense	926,548	980,275	53,727	5.80%	1,046,348	1,201,403	1,114,065	1,175,365
Net Municipal Contribution	926,548	980,275	53,727	5.80%	1,013,198	1,048,003	1,082,865	1,116,865
LESS: Depreciation				#DIV/0!				
Net Municipal Contribution LESS Depreciation	926,548	980,275	53,727	5.80%	1,013,198	1,048,003	1,082,865	1,116,865
City of Kingston				#DIV/0!				
County Contribution - Operating	926,548	980,275	53,727	5.80%	1,013,198	1,048,003	1,082,865	1,116,865
Capital Revenue				#DIV/0!				
Capital Expense				#DIV/0!				
Net Capital Expense				#DIV/0!				
City of Kingston - Capital				#DIV/0!				
County Contribution - Capital				#DIV/0!				
County Contribution - Debenture				#DIV/0!				
Total Requisition	926,548	980,275	53,727	5.80%	1,013,198	1,048,003	1,082,865	1,116,865

 County of Frontenac Planning & Development Segmented 5 Year Budget								
	2022	2023	2022-2023	2022-2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Projected	Projected	Projected	Projected
	\$	\$	Variance \$	Variance (%)	Budget	Budget	Budget	Budget
Operating Revenue								
User Charges	17,500	5,500	(12,000)	68.57%	5,500	5,500	5,500	5,500
Federal and Provincial				#DIV/0!				
Other	251,985	270,392	18,407	(7.30%)	276,902	283,575	290,414	290,414
Transfers from Obligatory Reserve	50,000	20,000	(30,000)	60.00%	10,000	10,000	10,000	10,000
Transfers from Reserve	155,500	36,000	(119,500)	76.85%	46,500	46,500	46,500	46,500
Total Operating Revenue	474,985	331,892	(143,093)	30.13%	338,902	345,575	352,414	352,414
Operating Expense								
Salaries & Benefits	797,988	881,080	83,092	10.41%	932,388	970,683	995,905	1,029,296
Materials	51,409	54,127	2,718	5.29%	50,911	50,911	50,911	50,911
Contracted Services	446,154	308,185	-137,969	(30.92%)	315,513	316,328	317,143	317,933
Reserve Transfers	126,784	129,080	2,296	1.81%	131,421	133,106	134,825	136,579
Unapproved Projects				#DIV/0!				
Total Operating Expense	1,422,335	1,372,472	-49,863	(3.51%)	1,430,233	1,471,028	1,498,784	1,534,719
Net Municipal Contribution	947,350	1,040,580	93,230	9.84%	1,091,331	1,125,453	1,146,370	1,182,305
LESS: Depreciation				#DIV/0!				
Net Municipal Contribution LESS Depreciation	947,350	1,040,580	93,230	9.84%	1,091,331	1,125,453	1,146,370	1,182,305
City of Kingston				#DIV/0!				
County Contribution - Operating	947,350	1,040,580	93,230	9.84%	1,091,331	1,125,453	1,146,370	1,182,305
Capital Revenue	1,357,000	947,000	(410,000)	30.21%	650,000	650,000		
Capital Expense	1,357,000	947,000	-410,000	(30.21%)	650,000	650,000		
Net Capital Expense				#DIV/0!				
City of Kingston - Capital				#DIV/0!				
County Contribution - Capital				#DIV/0!				
County Contribution - Debenture		41,513	41,513	#DIV/0!	41,513	41,513	41,512	41,513
Total Requisition	947,350	1,082,093	134,743	14.22%	1,132,844	1,166,966	1,187,882	1,223,818

 County of Frontenac Continuous Improvement/GIS Segmented 5 Year Budget								
	2022	2023	2022-2023	2022-2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Projected	Projected	Projected	Projected
	\$	\$	Variance \$	Variance (%)	Budget	Budget	Budget	Budget
Operating Revenue								
Transfers from Reserve				#DIV/0!				
Total Operating Revenue				#DIV/0!				
Operating Expense								
Salaries & Benefits	13,370	16,990	3,620	27.08%	15,420	15,539	15,554	15,820
Materials	12,415	13,622	1,207	9.72%	10,254	10,281	10,281	10,281
Contracted Services	23,000	1,870	-21,130	(91.87%)	1,920	1,970	2,020	2,070
Unapproved Projects				#DIV/0!				
Total Operating Expense	48,785	32,482	-16,303	(33.42%)	27,594	27,790	27,855	28,171
Net Municipal Contribution	48,785	32,482	-16,303	(33.42%)	27,594	27,790	27,855	28,171
LESS: Depreciation				#DIV/0!				
Net Municipal Contribution LESS Depreciation	48,785	32,482	-16,303	(33.42%)	27,594	27,790	27,855	28,171
City of Kingston				#DIV/0!				
County Contribution - Operating	48,785	32,482	-16,303	(33.42%)	27,594	27,790	27,855	28,171
Capital Revenue				#DIV/0!				
Capital Expense				#DIV/0!				
Net Capital Expense				#DIV/0!				
City of Kingston - Capital				#DIV/0!				
County Contribution - Capital				#DIV/0!				
County Contribution - Debenture				#DIV/0!				
Total Requisition	48,785	32,482	-16,303	(33.42%)	27,594	27,790	27,855	28,171

 County of Frontenac Other Segmented 5 Year Budget								
	2022	2023	2022-2023	2022-2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Projected	Projected	Projected	Projected
	\$	\$	Variance \$	Variance (%)	Budget	Budget	Budget	Budget
Operating Revenue								
Other	300	300			300	300	300	300
Transfers from Obligatory Reserve	846,065	882,851	36,786	(4.35%)	882,851	882,851	882,851	882,851
Transfers from Reserve	129,438	97,438	(32,000)	24.72%				
Total Operating Revenue	975,803	980,589	4,786	(0.49%)	883,151	883,151	883,151	883,151
Operating Expense								
Materials	846,065	882,851	36,786	4.35%	882,851	882,851	882,851	882,851
External Transfers	248,799	249,299	500	0.20%	151,861	151,861	151,861	151,861
Reserve Transfers		22,000	22,000	#DIV/0!	32,000	32,000	32,000	
Unapproved Projects				#DIV/0!				
Total Operating Expense	1,094,864	1,154,150	59,286	5.41%	1,066,712	1,066,712	1,066,712	1,034,712
Net Municipal Contribution	119,061	173,561	54,500	45.77%	183,561	183,561	183,561	151,561
LESS: Depreciation				#DIV/0!				
Net Municipal Contribution LESS Depreciation	119,061	173,561	54,500	45.77%	183,561	183,561	183,561	151,561
City of Kingston				#DIV/0!				
County Contribution - Operating	119,061	173,561	54,500	45.77%	183,561	183,561	183,561	151,561
Capital Revenue				#DIV/0!				
Capital Expense				#DIV/0!				
Net Capital Expense				#DIV/0!				
City of Kingston - Capital				#DIV/0!				
County Contribution - Capital				#DIV/0!				
County Contribution - Debenture				#DIV/0!				
Total Requisition	119,061	173,561	54,500	45.77%	183,561	183,561	183,561	151,561



Report 2023-xxx

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: February 15, 2023

Re: Corporate Services – 2023 Tax Rate

Recommendation

Resolved That Council of the County of Frontenac accept this Corporate Services - 2023 Tax Rate report;

And Further That Council consider a by-law, introduced later in the meeting, to establish the 2023 tax rates.

Background

The Budget Policy adopted in October 2022, indicates that County Council will pass the budget prior to year-end in non-election years. To assist Townships with planning for their levy and budgets, staff will make best efforts to pass budgets following an election year as soon as practicable.

The Municipal Property Assessment Corporation (MPAC) distributed the 2023 roll for the 2023 tax year in December 2022.

Comment

In response to the COVID-19 pandemic, MPAC delayed their property reassessment in 2020 which was scheduled to be used for property valuations in the 2021 tax year. As part of the Ontario Economic Outlook and Fiscal Review: Build Ontario, the Provincial government announced the continued postponement of the province-wide assessment update for the 2022 and 2023 tax years.

Assessment in the County has increased by 1.31% in 2022. Since no reassessment occurred since 2020, existing properties were held at 2020 valuations and any increase in assessment in 2022 is related to growth within the County during 2021.

2020 Current Value Assessment (CVA) for 2023 tax year

Tax Class	Current Value Assessment for 2023 tax year (\$)	% change
Residential & Farm Residential	5,849,163,697	1.365%
Multi-Residential	4,895,000	-25.060%
Commercial Occupied	53,626,669	-0.133%
Commercial Vacant	1,305,000	4.525%
Parking Lot	43,000	0.000%
Industrial Occupied	18,889,500	3.060%
Industrial Vacant	949,800	0.000%
Farmland	197,117,328	-1.669%
Managed Forests	36,643,000	5.296%
Payments in Lieu (PIL)	20,319,763	-2.163%
Exempt	147,596,591	-4.672%
TOTAL	\$6,330,549,348	1.094%

The County relies heavily on its residential ratepayers to fund the levy. 92.40% of current value assessment and 97.71% of weighted taxable assessment is residential.

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

Share of Taxable Assessment		
	2023	2022
Frontenac Islands	9.26%	9.27%
South Frontenac	58.62%	58.54%
Central Frontenac	16.39%	16.38%
North Frontenac	15.74%	15.81%

Budget Levy Increase

Growth in assessment and transfers from reserves were used to mitigate the budget levy increase.

- Additional External Transfers represent a \$22,000 transfer to the Strategic Project Reserve to assist with Physician Recruitment, and \$500 to the Food Policy Council
- Contributions from Reserve represent a \$71,480 transfer to offset the added resources for Paramedic Services.
- Additional Revenue includes additional contributions to offset the added operational costs resulting from the Project Proposals from other governments.

A breakdown of the 2023 County levy, after impacts from growth, can be found below:

2023 Levy		
	\$	%
2022 Levy	11,434,650	
2023 Levy	12,456,209	
Levy Increase, Total	1,021,559	8.93%
<i>Composition:</i>		
Current Year Levy, Ongoing Operations	821,877	7.19%
2023 Project Proposals	787,942	6.89%
Additional External Transfers	22,500	0.20%
Additional Contributions from Reserve	-71,480	-0.63%
Additional Revenue to Offset Project Proposals	-613,601	-5.37%
Levy Before Capital Increase	947,238	8.28%
Dedicated Capital Levy, 2023	74,321	0.65%
Levy Increase, Total	1,021,559	8.93%
LESS: Growth, 2023	-150,057	-1.31%
Total 2022 Levy Increase After Growth		7.62%

County Tax Rate: Each ratepayer in the County pays the same County rate within the same tax class. For example, a residential property holder in North Frontenac with a property valued at \$250,000 will pay the same amount as a residential property holder in South Frontenac valued at \$250,000 on their property tax bill for the County portion of the levy.

The tax rate calculations are shown in Schedules A-C. The residential tax rate is .00208073, which will result in an additional \$14.57 per \$100,000 of residential assessment.

- **Schedule A** provides the tax rate by classification and by Township
- **Schedule B** provides the Payments in Lieu for 2022
- **Schedule C** provides the weighted assessment and tax rate calculation

Strategic Priorities Implications

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

- Continually improve customer and financial services

Organizations, Departments and Individuals Consulted and/or Affected

- MPAC

Schedule A
County of Frontenac
2023 Budget

Schedule A: 2023 summary of taxes raised by County of Frontenac - Tax rates set out below												
	Frontenac Islands			South Frontenac			Central Frontenac			North Frontenac		
Assessment Class	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised
Residential & Farm Residential	519,496,123	0.00208073	1,080,931	3,437,588,554	0.00208073	7,152,692	959,131,068	0.00208073	1,995,692	932,947,952	0.00208073	1,941,212
Multi-residential	0	0.00208073	0	4,045,000	0.00208073	8,417	850,000	0.00208073	1,769	0	0.00208073	0
Commercial Occupied	5,348,177	0.00208073	11,128	31,058,626	0.00208073	64,625	11,499,600	0.00208073	23,928	5,701,666	0.00208073	11,864
Commercial Vacant	0	0.00145651	0	846,600	0.00145651	1,233	348,300	0.00145651	507	110,100	0.00145651	160
Commercial New Construction	0	0.00208073	0	0	0.00208073	0	0	0.00208073	0	0	0.00208073	0
Commercial Excess New Construction	0	0.00145651	0	0	0.00145651	0	0	0.00145651	0	0	0.00145651	0
Commercial Small Scale On Farm Business	0	0.00052018	0	0	0.00052018	0	0	0.00052018	0	18,600	0.00052018	10
Parking Lot	0	0.00208073	0	43,000	0.00208073	89	0	0.00208073	0	0	0.00208073	0
Industrial Occupied	13,138,200	0.00208073	27,337	3,814,100	0.00208073	7,936	1,021,400	0.00208073	2,125	765,800	0.00208073	1,593
Industrial Vacant	296,700	0.00135247	401	557,100	0.00135247	753	64,500	0.00135247	87	31,500	0.00135247	43
Industrial New Construction	0	0.00208073	0	0	0.00208073	0	0	0.00208073	0	0	0.00208073	0
Industrial Small Scale On Farm Business	0	0.00052018	0	100,000	0.00052018	52	0	0.00052018	0	50,000	0.00052018	26
Industrial Excess New Construction	0	0.00135247	0	0	0.00135247	0	0	0.00135247	0	0	0.00135247	0
Farmland	64,326,200	0.00052018	33,461	110,613,828	0.00052018	57,539	18,615,600	0.00052018	9,684	3,561,700	0.00052018	1,853
Managed Forests	608,100	0.00052018	316	15,295,300	0.00052018	7,956	14,134,000	0.00052018	7,352	6,605,600	0.00052018	3,436
Totals	603,213,500		1,153,576	3,603,962,108		7,301,293	1,005,664,468		2,041,144	949,792,918		1,960,197

Summary of taxes raised for County purposed by each municipality

Municipality	Amount of levy			
	2023	2022	% Change	% share
Township of Frontenac Islands	1,153,576	1,060,539	8.77%	9.26%
Township of South Frontenac	7,301,293	6,693,383	9.08%	58.62%
Township of Central Frontenac	2,041,144	1,873,021	8.98%	16.39%
Township of North Frontenac	1,960,197	1,807,708	8.44%	15.74%
Total Levy	12,456,210	11,434,651	8.93%	100.00%

Schedule B
County of Frontenac
2023 Budget

2023 summary of taxes raised by payments-on-lieu to County of Frontenac - Tax rates set out below												
Assessment Class	Frontenac Islands			South Frontenac			Central Frontenac			North Frontenac		
	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised	CVA	Tax Rate	Dollars Raised
Residential & Farm Residential	478,700	0.00208073	996	2,712,163	0.00208073	5,643	2,700,800	0.00208073	5,620	3,863,800	0.00208073	8,040
Multi-residential	0	0.00208073	0		0.00208073	0		0.00208073	0		0.00208073	0
Commercial Occupied	559,900	0.00208073	1,165	4,769,800	0.00208073	9,925	2,513,000	0.00208073	5,229	2,531,100	0.00208073	5,267
Commercial Vacant	0	0.00145651	0		0.00145651	0		0.00145651	0	38,300	0.00145651	56
Parking Lot	0	0.00208073	0		0.00208073	0		0.00208073	0		0.00208073	0
Landfill	0	0.00208073	0	117,500	0.00208073	244	11,500	0.00208073	24	23,200	0.00208073	48
Industrial Occupied	0	0.00208073	0		0.00208073	0		0.00208073	0		0.00208073	0
Industrial Vacant	0	0.00135247	0		0.00135247	0		0.00135247	0		0.00135247	0
Farmland	0	0.00052018	0		0.00052018	0		0.00052018	0		0.00052018	0
Managed Forests	0	0.00052018	0		0.00052018	0		0.00052018	0	0	0.00052018	0
Totals	1,038,600		2,161	7,599,463		15,812	5,225,300		10,872	6,456,400		13,410

Summary of payments-in-lieu raised for County purposes by each municipality

Municipality	Amount of levy		
	2023	2022	Change
Township of Frontenac Islands	2,161	2,010	7.49%
Township of South Frontenac	15,812	14,705	7.53%
Township of Central Frontenac	10,872	10,111	7.53%
Township of North Frontenac	13,410	13,340	0.53%
Total Levy	42,256	40,167	5.20%

Schedule C

County of Frontenac

2023 Budget

County of Frontenac Tax Rate Calculation

Assessment Class	Current Value Assessment	Tax Ratio	Weighted Assessment
Residential & Farm Residential	5,849,163,697	1.0000	5,849,163,697
Multi-residential	4,895,000	1.0000	4,895,000
Commercial Occupied	53,608,069	1.0000	53,608,069
Commercial Vacant	1,305,000	0.7000	913,500
Commercial New Construction	-	1.0000	0
Commercial Excess New Construction	-	0.7000	0
Commercial Small Scale on Farm Business	18,600	0.2500	4,650
Parking Lot	43,000	1.0000	43,000
Industrial Occupied	18,739,500	1.0000	18,739,500
Industrial Vacant	949,800	0.6500	617,370
Industrial New Construction	-	1.0000	0
Industrial Small Scale On Farm Business	150,000	0.2500	37,500
Industrial Vacant New Construction	-	0.6500	0
Farmland	197,117,328	0.2500	49,279,332
Managed Forests	36,643,000	0.2500	9,160,750
Totals	6,162,632,994		5,986,462,368

County of Frontenac Levy for 2022 is	12,381,888
Dedicated levy for capital asset management	74,321
Total levy	<u>12,456,209</u>

The Tax Rate Required is	0.0020807295
--------------------------	---------------------

Tax Rates

Residential & Farm Residential	0.00208073
Multi-residential	0.00208073
Commercial Occupied	0.00208073
Commercial Vacant	0.00145651
Commercial New Construction	0.00208073
Commercial Excess New Construction	0.00145651
Commercial Small Scale On Farm Business	0.00052018
Parking Lot	0.00208073
Industrial Occupied	0.00208073
Industrial Vacant	0.00135247
Industrial New Construction	0.00208073
Industrial Small Scale On Farm Business	0.00052018
Industrial Vacant New Construction	0.00135247
Farmland	0.00052018
Managed Forests	0.00052018



FRONTENAC



Report 2023-029

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: February 15, 2023
Re: Corporate Services – 2023 Tax Ratios and Tax Rate Reductions

Recommendation

Resolved That the Council of the County of Frontenac accept this Corporate Services – 2023 Tax Ratios and Tax Rate Reductions report;

And Further That Council consider a by-law, introduced later in the meeting, to confirm 2023 the tax ratios and tax rate.

Background

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

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

On May 3, 2018 under *Ontario Regulation 361/18*, the Government of Ontario established two new optional subclasses for small-scale on-farm businesses to promote and support local farms across Ontario. The commercial and industrial subclasses were created to provide a tax rate that is 75% lower than the existing commercial and industrial tax rates. The reduced tax rate will apply to the first \$50,000 of eligible assessment for 2018 taxation and subsequent taxation years. To qualify, the commercial and/or industrial facility must be an extension of the farming operation. In

addition, 51% of the facility must be used to sell, process or manufacture something from a product produced on your farmland. If the commercial and/or industrial operation has an assessed value equal to or greater than \$1 million, it is not eligible for the small-scale on-farm business subclasses.

On December 9, 2021 under *Ontario Regulation 828/21*, the Government of Ontario established two new additional optional subclasses for commercial and industrial small-scale on-farm businesses to promote and support local farms across Ontario. The new subclasses permit for an additional \$50,000 of eligible assessment to be applied to a tax rate that is 75% lower than the existing commercial and industrial tax rates under the same qualification criteria as the first subclass. Effectively, the reduced tax rate will apply to the first \$100,000 of eligible assessment for 2022 taxation and subsequent taxation years.

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

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

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

Comment

It is necessary to review the tax ratio by-law each year prior to the presentation of a new budget. It was agreed in 1998 during amalgamation that all assessment classes should be taxed equally, excluding those for which special consideration must be given according to legislation. No changes are proposed to tax ratios and tax rate reductions for 2023. The current tax ratios and tax rate reductions can be found below:

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

Pipeline	0.7000
Farmland	0.2500
Managed Forests	0.2500

Subclasses	Tax Rate Reduction
Vacant Land, Vacant Units and Excess Land In the Commercial Property Class	30%
Vacant Land, Vacant Units and Excess Land Subclasses in the Industrial Property Class	35%
First Subclass of Farmland Awaiting Development for all Property Classes	65%
Second Subclass of Farmland Awaiting Development for all Property Classes	30%
First Subclass Small-Scale On-Farm Business In the Commercial Property Class	75%
First Subclass Small-Scale On-Farm Business In the Industrial Property Class	75%
Second Subclass Small-Scale On-Farm Business In the Commercial Property Class	75%

Second Subclass Small-Scale On-Farm Business	75%
In the Industrial Property Class	

Strategic Priorities Implications

Priority 1: Build community vitality and resilience

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

Other Important and Continuing County Priorities

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

- Continually improve customer and financial services

Organizations, Departments and Individuals Consulted and/or Affected

Township of North Frontenac
Township of South Frontenac
Township of Central Frontenac
Township of Frontenac Islands



FRONTENAC



Report 2023-015

Information Report to Council

To: Warden and Members of County Council

From: Kelly Pender, Chief Administrative Officer

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

Date of meeting: February 15, 2023

**Re: Corporate Services – Queen's University Archives Annual Report to the
County of Frontenac for 2022**

Recommendation

This report is for information purposes only.

Background

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

Comment

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

There were no loans made to the County, from the County of Frontenac Collection, this past reporting period; however, during 2022, eleven recorded inquiries were received via e-mail, telephone, and in-person visits concerning the County's archival collection. Ten requests were from community members, and one was from a university student.

Inquiries in 2022 largely concerned bylaws and records documenting historical road closures in the County, as well as genealogical information, land registries, copy books, deeds, and maps.

Due to the Omicron outbreak at the end of 2021, the University returned to remote teaching until February 28, 2022, and the Archives returned to access by appointment while maintaining 40 public service hours per week. After March 1, the Archives returned to regular drop-in hours and offered 40 public service hours per week, which are the pre-pandemic hours of operation.

The report also notes several initiatives that Queen's Archives took in 2022 or will be taking in 2023, including the continuing role of a Conservator to develop a comprehensive conservation program for the library system, including the Queen's University Archives, and renovations of the Archive Reading Room to permit better service delivery in the reading room and improved spaces for staff to work on the archive collections.

Attached as Appendix A is the Queen's University Archives Annual Report to the County of Frontenac for 2021.

Strategic Priorities Implications

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

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

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer

Ken Hernden, Queen's University Archivist & Associate University Librarian

Queen's University Archives
Annual Report to the County of Frontenac
For 2022

Preamble

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

For the calendar year 2022, the Archives is pleased to submit the following report.

Condition of the Collection

Overall, the condition of the collection remains stable. The collection is housed in a climate-controlled environment and material is not subject to rapid fluctuations in temperature and humidity. Some degradation of certain items is inevitable due to use by County residents and County staff alike. The Archives monitors such material constantly and recommends appropriate conservation treatment as required.

Loans from the Collection

There were no loans made to the County, from the County of Frontenac Collection, this past reporting period.

Transfers to the Collection

There were no new transfers by the County to the collection at the Archives.

Statistics

During 2022, eleven recorded inquiries were received via e-mail, telephone, and in-person visits concerning the County's archival collection. Ten requests were from community members, and one was from a university student. Inquiries in 2022 largely concerned bylaws and records documenting historical road closures in the County, as well as genealogical information, land registries, copy books, deeds, and maps.

Due to the Omicron outbreak at the end of 2021, the University returned to remote teaching until February 28, 2022, and the Archives returned to access by appointment while maintaining 40 public service hours per week. After March 1, the Archives returned to regular drop-in hours and offered 40 public service hours per week, which are the pre-pandemic hours of operation.

Conservation

Our Conservator, Natasa Krsmanovic has developed a comprehensive conservation program for the library system, including the Queen's University Archives. The Library received a Samuel H. Kress Conservation Fellowship in 2022 to hire a Kress Conservation Fellow for one year to support the program. This prestigious fellowship was offered to only six institutions worldwide in 2022. The Kress Fellow will continue with us until September 2023 and with our Conservation Technician and two Master of Art Conservation graduate internships each year, we are well positioned to provide excellent and expert care for the collections that we steward.

Spaces

The Library will be renovating the Archives Reading Room and back of house spaces (offices, vaults, processing rooms, conservation spaces, and receiving rooms) after completing planning in 2022. These improvements will permit better service delivery in the reading room and more and better spaces for staff to work on and archive collections.

Respectfully submitted by



Ken Hernden, BA (hons.), MLIS
University Archivist & Associate University Librarian



Report 2023 - 017

Council Information Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

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

Date of meeting: February 15, 2023

Re: **Frontenac Paramedics – Violence Against Paramedics
Campaign and Research Project**

Recommendation

This report is for information only.

Background

Violence against Paramedics is a significant and increasing issue that for many years has been ignored and under-reported.

In 2019, Peel Regional Paramedic Services undertook a study to explore paramedic experiences with violence and understand the circumstances surrounding violence and the consequences. The results were disturbing and showed that Paramedics are regularly exposed to a wide variety of abuse including everything from verbal abuse and threats to physical and sexual assault. These exposures have the potential for long-term physical, psychological and emotional harm. In most cases, violence against paramedics was under-reported and seen as “just part of the job”. These results highlight that Paramedic organizations must take action to address workplace violence and change the culture to protect Paramedics and provide a safe and healthy workplace. (Peel Report attached for reference).

Following the Peel study, an External Violence Against Paramedics (EVAP) Research Group was formed to gather information about incidents of violence against paramedics. A data base has been created to collect information on prevalence, risk factors and health consequences. This information will be used to develop evidence-based strategies to help protect paramedics from exposure to workplace violence.

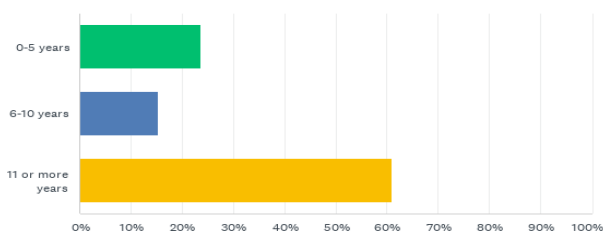
Frontenac Paramedics formed a Violence Against Paramedics Working Group in 2022. As a first step, Frontenac Paramedics conducted an internal survey in December 2022, mirrored after Peel's survey. Local results were consistent with the findings from Peel and include:

Frontenac Paramedic Survey Results

Demographic:

Fifty-nine (59) Paramedics completed the survey for a 38% response rate (higher than Peel's response rate). Sixty-four percent (64%) of the respondents identified as male, and thirty-six percent (36%) identified as female. Years of experience is shown below:

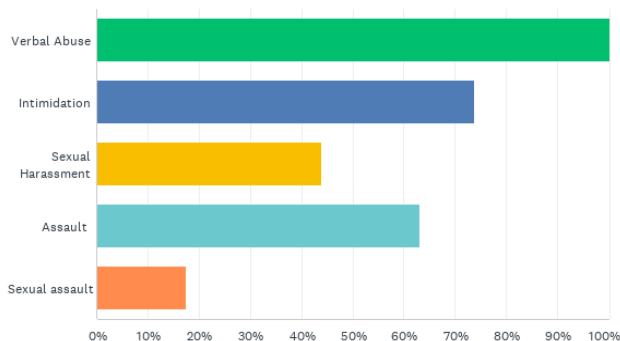
Q1 How many years of experience do you have as a paramedic?



Occurrence:

One hundred percent (100%) of Paramedics who answered the survey have experienced violence on the job.

Q3 Have you experienced any of the following (check all that apply) by a: Patient, patients family member and/or bystander



Description of Violence:

The Paramedic descriptions of the violence they encountered are graphic and disturbing. Some examples include:

Family yelling at me when they don't feel like I am doing enough for my patient. Had a drunk woman in her 50's tell me I'm cute and try to reach up my leg and grab my crotch.

Punched, kicked, spit on, verbal abuse, objects thrown at us on various scenes.

I have been sworn at. Yelled at. Belittled. Had threatening gestures such as raising fist towards me. I been physically attacked by an intoxicated person and had to fight back.

Threated with physical violence -breast being grabbed -sexual comments made by patients about myself.

Punched, groin grab, charged, pushed, grabbed.

I've been punched by a drunk patient who also kicked my partner. Multiple instances of vulgar sexual comments or questions directed at me from patients

Paramedic Reporting

Only half of Paramedics (55%) reported the incidents to their supervisor and 33% reported the incident to the police. Questions around reporting showed most Paramedics felt unsupported by their organization and frustrated by lack of action by the Police.

Impact:

Twelve percent (12%) of Paramedics indicated they needed to take time off work due to the effects of the violence. As well, they described impacts to their work life including fear, lack of empathy, hypervigilance, anxiety, emotional distress, negativity, anger. Furthermore, these events impacted home life with reports of feeling anxious before a shift, coming home angry and affecting mood with family, not wanting to share with family, sadness, impatience.

Comment

The EVAP program began in Peel and has now rolled out to more than sixteen Paramedic organizations across the Province. It includes a Zero Tolerance for Violence public awareness campaign, the development of service policies to address workplace violence, collaboration with local police and advocacy for change. Training materials for front-line staff and Supervisors is provided.

Frontenac Paramedics recognizes the importance of addressing External Violence Against Paramedics and will be begin participating in the EVAP research initiative in March 2023.

Strategic Priorities Implications

To Provide High Quality Patient Care

To Ensure Effective Operations and Continued Leadership

Financial Implications

None at this time.

Organizations, Departments and Individuals Consulted and/or affected.

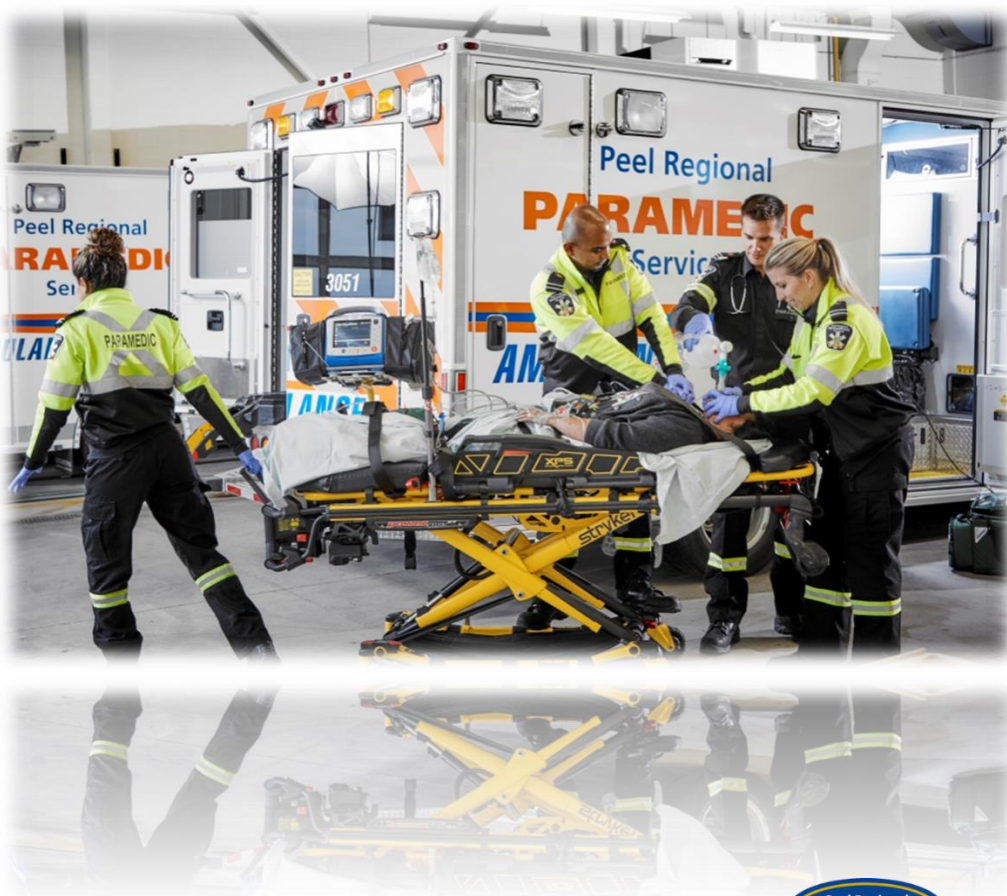
Jennie D'Amour, PCP, Frontenac Paramedics Peer Support Team member

Dr. Justin Mausz, ACP, Peel Regional Paramedic Services

Dr. Elizabeth Donnelly, Associate Professor, University of Windsor

"Violence, in fact, is not part of the job"

A Qualitative Study of Paramedic Experiences with Workplace Violence



Justin Mausz, ACP, MSc, PhD(c) and Mandy Johnston, ACP

October 12th, 2019



**Region
of Peel**
working with you

Author Information

Commissioned By

This report was commissioned by the *Culture and Engagement* Department of Peel Regional Paramedic Services as part of the External Violence Against Paramedics (EVAP) Working Group.

EVAP Working Group Members:

- Alexis Silverman
- Monica Misra-Lui
- Willie Wong

Authors

- Justin Mausz
- Mandy Johnston

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To Cite this Document

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To the Reader

Some of this report will be difficult to read. The paramedics who completed our survey provided detailed accounts of experiencing verbal abuse, threats, and – not infrequently – physical and sexual assault. In sharing their stories, the paramedics occasionally use strong language, and we have not redacted or edited their words in an effort to represent their experiences faithfully and communicate the vitriol that they describe. All of this is to say that their stories may be triggering if you have personal or professional experience with violence.

Our analysis also touches on issues of organizational culture, and the participants often shared a perception of feeling unsupported by management, and unsafe in the workplace. These comments, too, can be difficult to read, particularly if you are in an administrative, management, or other leadership role in our community. In reading this report, however, I ask that you remember that what we are sharing with you are *lived experiences*, and our goal – you in reading this report, and Mandy and I in writing it – should be in coming together to understand these experiences to create positive change.

The culture of an organization is made up of the tapestry of people with whom we work – no *one* person is responsible for the good or the bad in our culture, but we all have the power to change it.

What we are sharing with you are several ways in which we can change our culture to hear, to support, and – most importantly – to empower each other in *rejecting* violence as a normal part of our work.

This can be an uncomfortable process, but in organizing the External Violence Against Paramedics working group, in empowering those members of our community to study an important and difficult subject, and in reading this report, *you* are an integral part of the solution.

Thank you for having the courage to ask difficult questions and the wisdom to listen to (sometimes) difficult answers.

Yours very sincerely,

Justin “Dewey” Mausz & Mandy Johnston

Abstract

Introduction

Paramedic exposure to violence is a well-documented, and growing problem. However, our understanding of the consequences of violent attacks, as well as the circumstances surrounding abuse and the context in which it occurs is lacking. Our objective was to broadly explore paramedic experiences with violence.

Methods

We distributed a survey to a single, large, urban paramedic service in Ontario, Canada with the goals of (1) estimating the prevalence of exposure to violence; and (2) qualitatively unpacking the experience. The survey consisted of a combination of forced-response (i.e., yes/no, multiple choice) and free-text questions, and was distributed electronically and made available for a 30-day period. Quantitative data were analyzed using summary and descriptive statistics. The qualitative analysis followed the principles of inductive thematic analysis, borrowing the coding techniques of grounded theory, with the goal of describing the experience of workplace violence among paramedics.

Results

A total of 196 paramedics completed the survey, for a response rate of 33.3%. Of the participants, 48.2% identified as men, 50.2% women, and 1% as gender diverse people. The majority (46.4%) of participants reported having 11 or more years of experience, with the remainder evenly split between 0-5 (27%) and 6-10 (26.5%) years of experience. With respect to exposure to violence, 97.9% reported exposure to verbal abuse, 86.1% intimidation, 80% physical assault, 61.5% sexual harassment, and 13.8% sexual assault. Our qualitative analysis indicated the participants are regularly exposed to a wide variety of different forms of abuse, spanning the spectrum of severity to include threats and assaults with weapons, including firearms. This exposure to violence resulted in sometimes long-term physical, psychological, and emotional harm, and occurred in the context of a tacit institutional acceptance of violence as a normal – even expected – part of paramedic work.

Conclusion

Among our survey participants, exposure to violence was common, with potentially-serious and long-term physical, psychological, and emotional harm. We highlight several opportunities to enhance operational safety, while at the same time addressing an organizational culture that normalizes workplace violence.

Introduction

“Overall, I have been luckier than others, and I’m thankful for that.”

The nature of pre-hospital emergency care means that paramedics often find themselves interacting with patients and members of the public who are in crisis, or under the influence of alcohol or drugs – often in the context of stressful and unpredictable situations, creating the not insignificant potential for violence.

Unfortunately, violence against paramedics is a well-documented and growing problem. For example, research from Australia indicated that 87.5% of paramedics surveyed were exposed to workplace violence over the course of their careers [1]. Similarly, a series of studies from Europe revealed that more than 80% of paramedics were the victims of threats or violence over a one-year period, with more than a third of paramedics reporting some form of violence every three months [2]. In North America, a study of paramedics in the United States found that fully 90% had been assaulted during their career [3]. In Canada, a comprehensive survey of paramedics in Ontario and Nova Scotia discovered that 75% of survey participants had experienced violence within the past year [4]. Across studies, the most commonly reported types of violence include verbal abuse, followed by threats, physical assault, sexual harassment and sexual assault [2-6]. Perhaps most concerning, several recent investigations have found that violent attacks against paramedics are on the rise, with 1-year increases of up to being 23% reported in the media [6, 7].

Exposure to workplace violence has important and potentially far-reaching consequences. For example, in a US study, of the 61% of respondents who had been the victim of a violent attack, 25% had sustained a physical injury [3]. This can result in a substantial cost to the paramedic service, with research conducted by Safe Work Australia indicating that when paramedics were injured as a result of an attack, the median lost time from work was nearly two and a half weeks [6]. This amounted to a total cost of \$250,000 in compensation claims [6]. Beyond physical injuries, the emotional impact of these events is also an important consideration, but has been more difficult to quantify. What limited research exists suggests that changes in mood, fear for personal safety, and decreases in job satisfaction occur [2, 6, 8, 9]. Finally, patient care may ultimately be affected as well, with a study by Suserud and colleagues finding that of the 98% of paramedics who had experienced violence, 80% felt that the care they provided to patients suffered as a result, pointing to potentially significant downstream consequences for the public [2]. Collectively, however, the ultimate effects of violence against paramedics remain understudied.

Part of what makes studying this problem difficult is that many of the incidents likely go unreported. For example, Bigham and colleagues found that 61% of participants did not report violent incidents to a supervisor, with 81% not documenting the incident at all [4]. In the free-text comments, many participants indicated that exposure to violence is just ‘part of the job’ as a paramedic [4]. This tacit cultural acceptance of violence may be an important contributing factor in the trend of underreporting.

Taken together, the extant research illustrates that violence against paramedics is on the rise, but tracking and understanding the impacts of these incidents may be hampered by contextual and cultural factors that limit reporting. Much of the existing research has focused on prevalence, and a

more complete understanding of the consequences of violence against paramedics is urgently needed. Such questions are much more amenable to qualitative methods, but their use in understanding this problem has been limited. Our objective was therefore to qualitatively explore paramedic experiences with workplace violence.

Methods

Overview

We undertook a web-based survey distributed to a single paramedic service with the goal of (1) estimating the prevalence of exposure to violence; and (2) qualitatively exploring the experience of exposure to violence and its resulting impact on paramedic wellbeing. The survey consisted of a combination of forced-response and open-ended questions, was distributed via workplace email and made available for a 30-day period.

Setting

Our study was situated in a single paramedic service in Ontario, Canada. Peel Regional Paramedic Services (PRPS) is the sole provider of land ambulance and paramedic services to the Regional Municipality of Peel, encompassing the municipalities of Mississauga, Brampton, and Caledon. At the time of the survey, PRPS employed 632 paramedics and responded to an average of 130,000 emergency calls per year across a mixed suburban and rural geography of 1,200km².

Survey Instrument

The survey was created and distributed using the web-based platform *SurveyMonkey* and was circulated via workplace email to all employees maintaining certification to practice as a paramedic (n = 632). The survey was available for the 30-day period between February 14th to March 14th, 2019 with emails sent at 2-week intervals encouraging participation. Survey questions consisted of demographic information including years of experience and gender, as well as a combination of forced-response (i.e., yes/no, multiple choice) and free-text questions designed to explore paramedic experiences with exposure to violence. For our definition of workplace violence, we drew on the definitions used by Bigham et al. in their 2014 study. Survey items were generated through consensus at a working group composed of front-line paramedics, management, and service administration, with a draft of the survey sent to a regional information analysis team for external consultation and feedback. The final version of the survey ([Table 1](#)) was approved by the service's senior administration prior to distribution.

Data Analysis

Quantitative data were analyzed using summary and descriptive statistics to report on the proportion of paramedics reporting exposure to violence in the workplace, the types of violence encountered, and the actions taken (i.e., reporting). Qualitative data in the form of free-text narrative comments were assembled in Microsoft Word (Microsoft Inc) and imported into NVivo for Mac Version 11 (QSR International) for analysis. The analysis followed the principles of inductive thematic analysis [10, 11], borrowing the coding methods of grounded theory [12]. Inductive

thematic analysis is an iterative technique of deriving cogent, explanatory themes that remain analytically 'close' to the data while still allowing for interpretive flexibility [13]. Grounded theory coding emphasizes identifying and making explicit social processes and relationships in the data. The analysis began with open coding, assigning short labels to segments of text using gerunds ('-ing' statements) to identify social actions [12]. Subsequent rounds of focused coding deleted, collapsed, and expanded the original open codes as appropriate, organizing the codes by conceptual similarity [14]. A final round of coding clarified the relationships between conceptual themes and organized the codes into a coherent explanatory framework. We used in-vivo annotations and memos [15] to document analytical decisions during the coding process and met regularly to discuss in-progress work.

Results

A total of 196 paramedics completed the survey out of a total pool of 588 eligible (i.e., not on leave) participants for a response rate of 33.3%. The demographic characteristics of our participants and a summary of the quantitative findings are reported in [Table 2](#). With respect to exposure to violence during their careers, 191 participants (97.5%) reported experiencing verbal abuse, 168 (86.1%) intimidation, 156 (80%) physical assault, 120 (61.5%) sexual harassment, and 27 (13.8%) sexual assault. Only a minority of participants (40%) reported the incident to PRPS management, or to the police (21.3%).

Qualitative Analysis

The free text responses yielded 63 single-spaced pages of comments for a total of 30,602 words for analysis. Through successive rounds of coding, we developed a total of 5 major themes and a number of sub-themes describing the participants' experience with workplace violence and the context in which it occurs.

Trigger Alert

It is important to note that the participant accounts describe situations involving physical and sexual violence, often using strong language. In attempting to faithfully represent our participants' lived experiences, we have not edited or redacted potentially offensive language, and their comments **may be triggering** to readers who have personal or professional experience with violence.

Types of Abuse

"I have been yelled at, cornered, slapped, bit, punched in the throat, told I would be raped, told my family would be raped and killed..."

The range of abuse that the participants described was shocking. Often the participants would simply provide a long, bullet-point list of the various kinds of abuses to which they had been subjected over the course of their careers, including name-calling and racial slurs, threatening behaviour, physical attacks (sometimes with weapons), sexual harassment, and sexual assault. The

overarching commonality was in the diversity of the abuse described, and the frequency with which it was encountered: nearly every participant reported experiencing all of the various types of abuse, often more than once. This litany of abuse ranged from relatively benign incidents – such as being yelled at, called offensive names, or being subjected to racial slurs – to more serious incidents, including being threatened with death or rape, or being physically or sexually assaulted.

These more serious incidents are particularly concerning, with several participants reporting receiving threats not only directed at them, but also at their spouses and family members. In several instances, the participants described being threatened with weapons, including situations in which knives and guns were produced and pointed at them:

“At the extreme end, I have been threatened with knives twice (i.e., the weapons were presented and held against me)” “I’ve entered a residence and found someone pointing a gun at me”

Of course, incidents of physical attacks were also troubling. Spitting was particularly common, but physical abuse also included striking (such as punching, kicking, slapping, or hitting), grabbing, or pinning the paramedics. The participants also described being assaulted with weapons: *“I have been chased out of a house while having objects (including knives) being thrown at me”*

Particularly concerning was how many participants described experiencing various forms of sexual harassment and assault. The incidents included sexist remarks – often directed at women – and misogynistic comments, not just from patients or members of the public, but also from allied services personnel such as police officers and firefighters:

“Wouldn’t you rather go in the ambulance and spend time with these lovely *ladies* than be brought-in in the back of a police car?” (emphasis added)

More serious incidents involved sexual solicitations, inappropriate comments, lude gestures, and threats of rape, with several participants reporting numerous incidents in which patients exposed themselves and masturbated in their presence:

“An intoxicated man told me that if I sucked him off, he would guarantee that he would be fine while completing sign-off paperwork” (referring to refusal of service)

“On more than one occasion, I’ve been witness to both male and female patients attempting to masturbate”

Finally, the participants described several incidents of inappropriate touching, stroking, or groping, amounting to outright sexual assault:

“As a woman, having men think it is their right to comment on a female’s look, or put their hand up a medic’s thigh, or ‘accidentally’ grab a breast, all regardless of the paramedic’s verbal warnings”

While women reported many of the instances of sexual harassment and assault, some men disclosed experiencing sexual harassment as well, but described feeling an added layer of stigma in reporting these incidents to management or the police:

“As a man, I am frequently sexually harassed and have been groped numerous times. It does not feel safe to address this in anything but a comedic manner with coworkers and management”

Circumstances and Sources of Abuse

Where the participants described abuse from patients, in the majority of cases, the patients had an altered mental status, with alcohol or drug intoxication, and hypoglycemia being the most frequently reported. Alcohol intoxication was particularly problematic, with some of the most serious cases of physical assault perpetrated by patients who had been drinking:

“I was 10 weeks pregnant and was transporting a drunk male patient who woke up and attempted to leave. I tried to talk him down and have him stay on the stretcher, but he attacked me, ripping my shirt and pants, scratching my face, and kicking me in the abdomen.”

Service policies and provincial standards of care advise paramedics to request police presence in the case of violent or aggressive patients and – if necessary – wait for their arrival before initiating care. However, in the majority of the situations described by the participants, the police were on scene, and the perpetrators were often already in police custody:

“I was spit at and verbally abused by a patient who was (intoxicated) in custody of police, telling me to go kill myself, calling me a fucking bitch”

In situations involving physical abuse, many of the incidents occurred in the back of the ambulance, often when the vehicle was in motion, and often when the treating paramedic was alone with the patient. This included intoxicated patients becoming aggressive or violent in an attempt to exit the vehicle, underscoring the transportation phase as particularly high-risk.

While physical abuse was commonly perpetrated by patients, instances of verbal abuse were often described as coming from the family of the patient, and other individuals (such as bystanders) present at emergency scenes.

“He (the patient’s son) became furious, started yelling at us, starting with ‘stop asking such ignorant questions and *do your fucking job*’. (emphasis added) He proceeded to videotape us while we cared for his mom saying things like ‘look at how horrible they are treating my mother’, ‘I will have you fired’ (and) ‘you are fucking useless’”

The above example is illustrative of a trend where disagreements over patient care created tension that sometimes escalated into abusive language. Emergency scenes are stressful, and the instances of abuse from family were underpinned by conflicts around what hospital to take the patient to, whether family could accompany the patient in the ambulance, or how best to care for the patient.

"I have been on the road for greater than 30 years. Most times were verbal or physical threats by family due to the stress of having a sick loved one"

In response to instances of violence, the participants described a number of strategies they use to stay safe. For example, participants spoke of attempting to distract an agitated patient to de-escalate a tense situation, expediting on-scene care to leave a hostile scene, or disengaging from the patient by sitting out of sight during the drive to hospital. In some cases, the participants reported having to physically defend themselves from patients who had become violent.

The Consequences of Abuse

"I was terrified. I was assessed in the ER and received an ultrasound the following day to assess my pregnancy."

The participant in this example was 10-weeks pregnant, and had been kicked in the abdomen by an intoxicated patient attempting to flee the ambulance while it was being driven to hospital. The consequences of abuse are wide ranging and significant, including physical, psychological, and emotional harm. A number of participants described sustaining injuries that required them to take time off work after being attacked by patients:

"I had a woman physically attack me on a call. She came at me punching me in the chest and grabbing at me, when I tried to stop her, she got a hold of my fingers and twisted my wrist. I finished the call and was seen in the ER (emergency room) by a doctor I was off with a wrist injury for 3 months."

Indeed, the incidents the participants described were understandably upsetting and the participants reported experiencing a wide variety of uncomfortable emotional reactions to the events. The participants spoke of feeling angry, anxious, unappreciated by the public and stressed about coming to work, driven primarily out of an overarching perception of feeling *unsafe* in the workplace.

"There isn't a day that I don't worry about my personal safety, and even times that I worry about the safety of my family (some threats sound and feel more real than others)"

"I try not to let it affect me; however, I have knowledge of coworkers being physically injured because of an attack. It certainly causes some anxiety that regardless of how careful I try to be, I may be attacked while on a call"

The effects of the abuse persisted long after the incidents themselves, leading to a number of important consequences for the working lives of the participants. For example, many participants spoke of feeling more on edge, or alert on calls, and having an increased awareness of potential safety risks. While in some cases this was framed positively, in many instances, the participants described this as leaving them feeling "*hardened*", with less empathy and compassion for their patients, noting that violence "*changes how you think about patients and family members.*" This erosion of trust can ultimately have downstream consequences for the quality of patient care:

“(Violence) definitely makes me frustrated, upset, and angry. It makes it very hard to move on and be compassionate and professional for the next patient”

Unfortunately, many participants spoke of feeling unsupported by their supervisors and the service management, describing situations in which they reported abuse only for the incidents to be dismissed as minor, or worse, to be reprimanded for not following procedure. For example, several participants spoke of being admonished by supervisors for not wearing face shields after having patients spit in their face: *“(The) supervisor told me I needed to review my PPE (personal protective equipment) application, and if I had been wearing a face shield, the angry drunk would not been able to spit in my face.”* A handful of participants reported being mocked by supervisors after disclosing that they were having trouble coping with a violent attack:

“The two (supervisors) on that night found me hiding in the ambulance crying. In a nutshell, I was told I'm probably not cut out for this job and should start looking for a new career. ‘Look at yourself, you're a mess’”

Ultimately, the experience was intensely traumatizing for some, and comments like these were felt to perpetuate an institutionalized view that tolerating abuse is an expected part of paramedic work, with paramedics who ‘can’t take it’ viewed as – or made to feel – unsuitable for the profession.

This perception of feeling unsupported also extended to the police as well, often because incidents of abuse or violent attacks occurred when the police were present, or where the perpetrator was already in police custody. The participants described what they perceived as apathy on the part of the police, driven – in part – by the view that because the perpetrators were intoxicated or in an otherwise altered mental status that pursuing charges would be futile. This left the paramedics feeling unsupported by a historically close and trusted ally.

“Having my ass slapped by a patient twice while police are standing there and doing absolutely nothing about it is extremely degrading.”

“I have been swung at and punched at by drunk patients, (and the) police appear to have no eagerness to pursue any charges. I feel that these cases are likely easily dismissed as the patients are deemed to be ‘just going under a medical issue’ and charges would likely not stick.”

Collectively, the experience of violence in the workplace had tangible effects on work life for many of the participants. While some of this was positive, such as being more alert or cautious on calls and taking proactive steps to ensure personal safety, more often the effects were negative. The participants reported that being subjected to violence in the workplace diminished their enjoyment of their work, leaving them with less compassion for their patients – and, importantly, feeling alone and unsupported in the face of chronic abuse.

“She (the patient) began calling me names and verbally abusing me, all while my partner, social workers, police officers stood beside me silent. *I was surrounded by people yet felt completely alone.*” (emphasis added)

The Context and Culture

We identified a complex interplay of contextual factors that describe a workplace culture in which violence in the workplace is implicitly tolerated. Previous research, for example, has found that paramedics often report that exposure to violence is just an accepted 'part of the job', and we found this in the current study as well, with an overwhelming number of participants echoing this sentiment.

"It is part of the job, and although unfortunate, you learn to deal with it or the job becomes unbearable."

Exactly why workplace violence is so widely tolerated appears to be the result of several important factors. First, exposure to violence is so common for paramedics that the problem is described as chronic. When asked about specific violent incidents, the participants would often describe encountering "*too many to count*", listing a litany of abuses ranging from the benign to the extreme. Chronic exposure over a long period of time appeared to normalize the issue. Second, because so many of the incidents involving (in particular) physical abuse were perpetrated by patients under the influence of alcohol, or drugs, or as the result of a mental health crisis, the police were reluctant to pursue charges, often indicating that the prospect of conviction was unlikely.

"From my experience, these incidents were beyond the control of the patients (because they were intoxicated or mentally ill), so it's easier to disregard them as not having a sound mind than to pursue any legal ramifications"

This led many participants to conclude that much of the abuse is *unpreventable*, noting that the paramedic service, or even the police, cannot prevent people from behaving inappropriately.

"I think a lot of the violence is just inherent in the job and cannot be curbed. When we are dealing with patients with mental health problems, or alcohol and drug intoxication, or medical issues, they either have no control over, or don't care to control their behaviour"

Consequently, the participants often explained that reporting violent incidents was not worth the hassle, noting that the perpetrators often cannot or will not be held accountable for their actions. As a result, many participants downplayed the significance of violent incidents, passing off situations in which they were not seriously harmed as minor. Taken one step further, this normalization of violence on an individual level appeared to translate into an expectation of *tolerance* on an organizational level. Paramedics provide an important public service, and the participants spoke of the implicit expectation to prioritize their service to patients at the expense of their personal safety, often in service of professionalism: "*Customer service dictates that the (patient) is always right.*" This meant that the participants were reluctant to address inappropriate behaviour, and were concerned about being disciplined if they acted to set boundaries, refuse service, or defend themselves from a violent attack.

"When it comes down to it, sometimes it feels as though upper management would rather discipline paramedics for negative outcomes and patient complaints than stand up for their employees against workplace harassment and violence"

This perception of powerlessness compounds the emotional effects of an already stressful situation. In addition to the potential for physical injuries and (sometimes long-term) psychological and emotional harm, the institutional acceptance of violence as a normal part of their work left the participants with a profound sense of injustice:

“(The abuse) makes me feel worthless. It shows society that they can get away with this behavior toward paramedics because there are no consequences.”

What Paramedics Want

“I think people just want to be heard”

Not just heard, but empowered. Because there are often no consequences for the perpetrators, the participants articulated a very strong sense of injustice, compounded by an organizational culture that normalizes abuse. When asked what solutions might exist, the participants offered a number of suggestions that center on feeling empowered, with being heard as a necessary first step.

Many of the participants described feeling unsupported by management, often relating accounts of reporting abuse to unsympathetic supervisors. What the participants wanted was for their concerns to be taken seriously, and to feel that their immediate supervisors and the broader management team valued their wellbeing. Beyond this initial validation, the participants described that they wanted supervisors to ‘stand up’ for them, making it clear to perpetrators that abusing paramedics is unacceptable, and that they will contact the police to report offenses.

“SUPPORT! (emphasis retained) We are pretty much left to defend ourselves, not only from the initial incident, but also if we want to push the incident forward. Many incidents do not get reported as there is a strong feeling of ‘what’s the point, nothing is going to happen”

The participants explained that this would involve adopting a ‘zero tolerance’ policy toward abuse – and communicating this policy explicitly through media campaigns, social media advertising, and signage in the patient compartments of the ambulances. The participants also described the need for an improved and streamlined reporting system. But importantly, support from management was also felt to reflect an acknowledgement that being the victim of abuse can be a stressful, and sometimes traumatic experience – an experience that should prompt the availability of resources *“to deal with the fallout for those that experience these situations.”*

The desire for empowerment also included the desire for more training in how to deal with violent or abusive patients. The participants suggested training in situational awareness, crisis intervention, and de-escalation training, but many participants spoke of the necessity of providing hands-on self-defence training, noting that de-escalation may not always be effective. Indeed, some of the more serious incidents the participants described occurred in situations where the paramedic was alone with an intoxicated patient in a resource-limited, high-risk environment (such as the back of a moving ambulance), creating the potential for catastrophic injuries if the paramedic is unable to safely control a violent patient.

“Training staff to be able to subdue an attacker enough to get away to a place of safety and to call for help. You cannot reason with unreasonable people.”

Finally, the participants articulated a very strong desire for meaningful consequences for perpetrators. Although many recognized the difficulty in pursuing systemic changes in the justice system, the participants suggested changes in legislation that would impose harsher penalties for people who assault paramedics, similar to existing provisions in the Canadian Criminal Code for assaulting a peace officer. More pragmatically, the participants spoke about wanting the police to take the issue of violence against paramedics more seriously. Collectively, the participants often described that perpetrators are able to ‘get away’ with abusing paramedics because they are intoxicated or mentally ill – contributing to the perception of injustice discussed earlier. What the participants wanted was to correct the injustice and acknowledge that such behaviour is unacceptable:

“If I go to a restaurant and yell at the staff I get kicked out, rightfully so. But, if I call 911 and attempt to physically or verbally assault the paramedics then it is just “part of what they signed up for”. It is complete bullshit.”

Discussion

Our goal was to explore paramedic experiences with violence in the workplace, qualitatively unpacking their experiences to understand the circumstances and contexts in which violence occurs. Nearly every participant reported encountering verbal abuse, and more than 80% had been the victim of a physical attack over the course of their careers. Of particular concern was the large proportion of participants who had been subjected to sexual harassment (61%) or assault (14%).

Our qualitative analysis of the free-text comments paralleled the quantitative findings, revealing that paramedics are subjected to a wide range of abuses on a regular basis. Verbal abuse, intimidation, threats, physical assaults – including assaults with weapons - and sexual violence were all discussed with disturbing frequency. The circumstances surrounding these incidents suggest some common themes: first, almost all of the physical abuse the participants described was perpetrated by patients who were intoxicated by alcohol or drugs, or in the midst of a mental health crisis, underscoring these subsets of calls as high-risk. Despite existing procedures that emphasize requesting – and occasionally, waiting for – police assistance, the police were often on scene and the perpetrator already in custody when the attacks occurred, suggesting an opportunity to revisit service policies and strengthen collaboration with police. However, we also identified a not insignificant pattern of attacks occurring during the drive to hospital, often when the paramedic was alone with an intoxicated patient. The consequences of a physical attack in the confined space of an ambulance travelling at highway speeds are potentially catastrophic, if for example, the perpetrator is able to incapacitate the treating paramedic, distract the driver, gain control of the vehicle, or even open one of the vehicle doors while it is in motion. Thankfully in the situations described by the participants, the attacks were usually quickly controlled. There are, however, lasting consequences stemming from what the participants described as a chronic exposure to workplace violence. First, physical attacks occasionally resulted in injuries, some of them serious

and resulting in substantial lost-time from work. Second, even when a paramedic is physically unharmed, there are tangible emotional and psychological effects that arise from being the victim of a violent attack. The participants spoke of decreased job satisfaction, changes in mood, and symptoms consistent with post-traumatic stress disorder, to name a few. Looking downstream, the participants talked about long-term changes in their ability to provide compassionate and empathetic care, noting that it's difficult to establish a rapport with a patient when they feel unsafe. Although not discussed in detail specifically, this raises the possibility that patient care may ultimately suffer as a result.

Finally, the participants provided a number of comments that illuminated the larger context and organizational culture within which workplace violence occurs, helping to explain, at least in part, the phenomenon of under-reporting described in the literature [4]. Because the exposure is so frequent, and perpetrators of violence are often intoxicated or mentally ill, we found a distinct perception that violence is *unpreventable* and *un-prosecutable* – sentiments that left the participants with a profound sense of injustice. This translated into a perception of a tacit, institutionalized acceptance of violence, going so far as to suggest that paramedics are simply expected to tolerate the abuse in service of maintaining a 'professional' image. The participants made it clear that such sentiments are unacceptable ("It is complete bullshit"). What the participants want is to feel supported and empowered in taking the view that violence against paramedics will not be tolerated, and to explicitly communicate a policy of 'zero tolerance' to patients. Similar campaigns have been implemented in the United Kingdom and Australia amid a growing awareness of violence against paramedics. Such a policy not only has effect of potentially preventing some instances of abuse, but also legitimizing the concerns of the paramedics in such a way that if an attack does occur, the subsequent emotional harm may be mitigated by a supportive and empathetic management team.

Our findings highlight several opportunities to better understand and address the problem. First, we recommend the establishment of a streamlined reporting process with consistent definitions for various forms of abuse, ideally drawn from a literature review or environmental scan. This will allow for better tracking, and afford a more complete understanding of the problem, particularly for identifying trends such as seasonal variation. Second – and in a related sentiment – we recommend a mechanism to identify and monitor the economic burden of abuse, particularly where incidents cause physical or psychological harms that result in lost-time from work. Third, we recommend a comprehensive review of operational policies, with particular attention to strengthening interagency collaboration with police. Given that so many of the situations the participants described involved perpetrators who were already in police custody, there are likely opportunities to establish safety procedures to further mitigate the risk. Collaboration with police should also include processes to support the reporting and charging of perpetrators. Fourth, we recommend the implementation of safety equipment, such as commercially-designed soft restraints and 'spit-hoods', consistent with existing recommendations in the literature [5]. In the current system, physical restraints must be improvised or police officers must handcuff patients to the stretcher. Both have potentially significant safety concerns. Improvised restraints may harm the patient or fail to adequately contain them. Handcuffs, meanwhile, cannot be released quickly in the event of an emergency and may not adequately restrain a particularly violent patient. Coinciding with safety equipment, we additionally recommend the service consider specialized training, ideally in partnership with the police as part of a coordinated inter-agency plan. Training might include, for example, situational awareness, conflict resolution, crisis intervention, and de-escalation training, but should also include hands-on physical self-defence training to deal with immediate, high-

consequence threats, such as a violent patient in the back of a moving ambulance where retreat is not possible. Finally, and most importantly, we recommend taking proactive steps to change the culture from (what is perceived as) institutional acceptance of violence to explicit rejection. Recognizing that abuse may not always be *preventable*, it is important that it never become *tolerable*. Communicating to the public and to the paramedics that violence against paramedics is never acceptable would go a long way in creating the sense of support and empowerment the participants seek.

Limitations

Our findings should be interpreted within the context of certain limitations. First, our methods preclude direct comparisons with existing research on the prevalence of workplace violence. This makes it difficult to say whether the incidence of violence our participants describe is higher or lower than other estimates in similar settings. Second, the response rate for our survey was 33.3% and the reader must exercise caution in generalizing our findings to the entire service. Finally, the qualitative analysis of survey comments carries with it well-recognized limitations [16]. Although nearly 200 paramedics completed our survey, it is nevertheless a *passive* form of qualitative data collection that limits our ability to gain deep insight into the topic (as compared with in-depth interviews, for example).

Conclusion

In our study, exposure to workplace violence was common, with the participants describing a wide variety of verbal, physical, and sexual violence. Acts of physical violence were commonly perpetrated by intoxicated patients, or patients experiencing a mental health crisis, often with police already in attendance; however, we identified that the transportation phase of patient care was also high-risk. The consequences of chronic exposure to workplace violence are potentially significant, including long-term physical, psychological, and emotional harm. Because the problem is so pervasive and is often perpetrated by people for whom criminal prosecution is unlikely, there is a perception of tacit institutional acceptance of violence as a normal, unpreventable part of paramedic work. Our findings have important implications for service administrators, and we identified several opportunities to enhance service policy, staff training, and organizational culture by adopting a ‘zero tolerance’ position on workplace violence.

Acknowledgements

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Tables

#	Survey Question
1	How many years of service do you have as a paramedic? (0-5, 6-10, 11+)
2	What is your gender? (Man, Woman, Other Gender)
3	Have you experienced any of the following by a patient, a patient's family member, or a bystander? (Check all that apply)
4	Did you report the incident to your supervisor?
5	If you did, what were the results?
6	If you did not, can you let us know why?
7	Did you report the incident to the police?
8	If you did, what were the results?
9	If you did not, can you let us know why?
10	How do these experiences affect your work life?
11	Can you describe your experiences?
12	What does a solution to public violence against paramedics look like to you?

Table 1: Survey questions developed through consensus at the External Violence Against Paramedics working group meetings and sent to a regional survey team for external consultation. Options for Question 3 included verbal assault, intimidation, physical assault, sexual harassment, and sexual assault

Demographics	N	(%)	Types of Abuse	N	%
<i>Experience</i>			Verbal Assault	191	97.9
0-5 Years	53	27	Intimidation	168	86.1
6-10 Years	52	26.5	Physical Assault	156	80
≥11 Years	91	46.4	Sexual Harassment	120	61.5
<i>Gender</i>			Sexual Assault	27	13.8
Man	94	48.2	<i>Reporting</i>		
Woman	98	50.2	Reported to PRPS Supervisor	78	40
Gender Diverse	2	1%	Reported to Peel Police	41	21.1

Table 2: Demographic characteristics of sample and summary of quantitative findings.



FRONTENAC



Report 2023-019

Information Report to Council

To: Warden and Members of County Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Jannette Amini, Manager of Legislative Services/Clerk
Date of meeting: February 15, 2023

Re: Corporate Services – 2022 Annual Report on Delegation of Authority

Recommendation

This report is for information purposes only.

Background

On December 21, 2022, Council, through the passage of By-law 2022-0050 amended By-law 2016-0006, to establish a Delegation of Authority Policy and authorized the delegation of certain powers and duties under the *Municipal Act*, 2001, the *Planning Act* and other Acts with respect to the delegation of Council's legislative and administrative authority. The purpose of the policy is to set out the scope of the powers and duties which Council may delegate its legislative and administrative authority and to establish principles governing such delegation. This policy was developed in accordance with the *Municipal Act* in order to comply with its other applicable sections, including Section 270. This policy applies to all committees of Council, departments and staff.

As per schedule B of the Policy, the following are the duties which Council has delegated:

Warden

Head of the Municipality for the Purposes of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the *Ombudsman Act*

Clerk

Delegated the power or duty granted or vested in the head pursuant to Section 49(1) of the *Municipal Freedom of Information and Protection of Privacy Act*;

Designated as the Contact Person of the Municipality for the Purposes of the *Personal Health Information Protection Act (PHIPA)* and the *Ombudsman Act*;

Director of Planning and Economic Development

Delegated the authority to authorize Final Approval of Plans of Subdivision and Plans of Condominium.

Delegated the authority to authorize Applications for Part-Lot Control – Approval.

Integrity Commissioner

Delegation of authority of Council's powers to impose penalties for a contravention of the Code of Conduct

Comment

The purpose of this report is to provide Council an update of how these delegated authorities were used in 2022.

Municipal Freedom of Information and Protection of Privacy Act

The Clerk is delegated the power or duty granted or vested in the head pursuant to Section 49(1) of the MFIPPA. In addition, Section 26 requires that the head shall make an annual report regarding the institutions public access to information under its custody and control, in accordance with this section, to the Information and Privacy Commissioner.

In 2022, the Clerk received six (6) full requests for access to information pursuant to MFIPPA. The requests were made by individuals, or Businesses on behalf of individuals. One required an extension due to the requirement of having issued a Notice to Affected Persons. This request is still ongoing. Full disclosure of information was provided to two (2) of the requests, one (1) request was abandoned after an interim decision and cost estimate was provided, one (1) was denied based on exemptions under Section 14(1) of MFIPPA, and one was appealed based on the County not finding any responsive records to the request.

Interim fees have been collected for the request which is still ongoing, along with the \$5 application fee required by all requests.

Personal Health Information and Protection of Privacy Act

The Clerk is delegated as the Contact Person of the Municipality for the Purposes of the *Personal Health Information Protection Act (PHIPA)* and the *Ombudsman Act*; In addition, Section 26 of MFIPPA requires that the head shall make an annual report, in accordance with this section, to the Commissioner and that the report specify the number of requests under MFIPPA or the *Personal Health Information Protection Act (PHIPA)* for access to records made to the institution or to a health information custodian within the meaning of the *Personal Health Information Protection Act*.

If an institution has more than one type of health information custodian, it must submit a separate report for each type. The County of Frontenac is a health information custodian for the follow types:

1. A municipality that operates an ambulance service within the meaning of the *Ambulance Act*
2. A person who operates a long-term care home within the meaning of the *Long-Term Care Homes Act, 2007* or a care home within the meaning of the *Residential Tenancies Act, 2006*

i. Frontenac Paramedics

In 2022, Frontenac Paramedics received a total of 15 requests for personal health information. All requests were completed within 30 days or less as required under the Act. Of the 15 requests, 2 remain outstanding pending payment and 13 were granted full access.

The total of fees collected at the writing of this report are \$514.15.

ii. Fairmount Home

In 2022, Fairmount Home received one (1) request for personal health information, which was completed within 30 days or less as required under the Act. Of the requests, full access was granted.

The total of fee to be collected of \$17.20 was waived. Section 54(12) of PHIPA permits that a health information custodian may waive the payment of all or any part of the fee that an individual is required to pay under that subsection if, in the custodian's opinion, it is fair and equitable to do so.

Privacy Breaches

A privacy breach occurs when Ontario's Personal Health Information Protection Act (PHIPA) has been contravened, for example, where personal health information is stolen, lost or if it is used or disclosed without authority.

PHIPA requires that, as a health information custodian, the County must take reasonable steps to ensure that personal health information in its custody or control is protected against theft, loss and unauthorized use and disclosure, and that the records containing the information are protected against unauthorized copying, modification or disposal. The County must also take reasonable steps to ensure that personal health information is not collected without authority, and that records of personal health information are retained, transferred and disposed of in a secure manner.

Health information custodians are required to submit an annual report on privacy breaches occurring during the previous calendar year to the Information and Privacy Commissioner, as mandated under section 6.4 of Ontario Regulation 329/04 made pursuant to the *Personal Health Information Protection Act, 2004 Act*.

No privacy breaches occurred in 2022 for either Frontenac Paramedics or Fairmount Home.

Final Approval of Plans of Subdivision and Plans of Condominium

No delegation of authority for Final Approval of Plans of Subdivision and Plans of Condominium was made in 2022.

Authorization of Applications for Part-Lot Control – Approval

No delegation of authority to authorize Part Lot Control Approval was used in 2022.

To impose penalties for a contravention of the Code of Conduct

No direct delegation of authority was used in 2022 to impose penalties for a contravention of the Code of Conduct. The Integrity Commissioner did receive one (1) complaint and it was found that the member contravened Section 5.3 of the Code, however the Integrity Commissioner determined that the appropriate penalty in this case be a reprimand pursuant to paragraph 223.4(5) 1 of the *Municipal Act, 2001*, as a reprimand in these circumstances serves as both a specific and general deterrent so as to ensure that other members of County Council are also aware of their obligations under the Code, particularly with respect to their interactions with staff. The member was also asked to issue a public apology to County staff and, in particular, to the Director of Planning and Economic Development.

Strategic Priorities Implications

As part of the Vision for the County of Frontenac in its 2019-2022 Strategic Plan, it identifies accountability and states:

As a framework for strategic planning, this future vision incorporates goals related to:

- Building the County's organizational capacity in line with its mandate and accountabilities.

Additionally, Other Important and Continuing County Priorities, identifies:

- 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

Alex Lemieux, Director of Corporate Services/Treasurer
Barb McCulloch, Director of Human Resources
Joe Gallivan, Director of Planning and Economic Development
Gale Chevalier, Chief/Director of Emergency and Transportation Services
Susan Brant, Administrator, Fairmount Home
John Mascarin, Integrity Commissioner



FRONTENAC



Report 2023-021

Council Information Report

To: Warden and Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Susan Brant, Administrator
Date of meeting: February 15, 2023
Re: **Fairmount Home – Quarterly Update Activity Report**

Recommendation

This report is for information purposes only.

Background

The following information is an update regarding the activities at Fairmount Home ("Fairmount") from October 1, 2022, to December 31, 2022, as well as significant updates in January 2023.

Comment

Ministry of Long-Term Care

During the four month period, there were thirteen critical incidents logged with the Ministry of Long-Term Care (MLTC). Four of the critical incidents were related to resident falls with an injury and three of the critical incidents were related to alleged resident to resident abuse. One critical incident was related to alleged visitor to resident abuse and one critical incident was related to alleged staff to resident abuse.

Two complaints were received that have been logged as critical incidents as required by the MLTC. One complaint related to residents requesting the relocation of a co-resident and the second complaint was an alleged resident care complaint. In addition, a critical incident was logged with MLTC as required for an internet outage of six hour during the night of December 3, 2022.

Lastly, a critical incident was issued due to two tablets of a controlled substance unaccounted for or missing after a resident overnight stay. Management has completed full investigations of each incident with corrective actions implemented, as necessary.

Thank you to the management and staff who were diligent in managing the incidents. The legislated reporting was completed as required to Ministries including the MLTC and Ministry of Labour.

Ministry of Long-Term Care – Inspections

A MLTC Inspection was completed on January 4 – 6, 9 – 13 and 16 – 19, 2023 in relation to critical incidents for resident falls, one instance of alleged staff to resident abuse and the alleged resident care complaint mentioned above.

The ministry inspection related to the critical incidents resulted in one written notification because the home's response to the alleged resident care complaint did not include the Ministry's toll-free telephone number and hours of service for making complaints about the home as well as the contact information for the patient ombudsman.

The public versions of the reports are posted at Fairmount for public review. The Ministry of Health and Long-Term Care publishes the [Reports on Long-Term Care Homes](#) on its website.

Thank you to the management and staff who worked professionally and cooperatively with the Ministry Inspectors.

Outbreak

During the fourth quarter, there were two outbreaks declared by Kingston, Frontenac, Lennox & Addington (KFL&A) Public Health. The first COVID outbreak occurred from October 28, 2022 – November 30, 2022, which impacted twenty-one (21) residents. The second acute respiratory illness outbreak occurred from January 23, 2023 – January 30, 2023, which impacted two (2) residents.

Thank you to the management and staff who were diligent in managing the outbreaks. The legislated reporting was completed as required to Ministries including the MLTC, Ministry of Labour and KFL&A Public Health.

Sustainability Implications

Not applicable

Strategic Priority Implications

Not applicable

Organizations, Departments and Individuals Consulted and/or Affected

Fairmount Home Management Team

By-Law No. 2023-010

of

The Corporation of the County of Frontenac

being a By-law to designate Mr. Robert W. Dillabough and Kelly J. Pender as County of Frontenac's (the Operator) Representatives for the Frontenac Howe Island Ferry

Whereas, the County operates the Frontenac Howe Island Ferry (the "Vessel") which is owned by the Ministry of Transportation (Ontario);

And Whereas, the Vessel is regulated by Federal government under authority of Transport Canada;

And Whereas, both MTO and Transport Canada require a contact person to be on record as the Operator's Representative for the Vessel;

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

1. **That** Mr. Robert W. Dillabough and Mr. Kelly J. Pender be designated as the County of Frontenac's (the Operator) Representatives for the Frontenac Howe Island Ferry;
2. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 15th day of February, 2023.

Read a Third Time, Signed, Sealed and Finally Passed this 15th day of February, 2023.

The Corporation of the County of Frontenac

Ron Vandewal, Warden	Jannette Amini, Clerk

By-Law No. 2023-011

Of

The Corporation of the County of Frontenac

being a by-law to adopt the estimates for the sums required during the year 2023 for the purposes of the County of Frontenac.

Whereas pursuant to Section 289 of the *Municipal Act, S.O. 2001, and amendments thereto ('the Municipal Act')*, the County of Frontenac shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the County of Frontenac;

And Whereas it is necessary for the County of Frontenac to raise for the year 2023 certain sums;

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

1. **That** the 2023 budget of the County of Frontenac, which is set out as Schedule A attached hereto and forming part of this by-law \$66,288,281 and estimates for expenditures in the amount of \$66,288,281 be approved and adopted by the Council of the County of Frontenac.
2. **That** this by-law shall come into force and take effect as of the date of final passing.

Read a First and Second Time this 15th day of February, 2023.

Read a Third Time and Finally Passed, Signed and Sealed this 15th day of February, 2023.

The Corporation of the County Of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

By-Law No. 2023-012

of

The Corporation of the County of Frontenac

Being a by-law to set tax ratios and tax rate reductions for prescribed property sub-classes for County of Frontenac purposes and Local Municipal purposes for the taxation year 2023.

Whereas the County of Frontenac deems it expedient for the County, pursuant to Section 308 of the *Municipal Act, 2001, S.O. 2001, c.25, as amended, ("Municipal Act")* to establish the tax ratios for 2023 for the County of Frontenac and the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac; and,

Whereas the tax ratios establish the relative amount of taxation to be borne by each property class; and,

Whereas the property classes have been prescribed by the Minister of Finance pursuant to Section 7 of the *Assessment Act, R.S.O. 1990, Chapter A.31* and amendments thereto (*"Assessment Act"*); and,

Whereas the County of Frontenac after consultation with the elected representatives of the four Townships, in order to achieve real property tax reform, deems it expedient to establish tax ratios that are within the *"range of fairness"* prescribed by the Minister of Finance under Ontario Regulation 386/98 as amended by Ontario Regulation 212/05 for purposes of subsection (8) of Section 308 of the *Municipal Act*; and,

Whereas it is necessary for the County of Frontenac, pursuant to Section 362 of the *Municipal Act*, to establish tax reductions for prescribed subclasses for 2023 for County of Frontenac and Local Municipal purposes; and

Whereas the property subclasses for which tax reductions are to be established are in accordance with Section 8 of the *Assessment Act*; and,

Whereas the tax rate reductions reduce the tax rates that would otherwise be levied for municipal purposes;

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

1. **That** for the taxation year 2023, tax ratios for indicated property classes shall be as follows:

Assessment Class	Tax Ratio
Residential & Farm Residential	1.0000
Multi-Residential	1.0000
New Multi-Residential	1.0000
Commercial Occupied	1.0000
Industrial Occupied	1.0000
Landfills	1.0000
Pipeline	0.7000
Farmland	0.2500
Managed Forests	0.2500

2. **That** for the taxation year 2023, the tax reduction for indicated property classes shall be as follows:

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

Development for all Property Classes	
First Subclass Small-Scale On-Farm Business In the Commercial Property Class	75%
First Subclass Small-Scale On-Farm Business In the Industrial Property Class	75%
Second Subclass Small-Scale On-Farm Business In the Commercial Property Class	75%
Second Subclass Small-Scale On-Farm Business In the Industrial Property Class	75%

3. **That** this by-law shall come into force and take effect on the 1st day of January, 2023.

Read a first and second time this 15th day of February, 2023.

Read a third time and finally passed, signed and sealed this 15th day of February, 2023.

The Corporation of the County of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

By-Law No. 2023-013

of

The Corporation of the County of Frontenac

being a by-law to establish Tax Rates for the year 2023 for the purposes of the County of Frontenac and to establish rates to be levied for same against the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac

Whereas all property assessment rolls on which the 2023 taxes are to be levied have been returned and revised pursuant to the provisions of the *Assessment Act, R.S.O. 1990, Chapter A.31 and amendments thereto*, subject to appeals at present before the Assessment Review Board, the Ontario Municipal Board and the District Court;

And Whereas the “Residential/Farm Assessment”, “Multi-Residential Assessment”, “Commercial Assessment”, “Industrial Assessment”, “Pipe Line Assessment”, “Farmlands Assessment” and “Managed Forests Assessment” and the applicable subclasses pursuant to Section 7 of the *Assessment Act* have been determined on the basis of the aforementioned property assessment rolls;

And Whereas pursuant to Section 311(2) of the *Municipal Act*, for purposes of raising the general upper-tier levy, the sums required by taxation in the year 2023 are to be levied by separate rates by the Townships for the estimated current annual expenditures for County of Frontenac purposes after deduction of other revenue as directed by County of Frontenac by-law;

And Whereas the tax ratios and tax rate reductions for prescribed property subclasses on the aforementioned property for the 2023 taxation year have been set out in County of Frontenac By-law Number 2023-013 passed by Council on the 15th day of February, 2023;

And Whereas the tax rates on the aforementioned “Residential/Farm Assessment”, “Multi-Residential Assessment”, “Commercial Assessment”, “Industrial Assessment”, “Pipe Line Assessment” (where applicable), “Farmlands Assessment” and “Managed Forests Assessment” and the applicable subclasses have been calculated pursuant to the provisions of the *Municipal Act*, in the manner set out herein;

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

1. **That** having duly adopted the gross estimates set out in By-law 2023-012 the County of Frontenac hereby adopts the sum of \$12,456,209 as its estimate of the Property Tax Levy required during the year 2023 for the purposes of the County of Frontenac.
2. **That** for the year 2023 in the area coming under the jurisdiction of the County of Frontenac, the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac shall levy upon the Residential/Farm Assessment, Multi-Residential Assessment, Commercial Assessment, Industrial Assessment, Landfill Assessment, Pipe Line Assessment (if applicable), Farmlands Assessment

and Managed Forests Assessment and applicable subclasses, the tax rates for County of Frontenac purposes as determined in accordance with Schedule A to this by-law.

3. **That** the County of Frontenac hereby directs the County's portion of Payments in Lieu of Taxation be paid to the Treasurer of the County of Frontenac as set out in Schedule B to this by-law.
4. **That** this by-law shall come into force and take effect as of the date of final passing.

Read a First and Second Time this 15th day of February, 2023.

Read a Third Time and Finally Passed, Signed and Sealed this 15th day of February, 2023.

The Corporation of the County Of Frontenac

Ron Vandewal, Warden

Jannette Amini, Clerk

By-law 2023-013 – to establish Tax Rates for the year 2023 for the purposes of the County of Frontenac and to establish rates to be levied for same against the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac
February 15, 2023

By-Law No. 2023-014

of

The Corporation of the County OF Frontenac

being a by-law to confirm all actions and proceedings of County Council on
February 15, 2023

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 February 15, 2023 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 February 15, 2023, 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 February 15, 2023 except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.

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

Read a First and Second Time this 15th day of February, 2023

Read a Third Time and Finally Passed, Signed and Sealed this 15th day of February, 2023.

The Corporation of the County of Frontenac

Ron Vandewal, Warden	Jannette Amini, Clerk