



Frontenac County Council Meeting
Wednesday, January 17, 2024 – 9:00 a.m.
Township of South Frontenac Council Chamber,
4432 George Street, Sydenham, ON
Council will resolve into Closed Meeting
and will reconvene as regular Council at 9:30 a.m.
<https://youtube.com/live/73u6nsiF6w0?feature=share>

Agenda

Page

Call to Order

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for mother earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the County is committed to working with Indigenous peoples and all residents to pursue a united path of reconciliation.

Roll Call

Closed Session

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

1. Adoption of Closed Minutes of Meetings held November 15, 2023
2. Labour relations or employee negotiations - as it relates to potential grievances with OPSEU
3. A proposed or pending acquisition or disposition of land by the municipality or local board - as it relates to land acquisition for the K&P Trail.

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

Approval of Addendum

Disclosure of Pecuniary Interest and General Nature Thereof

Adoption of Minutes

8 - 22

- a) Minutes of Meeting held December 20, 2023
Resolved That the minutes of the regular Council meeting held December 20, 2023 be adopted.

Delegations and/or Presentations

Proclamations

Move into Committee of the Whole

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

Briefings

23 - 37

- 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 c) the are considered routine items

Consent Reports

38 - 39

- a) **2024-001**
Corporate Services
2024 Temporary Borrowing By-Law

Recommendation:

Resolved That Council of the County of Frontenac accept the Corporate Services – Finance - 2024 Temporary Borrowing By-Law report;

And Further That the Clerk be directed to introduce a by-law later in the meeting to authorize current borrowings from time to time during 2024.

- b) **2024-004**
Corporate Services
Setting of the 2025 County Budget Deliberations and Solicitation of Public Input
Recommendation:
- Resolved That** the Council of the County of Frontenac receive the Corporate Services – Setting of the 2025 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 2025 Budget Deliberations:
- | | |
|--|--|
| August 18 – September 6, 2024 | 2025 Frontenac County Budget project open on engagefrontenac.ca for public engagement |
| Wednesday, September 18, 2024 | Public Meeting – Presentations and/or funding requests for consideration in 2025 budget |
| Tuesday, October 29, 2024 – Full Day | Council Presentation –2025 Business Plans & Project Proposals Detailed Budget Presentation |
| Wednesday, October 30, 2024 – Full Day | Council Presentation – 2025 Business Plans & Project Proposals Detailed Budget Presentation |

52 - 53

- c) **2024-007**
Corporate Services
Ontario Infrastructure and Lands Corporation Debenture

Recommendation:

Be It Resolved That County Council receive the the Corporate Services – Ontario Infrastructure and Lands Corporation Debenture report.

And Further That the Council of the County of Frontenac pass a by-law later in the meeting authorizing the long-term borrowing through Ontario Infrastructure and Lands Corporation (“OILC”) upon amortizing debentures in the principal amount of \$3,000,000 towards the cost of the Administrative Building Redevelopment project.

Committee of Management of Fairmount Home

Recommend Reports from the Chief Administrative Officer

54 - 56

- a) **2024-002**
Corporate Services
Disbandment of the Communal Services Technical Advisory Committee

Recommendation:

Be It Resolved That Procedural By-law 2022-0026 as amended, be further amended to delete Schedule B-5 Communal Services Technical Advisory Committee.

57 - 68

- b) **2024-003**
Corporate Services
2024 User Fees and Charges By-Law

Recommendation:

Resolved That County Council receive the Corporate Services – 2024 User Fees and Charges By-Law report;

And Further That Council pass a by-law later in the meeting to Impose User Fees and Charges for Services and rescind By-law 2023-007 being a By-law to Impose User Fees and Charges for Services.

69 - 70

- c) **2024-005**
Human Resources
Integrated Scheduling System
Recommendation:

That Council direct staff to select a vendor and proceed to implement a scheduling software system.

Information Reports from the Chief Administrative Officer

71 - 72

- a) **2024-006**
Corporate Services
Queen's University Archives Annual Report to the County of Frontenac for 2023

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 Emily McIntosh of Women of Ontario Say No regarding Next Steps in Basic Human Rights Legislation
[Distributed to Members of County Council December 23, 2023]
- b) From Tay Township regarding a resolution on Provincial Cemetery Management Support Request
[Distributed to Members of County Council December 23, 2023]
- c) From the City of Stratford regarding a Resolution of Business Support for CEBA loan businesses
[Distributed to Members of County Council December 23, 2023]

- d) From the City of Thunder Bay regarding a Resolution concerning Short Term Rentals
[Distributed to Members of County Council December 23, 2023]
- e) From the County of Brant regarding a Resolution on Gender-based & Intimate-partner violence
[Distributed to Members of County Council December 23, 2023]
- f) From the Ontario Land Tribunal regarding its decision on case OLT-22-002244 Ouellette v. Frontenac County
[Distributed to Members of County Council December 23, 2023]
- g) From the Ontario Trails Council regarding a Letter of Congratulations K&P Trail bridge at Elbow Creek
[Distributed to Members of County Council December 23, 2023]
- h) From the Town of Aurora regarding a Resolution concerning the Homelessness Crisis
[Distributed to Members of County Council December 23, 2023]
- i) From the Town of Aurora regarding a Resolution on Community Safety and Inciteful Speech
[Distributed to Members of County Council December 23, 2023]
- j) From the Town of Goderich regarding a Resolution declaring IPV an epidemic
[Distributed to Members of County Council December 23, 2023]
- k) From the Township of Asphodel-Norwood regarding a Resolution on Rising Municipal Insurance Costs
[Distributed to Members of County Council December 23, 2023]
- l) From the Township of Clearview regarding a resolution and report concerning Cemetery Administration Management Support
[Distributed to Members of County Council December 23, 2023]
- m) From the Township of Alnwick Haldimand regarding a resolution in support of tax credits for firefighters
[Distributed to Members of County Council January 12, 2024]
- n) From the Township of Alnwick Haldimand regarding a resolution supporting acceptance of digital publications
[Distributed to Members of County Council January 12, 2024]
- o) From the Township of Alnwick Haldimand regarding a Resolution to stop expansion of permit by rule
[Distributed to Members of County Council January 12, 2024]

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

By-Laws

- 73 - 74
 - a) To declare lands Legally Described as Part Lot 9, Concession 2, being Part 1 of Registered Plan 13R22990, Geographic Township of Hinchinbrooke, Township of Central Frontenac, Surplus for the purpose of granting a right-of-way over part of the K&P Trail.
[Proposed By-law No. 2024-001]
 - b) To Authorize theBorrowing Upon Amortizing DebenturesinthePrincipalAmountof \$3,000,000.00TowardstheCostoftheAdminBuildingRedevelopment
[Proposed By-law No. 2024-002]
- Please Note:** The document provided by the Province of Ontario, which the County does not have control over, is not in an accessible format but can be provided upon request.
- 75 - 76
 - c) To authorize temporary borrowing for current expenditures for the year 2024
[Proposed By-law No. 2024-003]
- 77 - 88
 - d) To Impose User Fees and Charges for Services
[Proposed By-law No. 2024-004]
- 89
 - e) To amend By-law No. 2022-0026 (to Delete the Communal Services Technical Advisory Committee)
[Proposed By-law No. 2024-005]
- 90 - 91
 - f) To confirm all actions and proceedings of County Council on January 17, 2024
[Proposed By-law No. 2024-006]

Adjournment



FRONTENAC



Minutes of the Regular Meeting of Council December 20, 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, December 20, 2023, at 9:30 AM.

Roll Call

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:**
Richard Allen, Manager of Economic Development
Jannette Amini, Manager of Legislative Services/Clerk
Sonya Bolton, Manager of Community Planning
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 (Virtual)
Matt Mills, Communications Officer
Kelly Pender, Chief Administrative Officer/Deputy Clerk

Call to Order

We begin this gathering by acknowledging and celebrating these traditional lands as a gathering place of the first peoples and their ancestors who are entrusted to care for mother earth since time immemorial. We do so respecting both the land and the Indigenous People who continue to walk with us through this world. Today, the County is committed to working with Indigenous peoples and all residents to pursue a united path of reconciliation.

Closed Session

a) Election of Warden

b) Election of Deputy Warden

Warden's Inaugural Address

Good Morning everyone and welcome.

First, I'd like to thank Warden Vandewal for his dedication, commitment and hard work as Warden this year. Ron, I very much admire and have come to count on your common sense, your straightforward approach to our work, and your dedication to your Township and the County. I'm glad to call you friend and colleague all these years, so thank you for everything.

I'd also like to thank my fellow County Councillors for selecting me as 2024 Warden. It's a vote of confidence and support from each of you for which I'm grateful. I'm eager to get to work with all of you over the next year representing every Township in Frontenac County.

I'd also like to congratulate Deputy Warden Ron Vandewal. You bring excellent qualifications, professional experience, and lots of energy to this Council and I know you'll carry on in that vein as deputy Warden.

It's hard for me to believe sometimes, but this will be my fourth term as Warden. I was privileged to wear the chain first back in 1996 during the Kingston Frontenac restructuring, I was all over the province talking about what we were doing, then again in 2016 after a two-decade hiatus when we had a disagreement with the City concerning finances and again in 2020 during the worst of the pandemic. The first time in my many years that I had to declare a state of emergency for the County and my own Township. I guess you could say, I have been tested!!

There have been many changes navigated, many challenges overcome, and much accomplished by County Council over those years. Looking forward, I can see that there is much more to come.

Last year, every member except Ron Vandewal and I were newly elected to this Council. I can already see that all of your ideas, passions, and energies will positively contribute to our shared future.

But we have our work cut out for us. Last year, this Council adopted a new strategic plan to guide our decision making through 2026. That plan includes four priorities:

First, developing a regional approach to overcome infrastructure issues and to maximize development opportunities so residents can move around the County by road and water as easily and reliably as possible.

Second, to further our progress toward sustainable economic growth and prosperity for residents so that everyone who contributes can enjoy – and afford to enjoy – living and visiting Frontenac now and for generations to come. Our Planning and Economic Development team will continue to play a huge part in executing that vision. The communal services initiative is just one example of how the County and this Council is on track to distinguish itself on that file going forward.

Adoption of Minutes

a) Minutes of Meeting held November 15, 2023

Motion #: 224-23 Moved By: Councillor Greenwood-Speers
Seconded By: Councillor Lichty

Resolved That the minutes of the regular Council meeting held November 15, 2023 be adopted.

Carried

b) Minutes of Special Meeting held November 23, 2023

Motion #: 225-23 Moved By: Councillor Saunders
Seconded By: Councillor Gowdy

Resolved That the minutes of the special Council meeting held November 23, 2023 be adopted.

Carried

Delegations and/or Presentations

- a) **Warden Smith** presented to the Township of South Frontenac, a plaque, thanking them for housing County Council meetings for 2022 and 2023 while the County Administration Building was under construction.

Louise Fragnito, Chief Administrative Officer, and Michelle Hannah, Deputy Clerk, accepted the plaque on behalf of the Township of South Frontenac.

Proclamations

Move into Committee of the Whole

Motion #: 226-23 Moved By: Councillor Leonard
Seconded By: Councillor Fowler

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

Carried

Briefings

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

Consent Reports from the Chief Administrative Officer

Motion #: 227-23 Moved By: Councillor Gowdy
Seconded By: Councillor Saunders

Carried

This report was for information purposes only.

Motion #: 228-23 Moved By: Councillor Greenwood-Speers
Seconded By: Councillor Leonard

Carried

Carried

Recommend Reports from the Chief Administrative Officer

a) **2023-134**
Corporate Services
2023 Canada Community-Building Fund Allocation

Motion #: 230-23 Moved By: Councillor Leonard
Seconded By: Councillor Gowdy

Resolved That the Council of the County of Frontenac accept the Corporate Services – 2023 Canada Community-Building Fund Distribution By-law report;

And Further That the Clerk be directed to bring forward a by-law to authorize the distribution of the Canada Community-Building Fund allocation to the Townships for 2023.

Carried

b) 2023-135
Corporate Services
2024 Tax Ratios and Tax Rate Reductions

Motion #: 231-23 Moved By: Councillor Saunders
Seconded By: Councillor Greenwood-Speers

Resolved That the Council of the County of Frontenac accept the Corporate Services – 2024 Tax Ratios and Tax Rate Reductions report;

And Further That Council consider a by-law, introduced later in the meeting, to confirm the 2024 tax ratios and tax rate.

Carried

**c) 2023-136
Corporate Services
Annual Accessibility Status Report**

Motion #: 232-23 Moved By: Councillor Gowdy
Seconded By: Warden Smith

Be It Resolved That the Council of the County of Frontenac receive the Corporate Services – Annual Accessibility Status Report, attached to this report as Appendix A;

And Further That in accordance with Ontario Regulation 91/11: Integrated Accessibility Standards section 4(3), that a copy of this Annual Accessibility Status Report be posted to the County of Frontenac Website;

And Further That in accordance with Ontario Regulation 91/11: Integrated Accessibility Standards section 4(3.1) and (3.2), that a copy of this Annual Accessibility Status Report be forwarded to the Frontenac Lower Tiers for posting on their respective websites.

Carried

Motion #: 233-23 Moved By: Councillor Fowler
Seconded By: Councillor Leonard

Resolved That the Council of the County of Frontenac accept the Corporate Services - 2024 Tax Rate report;

And Further That Council consider a by-law, introduced later in the meeting, to establish the 2024 tax rates.

Carried

Information Reports from the Chief Administrative Officer

a) **2023-137**
Corporate Services
2023 Second Quarter Financial Summary and Outlook

Reports from Advisory Committees of County Council

a) Report of the Planning and Economic Development Advisory Committee

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

Motion #: 234-23 Moved By: Councillor Gowdy
Seconded By: Councillor Saunders

Report of the Planning and Economic Development Advisory Committee

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

Report of the Planning and Economic Development Advisory Committee

The Planning and Economic Development Advisory Committee reports and recommends as follows:

1. 2023-079
K&P Trail
Request to Extend ATV Access on the K&P Trail, Verona to Harrowsmith

Be It Resolved That County Council not extend ATV access on the K&P Trail between Verona to Harrowsmith.

K&P Trail

Be It Resolved That that in accordance with By-law Number 17-1995, the Council of the County of Frontenac pass a by-law to declare the subject lands surplus for the purpose of granting a right-of-way over lands occupied by the K&P Trail for the purpose of formalizing access to this property.

3. 2023-130

Be It Resolved That By-Law Number 2023-73 of the Township of South Frontenac, adopting Official Plan Amendment Number 25 to permit, define, and regulate additional dwelling units, **be approved**;

Carried

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

Carried

Motions, Notice of Which has Been Given

a) Invitation to the Eastern Ontario Trails Alliance

Motion #: 237-23 Moved By: Councillor Fowler
Seconded By: Councillor Gowdy

Whereas at the Frontenac County Council meeting on November 15, 2023, Councillor Fred Fowler brought attention to a letter from the agenda section Communications addressed to the Warden and Council from Cindy Cassidy, General Manager of the Eastern Ontario Trails Alliance (EOTA).

And Whereas the letter described the EOTA with examples of their accomplishments over the years.

And Whereas the lettered also was an offer to partner and assist Frontenac County regarding trails.

Therefore Be It Resolved That the Council of the County of Frontenac invite Cindy Cassidy, General Manager of the EOTA for the purpose of doing a presentation at a future meeting and answer any questions Council may have.

Carried

b) Return on Investment report for the K&P Trail

Motion #: 238-23 Moved By: Councillor Greenwood-Speers
Seconded By: Councillor Fowler

Whereas County Council received correspondence requesting a copy of the “Cost Benefit Analysis” that was completed for the County of Frontenac;

And Whereas the County of Frontenac has not done a Cost Benefit Analysis for the K&P Trail which;

Therefore Be It Resolved That staff be directed to bring forward a return-on-investment report for the K&P Trail.

Lost 1:8

(See Recorded Vote)

A Recorded Vote was requested by Councillor Greenwood-Speers.

Yeas: Councillor Greenwood-Speers (1)

Nays: Councillor Fowler, Councillor Gowdy, Councillor Leonard, Councillor Lichty, Councillor Saunders, Warden Smith, Deputy Warden Vandewal (count 2), (8)

c) Options for Paramedic Services on Wolfe Island

Motion #: 239-23 Moved By: Councillor Saunders
Seconded By: Councillor Greenwood-Speers

Whereas the County of Frontenac 2024 budget includes funding for a 10-Year Resources and Facilities Master Plan Update;

And Whereas the Update will examine deployment and facility options for the efficient delivery of paramedic services to the coverage area, including Wolfe Island;

Now Therefore, the County of Frontenac request that the project consultant provide an overview of the current paramedic service delivery on Wolfe Island and options for service delivery for residents.

Carried as Amended

(See Motion to Amend below which was Carried)

Motion to Amend

Motion #: 240-23 Moved By: Warden Vandewal
Seconded By: Councillor Lichty

Be It Resolved That the motion be amended to remove the word "improved".

Carried

Giving Notice of Motion

Communications

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

- a) From Dufferin County regarding a resolution on Violence Against Women
[Distributed to Members of County Council November 17, 2023]
- b) From Elgin County regarding a Resolution in support of Bill 21 Fixing the LTC Amendment Act
[Distributed to Members of County Council November 17, 2023]
- c) From the City of Owen Sound regarding a resolution of Support for Township of McKellar Re Amendment to the Legislation Act, 2006
[Distributed to Members of County Council November 17, 2023]
- d) From the Municipality of Calvin regarding a Resolution concerning Chronic Pain Treatment Support
[Distribute to Members of County Council November 17, 2023]
- e) From the Municipality of Magnetawan regarding a resolution for an Amendment to the Legislation Act, 2006
[Distributed to Members of County Council November 17, 2023]
- f) From the Municipality of Shuniah regarding a Resolution on Unnecessary

- Noise - Engine Brakes
[Distributed to Members of County Council November 17, 2023]
- g) From the Municipality of Temagami regarding a Resolution supporting Residents Bill of Rights and fixing the LTC Act
[Distributed to Members of County Council November 17, 2023]
 - h) From the Municipality of West Grey regarding a Resolution on Childcare availability in Ontario
[Distributed to Members of County Council November 17, 2023]
 - i) From the Town of Gore Bay regarding a Resolution on amendments to the Legislative Act to include digital publication
[Distributed to Members of County Council November 17, 2023]
 - j) From the Town of Gore Bay regarding a Resolution on tax credits for Volunteer Firefighters
[Distributed to Members of County Council November 17, 2023]
 - k) From the Town of Orangeville regarding a resolution on Gender Based Violence and Intimate Partner Violence an Epidemic
[Distributed to Members of County Council November 17, 2023]
 - l) From the Township of Bonfield regarding a Resolution concerning Cigarette Producer Responsibility
[Distributed to Members of County Council November 17, 2023]
 - m) From the Township of Bonfield regarding a Resolution concerning School Bus Arm Cameras
[Distributed to Members of County Council November 17, 2023]
 - n) From the Township of Bonfield regarding a Resolution in Support of a Tax Credit Firefighter
[Distributed to Members of County Council November 17, 2023]
 - o) From the Township of Bonfield regarding a resolution on Bill 21, fixing the LTC Amendment Act
[Distributed to Members of County Council November 17, 2023]
 - p) From the Township of Bonfield regarding a Resolution on Childcare availability in Ontario
[Distributed to Members of County Council November 17, 2023]
 - q) From the Township of North Dundas regarding a Resolution declaring gender based and partner violence an epidemic
[Distributed to Members of County Council November 17, 2023]
 - r) From the Village of South River regarding a Resolution on amendments to the Legislative Act to include digital publication
[Distributed to Members of County Council November 17, 2023]
 - s) From The County regarding a resolution urging the governments to establish guaranteed livable wage
[Distributed to Members of County Council November 24, 2023]
 - t) From The County regarding a resolution urging the Province to stop the proposal to expand the use of the permit by rule
[Distributed to Members of County Council November 24, 2023]
 - u) From the Town of Amherstburg regarding a resolution concerning Cigarette Producer Responsibility
[Distributed to Members of County Council November 24, 2023]
 - v) From the Town of Aylmer regarding a resolution asking for consideration

- for amendments to the Residential Tenancies Act
[Distributed to Members of County Council November 24, 2023]
- w) From the Town of Orangeville regarding a resolution concerning Ontario Works Financial Assistance Rates
[Distributed to Members of County Council November 24, 2023]
- x) From the Township of Parry Sound regarding a resolution requesting legislative change to permit on-line public notices
[Distributed to Members of County Council November 24, 2023]
- y) From the Township of Perry regarding a resolution on Amendments to Legislation Act
[Distributed to Members of County Council November 24, 2023]
- z) From the Township of South Glengarry regarding a Resolution concerning Digital Publications
[Distributed to Members of County Council November 24, 2023]
- aa) From Loyalist Township regarding a Resolution expansion of Permit-by-rule
[Distributed to Members of County Council December 1, 2023]
- ab) From the Municipality of North Perth regarding a Resolution concerning Bill 21 Fixing LTC Act
[Distributed to Members of County Council December 1, 2023]
- ac) From the Municipality of Shuniah regarding a Resolution concerning Bill 21 Fixing Long Term Care
[Distributed to Members of County Council December 1, 2023]
- ad) From the Ontario Ombudsman providing Resources about municipal integrity commissioners
[Distributed to Members of County Council December 1, 2023]
- ae) From the Town of Bracebridge regarding a Resolution requesting Amendment to the Legislation Act
[Distributed to Members of County Council December 1, 2023]
- af) From the Town of Plympton-Wyoming regarding a Resolution concerning the Strong Mayor Powers and Leave to Construct Threshold
[Distributed to Members of County Council December 1, 2023]
- ag) From the Township of Cramahe regarding a Resolution concerning catch and release justice
[Distributed to Members of County Council December 1, 2023]
- ah) From Brudenell, Lyndoch and Raglan Township regarding a Resolution supporting Bill C-310 providing tax credits for firefighters
[Distributed to Members of County Council December 8, 2023]
- ai) From EORN regarding it Press Release on Improved Cell Service Now Available in 26 Eastern Ontario Communities
[Distributed to Members of County Council December 8, 2023]
- aj) From the Town of Plympton-Wyoming regarding a Resolution of Support of Bill C-310 on Tax Credit for Firefighters
[Distributed to Members of County Council December 8, 2023]
- ak) From Larry Trenwith regarding PEDC Marketing and New Hire Requests during the 2024 budget deliberations
[Distributed to Members of County Council December 15, 2023]
- al) From the Municipality of Grey Highlands regarding a Resolution on Ontario

am) [Distributed to Members of County Council December 15, 2023]
From the City of Sudbury regarding a Resolution concerning the definition
of employer under OHSA
[Distributed to Members of County Council December 15, 2023]

a) Consideration of Councillor appointments to the Administration Committee:

- The Warden
- The Deputy Warden
- Two members of Council from the remaining two member municipalities

Carried

Carried

Carried

By-Laws

- a) To appoint a Warden and Deputy Warden
[Proposed By-law No. 2023-053]
 - b) To appoint a Deputy Clerk
[Proposed By-law No. 2023-054]
 - 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 2024.
[Proposed By-law No. 2023-055]
 - d) To establish Tax Rates for the year 2024 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. 2023-056]
 - e) 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. 2023-057]
 - f) To declare lands Legally Described as Part Lot 9, Concession 2, being Part 1 of Registered Plan 13R22990, Geographic Township of Hinchinbrooke, Township of Central Frontenac, Surplus for the purpose of granting a right-of-way over part of the K&P Trail.
[Proposed By-law No. 2024-001]
- First and Second reading only**
- g) To confirm all actions and proceedings of County Council on December 20, 2023.
[Proposed By-law No. 2023-058]

Adjournment

Motion #: 244-23 Moved By: Councillor Leonard
Seconded By: Councillor Fowler

That the meeting hereby adjourn at 10:36 a.m.

Carried

Fran Smith, Warden

Jannette Amini, Clerk

Administrative Report

January 17, 2024
Report 2024-01



FRONTENAC



FRONTENAC

CAO Schedule – January

- EOWC Special Meeting – January 5th
- EOWC Inaugural Meeting – January 11th & 12th
- County of Frontenac New Hire Orientation – January 15th
- Frontenac Municipal Service Corporation Inaugural Meeting – January 15th
- FLA OHT Finance and Resources Support – January 16th
- Governance Committee Meeting – January 16th
- Special Virtual EOWC Meeting – January 18th
- Frontenac County Council – January 17th
- Old House Staff Meeting – January 18th
- EOWC Special CAOs Planning Meeting – January 21st
- Fairmount Home Councillor Tours – January 25th
- EOWC “7 in 7” Regional Housing Plan – January 30th



FRONTENAC

Update – EOWC

- **EOWC**

Special EOWC Meeting - Virtual

– January 5th

EOWC Inaugural Meeting

(Lennox and Addington County Court House)

– January 11th and 12th

Special EOWC Meeting - Virtual

– January 18th

EOWC Special CAOs' Planning Meeting

(Sheraton Centre Toronto)

– January 21st



FRONTENAC

AMO Communications

Provincial Matters

Ontario's Housing Enabling Water Systems Fund allows municipalities to nominate water infrastructure projects for funding (up to \$35 million). Applications and information webinars start early 2024. For details, e-mail HEWS@ontario.ca.

Federal Matters

Infrastructure Canada is now accepting applications for the Planning and Design Projects Stream of the Rural Transit Solutions Fund (up to \$50,000). Visit their website for information and webinar dates.

Municipal Wire*

The Future of Aging Summit in Toronto from May 15-17, 2024, will bring together policymakers and others focused on building age-friendly societies. See the speaker lineup and register at agingsummit.ca.



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Howe Island Ferry – 4th Quarter Report

Fourth Quarter Report – 2 Year Comparison

Small Vehicle	Large Vehicle	Bikes	Passengers	Vehicles Left	Voyages
2023					
42,011	2331	184	64,250	2580	11,958
2022					
42,353	1,564	46	60,753	2652	11,385



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Howe Island Ferry – 4th Quarter Comparison

1. Small Vehicles are down - .8075%
2. Large Vehicles up by – 32.905%
3. Bikes are up by – 75%
4. Passengers are up by – 5.445%
5. Vehicles left are down by 2.715%
6. Voyages are up by 4.791%



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Human Resources Update – Key Activity

- **Recruitment**
 - 429 postings Dec. 31, 2023
 - Interviews ongoing in all areas at Fairmount
 - Ongoing in all areas at FMT; PT paramedic recruitment
 - 19 postings in first 8 days of January; summer student recruitment has begun
- **Labour Relations**
 - CUPE 2290 – waiting on interest arbitration award
 - CUPE 2290 – 2 grievances remain open from 2023; 0 from 2022
 - CUPE 109 – 0 grievances remain open from 2022 and 2023
 - OPSEU grievance withdrawn at arbitration; 16 grievances from 2022 waiting for arbitration; 13 grievances from 2023 waiting for arbitration; many tied to two subjects – calculation of vacation when moving from part-time to full-time and where meal breaks should be taken
 - Day to day employee and labour relations; absenteeism management/coaching
- **Miscellaneous**
 - 360 feedback wrapped up
 - LEADS will be provided to the leadership team during 2024; 4 in-house certified instructors will deliver.
 - The LEADS framework features five domains:
 - Lead Self
 - Engage Others
 - Achieve Results
 - Develop Coalitions
 - Systems Transformation

Fairmount Home Update

- Kingston Fire & Rescue supervised a successful timed evacuation by staff of one resident home area – December 6
- Ministry of Environment Inspection Report confirms no items of non-conformance from drinking water system inspection – December 20
- Registered Nurses emergency management meeting with tabletop exercises on code white and code silver along with a refresher of the Ministry reporting requirements for critical incidents – January 8
- Current food services software is being decommissioned January 31 and the home is transitioning to SynergySuite



Fairmount Home Update (2)

Generous donations of Christmas gifts for Fairmount's residents were received from LaSalle Secondary School students and the kindergarten class at Storrington Public School. Thank you for helping to ensure our residents received a surprise on Christmas morning.



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Frontenac Paramedics Update

- Recruitment
 - » Four new part-time Paramedics
 - » One full-time Superintendent
 - » One part-time Superintendent
 - » Scheduling Clerk
- Community Paramedicine
 - » Collaboration with KCHC has facilitated 25 visits with Nurse Practitioner for unattached patients in CP program
 - » >325 Covid vaccinations, 278 Flu shots given in the Community
 - » Hired Remote Patient Monitoring Technician
- Neighbours Saving Neighbours
 - » 9 volunteer responses in 2023, 3 so far in 2024
 - » 80 volunteers--57 SF, 14 CF, 3 NF, 6 WI
 - » Recruitment and training ongoing



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Engagement & Communications Update, December 2023



Website Pageviews

FrontenacCounty.ca	13,712
VisitFrontenac.ca	5,814
FrontenacMaps.ca	136
EngageFrontenac.ca	3,217

Social Media Engagement

County Facebook & Instagram	3,312
County Twitter	105
County Youtube	364
LinkedIn	544
FPS Twitter	507
Visit Frontenac Facebook & Instagram	58
Fairmount Facebook	2,559
K&P Trail Facebook Group	855
H.I. Ferry Twitter	2,650

Total engagements in December 33,833



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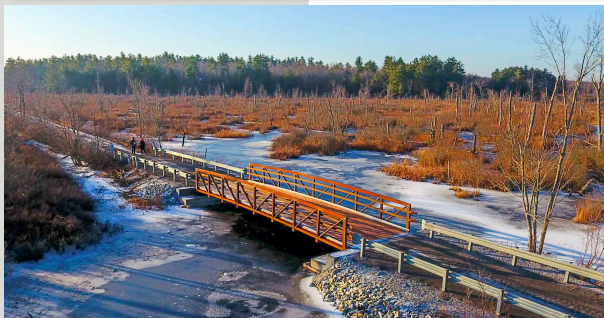
Engagement & Communications Update, December 2023



- Top video stream was the December 20 County Council meeting with 55 views accounting for 5.3 hours of watch time.



- Weekly construction progress updates on the new joint admin facility and paramedics base do well among audiences.



- December 15 opening of the Elbow Creek Bridge on Frontenac K&P Trail earned some media coverage for the month.



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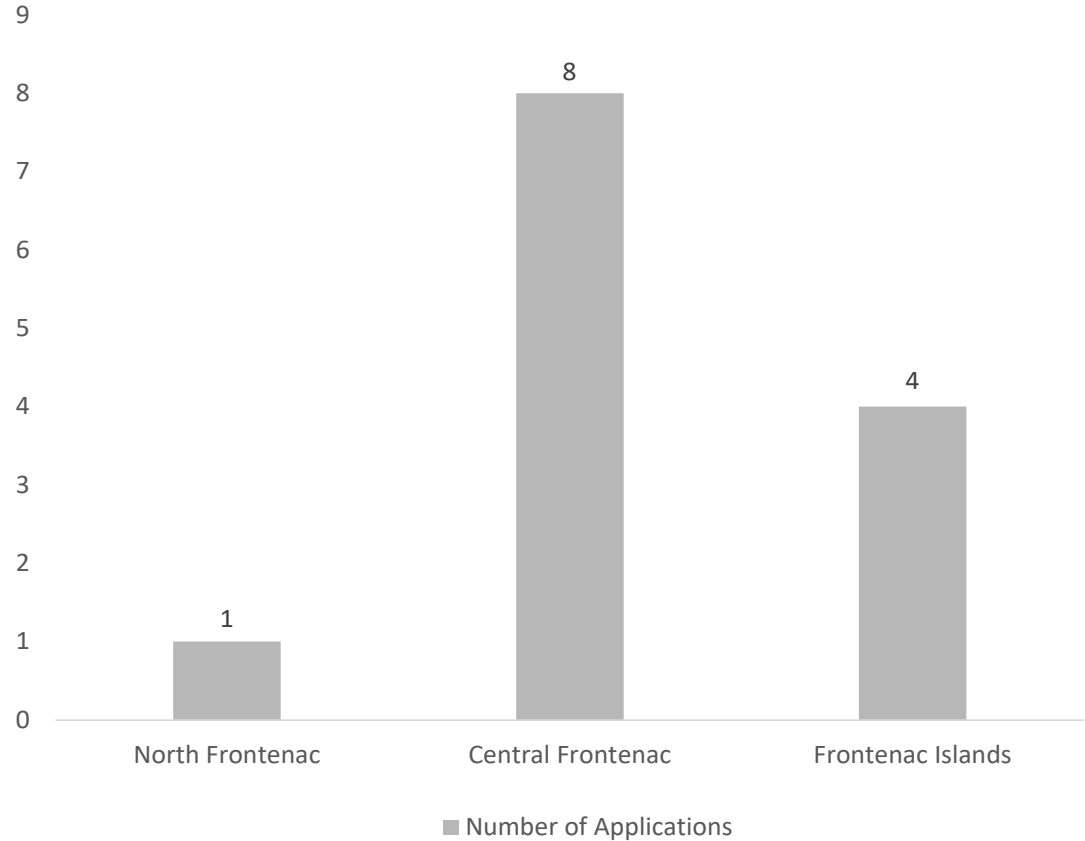
Planning Department Update



- **Marysville Design Standards**
A team of graduate students from the Queen's School of Planning collaborated with staff on research into rural village design for Marysville. They shared their recommendations at a special Township Council meeting on December 18.
- **Delegated Authority for Undisputed Consents**
County planning staff will be presenting reports about the process to delegate the authority for decisions on undisputed consents to senior township staff to both the Central Frontenac and Frontenac Islands Township Councils this month.

Planning Application Update (December & January) North Frontenac, Central Frontenac, & Frontenac Islands

- Applications were lower for December and January because of the time of year and because the January Committee of Adjustment meeting in North was cancelled.
- Total number of applications processed for the 3 townships in 2023 was 108, which was approximately 75% of the total in 2022.





Economic Development Updates



Teeny Tiny Summit Presentation

Richard Allen, Manager of Economic Development, spoke to over 190 participants from across Ontario about the Frontenac Brand, the Ambassador Program and how it has supported tourism in Frontenac. The Teeny Tiny Summit series focuses on enabling Community Economic Development in small places. This presentation and other Teeny Tiny Summit event recordings can be viewed at:

<https://teenytinysummits.omafrabdb-events.ca/resources/>

Annual Business Survey – Closes January 31

Please promote the business survey among your local networks. The information collected can be reviewed both at the County and Township level: www.engagefrontenac.ca/business-survey



Report 2024-001

Recommend Report to Council

To: Warden and Members of County Council
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Alex Lemieux, Director of Corporate Services/Treasurer
Date of meeting: January 17, 2024
Re: Corporate Services – 2024 Temporary Borrowing By-Law

Recommendation

Resolved That Council of the County of Frontenac accept the Corporate Services – Finance - 2024 Temporary Borrowing By-Law report;

And Further That the Clerk be directed to introduce a by-law later in the meeting to authorize current borrowings from time to time during 2024.

Background

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

407(2) Except with the approval of the Ontario Municipal Board, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed,

- (a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and

(b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.

407(3) Until the budget is adopted in a year, the limits upon borrowing under subsection (2) shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year.

Comment

Following 407(3), subsection (2), based on our 2024 estimates, unpaid temporary borrowings should not exceed \$31,107,763 for the first three-quarters of the year and \$15,553,837 for the final quarter of 2024.

Strategic Priorities Implications

Priority 4 Maximize Administrative Leadership within the County Administration.

4.1 Ensure efficient and responsible financial management of County resources.

Financial Implications

There are no financial implications directly associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected



Report 2024-004

Recommend Report to Council

To: Warden and Members of County Council
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Jannette Amini, Manager of Legislative Services/Clerk
Date of meeting: January 17, 2024
Re: **Corporate Services – Setting of the 2025 County Budget
Deliberations and Solicitation of Public Input**

Recommendation

Resolved That the Council of the County of Frontenac receive the Corporate Services – Setting of the 2025 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 2025 Budget Deliberations:

August 18 – September 6, 2024	2025 Frontenac County Budget project open on engagefrontenac.ca for public engagement
Wednesday, September 18, 2024	Public Meeting – Presentations and/or funding requests for consideration in 2025 budget
Tuesday, October 29, 2024 – Full Day	Council Presentation –2025 Business Plans & Project Proposals Detailed Budget Presentation
Wednesday, October 30, 2024 – Full Day	Council Presentation – 2025 Business Plans & Project Proposals Detailed Budget Presentation

Background

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

Comment

The Finance unit annually sets a budget schedule early in the year for the following year's budget. This schedule sets out both staff meeting dates and timelines with respect to departmental budget submissions as well as meeting dates for presentation to Council Liaisons and Council. Once this schedule has been developed, it is shared with the Council Liaisons for input and ultimately shared with County Council early in the spring.

The budget process schedule typically begins in September of the year prior to the budget year with a public meeting to solicit public input followed in October by presentations to Liaisons and Council on departmental KPIs and the following years Business Plans & Project Proposals. The full budget deliberations are then done at a Committee of the Whole meeting in October or November, with the passage of the budget taking place at either the November or December Council meeting.

With respect to the 2025 budget deliberations, Section 289(1.1) states:

Exception

(1.1) Despite subsection (1), a budget for a year immediately following a year in which a regular election is held, may only be adopted in the year to which the budget applies. 2006, c. 32, Sched. A, s. 119 (2).

This recommendation aligns with the County of Frontenac budget policy which is attached to this report as Appendix A.

Sustainability Implications

Priority 4 Maximize Administrative Leadership within the County Administration.

- 4.1 Ensure efficient and responsible financial management of County resources.
- 4.3 Ensure community engagement remains a continued priority and to develop dynamic solutions to improve citizen awareness/involvement in County of Frontenac activities and to promote collaboration with member municipalities

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

Phil Piasetzki, Deputy Treasurer

Recommend Report to Council
Corporate Services – Setting of the 2025 County Budget Deliberations and Solicitation of Public Input
January 17, 2024

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Policy Statement

The development of the County of Frontenac's budget seeks to balance competing priorities with regards to multiple departments and their current service delivery, legislative requirements and future obligations, all within a fiscally responsible framework. As a public entity, the County of Frontenac recognizes that "respect for the taxpayer" and maximizing the current and future benefits of the services it provides within the tax levy raised, is of paramount importance.

In order to provide Council with the tools to make informed financial decisions, the County of Frontenac has adopted a Long Range Financial Planning (LRFP) framework. The LRFP builds upon recommendations received as part of our service delivery review, municipal best practice and the advice of our auditor.

Objective:

The intent of this budget policy is to:

- Enhance the quality of decisions by promoting consistency;
- Establish a timeline for the budget process;
- Ensure that Council has adequate information to exercise its due diligence in assessing the budget; and
- Integrate with other long term planning, financial and management objectives of the County
- Ensure that the budget document and process meet legislative requirements

The guiding principles in the preparation of the annual budget may be summarized as follows:

- Maintain existing service levels
- Identify and incorporate efficiencies
- Recognize the challenges presented from previous budget decisions
- Provide for long term sustainability of current infrastructure
- Keep tax rates reasonable.



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Principles

It is recommended that the County of Frontenac budget process be developed based upon the following principles:

- **Transparency:** Business plans, budget planning and budgets will be discussed and approved in open meetings of County Council except as permitted by the Municipal Act.
- **Fiduciary Responsibility:** It is the fiduciary responsibility of Council and staff to develop and approve budgets that balance both the short term and long term needs of the County and our citizens. This difficult balance requires that we use professional judgment in establishing best estimates, likely scenarios, and evaluating risk.

Where a risk is known to staff, that risk will be identified to Council in a factual manner for Council consideration. In this regard, staff will use the following terminology in communicating to Council and taxpayers:

1. **Risk:** An imminent or likely scenario requiring a strong change in course or a dramatic action
 2. **Caution:** A known fact or recommended change of direction that may or will have future impact on budget or future decisions
 3. **Advisement:** A minor change in direction or scope
- **Accountability:** Within legislative limits, Council is ultimately accountable for the approval of business plans, budget policy and budgets, in particular the establishment and evaluation of service levels.

Staff are accountable for providing technical advice to Council, presenting options, identifying risk and ultimately implementing the decisions of Council. As an overall strategy, the staff members responsible for making procurement decisions will be responsible for developing the budget, for review by their director.



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At the staff level, staff responsibilities are as follows:

1. **Chief Administrative Officer and Treasurer:**
 - Establish the tone and direction of budget and reflect the wishes of Council
 - Recommend financial policy and overall oversight of the budget process
 - Conduct a line-by-line review of all budgets and only allow realistic budgets to be presented to Council
 2. **Senior Leadership Team (Directors):**
 - Review all service level change requests and establish priorities
 - Provide guidance and direction to managers
 - Conduct in-depth reviews of budgets
 - Nominate budgets for review by the CAO/Treasurer
 - Review quarterly reports and budget variances and develop mitigation strategies
 3. **Managers:**
 - Develop budgets that are reflective of best practices, carefully considered options and aligned with the policy direction provided by Council
 - Present budgets to the senior leadership team and Council
 - Continuously review of budgets and procurement to ensure they are completed within the budget and in accordance with procurement policies
 - Report budget variances as they are identified
- **Alignment:** Projects that support and align with the Strategic priorities of Council or as required by legislation will receive the highest priority for Council consideration.
 - **Citizen Input:** Citizen input will be welcome throughout the budget process, including but not limited to, strategic planning, business planning, budget development and service level changes, through the County's Engage Frontenac website.



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Consultation will include input from member municipalities. Council will be the primary conduit for such consultations. Support will be provided by the CAO and Treasurer where appropriate.

- **Timing:** An annual budget will be passed by December 31st of the year preceding, with staff providing a prediction of four (4) years beyond the budget year.
 1. In an election year, the budget will be passed by March 31st of the budget year.
- **Target Levy Increase:** The target operational levy increase is Ontario CPI as calculated in August of the year prior to the budget (i.e. 2023 budget would use Ontario CPI as of August 2022)
 1. The rate used for predicted years will be Bank of Canada's target inflation, but will be adjusted annually
 2. While the target levy is Ontario CPI, it is important to recognize that many parts of a municipal budget are composed of items that may fluctuate above or below CPI (e.g., fuel, energy, insurance).
- **Business Planning:** Business plans will be developed and approved by Council. The planning horizon will generally be five years. At a minimum, the business plans will identify anticipated changes in service levels, funding considerations, key performance indicators and customer service objectives.
- **Total Cost of Ownership:** Proper stewardship of resources requires that Council and staff evaluate budget and procurement decisions based upon the total cost of ownership concept
- **Sustainability and Resilience:** Sustainability and resilience principles will be considered by Council and staff in budget and procurement decisions.
- **Unit Cost:** Budgets will be developed based upon unit costs wherever possible. It is understood that, in the absence of a legislative requirement, the number of units is reflective of Council's service level decision, while the unit cost will be developed by staff based upon a careful analysis of the following factors:
 1. Historical costs
 2. Economic and market conditions
 3. Costs incurred by others



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4. Professional estimates prepared by a competent professional (e.g., Engineer)
- **Budget Presentation:** The budget will be presented to Council at a departmental level in a manner that reflects the Provincial Financial Information Return (FIR) categories, namely:
 1. Salaries
 2. Materials and Supplies
 3. Contracted Services
 4. Rents and Financial
 5. External Transfers
 6. Depreciation
 7. Reserve Transfers
 8. Capital

Notes appended to the budget will focus on service level changes, inflationary increases above the CPI target and identified risks.

More detailed information is available at the request of Council.

- **Status Quo Budget:** The status quo budget is defined as the sum of the following:
 1. Previous year's service at this year's price
 2. Previous year's commitments
 3. Mandatory service level changes
 4. Council directed changes spanning more than one year
 5. Less: One-Time Commitments from previous year
- **Service Level Changes:** In non-election years, service level changes (SLC) (both positive and negative) will be presented prior to the formal budget process for Council consideration.
 1. It is recognized that service level changes (except where mandated by legislation) are the sole prerogative of County Council.
 2. Ranking of SLCs will be completed by the senior leadership team based upon the following factors:
 - Safety to persons or property



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- Legislative requirements
 - Policy strategic direction
 - Operational efficiency
 - Change in output of service level relative to investment
- **Capital:** Capital sustainability will be achieved by an additional amount of reserve funds being added to the budget in each year.¹
 - 1. As assets are added, sold or re-furnished staff will report on the impact to sustainability projection as part of the budget requisition process.
- **Deviation from Target (Above):** Where the status quo levy projection is above the inflation target, the County will consider the following in order:
 - 1. Assessment growth where available;
 - 2. The stabilization reserve where available;
 - 3. A levy increase above the target.
- **Deviation from Target (Below):** Where the status quo levy projection is below the inflation target, the County will consider the following in order:
 - 1. Levy for the inflation target with the excess targeted for capital sustainability if sustainability has not been achieved;
 - 2. Levy for the inflation target with the excess targeted for the stabilization reserve if the reserve is less than its target balance;
 - 3. Other projects of priority to the community and/or Council;
 - 4. A levy amount below the target.
- **Levy Stabilization (One-Time Items):** One-time operational items should be considered for funding from reserves where available.
- **Levy Stabilization (Periodic Large Items):** In order to minimize levy fluctuation, large periodic operating items should be budgeted based upon the total cost/frequency. (e.g., expensive HVAC duct cleaning required every five years)
- **Services Provided by Others and Reconciliation:** Budgets for services provided to County residents by the City of Kingston and other agencies (i.e., Social Services, POA, Health Unit, MPAC and Library) are presented as

¹ This amount was set by Council in 2014 at 0.65% and is subject to regular review.



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estimates based upon submissions provided by the delivery organization and are subject to final reconciliation after the budget is approved.

- **Assessment:** In Ontario, taxes are calculated based upon the assessed value of a property as calculated by the Municipal Property Assessment Corporation (MPAC) on behalf of each municipality. For the County portion of the tax bill, it is important to remember that every dollar of assessment in each of the four member municipalities pays exactly the same amount in tax.
 1. **Assessment Growth/Decline:** the year-over-year change in assessment. While generally positive due to new construction, in periods of economic downturn assessment may be a negative.
- **Supplementals and Omits:** During the year, MPAC will make adjustments based upon assessment appeals and commercial/industrial vacancy. These items are difficult to predict but do have an impact on the amount of levy collected.
- **Grants:** It is the policy of the County to maximize funding from grants from senior levels of government and other granting agencies. It is recognized that in order to maximize the likelihood of receiving grants that partnerships and pre-planning are necessary.
- **Budget Reporting:** Budget reporting will be provided on a quarterly basis. In the event of an unexpected expenditure or revenue shortfall, Council will be advised at the earliest possible meeting.

Budget reporting will align with the budget presentation.

In assessing budget performance Council and staff will consider the following in order:

1. The effective delivery of services
2. The overall bottom line for the municipality
 - a. Bottom line for budgets within the control of the municipality
 - b. Bottom line for budgets controlled by external delivery agencies
3. The performance of divisions
4. The performance of departments
5. Unit cost – budget to actual



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6. The performance of departments within the FIR categories.

- **Key Performance Indicators:** Key performance indicators will be developed for business units and reported to Council annually along with quarterly financial reports.

KPIs will also be developed based upon measuring outcomes anticipated from County strategic plan and the departmental business plans.

- **Operational Surplus/Deficits:** It is recognized that Ontario municipalities are required to have a balanced budget. As such, County staff will make every effort to manage budgets within the Council approved allocations. However, within a multi-million dollar budget it is inevitable that unforeseen circumstances will arise, or that decisions made by others (e.g., City or MPAC) will affect the bottom line.

Best practice would suggest that planning for budget surpluses/deficits is prudent fiscal management. For the purpose of budget policy it is important to distinguish between budget lines within our control and those beyond our control. In all instances variances will be reported at the earliest opportunity to Council.

- Where an operational deficit occurs that is less than 1% (+/-) of the total operational budget, staff will recommend the following in order:
 1. A withdrawal from the levy stabilization reserve if the withdrawal leaves the reserve within its target balance;
 2. A withdrawal from another reserve that may be in a surplus position;
 3. A tax levy above the levy target in the following year/or years.
- Where an operational surplus occurs that is less than 1% (+/-) of the total operational budget, staff will recommend the following in order:
 1. Transferred to the levy stabilization reserve where the reserve balance is below the target;
 2. Transferred to the capital replacement reserve where the reserve is below the target level;
 3. Transferred to another reserve that is that is below the target level;

Commented [PP1]: Should these bullets say 'Transfer' instead of Transferred?

Commented [KS2R1]: Agreed.



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4. Transferred to the capital replacement reserve with the intent of reducing future borrowing;
5. A levy in a future year(s) below the levy target.
- Where an operational surplus/deficit occurs above the 1%+/- tolerance level, a full report will be provided to Council with an evaluation of the above options presented and a recommendation provided.
- **Carried Over Projects:** While it is the intention of the County to complete projects within the year they are budgeted, in some circumstances it may be necessary to carry over a project to a future year.
 1. Where levy dollars are being used for a capital project, unexpended capital levy dollars will be temporarily transferred to the capital replacement reserve for use in the subsequent year. This will avoid levying the taxpayer again for an approved project.
 2. Where reserve dollars are being used for the capital project, dollars will remain in the reserve until such time as they can offset incurred project expenditures.
 3. Where levy dollars are being used for an incomplete operating project, unexpended levy dollars will be temporarily transferred to the stabilization reserve for use in the subsequent year. This will avoid levying the taxpayer again for an approved expense.

Capital Sustainability:

The capital sustainability of the assets of the County is integral to maintaining our commitment to taxpayers, as well as a requirement of public sector accounting.

Capital sustainability must be viewed in the context of proper capital asset planning, levy planning, as well as our debt and reserve policies. Council established a target of an additional 0.65% tax for the 10-year period from 2015 to 2024. This amount will be reviewed annually and presented to Council at the time of budget.

The County will maintain replacement schedules to assist with creating estimates for future reserve requirements. The actual replacement of capital assets will be based on condition instead of replacement schedules. Staff will maintain accurate maintenance



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logs and condition assessments to ensure that replacement decisions are made at the most appropriate time.



Report 2024-007

Council Recommend Report

To: Warden and Council of the County of Frontenac
From: Kelly Pender, Chief Administrative Officer
Prepared by: Alex Lemieux, Director of Corporate Services/Treasurer
Date of meeting: January 17, 2024
Re: **Corporate Services – Ontario Infrastructure and Lands Corporation Debenture**

Recommendation

Be It Resolved That County Council receive the Corporate Services – Ontario Infrastructure and Lands Corporation Debenture report.

And Further That the Council of the County of Frontenac pass a by-law later in the meeting authorizing the long-term borrowing through Ontario Infrastructure and Lands Corporation (“OILC”) upon amortizing debentures in the principal amount of \$3,000,000 towards the cost of the Administrative Building Redevelopment project.

Background

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

On June 15, 2022, both the County of Frontenac and Cataraqui Conservation endorsed recommendations to continue its participation in the Joint Administration Facility project.

Outlined in Report 2022-078 dated July 19, 2022, Council passed a by-law to enter into a Rate Letter of Agreement with OILC to borrow up to \$2,500,000. The tendered amount for construction was \$4,490,000 and the anticipated occupancy date was July 2023. The loan agreement was fully executed on September 9, 2022, and borrowing was required to be complete within one year of execution. The \$2,500,000 amount was chosen in line with our capital forecast policy to borrow 50% on building projects, and to give some margin in the event of change orders of cost overruns.

Outlined in report 2023-082 on July 19, 2023, Council passed a by-law to enter into a Rate Letter of Agreement with OILC to borrow up to \$4,000,000. The recommended application amount for up to \$4,000,000 was in response to rising construction costs with the Administrative Building project where the original amount for would no longer cover 50% of the cost of construction, and to provide a sufficient buffer to avoid having to reapply again.

Comments

As of December 31, 2023, the tendered price including approved change orders is \$5,426,419. There are contemplated change orders in development which have not been costed or approved which would increase the total price further.

An additional \$200,000 is anticipated to be required to furnish the workspaces, meeting spaces, and technology for meeting rooms.

Financial Implications

The rate letter provided by Infrastructure Ontario indicates a fixed borrowing rate 4.43% over a 20-year term, resulting in an annual payment of \$226,396.

Comparatively, and as outlined in Report 2022-078, the indicative rate last year in June 2022 was 4.66% and in Report 2023-082, the indicative rate was 4.69% as of July 7, 2023.

CRCA's portion is assumed to be fully financed, with their lease payment based on the amount required to finance the total square footage occupied of 31.8%, representing their cost of construction, net of any costs to remedy pre-existing conditions for which the County had a legal obligation (i.e. asbestos). Assuming borrowing of \$3,000,000, annual payments for the County would be \$226,396 for the duration of the agreement beyond 2024 which would be offset by annual lease payments from CRCA of \$128,818.

Strategic Priorities Implications (2019-2022)

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

- 2.1 To meet the needs of future capital projects, explore new sources of funding support (current and future programs), cost-sharing options and other potential economies.
- 2.4 Finalize plans and financing to replace/construct/renovate aging County buildings now used for administration services (through a shared administrative facility if possible).

Organizations, Departments and Individuals Consulted and/or Affected

Cataraqui Region Conservation Authority
Infrastructure Ontario



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Report 2024-002

Council Recommend Information Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

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

Date of meeting: January 17, 2024

Re: **Corporate Services – Disbandment of the Communal Services Technical Advisory Committee**

Recommendation

Be It Resolved That Procedural By-law 2022-0026 as amended, be further amended to delete Schedule B-5 Communal Services Technical Advisory Committee.

Background

Following all Frontenac municipalities, and the County of Frontenac having approved the establishment of the Frontenac Municipal Services Corporation for the purposes of administering communal services (water and wastewater) in the four Townships, [Report 2023-104](#) was presented to County Council at its regular meeting held on September 20, 2023 seeking direction on next steps.

As part of the report, it was proposed that the Operating Company will not be incorporated until after the FMSC has finalized governance and operating parameters of the Board. In the interim, it is recommended that a Technical Advisory Committee (TAC) be established to begin the process of establishing standards and protocols for installations, plus the investigation of various operational models/opportunities.

As a result, Council approved the following motion, being Recommend Reports from the Chief Administrative Officer, clause b):

Strategic Priority Implications

1. Develop a Regional Approach to Overcome Infrastructure Issues and Maximize Infrastructure Development Opportunities
2. Contribute to the Progress of Sustainable Economic Growth and Prosperity Throughout the County

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Joe Gallivan, Director of Planning and Economic Development
Harold VanWinssen, Templeman LLP



Report 2024-003

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: January 17, 2024

Re: Corporate Services – 2024 User Fees and Charges By-Law

Recommendation:

Resolved That County Council receive the Corporate Services – 2024 User Fees and Charges By-Law report;

And Further That Council pass a by-law later in the meeting to Impose User Fees and Charges for Services and rescind By-law 2023-007 being a By-law to Impose User Fees and Charges for Services.

Background

Subsections 391 (1) and (3) of the *Municipal Act, 2001* S.O. 2001, c. 25, as amended authorize a municipality to impose fees or charges including costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets. Subsection 394 (1) outlines restrictions on the imposition of user fees or charges.

Comment

Administration: Fees are charged for photocopying, faxing, document research and provision of GIS documents. No change is proposed to the current fees; however fees charged with respect to requests made under the *Municipal Freedom of Information and Protection of Privacy Act*

Recommend Report
Corporate Services – 2023 User Fees and Charges By-law
January 18, 2023

are found in Ontario Regulation 460/823 and are identified as a separate fee. (Schedule A)

The County will also require a Facility fee for use of the Bud Clayton Memorial Room, the Frontenac Room and the Kingston Frontenac Rotary Auditorium (Schedule B)

Land Use Planning: A comprehensive review of Planning Fees was conducted in 2023 considering time spent on land use planning activities and reviewing comparator municipalities. An updated schedule of fees was presented to the Planning and Economic Development Advisory Committee on December 13, 2023. Planning fees were last revised in 2020.

Land Use Policy: Back in 2014, Council adopted a County Land Use Policy in response to citizen land use requests on County owned property. These fees were also reviewed in 2023 and the proposed updates supported by the Planning and Economic Development Advisory Committee on December 13, 2023. Fees for certain types of land use were added to the Fees and Fares by-law noted below as Schedule F. These fees are for the application and inspection process which is based upon 4 to 12 hours for pre and post inspection and administration by County staff. These types of land use agreements are required to be registered with the Land Registry Office, which is done by the County solicitor, with the cost being borne by the requester.

Fairmount Home: Charges are applied for catering activities. The County also provides telephone, satellite television service and Wi-Fi to the residents of Fairmount Home. (Schedule D)

Frontenac Paramedics are requested occasionally to provide services at community events. The rate for cost recovery on these services has been reviewed and changes are recommended to Schedule E based on changes in wage rates and the increased cost of vehicles and equipment.

Frontenac-Howe Islander Ferry: The rates are set annually prior to year-end for the next calendar year by separate County By-law.

Strategic Priorities Implications

Priority 4 Maximize Administrative Leadership within the County Administration.

4.1 Ensure efficient and responsible financial management of County resources.

Financial Implications

The user fees and charges for services rates have been reflected in the 2022 Budget to the extent these could be estimated. All fees, other than for exempt services, are subject to the applicable taxes.

Organizations, Departments and Individuals Consulted and/or Affected

Gale Chevalier, Chief/Director of Emergency and Transportation Services
Susan Brant, Administrator, Fairmount Home
Joe Gallivan, Director of Planning and Economic Development
Kevin Farrell, Manager of Continuous Improvement and GIS
Phil Piasetzki, Deputy Treasurer

Schedule A

Fees for Services for County Administration and Geographic Information System (GIS) Mapping

Administration

Photocopying (per copy)	\$0.25
Faxing (per page)	\$1.00
Archival Material Search – Hourly Rate	\$35.00
Document Searches (pursuant to MFIPPA) ¹ per hour	\$30.00

Geographic Information System (GIS)

And Map-Related Products

Digital True Colour Ortho-Photography for 2008, 2014 and 2019 (1km x 1km tiles -
MrSID, JPEG2000, GeoTIFF); \$50.00 per tile

Printed Map Products

Small Basic Map (8½" x 11"; no customization)

Black and white	\$6.00
Colour	\$8.00

Medium Basic Map (11" x 17"; no customization)

Black and white	\$10.00
Colour	\$12.00

Large Basic Map (no customization, exceeds 11" x 17" and up to 42" wide; requires the
use of large scale GIS plotter) \$30.00

FMIS Member Rate for Large Basic Map \$5.00

Custom Map Products

Hourly Rate (includes mapping/ analysis/ consultation; does not include printed final
product or shipping charges; minimum fee of 1 hour) \$60.00

Note: These fees are not applicable to services provided to the Townships within the County
of Frontenac.

¹ – *Municipal Freedom of Information and Protection of Privacy Act*

**Schedule B
Fees for Facility Rentals**

Notes: After hour charges are applicable outside of normal County hours of operation (8:30 am to 4:00 pm, Monday to Friday)

	The Bud Clayton Memorial Room	Frontenac Room	Kingston Frontenac Rotary Auditorium
County Use (includes member Townships) (Must have staff sponsor or assigned designate who will be present for the meeting and will be responsible for clean-up/close down procedures)	No Charge	No Charge	No Charge *Including Fairmount Home sponsored residents/family events*
County Affiliate or Not For Profit (Must have affiliate/association sponsor who will be present for the meeting and will be responsible for clean-up/close down procedures)	50% Deposit Required (Non-Refundable if cancelled within 48 hours) \$30/half day (4 hours) \$50/day (8 hours) - After hours charge (\$40/hr.) - Stand-by Tech Support charge is (\$40/hr.) - Damage Deposit (\$250)	50% Deposit Required (Non-Refundable if cancelled within 48 hours) \$60/half day (4 hours) \$100/day (8 hours) - After hours charge (\$40/hr.) - Stand-by Tech Support charge is (\$40/hr.) - Damage Deposit (\$250)	50% Deposit Required (Non-Refundable if cancelled within 48 hours) \$120/half day (4 hours) \$200/day (8 hours) - After hours charge (\$40/hr.) - Stand-by Tech Support charge is (\$40/hr.) - Damage Deposit (\$250)
For Profit Company	50% Deposit Required (Non-Refundable if cancelled within 48 hours) - Proof of insurance required \$45/half day (4 hours) \$75/day (8 hours) - After hours charge (\$40/hr) - Stand-by Tech Support charge is (\$40/hr.) - Damage Deposit (\$250)	50% Deposit Required (Non-Refundable if cancelled within 48 hours) - Proof of insurance required \$90/half day (4 hours) \$150/day (8 hours) - After hours charge (\$40/hr) - Stand-by Tech Support charge is (\$40/hr) - Damage Deposit (\$250)	50% Deposit Required (Non-Refundable if cancelled within 48 hours) - Proof of insurance required \$150/half day (4 hours) \$250/day (8 hours) - After hours charge (\$40/hr) - Stand-by Tech Support charge is (\$40/hr) - Damage Deposit (\$250)

Multiple day rates may be discounted up to 30% depending upon availability and set up/break down requirements.

No onsite catering is available. A list of recommended local caterers is available upon request.

No charge to the City of Kingston for the Kingston Frontenac Rotary Auditorium.

Schedule C

Tariff of Fees for Land Use Planning

Pre-Application Consultation

Official Plan Amendments to County Official Plan, Draft Plan of Subdivision, Draft Plan of Condominium - \$300.00

As per the County's Pre-Application Consultation By-Law, the pre-application consultation process for plans of subdivision and plans of condominium involves a site visit to the subject property, including the County's consulting hydrogeologist. The applicant is responsible for covering all costs associated with the County hydrogeologist's site visit to the subject property.

Official Plan

County Official Plan Amendment (OPA): Initial Application Fee - \$2,500.00

Deposit: In addition to the initial application fee, the applicant shall provide to the County of Frontenac a \$1,000.00 deposit against which the County may charge any professional fees and expenses incurred related to the peer review of any supporting documentation submitted with the application. Any remaining balance of the deposit will be refunded after County Council has made a decision on the application and any required appeal period has lapsed.

Refund: 60% of the initial application fee shall be returned if an application is rejected by the County of Frontenac as being deemed incomplete or is withdrawn by the applicant prior to the circulation of the application.

Amendment to County OPA Application - \$500.00

Approval of Local OPA not initiated by a Township - \$1,000.00

Plan of Subdivision/Condominium

Initial Application Fee

- 1 to 20 developable lots/blocks/units - \$3,250.00
- 21 to 50 developable lots/blocks/units - \$4,750.00
- More than 50 developable lots/blocks/units - \$6,250.00

Deposit: In addition to the initial application fee, the applicant shall provide to the County of Frontenac a \$5,000.00 deposit against which the County may charge any professional fees and expenses incurred related to the peer review of any supporting documentation submitted with the application. Any remaining balance of the deposit will be refunded at the time of registration

Recommend Report
Corporate Services – 2023 User Fees and Charges By-law
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Refund: 60% of the initial application fee shall be returned if an application is rejected by the County of Frontenac as being deemed incomplete or is withdrawn by the applicant prior to the circulation of the application.

Major Plan Revision (re-circulation) - \$1,500.00

Minor Plan Revision (no re-circulation) - \$800.00

Amendment to conditions following draft plan approval - \$700.00

Draft Plan Approval Extension – \$800.00

Final Plan of Subdivision/Condominium: Clearance of Conditions - \$1,200.00

Condominium Exemption

Application Fee - \$1,000.00

For any plan of condominium submitted to the County of Frontenac for exemption under Section 50 of *The Condominium Act, R.S.O. 1990, C26, as amended*.

Deeming By-Law/Part Lot Control

Deeming By-law (Application Fee) - \$700.00

Part Lot Control By-law (Application Fee) - \$700.00

Other Planning and Administrative Items

Public Notices

- Notice to Cancel a Public Meeting - \$100.00
- Circulation of an Additional Public Meeting Notice (due to an amended application, rescheduling a public meeting, or the need to hold a second public meeting) - \$100.00

Minimum Distance Separation (MDS)

- Calculation - \$200.00
- Re-calculation - \$100.00

General Inquiries and Archive/File Search Fee

- First hour – no charge
- More than an hour - \$60.00 per hour

External Fees and Other Charges

The applicant shall provide the County of Frontenac, upon request, a deposit against which the County may, from time to time, charge any professional fees and expenses incurred related to the peer review of material submitted in support of an application. If such fees and expenses exceed the deposit, the applicant shall pay the difference upon being billed by the County with interest at a rate of 1.25% per month on accounts overdue more than 30 days.

Schedule D

Fees for Services for Fairmount Home

Other Charges

Satellite Television for Residents	\$5.00/month
Telephone for Residents	\$7.00/month plus long-distance charges
Wi-Fi for Residents	\$12.00/month
	\$5.00 one-time set up fee

External Catering

See attached External Catering Form

sodexo		CATERING ORDER FORM		County of Frontenac		FRONTENAC	
HEALTH CARE							
Name of event:				Date of event:			
Time of Delivery		Requested by:		Location			
Telephone:		Number of staff		Number of residents			
Department:		Cost Centre		Number of invitees			
External billing:							
Name and address for external billing must be provided by Department							
ITEMS REQUESTED				ITEMS REQUESTED			
Beverages	Serving	Unit Cost			Servings	Unit Cost	
Coffee, smc Serves 8		\$ 8.80	-	Buffet Trays			
Percolator/L 30-40		38.50	-	Caesar, Garden, Greek			
Thermal container, lrg		77.00	-	Fruit Tray small	16.5	-	
Coffee, decaffeinated		1.10	-	Fruit Tray, medium	33	-	
Tea bag and hot water		1.10	-	Fruit Tray, large	49.5	-	
Juice, bottle		2.04	-	Cheese and crackers, sm	33	-	
Pop, can		1.10	-	Cheese and crackers, med	57.2	-	
Punch bowl, 35-40		8.80	-	Cheese and crackers, lrg	77	-	
Punch bowl, 50		13.20	-	Veg & Dip, small	16.5	-	
Bottled water, 500ML		1.65	-	Veg & Dip, medium	33	-	
Milk, 250 ML 2%		1.10	-	Veg & dip, large	47.5	-	
Subtotal Beverages			\$ -	Sandwiches, tea cut, each	3.25	-	
Bakeshop				Sandwiches, gourmet, each	3.6	-	
Muffins		1.32	-	Subtotal Buffet Trays \$ -			
Baked cookies		0.66	-	Paper Products*			
Croissants		1.10	-	Small Paper Plates 6"	0.15	-	
Squares, 2 Each		0.88	-	Large Paper Plates 9"	0.06	-	
Cake, slab 60-80		44.00	-	Napkins	0.05	-	
Cake, 1/2 slab		22.00	-	Paper Cup 8oz	0.15	-	
Pie, fruit Serves 8		14.00	-	Paper Cup 16oz	0.15	-	
Pie, cream. Serves 8		12.00	-	Paper Bowl 12oz	0.25	-	
Subtotal Bakeshop			\$ -	Wooden Fork	0.04	-	
Yogurt		1	-	Wooden Knife	0.04	-	
Pickle bowl		2.95	-	Wooden Spoon	0.04	-	
Soup of the day, bowl		1.5	-	Subtotal Paper Products \$ -			
Fruit, each		1	-				
Subtotal			\$ -				
				Applicable Labour 26.02 0			
** Indicate special requirements				Combined subtotals -			
				Goods and Services Tax 5% -			
			Provincial Sales Tax 8% -				
			GRAND TOTAL -				

Schedule E

Fees for Services for Frontenac Paramedic Services

Special Events

Attendance of one (1) Ambulance and Paramedic crew at Special Events

Basic Charge:

4 hours coverage minimum charge \$920.00

Additional Charges:

For each hour or portion thereof \$230.00

The deposit amount is due prior to the event and any adjustment/refund will be resolved after the special event.

Retrieving an Ambulance Call Report

Per report \$35.00

Commented [AL1]: Gale - Does that need to increase?

Schedule F

Fees for Citizen Land Use on County Owned Property

Certificate of Permission

Application and Inspection Fee\$350*

(Based upon 4 to 8 hours for pre and post inspection and administration)

License of Occupation

Application and Inspection Fee\$350*

for the duration of the agreement+ \$100/year

(Based upon 4 to 8 hours for pre and post inspection and administration)

Encroachment Agreement

Application Fee.....\$700*

(Based upon 8 to 12 hours for pre and post inspection and administration)

Right of Way (RoW)

Application Fee.....\$700*

(Based upon 8 to 12 hours for pre and post inspection and administration)

Sale

Application Fee.....\$350*

(Based upon 4 to 8 hours for pre and post inspection and administration)

All sales in must be in accordance with the County's Sale of Real Property By-law.

* Plus related disbursements.



Report 2024-005

Council Recommendation Report

To: Warden and Members of County Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Barb McCulloch, Director of Human Resources
Kevin Farrell; Manager of Continuous Improvement

Date of meeting: January 17th, 2024

Re: **Human Resources – Integrated Scheduling System**

Recommendation:

That Council direct staff to select a vendor and proceed to implement a scheduling software system.

Background:

The County of Frontenac has been using a scheduling software system (JBS) since 2006. The system is owned and operated by one individual. While the system performs much of the functionality required, staff are not able to access their schedule remotely and the Employer receives numerous complaints on a regular basis from the unions over the last several years. Although the Superintendent vehicles have been set up to be able to access the VPN to be able to backfill a shift, there have been numerous issues with the consistency of access. This impacts timeliness, efficiency and has potential implications on operations on a regular basis.

Staff also have concern about the longevity of the current system and risk should the sole owner and operator exit the market.

When staff implemented StarGarden, the Human Resources Information System, we had hoped to be able to utilize its scheduling module; however, at this time, the vendor is not able to provide the functionality of the system, despite enhancements being made to the system.

Comment:

Staff have reviewed two demonstrations provided by commendable software companies that are capable of integrating with our current financial/payroll system. It is proposed that staff receive a more detailed demonstration of each vendor as well as, receive a detailed implementation cost.

Sustainability Implications:

Implementing a scheduling software system, hosted on the cloud, provides for easy access to all employees to view their schedule and make time off requests from anywhere; supervisors, Registered Nurses and Cooks will have easier access to backfill shifts.

A hosted solution by a larger organization has increased sustainability on a go forward basis.

Financial Implications:

Based on preliminary quotes for the two software packages for which demonstrations were provided, the annual operating costs would be based on a subscription model and are estimated to run between \$55,000 and \$79,000. Operating costs for the software would run through the County's various cost sharing agreements and the annual levy impact is estimated to be between \$16,500 and \$23,700.

Support for our current software, JBS, would run \$2,000 per year. Additionally, the County uses a callout software for Fairmount Home and Frontenac Paramedics called StaffStat, which is charged on a per use basis and costs approximately \$38,400 per year. These costs are also subject to various cost sharing agreements, with approximately 30% of the cost covered by the County levy. Switching scheduling software would eliminate the cost of JBS and may eliminate the cost of StaffStat if it provides an integrated solution.

Organizations, Departments and Individuals Consulted and/or Affected:

Alex Lemieux, Director of Corporate Services
Dean Popov, Deputy Chief of Operations
Marc Goudie, Deputy Chief of Performance Standards
Susan Brant, Administrator, Fairmount Home
Gale Chevalier, Chief Paramedic/Director
Lisa Moreland, Human Resources Generalist
Kevin Farrell, Manager of Continuous Improvement
David Millard, Manager of Information Services



FRONTENAC



Report 2024-006

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: January 17, 2024

Re: Corporate Services – Queen's University Archives Annual Report to the County of Frontenac for 2023

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 2023, thirteen recorded inquiries were received via e-mail, telephone, and in-person visits concerning the County's archival collection. All requests were from community members. Inquiries in 2023 largely concerned

genealogical information, property ledgers, land registers, and deeds. Queen's Archives continues to provide 40 hours of walk-in service for all users of the County's records as well as the other collections, in addition to virtual services.

The report also notes that in 2024, 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 2024. These improvements will allow better service delivery in the reading room and more and better spaces for staff to work on and archive collections.

Attached as Appendix A is the Queen's University Archives Annual Report to the County of Frontenac for 2023.

Strategic Priorities Implications

Priority 4 Maximize Administrative Leadership within the County Administration.

- 4.1 Ensure efficient and responsible financial management of County resources.
- 4.3 Ensure community engagement remains a continued priority and to develop dynamic solutions to improve citizen awareness/involvement in County of Frontenac activities and to promote collaboration with member municipalities.

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

By-Law No. 2024-001

Of

The Corporation of the County of Frontenac

Being a by-law to declare lands Legally Described as Part Lot 9, Concession 2, being Part 1 of Registered Plan 13R22990, Geographic Township of Hinchinbrooke, Township of Central Frontenac, Surplus for the purpose of granting a right-of-way over part of the K&P Trail.

Whereas the County of Frontenac By-law No. 17-1995 establishes procedures governing the sale of real property;

And Whereas Section 2(a) requires that prior to the sale of any real property Council shall pass a by-law or resolution at a meeting open to the public to declare the real property to be surplus;

And Whereas Section 3(a) requires that notice to the public of a proposed sale of real property shall be given prior to the date of sale by publication in a newspaper that is, in the Clerk's opinion, of sufficiently general paid or unpaid circulation within the municipality to give the public reasonable notice of the sale;

And Whereas the Council for the Corporation of the County of Frontenac considers it desirable and expedient to declare lands legally described as Part Lot 9, Concession 2, being Part 1 of Registered Plan 13R22990, Geographic Township of Hinchinbrooke, Township of Central Frontenac, Surplus for the purpose of granting a right-of-way over part of the K&P Trail;

Now Therefore Be It Resolved That the Council of the Corporation of the County of Frontenac does hereby enacts the following:

1. **That** lands legally described as Part Lot 9, Concession 2, being Part 1 of Registered Plan 13R22990, Geographic Township of Hinchinbrooke, Township of Central Frontenac be declared surplus for the purpose of granting a right-of-way over an established trail crossing used to access seasonal properties;
2. **That** pursuant to By-law No. 17-1995, third reading of this by-law be given at the January 17, 2024 County Council meeting to accommodate public notice requirements;
3. **That** this by-law shall come into force and take effect upon the date of final passing.

Read a first and second time this 20th day of December, 2023.

Read a third time, signed, sealed and finally passed this 17th day of January 2024.

The Corporation of the County of Frontenac

Frances Smith, Warden

Jannette Amini, Clerk

By-law No. 2024-001 – to declare lands Legally Described as Part Lot 9, Concession 2, being Part 1 of Registered Plan 13R22990, Geographic Township of Hinchinbrooke, Township of Central Frontenac, Surplus for the purpose of granting a right-of-way over part of the K&P Trail
January 17th, 2024

Page 2 of 2

By-Law No. 2024-003

of

The Corporation of the County of Frontenac

being a by-law to authorize temporary borrowing for current expenditures for the year 2024

Whereas per Section 407(1) of the *Municipal Act, 2001*, as amended (“the Act”), at any time during a fiscal year, a municipality may authorize temporary borrowing, until the taxes are collected and other revenues are received, of the amounts that the municipality considers necessary to meet the current expenditures of the municipality for the year;

And Whereas the Corporation of the County of Frontenac (“the County”) deems it necessary to borrow from time to time until other revenues are collected;

And Whereas per Section 407(2) of the *Act*, except with the approval of the Ontario Municipal Board, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed:

- (a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and,
- (b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.

And Whereas per Section 407(4) of the *Act* estimated revenues of the County as set forth in the estimates adopted for the year 2024 is \$62,215,346, which does not include revenues derivable or derived from:

- (a) arrears of taxes, fees or charges; or
- (b) a payment from a reserve fund of the municipality, whether or not the payment is for a capital purpose.

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

1. **That** the Warden and Treasurer are hereby authorized, on behalf of the County, to borrow from time to time, by way of promissory note or banker’s acceptance, from the TD Canada Trust (the “Bank”), any municipality or school board, a sum or sums not to exceed the aggregate of \$31,107,763 from January 1, 2024 to September 30, 2024 and \$15,553,837 from October

1, 2024 to December 31, 2024 less the amount of similar borrowings which are still unpaid to meet, until the taxes are collected, the current expenditures of the County for the year 2024, including the amounts required for the purposes mentioned in Sub-section (1) of the said Section 407 and to give, on behalf of the County, to the said Bank, a promissory note(s) or banker's acceptance(s), sealed with the corporate seal and signed by the Warden and Treasurer for the monies so borrowed with interest, in the case of borrowing from the Bank at the Bank's prime interest rate less one-quarter per cent which shall be as notified by the Bank to the Treasurer from time to time, or in the case of borrowing from a municipality or school board at a rate to be negotiated with the municipality or school board but not to exceed the Bank's prime lending rate at the time of borrowing.

2. **That** all sums borrowed pursuant to the authority of this by-law as well as all other sums borrowed in this year and in previous years from the said Bank, municipality or school board for any or all of the purposes mentioned in the said Section 407 of the Act shall, with interest thereon, be a charge upon the whole of the revenues of the County for the current year and for all preceding years, as and when such revenues are received.
3. **That** the Treasurer is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies hereafter collected or received either on account or realized in respect of the taxes levied for the current year and preceding years, or from any other source, which may lawfully be applied for such purposes.
4. **That** this by-law shall come into force and effect on the final passing thereof.

Read a First and Second Time this 17th day of January, 2024.

Read a Third Time and Finally Passed, Signed and Sealed this 17th day of January, 2024.

The Corporation of the County of Frontenac

Frances Smith, Warden	Jannette Amini, Clerk
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By-Law No. 2024-004

of

The Corporation of the County of Frontenac

being a By-law to Impose User Fees and Charges for Services

Whereas Sections 391 (1) and (3) of the *Municipal Act, 2001 S.O. 2001, c. 25, as amended* authorize a municipality to impose fees or charges including costs incurred by the municipality related to administration, enforcement and the establishment, acquisition and replacement of capital assets, on persons,

- (a) for services or activities provided or done by or on behalf of it;
- (b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
- (c) for the use of its property including property under its control.

And Whereas Section 69 of the *Planning Act, R.S.O. 1990, c.P.13, as amended*, authorizes that the council of a municipality, by by-law, may establish a tariff of fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated cost to the municipality in respect of the processing of each type of application provided for in the tariff:

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

1. **That** Schedule A attached hereto and forming part of this by-law represents Fees for Services for County Administration and Geographic Information System (GIS) Mapping.
2. **That** Schedule B attached hereto and forming part of this by-law represents Fees for Services for Facility Rentals.
3. **That** Schedule C attached hereto and forming part of this by-law represents the Tariff of Fees for Land Use Planning.
4. **That** Schedule D attached hereto and forming part of this by-law represents the Fees for Services for Fairmount Home.
5. **That** Schedule E attached hereto and forming part of this by-law represents Fees for Services for Frontenac Paramedic Services.
6. **That** Schedule F attached hereto and forming part of this by-law represents Fees for Citizen Land Use on County Owned Property
7. **That** all fees, other than for exempt services, are subject to the applicable taxes.

Recommend Report
Corporate Services – 2023 User Fees and Charges By-law
January 18, 2023

8. **That** the fees for services outlined in the schedules to this by-law shall be reviewed annually.
9. **That** By-law No. 2023-007 is hereby repealed.
10. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 17th day of January, 2024.

Read a Third Time, Signed, Sealed and Finally Passed this 17th day of January, 2024.

The Corporation of the County of Frontenac

Frances Smith, Warden	Jannette Amini, Clerk

Schedule A

**Fees for Services for County Administration and
Geographic Information System (GIS) Mapping**

Administration

Photocopying (per copy)	\$0.25
Faxing (per page)	\$1.00
Archival Material Search – Hourly Rate	\$35.00
Document Searches (pursuant to MFIPPA) ¹ per hour	\$30.00

Geographic Information System (GIS)

And Map-Related Products

Digital True Colour Ortho-Photography for 2008, 2014 and 2019 (1km x 1km tiles -
MrSID, JPEG2000, GeoTIFF); \$50.00 per tile

Printed Map Products

Small Basic Map (8½" x 11"; no customization)

Black and white	\$6.00
Colour	\$8.00

Medium Basic Map (11" x 17"; no customization)

Black and white	\$10.00
Colour	\$12.00

Large Basic Map (no customization, exceeds 11" x 17" and up to 42" wide; requires the
use of large scale GIS plotter) \$30.00

FMIS Member Rate for Large Basic Map \$5.00

Custom Map Products

Hourly Rate (includes mapping/ analysis/ consultation; does not include printed final
product or shipping charges; minimum fee of 1 hour) \$60.00

Note: These fees are not applicable to services provided to the Townships within the County
of Frontenac.

¹ – *Municipal Freedom of Information and Protection of Privacy Act*

Schedule B
Fees for Facility Rentals

Notes: After hour charges are applicable outside of normal County hours of operation (8:30 am to 4:00 pm, Monday

	The Bud Clayton Memorial Room	Frontenac Room	Kingston Frontenac Rotary Auditorium
County Use (includes member Townships) (Must have staff sponsor or assigned designate who will be present for the meeting and will be responsible for clean-up/close down procedures)	No Charge	No Charge	No Charge *Including Fairmount Home sponsored residents/family events*
County Affiliate <u>or</u> Not For Profit (Must have affiliate/association sponsor who will be present for the meeting and will be responsible for clean-up/close down procedures)	50% Deposit Required (Non-Refundable if cancelled within 48 hours) \$30/half day (4 hours) \$50/day (8 hours) - After hours charge (\$40/hr.) - Stand-by Tech Support charge is (\$40/hr.) - Damage Deposit (\$250)	50% Deposit Required (Non-Refundable if cancelled within 48 hours) \$60/half day (4 hours) \$100/day (8 hours) - After hours charge (\$40/hr.) - Stand-by Tech Support charge is (\$40/hr.) - Damage Deposit (\$250)	50% Deposit Required (Non-Refundable if cancelled within 48 hours) \$120/half day (4 hours) \$200/day (8 hours) - After hours charge (\$40/hr.) - Stand-by Tech Support charge is (\$40/hr.) - Damage Deposit (\$250)
For Profit Company	50% Deposit Required (Non-Refundable if cancelled within 48 hours) - Proof of insurance required \$45/half day (4 hours) \$75/day (8 hours) - After hours charge (\$40/hr) - Stand-by Tech Support charge is (\$40/hr.) - Damage Deposit (\$250)	50% Deposit Required (Non-Refundable if cancelled within 48 hours) - Proof of insurance required \$90/half day (4 hours) \$150/day (8 hours) - After hours charge (\$40/hr) - Stand-by Tech Support charge is (\$40/hr) - Damage Deposit (\$250)	50% Deposit Required (Non-Refundable if cancelled within 48 hours) - Proof of insurance required \$150/half day (4 hours) \$250/day (8 hours) - After hours charge (\$40/hr) - Stand-by Tech Support charge is (\$40/hr) - Damage Deposit (\$250)

to Friday)

Multiple day rates may be discounted up to 30% depending upon availability and set up/break down requirements.

No onsite catering is available. A list of recommended local caterers is available upon request.

No charge to the City of Kingston for the Kingston Frontenac Rotary Auditorium.

Schedule C

Tariff of Fees for Land Use Planning

Pre-Application Consultation

Official Plan Amendments to County Official Plan, Draft Plan of Subdivision, Draft Plan of Condominium - \$300.00

As per the County's Pre-Application Consultation By-Law, the pre-application consultation process for plans of subdivision and plans of condominium involves a site visit to the subject property, including the County's consulting hydrogeologist. The applicant is responsible for covering all costs associated with the County hydrogeologist's site visit to the subject property.

Official Plan

County Official Plan Amendment (OPA): Initial Application Fee - \$2,500.00

Deposit: In addition to the initial application fee, the applicant shall provide to the County of Frontenac a \$1,000.00 deposit against which the County may charge any professional fees and expenses incurred related to the peer review of any supporting documentation submitted with the application. Any remaining balance of the deposit will be refunded after County Council has made a decision on the application and any required appeal period has lapsed.

Refund: 60% of the initial application fee shall be returned if an application is rejected by the County of Frontenac as being deemed incomplete or is withdrawn by the applicant prior to the circulation of the application.

Amendment to County OPA Application - \$500.00

Approval of Local OPA not initiated by a Township - \$1,000.00

Plan of Subdivision/Condominium

Initial Application Fee

- 1 to 20 developable lots/blocks/units - \$3,250.00
- 21 to 50 developable lots/blocks/units - \$4,750.00
- More than 50 developable lots/blocks/units - \$6,250.00

Deposit: In addition to the initial application fee, the applicant shall provide to the County of Frontenac a \$5,000.00 deposit against which the County may charge any professional fees and expenses incurred related to the peer review of any supporting documentation submitted with the application. Any remaining balance of the deposit will be refunded at the time of registration

Refund: 60% of the initial application fee shall be returned if an application is rejected by the County of Frontenac as being deemed incomplete or is withdrawn by the applicant prior to the circulation of the application.

Major Plan Revision (re-circulation) - \$1,500.00

Minor Plan Revision (no re-circulation) - \$800.00

Amendment to conditions following draft plan approval - \$700.00

Draft Plan Approval Extension – \$800.00

Final Plan of Subdivision/Condominium: Clearance of Conditions - \$1,200.00

Condominium Exemption

Application Fee - \$1,000.00

For any plan of condominium submitted to the County of Frontenac for exemption under Section 50 of *The Condominium Act, R.S.O. 1990, C26, as amended*.

Deeming By-Law/Part Lot Control

Deeming By-law (Application Fee) - \$700.00

Part Lot Control By-law (Application Fee) - \$700.00

Other Planning and Administrative Items

Public Notices

- Notice to Cancel a Public Meeting - \$100.00
- Circulation of an Additional Public Meeting Notice (due to an amended application, rescheduling a public meeting, or the need to hold a second public meeting) - \$100.00

Minimum Distance Separation (MDS)

- Calculation - \$200.00
- Re-calculation - \$100.00

General Inquiries and Archive/File Search Fee

- First hour – no charge
- More than an hour - \$60.00 per hour

External Fees and Other Charges

The applicant shall provide the County of Frontenac, upon request, a deposit against which the County may, from time to time, charge any professional fees and expenses incurred related to the peer review of material submitted in support of an application. If such fees and expenses exceed the deposit, the applicant shall pay the difference upon being billed by the County with interest at a rate of 1.25% per month on accounts overdue more than 30 days.

Schedule D

Fees for Services for Fairmount Home

Other Charges

Satellite Television for Residents \$5.00/month

Telephone for Residents \$7.00/month plus long-distance charges

Wi-Fi for Residents \$12.00/month

\$5.00 one-time set up fee

External Catering

See attached External Catering Form

Schedule E

Fees for Services for Frontenac Paramedic Services

Special Events

Attendance of one (1) Ambulance and Paramedic crew at Special Events

Basic Charge:

4 hours coverage minimum charge \$920.00

Additional Charges:

For each hour or portion thereof \$230.00

The deposit amount is due prior to the event and any adjustment/refund will be resolved after the special event.

Retrieving an Ambulance Call Report

Per report \$35.00

Schedule F

Fees for Citizen Land Use on County Owned Property

Certificate of Permission

Application and Inspection Fee\$350*

(Based upon 4 to 8 hours for pre and post inspection and administration)

License of Occupation

Application and Inspection Fee\$350*

for the duration of the agreement+ \$100/year

(Based upon 4 to 8 hours for pre and post inspection and administration)

Encroachment Agreement

Application Fee.....\$700*

(Based upon 8 to 12 hours for pre and post inspection and administration)

Right of Way (RoW)

Application Fee.....\$700*

(Based upon 8 to 12 hours for pre and post inspection and administration)

Sale

Application Fee.....\$350*

(Based upon 4 to 8 hours for pre and post inspection and administration)

All sales in must be in accordance with the County's Sale of Real Property By-law.

* Plus related disbursements.

BY-LAW NO. 2024-005

OF

The Corporation of the County of Frontenac

being a by-law to amend By-law No. 2022-0026 (to Delete the Communal Services
Technical Advisory Committee)

Whereas Section 238(2) of the *Municipal Act, 2001, S.O. 2001, c.25, as amended* (the Act) provides that Council shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

And Whereas By-law No. 2022-0026, being a bylaw to provide for governing the proceedings of the Council and its committees, the conduct of members and the calling of meetings (short titled Procedural By-law), was adopted by the Council of the Corporation of the County of Frontenac on July 20, 2022;

And Whereas By-law No. 2022-0026 sets out the County of Frontenac Advisory Committees to Council, including the appointments of its members;

And Whereas the Council of the Corporation of County of Frontenac deems it expedient to amend By-law No. 2022-0026;

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

That Procedural By-law 2022-0026 be amended as follows:

1. **That** Schedule B-5, Communal Services Governance Technical Advisory Committee be deleted in its entirety.
2. **That** this amending by-law shall come into force and take effect on the date of final passing.

Read a First and Second Time this 17th day of January, 2024.

Read a Third Time, Signed, Sealed and Finally Passed this 17th day of January, 2024.

The Corporation of the County of Frontenac

Frances Smith, Warden

Jannette Amini, Clerk

By-Law No. 2024-006

of

The Corporation of the County OF Frontenac

being a by-law to confirm all actions and proceedings of County Council on
January 17, 2024

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 January 17, 2024 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 January 17, 2024, 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 January 17, 2024 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 17th day of January, 2024

Read a Third Time and Finally Passed, Signed and Sealed this 17th day of January, 2024.

The Corporation of the County of Frontenac

Frances Smith, Warden	Jannette Amini, Clerk