



Frontenac County Council Meeting
Wednesday, February 21, 2024 – 9:30 a.m.
Township of South Frontenac Council Chamber,
4432 George Street, Sydenham, ON
<https://youtube.com/live/8JrNiSDJQnI?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

Approval of Addendum

Disclosure of Pecuniary Interest and General Nature Thereof

Adoption of Minutes

- 12 - 19** a) Minutes of Meeting held January 17, 2024
Resolved That the minutes of the regular Council meeting held January 17, 2024 be adopted.

Delegations and/or Presentations

- 20** a) **Jim Knapp**, President, Frontenac ATC Club, will address County Council regarding how the Frontenac ATV Club helps to maintain and patrol the K&P Trail.
- 21 - 29** b) **Shari Black**, Executive Director, Ontario Federation of ATV Clubs will address County Council about the accomplishments of the OFATV and how it can help manage trails throughout the County

Proclamations

a) Therapeutic Recreation Month February, 2024

Whereas Therapeutic Recreation is a collaborative and purposeful process facilitated by trained professionals offering recreation and leisure assessment, planning, intervention and evaluation to achieve individual goals;

And Whereas Therapeutic Recreation supports the development of strengths while addressing social, emotional, physical, spiritual and cognitive needs;

And Whereas Therapeutic Recreation is provided by trained professionals who work with individuals including older adults in clinical and/or community settings, such as Long-Term Care Homes including Fairmount Home;

And Whereas the benefits of Therapeutic Recreation include a decrease in responsive behaviours, loneliness, boredom and depression, and improvements in overall Quality of Life and Wellbeing and cognitive abilities;

Now Therefore Be It Resolved That the Council of the County of Frontenac hereby proclaims the month of February as Therapeutic Recreation Month, with the theme of "**Connection, Celebration, and Continued Education**" to showcase the many roles that Therapeutic Recreation play in a patient's health-care journey.

Move into Committee of the Whole

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

Briefings

30 - 43

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

44 - 50

- b) **Staff Briefing:** Barb McCulloch, Director of Human Resources, will brief the Committee of the Whole with respect to the results of the Workplace Disability Management Assessment (WDMA) Audit.
[See Information Reports from the Chief Administrative Officer, clause c)]

Unfinished Business

Consent Reports from the Chief Administrative Officer

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

- a) **That** Council consent to the approval of Reports a) and b) the are considered routine items.

Consent Reports

51 - 57

- a) **2024-017**
Corporate Services
2023 Year End Report of the County of Frontenac
Emergency Management Program Committee
Be It Resolved That the Council of the County of Frontenac receive the Corporate Services – 2023 Year End Report on the County of Frontenac Emergency Management Program Committee report;

And Further That a copy of the 2023 Year End Report of the County of Frontenac Emergency Management Program Committee be posted to the County of Frontenac Website.

58 - 61

- b) **2024-018**
Corporate Services
2023 Frontenac Howe Islander Petition for Subsidy
Resolved That the Council of the County of Frontenac accept the Corporate Services –2023 Frontenac Howe Islander Ferry Petition for Subsidy report;

And FurtherThatCouncil authorize the Clerk to petition the Ministry of Transportation for \$1,164,037.06.

Committee of Management of Fairmount Home

62 - 64

- a) **That** Committee of the Whole Council adjourn and meet as Committee of Management of Fairmount Home, with the Deputy Warden in the Chair.
- b) **2024-026**
Fairmount Home
Quarterly Update Activity Report
This report is for information purposes only.

- c) **That** the Committee of Management of Fairmount Home adjourn and revert back to Committee of the Whole Council.

Recommend Reports from the Chief Administrative Officer

65 - 66

- a) **2024-013**
Office of the Chief Administrative Officer
Rural Housing Funding Options

Recommendation:

Resolved That the Council of the County of Frontenac accept the Office of Chief Administrative Officer – Rural Housing Funding Options;

And Further That Council authorize the use of Jackie Duarte, KWM Consulting to complete a Rural Housing Funding Options Report to an upset limit of \$5,000 in order to provide Member Municipalities with an option and risk analysis for funding future housing options within their Township;

And Further That the funds be derived from the Seniors' Housing Reserve.

67 - 69

- b) **2024-014**
Office of the Chief Administrative Officer
Joint Council Compensation Survey; Joint Management/Non-Union Market Compensation Survey

Recommendation:

Resolved That the Council of the County of Frontenac accept the Office of Chief Administrative Officer – Joint Council Compensation Survey; Joint Management/Non-Union Market Compensation Survey report for information;

And Further That Council authorize the use of the consultant firm, Gallagher, to complete the Joint Council Compensation Survey and the Joint Management/Non-Union Market Compensation Survey as well as, the non-union pay equity review;

And Further That Council authorize the use of County Operations reserve to offset the expense required to complete the Joint Council Compensation Survey and the Joint Management/Non-Union Market Compensation Survey.

70 - 71

- c) **2024-027**
Planning & Economic Development
Purchase of Consulting Services for Environmental Impact Study (EIS) Guidelines

Please Note: The information being presented, which the County does not have control over, is not in an accessible format but can be provided upon request.

Recommendation:

Be It Resolved That the Council of the County of Frontenac receive the report Planning & Economic Development – Purchase of Consulting Services for Environmental Impact Study (EIS) Guidelines;

And Further That the Council of the County of Frontenac approve the purchase of consulting services for EIS Guidelines at 50 percent of the cost of the proposal from Envision Consulting, as outlined in Attachment 1 to this report, to a total of \$5,250.00 plus HST;

And Further That Council authorize the use of the Sustainability Reserve to offset the County's portion of the cost of the EIS Guidelines.

Information Reports from the Chief Administrative Officer

72 - 81

- a) **2024-015**
Corporate Services
Rural and Southern Frontenac Community Services Quarterly Transportation Report

82 - 85

- b) **2024-016**
Corporate Services
2023 Annual Report on Delegation of Authority

86 - 87

- c) **2024-025**
Human Resources
Workplace Disability Management Assessment (WDMA) – Audit

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.

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. **2024-019
Planning and Economic Development Advisory Committee
Changes to the 2024 – 2028 Economic Development Business
Plan and deferral of Destination Plan Implementation**

That County Council endorse the proposed changes to the 2024 – 2028 Economic Development Business Plan;

And Further That the implementation of the Destination Development Plan be deferred until adequate resources are available to deliver on the objectives identified in the plan.

2. **2024-020
Planning and Economic Development Advisory Committee
2023 Planning Services & 2024-2025 Planning Priorities**

Be It Resolved That Council endorse the proposed changes to the planning services business plan as outlined in the report in the section entitled “Future Projects and Time Commitments.

3. **2024-021
Planning and Economic Development Advisory Committee
Eastern Ontario Rail Trail Loop Market Readiness
Assessment and Partnership with Ontario’s Highland Tourism
Organization**

Return to Council

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

Adoption of the Report of the Committee of the Whole Council

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

Motions, Notice of Which has Been Given

- a) **County of Frontenac Support for Bill C-310,
Amendments to the Income Tax Act
Increase the Amount of Tax Credits for Volunteer Firefighting
and Search and Rescue Volunteer**

<https://www.baytoday.ca/local-news/calvins-fire-chief-knows-new-bill-will-attract-more-firefighters-8178473>

Moved by: Councillor Saunders

Seconded by: Councillor Lichty

Whereas the Council of the County of Frontenac reviewed the resolution from the Municipality of Wawa calling upon the Government of Canada to support Bill C-310 and enact amendments to the Income Tax Act to increase the amount of tax credits for volunteer firefighting and search and rescue volunteer services; and

Whereas County Council recognizes the importance of volunteer firefighters and search and rescue volunteers and that without their services, many communities in Canada would have no fire and emergency response coverage; and,

Whereas these individuals receive some form of pay to cover expenses, but do not draw a living wage from firefighting;

Therefore Be It Resolved That the Council of the County of Frontenac calls upon the Government of Canada to support Bill C-310 and enact amendments to the Income Tax Act to increase the amount of tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000; and,

Further That a copy of this resolution be forwarded to the Association of Fire Chiefs of Ontario, Office of the Fire Marshall, Mark Gerretsen, MP, Kingston and the Islands, Scott Reid, MP, Lanark - Frontenac - Kingston, the Association of Municipalities of Ontario, and all Ontario municipalities.

Giving Notice of Motion

Communications

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

- a) From the Town of Mono regarding a Resolution to Declare Road Safety Emergency
[Distributed to Members of County Council January 19, 2024]

- b) From the Town of Plympton-Wyoming regarding a Resolution on Cemetery Transfer, Abandonment Administration & Management Support
[Distributed to Members of County Council January 19, 2024]
- c) From the Township of Georgian Bluffs regarding a Resolution concerning the Provincial Cemetery Management Support Request
[Distributed to Members of County Council January 19, 2024]
- d) From the County of Prince Edward regarding a Resolution on expanding the life span of fire apparatus
[Distributed to Members of County Council January 26, 2024]
- e) From the EOWC providing its Briefing Package for the ROMA 2024 Conference
[Distributed to Members of County Council January 26, 2024]
- f) From the Town of Orangeville regarding a Resolution on a Social and Economic Prosperity Review
[Distributed to Members of County Council January 26, 2024]
- g) From the Township of Wainfleet regarding a Resolution on Cemetery Transfer-Abandonment Administration & Management Support Request
[Distributed to Members of County Council January 26, 2024]
- h) From Tay Township regarding a Resolution to Support Tax Credits for Firefighters
[Distributed to Members of County Council February 2, 2024]
- i) From the City of Brantford regarding a Resolution on Reliable and Accessible Public Rail Transit - CN Rail
[Distributed to Members of County Council February 2, 2024]
- j) From the EOWC its submission on the Ontario 2024 Pre-Budget Consultation
[Distributed to Members of County Council February 2, 2024]
- k) From the EOWC regarding a Resolution of support for AMO Social and Economic Prosperity Review
[Distributed to Members of County Council February 2, 2024]
- l) From the Honourable Lisa Thompson regarding an invitation to the Rural Economic Development Summit
[Distributed to Members of County Council February 2, 2024]
- m) From the Municipality of Calvin regarding a Resolution concerning a Cemetery Management Support Request
[Distributed to Members of County Council February 2, 2024]
- n) From the Municipality of Calvin regarding a Resolution concerning the Provincial & National Fire Fighting Strategy
[Distributed to Members of County Council February 2, 2024]

- o) From the Orangeville Police Services Board regarding a Resolution concerning Intimate Partner Violence
[Distributed to Members of County Council February 2, 2024]
- p) From the Town of Hanover regarding a Resolution on Social and Economic Prosperity Review
[Distributed to Members of County Council February 2, 2024]
- q) From the Township of Prescott Russell regarding a resolution on Social and Economic Prosperity Review
[Distributed to Members of County Council February 2, 2024]
- r) From the Township of Ryerson regarding a Resolution to Support Tax Credits for Firefighters
[Distributed to Members of County Council February 2, 2024]
- s) From the Town of Petrolia regarding a Resolution calling upon ROMA and OGRA to return to combined conference
[Distributed to Members of County Council February 9, 2024]
- t) From the County of Renfrew regarding a resolution on Water and Wastewater in rural Ontario
[Distributed to Members of County Council February 16, 2024]
- u) From the EOWC regarding its 2024 Canada Pre-Budget Consultation
[Distributed to Members of County Council February 16, 2024]
- v) From the Town of Lincoln regarding a Resolution concerning Volunteer Firefighters tax credit
[Distributed to Members of County Council February 16, 2024]
- w) From the City of Hamilton regarding a resolution on the decision of the Ontario Energy Board to End the Gas Pipeline Subsidy
[Distributed to Members of County Council February 16, 2024]
- x) From the City of Cambridge regarding a Resolution concerning Catch and Release and the need for court staff
[Distributed to Members of County Council February 16, 2024]
- y) From Prince Edward County regarding a resolution concerning Expanding the Life of Fire Apparatus
[Distributed to Members of County Council February 16, 2024]
- z) From the Township of Central Frontenac regarding a Resolution of support concerning expanding the life of Fire Apparatus
[Distributed to Members of County Council February 16, 2024]
- aa) From the Township of McMurrich Monteith regarding a Resolution of support concerning expanding the life of Fire Apparatus
[Distributed to Members of County Council February 16, 2024]

- ab) From the Township of McMurrich Monteith regarding a Resolution of support to increase tax credits for volunteer firefighters
[Distributed to Members of County Council February 16, 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) and b) that have been circulated to all Members of County Council and that by-laws a) and b) be read a first and second time.
- b) Third Reading
Resolved That by-laws a) and b) be read a third time, signed, sealed and finally passed.

By-Laws

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105 - 106
- a) To Authorize the Warden and Clerk to Execute an agreement with the Province of Ontario should the application to the Rural Economic Development Program for the K&P Trail Phase 6 Development Project be successful
[Proposed By-law No. 2024-007]
 - b) To confirm all actions and proceedings of County Council on February 21, 2024
[Proposed By-law No. 2024-008]

Adjournment



FRONTENAC



Minutes of the Regular Meeting of Council January 17, 2024

A regular meeting of the Council of the County of Frontenac was held in the Township of South Frontenac Council Chamber, 4432 George Street, Sydenham on Wednesday, January 17, 2024, at 9:00 am.

There was a "Closed Meeting" of the Committee of the Whole from 9:00 am to 9:25 am, with regular business commencing at 9:30 am.

Roll Call

Present: Warden Fran Smith, Deputy Warden Ron Vandewal, 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
Rob Dillabough, Manager of Marine Services
Kevin Farrell, Manager of Continuous Improvement
Joe Gallivan, Director of Planning and Economic Development
Alex Lemieux, Director of Corporate Services/Treasurer
Barb McCulloch, Director of Human Resources
Brieanna McEathron, Deputy Clerk
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

Motion #: 1-24 Moved By: Councillor Greenwood-Speers
Seconded By: Councillor Gowdy

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.

Carried

Motion #: 2-24 Moved By: Councillor Saunders
Seconded By: Councillor Leonard

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

Carried

Approval of Addendum

Disclosure of Pecuniary Interest and General Nature Thereof

There were none.

Adoption of Minutes

a) Minutes of Meeting held December 20, 2023

Motion #: 3-24 Moved By: Councillor Fowler
Seconded By: Deputy Warden Vandewal

Resolved That the minutes of the regular Council meeting held December 20, 2023 be adopted.

Carried

Delegations and/or Presentations

Proclamations

Move into Committee of the Whole

Motion #: 4-24 Moved By: Councillor Lichty
Seconded By: Councillor Greenwood-Speers

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

Carried

Briefings

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

Unfinished Business

Consent Reports from the Chief Administrative Officer

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

Motion #: 5-24 Moved By: Councillor Gowdy
Seconded By: Councillor Saunders

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

Carried

Consent Reports

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

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**

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

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

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

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

Motion #: 6-24 Moved By: Councillor Leonard
Seconded By: Councillor Fowler

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

Carried

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

Motion #: 7-24 Moved By: Councillor Greenwood-Speers
Seconded By: Councillor Gowdy

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.

Carried

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

Motion #: 8-24 Moved By: Councillor Saunders
Seconded By: Councillor Leonard

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

Carried

Information Reports from the Chief Administrative Officer

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

- e) [Distributed to Members of County Council December 23, 2023]
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

Motion #: 11-24 Moved By: Councillor Leonard
Seconded By: Councillor Fowler

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

Carried

Motion #: 12-24 Moved By: Councillor Leonard
Seconded By: Councillor Fowler

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

Carried

By-Laws

- 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 the Borrowing Upon Amortizing Debentures in the Principal Amount of \$3,000,000.00 Towards the Cost of the Admin Building Redevelopment
[Proposed By-law No. 2024-002]
- c) To authorize temporary borrowing for current expenditures for the year 2024
[Proposed By-law No. 2024-003]
- d) To Impose User Fees and Charges for Services
[Proposed By-law No. 2024-004]
- e) To amend By-law No. 2022-0026 (to Delete the Communal Services Technical Advisory Committee)
[Proposed By-law No. 2024-005]
- f) To confirm all actions and proceedings of County Council on January 17, 2024
[Proposed By-law No. 2024-006]

Adjournment

Motion #: 13-24 Moved By: Deputy Warden Vandewal
Seconded By: Councillor Lichty

That the meeting hereby adjourn at 9:56 a.m.

Carried

Frances Smith, Warden

Jannette Amini, Clerk

Good morning and thank you for the opportunity to come to council and introduce myself and to reintroduce our club.

My name is Jim Knapp. I am President of the Frontenac ATV Club, formerly The Verona District ATV Club.

As the new President, one of the first priorities we set was to change our name. Our new name now better reflects the geographic area we operate in.

First and foremost we are a Club operating in Frontenac County for the better enjoyment and safety of the K&P Trail while we recognize the diversity of its many users.

We have a history of a close working relationship with the County.

We are always there when it comes to removing fallen or about to fall trees and repairing numerous pot holes along the way or clearing out ditches to keep the drainage moving. Sometimes, its involves assisting with dust control in problem areas. At times we've come to the rescue of lost users or broken down machines or something as simple as handing out a bottle of water to a hiker while conducting one of our regular Warden patrols.

With over 250 members, we participate in promoting the K&P Trail by way of our affiliation with, and the support of the OFATV.

As an OFATV Club our trails are on the QuadON mapping system which lets the user view nearby restaurants, gas stations, hotels, parking and other services.

Our name is different but it's the same great club doing the same great work for the benefit of the K&P Trail.

FRONTENAC COUNTY

RIDE TOGETHER – THRIVE
TOGETHER

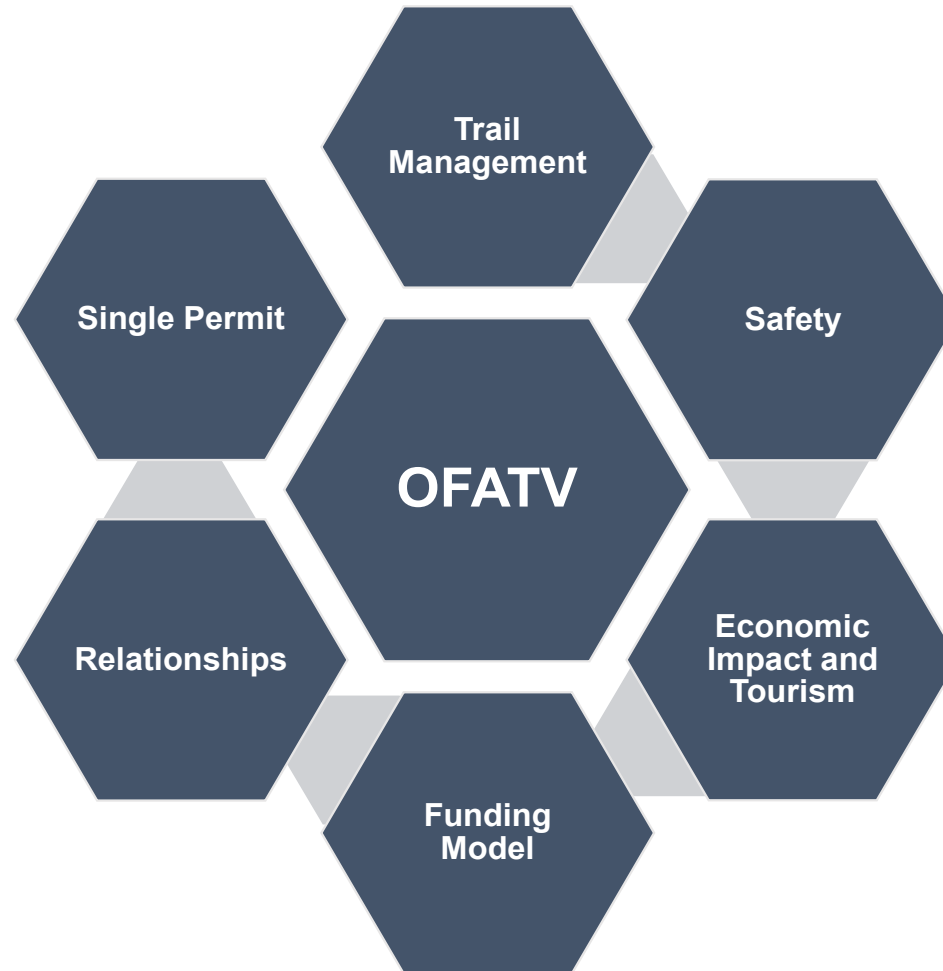


OFATV

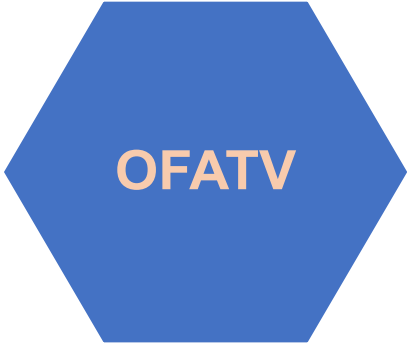
ONTARIO FEDERATION OF
ALL TERRAIN VEHICLE CLUBS



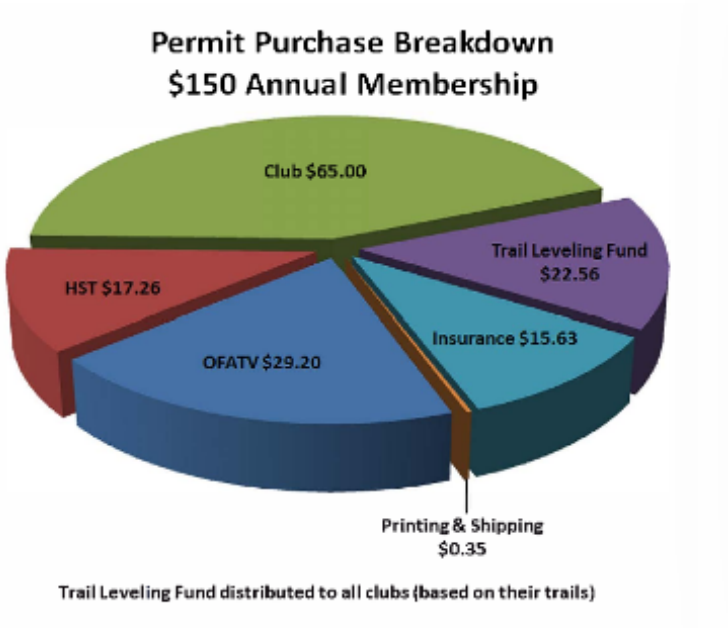
**RIDE
TOGETHER
THRIVE
TOGETHER**



OFATV



23 Clubs and growing – 8,000km of insured trails
17 Districts – represented on Board and mentorship to clubs
\$15,000,000 Liability Insurance for Trails
Trail Signage – Consistent – Starting Summer 2024
Self funded through Permit Sales
Trail Management
QuadON – 40,000 individual downloads annually



Economic Development & Tourism

Point of Interest Program – Promoting local businesses in QuadON

286,000 ATV's and Side by Sides in Ontario

Riders took 492,500 day trips outside of their local region in Ontario in 2022

Riders took 230,500 multi-day trips outside of their local region in Ontario in 2022

2022 – Total ATV-related tourism spending in Ontario was \$373,000,000

Tourism Spending – Ontario - \$249 single day trip
- Ontario \$1,086 multi-day trip

OFATV is connecting riders to trails and trails to riders throughout Ontario – representing rider interests and safety



OFATV

Trail
Management

Frontenac ATV Club 252 Members
District 1 West – District Director – Michael Ryan
\$15,000,000 Liability Insurance for Trails
Local volunteers working on local trails in local communities
Trail maintenance and trail management
Warden



OFATV





Trail Warden Program – with GPS locate – Summer 2024
Trail Signage
Ready to RideON
Ride Smart PitSTOP – Spring 2024



Trained Warden – Promoting
Safety
Eyes and ears on the trails –
providing consistent, up to date
feedback to County on trail
conditions and safety

Stakeholder Relations

OFSC – Signed MOU + grant partnerships

Multi-Use Partners

Canadian Quad Council – Ontario Board Member

Ontario Provincial Police

Ministry of Transportation

Royal Distributing

Yamaha and BRP



OFATV

One Permit

Listening to Riders – Rider confusion

Self funded provincial model

Endorsed by OFSC

Supported by OPP

Enables enforcement leading to safer trails

Heavily lobbying Provincial Government

Supported by Manufacturers



OFATV

THANK YOU

Shari Black



Administrative Report

February 21, 2024

Report 2024-02



FRONTENAC



FRONTENAC

CAO Schedule – February

- County of Frontenac New Hire Orientation – February 12th
- Planning and Economic Development Committee Meeting – February 13th
- Joint Frontenac CAO meeting – February 15th
- Old House Staff Meeting – February 15th
- FLA OHT Finance and Resources Support – February 20th
- Frontenac County Council – February 21st
- EOWC CAOs Planning Meeting – January 22nd



FRONTENAC

Update – EOWC

- EOWC

EOWC CAOs' Planning Meeting
(Virtual)

– February 22nd



FRONTENAC

AMO Communications

AMO Matters

The Peter J. Marshall Municipal Innovation Award celebrates municipal governments in Ontario that implement new and innovative ways to make public services, facilities, and infrastructure better for Ontarians. View full details [here](#).

Provincial Matters

MSAA is proposing a new regulation that would prescribe entities that could contribute towards a Seniors Active Living Centre program's operational cost. The deadline for comments is March 22, 2024.

Nominations are open for the Lieutenant Governor's Medal of Distinction in Public Administration, Ontario's highest honour for public service. Nominate someone from your municipality by April 30.

Ontario's electrification and energy transition panel has released its final report outlining recommendations for long-term energy planning.



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AMO Communications (2)

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](#).

Education Opportunities

Navigating Conflict Relationships for Elected Officials is one of AMO's most popular training offerings. This course helps you understand and navigate why relationships are or become challenging. Join your colleagues at the [March workshop](#) to gain skills in building collaborative relationships and negotiating difficult ones in your role as an elected municipal official. Attendees are invited to register for the [April Advanced Strategies workshop](#).

Don't miss out on [spring workshops](#), space is limited: Cyber Security, Advanced Councillor Training, Managing Communications through Crisis, Indigenous Community Awareness, Foundations in Planning, Advanced Land Use Planning and Competing Rights.



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Human Resources Update – Key Activity

- **Recruitment**

- 59 postings as at Feb 12th
- Interviews ongoing in all areas at Fairmount
- PT paramedic recruitment ongoing from 2023; goal is to hire 20

- **Labour Relations**

- CUPE 2290 – waiting on interest arbitration award
- OPSEU – one mediation
- Day to day communication and resolution of employee and labour relations issues

- **Miscellaneous**

- Cross functional group (schedulers, union members, management, HR, finance, IS) attended demonstrations of 3 scheduling software programs

Fairmount Home Update

- Successful applications for the Local Priorities Funding for \$76,160 and Equipment & Training Funding for \$36,673 will be used to purchase medical equipment and supplies
- With the support of donations, the home purchased eleven adaptive tables to support residents at mealtimes
- Teepa Snow GEMS education was provided to staff and volunteers on February 13
- Hear Canada has been contracted to provide free in-home hearing assessments with the first clinic held on February 9



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Fairmount Home Update (2)

Fairmount's residents celebrated Valentines Day with a lovely lunch and dance.



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Frontenac Paramedics Update

- Station Update
 - » Co-location with Kingston Fire and Rescue at Demers and Taylor-Kidd has been pushed to 2026
 - » Discussions initiated with the City of Kingston regarding feasibility and site options for construction of Central Book-On station
- Inaugural meeting of Police, Fire and Paramedic Chiefs
 - » Meetings to be scheduled regularly to discuss issues impacting all emergency services
 - » Investigating opportunities for use of a joint training facility
 - » Looking at opportunities to improve Emergency Management response among services



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Engagement and Communications update, January 2024



Website Pageviews

FrontenacCounty.ca	18,807
VisitFrontenac.ca	5,679
FrontenacMaps.ca	12,861
EngageFrontenac.ca	4,462

Social Media Engagement

County Facebook & Instagram	4,696
County Twitter	80
County Youtube	303
LinkedIn	904
FPS Twitter	532
Visit Frontenac Facebook & Instagram	44
Fairmount Facebook	1,426
K&P Trail Facebook Group	782
H.I. Ferry Twitter	763

Total engagements in January	51,339
Change from December 2023	52%
Change from January 2023	3%



FRONTENAC

Engagement and communications update, January 2024 (2)

Total overall
engagements in 2023:

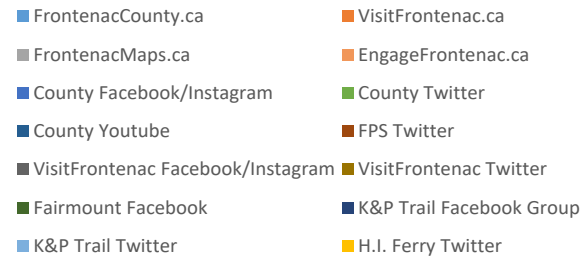
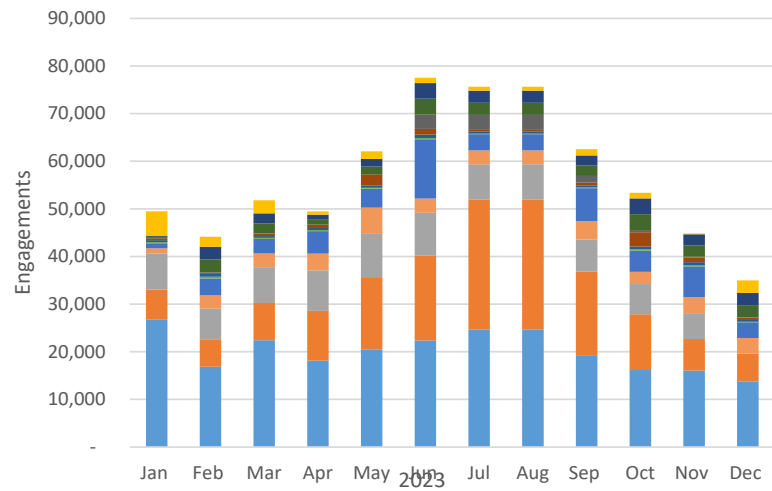
667,126

2023 top social media post



78,170 engagements: Wolfe Islanders III
and IV passing in the harbour at
Kingston, 22 June 2023.

2023 engagements, all channels





FRONTENAC

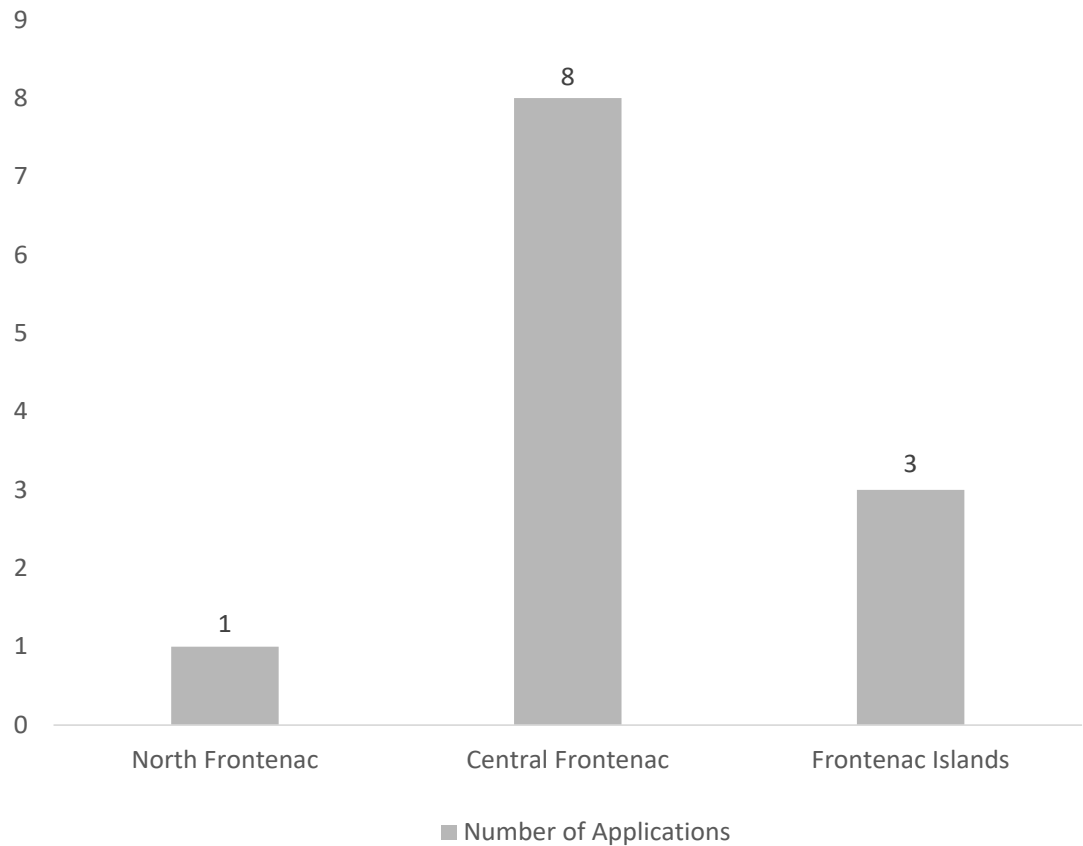
Planning Department Update



- **Community Planning Permit System**
An RFP has been issued to hire a consulting team to assist the County and four Townships with the creation of the Community Planning Permit (CPP) By-Law template for waterfront properties. The RFP closes on March 1st and staff anticipate having the consultant on board by early spring.
- **Delegated Authority for Undisputed Consents**
County planning staff have presented reports about the process to delegate the authority for decisions on undisputed consents to senior township staff to the three Townships that the department does planning services for. North Frontenac and Frontenac Islands have passed their by-laws to initiate the process, and the by-law for Central Frontenac will be presented to the Township Council on February 27.

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

- Applications were lower for January and February because of the time of year and because the January Committee of Adjustment meeting in North was cancelled.
- Staff anticipate that the new delegated authority process for consents will further reduce the number of applications presented to Township committees and councils this year.





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Economic Development Updates



Open Farms Planning 2024

The Open Farm Days initial planning session welcomed 19 participants in Sunbury on January 24, 2024. The group was made up of farms, producers, chefs, community organizations and farmers markets. For those interested in learning more about it, please visit <https://engagefrontenac.ca/open-farm-days>

The next planning session is taking place on February 27 from 9:30am - 12:30pm at the Sydenham Library Branch.

Workplace Disability Management Assessment (WDMA) – Audit

Presented to Frontenac County Council

February 21, 2024

Background

- Complimentary comprehensive review of existing disability management resources, structure, workflow and objectives
- Grades our existing system against industry best practices
- Based on **16 key elements, in 3 categories:**
 - » Disability Management Policy and Workplace Resources. joint workermanagement support and empowerment,
 - » responsibility, accountability and authority,
 - » workplace culture and policy development,
 - » information and communication management,
 - » benefit design and influence,
 - » knowledge and skills of the disability management practitioner.
 - » Disability Prevention. accident prevention and safety programs,
 - » occupational ergonomics,
 - » health promotion and wellness,
 - » injury, disability and lost time patterns,
 - » disability cost benefit data.
 - » Early Intervention and Timely Return to Work Process. early intervention and workers communication protocol,
 - » case management procedures,
 - » return to work coordination,
 - » transitional work options,
 - » workplace accommodations.

Background cont.

- 6 interviews including FP, FMT, HR and OCC Health, to review existing practices:
 - » 72 interview questions in 3 categories, disability management policies and workplace resources
 - Disability prevention
 - Early intervention and timely return to work
 - Review of existing documentation

Outcome

- The County of Frontenac's disability management program achieved a score of **73.5%** through this Assessment, meeting or exceeding Canadian and global industry average scores in most elements.
- **Current major strengths:**
 - Knowledge & Skills of Disability Management Practitioner
 - Occupational Ergonomics
 - Injury, Disability & Lost Time Patterns
 - Case Management Procedures
- **Current opportunities:**
 - Health Promotion & Wellness
 - Workplace Culture & Policy Development

Element Scores

- Final Score – 73.5%

Level 0	Level 1	Level 2	Level 3	Level 4
0-19%	20-39%	40-59%	60-79%	80-100%

Opportunities

Opportunity	Next Steps
Health promotion and wellness – survey employees for needs and interests; offer a broad range	Part of 2024 Business Plan- plan being developed that meets the diverse needs of the employees. Use an employee survey to gather information. Offer a broad range of programs
Information and communication management	Reminder of policies, resources, processes. Raise internal awareness of the disability management program; return to work and confidentiality policies and procedures
RTW coordination	Review practices to streamline and enhance communication and follow up with returning employee on progress





FRONTENAC



Report 2024-017

Council Recommend Report

To: Warden and Council

From: Kelly Pender, Chief Administrative Officer

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

Date of meeting: February 21, 2024

Re: **Corporate Services – 2023 Year End Report of the County of Frontenac Emergency Management Program Committee**

Recommendation

Be It Resolved That the Council of the County of Frontenac receive the Corporate Services – 2023 Year End Report on the County of Frontenac Emergency Management Program Committee report;

And Further That a copy of the 2023 Year End Report of the County of Frontenac Emergency Management Program Committee be posted to the County of Frontenac Website.

Background

Ontario Regulation 380/04 of the *Emergency Management and Civil Protection Act* sets out the Standards for requirements under the said Act. Part II of the Regulation sets out the Municipal Standards under the Act, with Section 10 (4) mandating that the emergency management program co-ordinator shall report to the municipality's emergency management program committee on his or her work under subsection (3).

Subsection (3) states: The emergency management program co-ordinator shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management.

Section 11 of the Regulation also requires that:

(5) The committee shall advise the council on the development and implementation of the municipality's emergency management program. O. Reg. 380/04, s. 11 (5).

(6) The committee shall conduct an annual review of the municipality's emergency management program and shall make recommendations to the council for its revision if necessary.

Comment

The purpose of this report is to provide County Council with the annual 2023 Year End Report of the Emergency Management Program Committee, attached to this report as Appendix A, pursuant to Ontario Regulation 380/04 of the Emergency Management and Civil Protection Act.

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 associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer
Susan Brant, Administrator, Fairmount Home
All Departments

**2023 Year End Report
Emergency Management Program Committee**

The following report to the Emergency Management Program Committee (EMPC) outlines the successes, deficits, and deferrals for 2023.

Key Emergency Management Personnel

By-law 2022-0048, being a by-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other requirements under the Emergency Management and Civil Protection Act assigned County personnel to the following roles:

Emergency Management Program Coordinator – Manager of Legislative Services/Clerk
Community Emergency Management Coordinator (CEMC) – Manager of Legislative Services/Clerk

Alternate CEMC – Chief Paramedic/Director, Deputy Chief of Operations, and Mark Podgers

Head of Council – Warden

Emergency Operations Centre Director – Chief Administrative Officer

Emergency Information Officer – Communications Officer

Liaison Officer – Manager of Legislative Services/Clerk

Scribes – CAO's Executive Assistant

Community Emergency Management Coordinator

Operations Section Chief – Chief Paramedic/Director

Planning Section Chief – Director of Planning and Economic Development

Logistics Section Chief – Director of Human Resources

Finance and Administration Section Chief – Director of Corporate Services/Treasurer

Emergency Management Program Committee (EMPC)

By-law 2022-0048, which includes a Terms of Reference, established the following positions as members of the EMPC:

- a. County Warden
- b. Emergency & Transportation Council Liaison
- c. Chief Administrative Officer
- d. Director of Planning and Economic Development
- e. Director of Corporate Services/Treasurer
- f. Chief Paramedic/Director of Paramedic Services/Transportation Services
- g. Manager of Legislative Services/Clerk
- h. Manager of Information Services
- i. Manager of Human Resources
- j. Communications Officer
- k. Administrator of Fairmount Home
- l. Manager of Continuous Improvement
- m. Frontenac County Emergency Communications Coordinator
- n. Ontario Provincial Police Detachment
- o. Community Emergency Management Coordinator
- p. County Fire Coordinator

- q. Kingston, Frontenac, Lennox & Addington Public Health
- r. Alternate Community Emergency Management Coordinator(s)
- s. Administrative Assistant/Scribes

The program committee and call-out lists were updated in 2022.

The EMPC met on 4 occasions in 2023, with 2 official business meetings, 1 training session on the development of Continuity of Operations Plans (COOP) provided the Field Officers of the PEOC, and one Training session and emergency exercise on the pending April 8, 2024 Solar Eclipse.

Hazard Identification Risk Assessment (HIRA)

A Hazard Identification and Risk Assessment (HIRA) is a systematic risk assessment tool used to assess the risks of various hazards. It helps the County's EOC to prepare for the worst and/or most likely risks and is used in the development of our annual Emergency Exercises, training programs, and plans based on the most likely scenarios.

It should be noted that Risk is the unwanted consequence of an event or series of events and occurs when multiple risk causing factors occur at the same time causing an accident manifesting in an event like a fire or explosion and the objectives of the HIRA review each year it to carryout a systematic, critical appraisal of all potential hazards in the County, and identify the existing safeguards available to control the risks due to the hazards.

The HIRA information was updated 2023. The proposed updates had been initially discussed with the EMPC early in the year to obtain their input into the revision process. The HIRA is not a public record.

Critical Infrastructure (CI)

Critical infrastructure (CI) refers to processes, systems, facilities, technologies, networks, assets and services essential to the health, safety, security or economic well-being of the citizens of the County and the effective functioning of the County of Frontenac. Disruptions of CI could result in catastrophic loss of life, adverse economic effects and significant harm to public confidence.

The Critical Infrastructure list for the County was updated in 2023 based on review by the EMPC, specifically a review of the priority of each sectors infrastructure [Critical (1), Important (2) and Secondary (3)].

The Critical Infrastructure is not a public record.

Municipal Emergency Plan

The Emergency Management Plan for the County of Frontenac was reviewed in 2023 and no updates were required.

A copy of the most current publicly available Emergency Management Plan is attached.

Staff received training in May on the development of Continuity of Operations Plans or COOP's. Although COOP's are not mandatory under the Emergency Management and Civil Protection Act for municipalities, a COOP will direct the municipality when actioning disruptions to administrative procedures, facilities, staff and computer systems.

As a result of this training, the process began of each department developing their own departmental COOPs. Most were completed and 2024 will see the finalizing of these COOPs, including an overall County wide COOP.

Municipal Emergency Control Group (MECG)

The Municipal Emergency Control Group carried out its annual Training and Emergency Exercise, as mandated under the Emergency Management and Civil Protection Act, on October 5, 2023. Both the training and the exercise focused on the pending April 8, 2024 solar eclipse. In Frontenac County, the solar eclipse will take place between approximately 2:00 –4:30 pm, with totality taking place at 3:24 pm (2:43 min).

The training focused on a review of the 2017 total solar eclipse which saw millions of spectators and communities in the path of totality saw 50% population increase on eclipse day.

From an emergency management perspective, the MECG during the training focused on potential complications such as :

- Time of year - weather will be variable
- Time of day - end of school day
- Distance to large population centres – City of Kingston and up North, Ottawa Region
- Expect visitors staying with residents

The training also included the group carrying out a brainstorming exercise around the potential risks and where the responsibility might lie, either at the Township level or the County level.

The emergency exercise itself, based on a scenario resulting from the eclipse, followed with the aim of improving the awareness and familiarity of the MECG with the relevant emergency plans and procedures, as well as to improve preparedness and identify gaps in existing plans that need to be addressed prior to an incident.

Emergency Operations Centres (EOC)

County of Frontenac primary and alternate EOCs remain as defined in the plan (exact locations are not public records). Each centre also has a Media Relations Centre assigned in close proximity.

Both EOCs are equipped with appropriate technology to allow the MECG to effectively deal with an emergency. The primary EOC is equipped with an automatic generator that requires no intervention to work and is tested monthly. The alternate EOC location is

also equipped with an automatic generator. A municipal facility functions as the Media Relations Centre.

Public Education and Incidents of Note

The municipality's Emergency Management web page includes the addition of links to the County's local municipalities, provincial, federal and NGO websites for pertinent emergency preparedness information, including 72-hour preparedness, preparedness for hazards, etc. This information was reviewed and updated in 2016 as part of the County's website redevelopment and will be reviewed in 2022 to ensure its relevance.

The County's social media channels also promote information related to various emergency situations affecting or potentially affecting the municipality, including delivery of appropriate messaging to residents at different times during year.

Emergency Preparedness Week

The County provided Emergency Management tweets during Emergency Preparedness week. All the documentation that was put out on the website is public education and awareness material.

County Council, at its regular meeting held on April 19, 2023 also made a Proclamation, Proclaiming the week of May 7 to May 13, 2023, to be Emergency Preparedness Week throughout the County of Frontenac with the theme of "**A Safe, Practiced, and Prepared Ontario**", and encouraged all citizens to make a plan, build a kit, stay informed, and to participate in educational activities on emergency preparedness

Provincial Emergency Operations Centre (PEOC)

The Provincial Emergency Operations Centre (PEOC) is the central coordinator of the provincial ERO. It provides 24/7 continuous monitoring of ongoing emergencies in the province, as well as situations that have the potential to result in an emergency. The PEOC facilitates the sharing of key information, to support decision-makers and provincial resources in evolving situations as effectively as possible.

The PEOC in 2023 also began the process of initial meetings to assist CEMC's, and specifically those that are located within the path of totality, in being prepared for the April 8, 2024 Total Solar Eclipse. The County of Frontenac, specifically the Township of South Frontenac and the Township of Frontenac Islands, are in the direct path of totality while the Townships of Central and North Frontenac as just outside that path, but will also experience some level of darkness.

Fairmount Home

In 2023 as mandated by the Ministry of Long-Term Care (MLTC), all residents, caregivers, and staff were again offered the opportunity to receive booster doses of a Health Canada approved COVID vaccine at intervals guided Kingston, Frontenac, Lennox and Addington Public Health. Fairmount Home continued to screen residents for symptoms of illness for various pathogens to identify symptomatic and asymptomatic

transmission of pathogens. If residents exhibited symptoms of COVID, they received rapid antigen testing for early detection. In addition, polymerase chain reaction (PCR) testing is required for all staff and residents who test positive for COVID on a rapid antigen test.

As directed by the MLTC, all staff and visitors were required to wear respiratory masks in the home during an outbreak and during the fall/winter season to reduce the risk of transmission. During outbreaks, residents were also encouraged to wear respiratory masks and ensure physical distancing, especially during group activities. An email platform called Constant Contact continues to be used to communicate outbreak status as well as the home's visitation policy to resident families/POAs.



FRONTENAC



Report 2024-018

Recommend Report to Council

To: Warden and Council Members of the County of Frontenac

From: Kelly J. Pender, Chief Administrative Officer

Prepared by: Alex Lemieux, Director of Corporate Services/Treasurer

Date of meeting: February 21, 2024

Re: Corporate Services – 2023 Frontenac Howe Islander Petition for Subsidy

Recommendation

Resolved That the Council of the County of Frontenac accept the Corporate Services – 2023 Frontenac Howe Islander Ferry Petition for Subsidy report;

And Further That Council authorize the Clerk to petition the Ministry of Transportation for \$1,164,037.06.

Background

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

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

Comment

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

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

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

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

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

Sustainability Implications

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

Financial Implications

In accordance with the agreement, the Provincial subsidy totals \$1,164,037.06 for 2023. This is calculated as 80% of the gross expenditure in 2023.

Organizations, Departments and Individuals Consulted and/or Affected

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

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

Operating Costs	Eligible Expenditures
Salaries, Wages & Benefits	
Wages	929,347.00
Benefits	271,145.00
WSIB / EHT	118,255.00
Materials & Supplies:	
Repairs/Maintenance Supplies	28,504.00
Tickets	4,174.00
Fuel	796.00
Cables	0.00
Services:	
Hydro	0.00
Phone, Cell Phones	2,601.00
Insurance	10,494.00
Audit Fee	184.00
Legal Costs	3,913.00
Sundry, Health & Safety	50,629.00
Machine Rental	0.00
Mileage	1,270.00
Lease	5,204.00
Subtotal **	1,426,516.00
Administration costs **	28,530.32
Total Operating Costs **	1,455,046.32
80% of Eligible Operating Costs **	1,164,037.06
Revenues:	
Ferry Passes	85,568.00
Ferry Fares	205,431.26
Other Revenue	10.00
Total Revenues **	291,009.26
20% of Operating Costs **	291,009.26
Revenues in excess of 20% of operating costs **	0.00
FERRY REVENUE RESERVE:	
To Revenue Reserve 2022	0.00
Balance in Reserve	18,604.53
TOTAL FERRY RESERVE **	18,604.53
5% OF OPERATING COSTS **	72,752.32

Recommend Report to Council
Corporate Services –2023 Frontenac Howe Islander Ferry Petition for Subsidy
February 21, 2024

Page 3 of 4

Ferry Revenue Reserve	0.00
in excess of 5% of Operating **	
Subsidy Payable:	
80% of Operating Costs **	1,164,037.06
MTO Share of Other Costs	0.00
Less:	
Revenues in excess of 20% of	
Operating Costs	0.00
Total Annual Subsidy	1,164,037.06
Prior year adjustment	0.00
TOTAL SUBSIDY PAYABLE -	1,164,037.06



FRONTENAC



Report 2024-026

Council Information Report

To: Warden and Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Susan Brant, Administrator
Date of meeting: February 21, 2024
Re: **Fairmount Home – Quarterly Update Activity Report**

Recommendation

This report is for information purposes only.

Background

The following information is an update regarding the activities at Fairmount Home ("Fairmount") from October 1, 2023, to December 31, 2023, as well as significant updates in January 2024.

Comment

Ministry of Long-Term Care

During the period, there were eleven critical incidents logged with the Ministry of Long-Term Care (MLTC). Two of the critical incidents were related to a resident fall with an injury, one of the critical incidents was related to dietary concerns that results in a risk or harm to a resident, and one of the critical incidents was related to misuse or misappropriation of a resident's money that had no association with Fairmount Home. Three critical incidents were related to alleged resident to resident abuse, one critical incident was related to alleged visitor to resident abuse and one critical incident was related to an alleged staff to resident abuse.

One critical incident was related to the intake of evacuees from Country Pines due to a fire in their garbage bin. Finally, one critical incident was issued due to a missing 0.25 tablet of a controlled substance unaccounted for or missing from an improperly sealed packet. Management has completed a full investigation of the incident including follow-up with the home's pharmacy to review narcotic cards that were not intact.

Thank you to management and staff who were diligent in managing the incidents. The legislated reporting for these incidents has been completed as required to Kingston Police and the Ministries including the MLTC and Ministry of Labour.

Ministry of Long-Term Care – Inspections

During the fourth quarter, there was one inspection in November 2023 regarding five critical incidents reported to the Ministry of Long-Term Care (MLTC). One critical incident was related to a fall of a resident with injury with no findings. Two critical incidents were in relation to alleged resident to resident abuse with no findings.

One critical incident was related to the above-mentioned dietary concerns, where a second special diet option must be available to meet the dietary needs of a resident. The home received a written notification to ensure a second choice must be available for entrees and side dishes at all three meals and a choice of another dessert to meet a residents' specific needs or food preferences. The Ministry Inspector also issued four written notifications related to reporting on one resident to resident abuse including the use of a prohibited device, specifically a blanket during an episode of responsive behaviours and failing to comply with the Code White policy.

The management team and registered staff participated in an additional training session on the reporting requirements of the MLTC, Code White and Code Silver policies as well as tabletop exercises on the application of these policies. All Fairmount Home staff receive annual training on the home's emergency management plan along with all associated emergency codes.

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

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

Outbreak

During the fourth quarter, there was one COVID outbreak declared by Kingston, Frontenac, Lennox & Addington (KFL&A) Public Health that impacted five (5) residents from December 29, 2023 – January 8, 2024.

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

Sustainability Implications

Not applicable

Strategic Priority Implications

Not applicable

Organizations, Departments and Individuals Consulted and/or Affected

Fairmount Home Management Team



FRONTENAC



Report 2024-013

Recommend Report to Council

To: Warden and Members of County Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Kelly Pender, Chief Administrative Officer
Date of meeting: February 21, 2024
Re: **Office of the Chief Administrative Officer – Rural Housing Funding Options**

Recommendation:

Resolved That the Council of the County of Frontenac accept the Office of Chief Administrative Officer – Rural Housing Funding Options;

And Further That Council authorize the use of Jackie Duarte, KWM Consulting to complete a Rural Housing Funding Options Report to an upset limit of \$5,000 in order to provide Member Municipalities with an option and risk analysis for funding future housing options within their Township;

And Further That the funds be derived from the Seniors' Housing Reserve.

Background

In 2014 the County established a reserve fund to support each Township with their efforts to establish Seniors' Housing. To date, all Townships have completed feasibility studies to determine the local "need" for housing and the Township of Frontenac Islands completed a five-unit project in 2015, with the vision that more units could be added in the future.

While the feasibility studies examined the "need" for housing, it was assumed that funding would be secured through the County, locally and potentially through the Canada Mortgage and Housing Corporation (CMHC). If CMHC funding is received, the units would likely be managed as social housing through the City of Kingston.

The Frontenac Islands project was completed using County and local funding and is managed outside of the social housing program.

Comment

In 2023, the Eastern Ontario Wardens' Caucus (EOWC) engaged KWM Consulting through an open procurement process to develop a Business Case for the 7 in 7 Housing project. Background regarding the project was presented to County Council in Report 2023-050.

The KWM report examined a number of high-level funding options for consideration by the EOWC members.

The principal consultant for KWM Consulting was Ms. Jackie Duarte. Ms. Duarte has experience in Europe and Canada with housing projects that have utilized alternative funding options, in particular private funding.

The recommendation would see the preparation of a report that provide the County and each member municipalities with an opportunity and risk analysis for various options and present a path for each option. The information provided would be useful for each municipality as they chart a path forward.

Sustainability Implications

The housing initiative is critical to ensuring that viable housing options are available throughout Frontenac.

Investigating funding options will assist municipalities to make critical decisions for the development of housing in their communities.

Financial Implications

The current balance in the Seniors' Housing Reserve Fund is \$1,017,539.20. The remaining balance will be split with South Frontenac, Central Frontenac and North Frontenac as their projects come online. The report will assist them should they decide to add more units to their existing development.

The Township of Frontenac Islands has already received their share of the funding from 2018-2020 corresponding with the construction of their Seniors Housing units. The share was calculated as \$339,179.73, defined as 25% of the \$1,400,000 original allocation less the cost of feasibility studies for all Townships funded through the County of \$43,281.07.

Organizations, Departments and Individuals Consulted and/or Affected

Jackie Duarte, KWM Consulting
Louise Fragnito, CAO South Frontenac Township



FRONTENAC



Report 2024-014

Recommend Report to Council

To: Warden and Members of County Council

From: Kelly Pender, Chief Administrative Officer

Prepared by: Alex Lemieux, Director of Corporate Services/Treasurer
Barb McCulloch, Director of Human Resources

Date of meeting: February 21, 2024

Re: **Office of the Chief Administrative Officer – Joint Council Compensation Survey; Joint Management/Non-Union Market Compensation Survey**

Recommendation:

Resolved That the Council of the County of Frontenac accept the Office of Chief Administrative Officer – Joint Council Compensation Survey; Joint Management/Non-Union Market Compensation Survey report for information;

And Further That Council authorize the use of the consultant firm, Gallagher, to complete the Joint Council Compensation Survey and the Joint Management/Non-Union Market Compensation Survey as well as, the non-union pay equity review;

And Further That Council authorize the use of County Operations reserve to offset the expense required to complete the Joint Council Compensation Survey and the Joint Management/Non-Union Market Compensation Survey.

Background

The purpose of this report is to address the requirement for a review of compensation for County Council including the Warden, Deputy Warden, Councillors and the Management/Non-Union group.

A market review is important to ensure the Warden, Deputy Warden and County Councillors are fairly compensated for their contributions.

It is a responsible practice of corporations to review its market competitiveness to ensure that the County is able to attract and retain top talent. The potential for increased retirements over the upcoming years also identifies the need to be competitive in order to hire the most talented.

Comment

The last compensation review for Council and Management/Non-Union was conducted in 2021 with implementation in July 2022.

The County of Frontenac currently has a total of 32 management/non-union positions within the organization structure with incumbents covering Corporate Services, Human Resources and Occupational Health, Planning and Economic Development, Fairmount Home and Emergency & Transportation Services. This group is directly responsible for the strategic management and supervision of over 480 full and part time unionized employees in three bargaining units.

Compensation management also requires that policy and procedural issues such as, internal equity¹, salary compression² and performance management be addressed based upon consistent policies in order to ensure that compensation practices remain compliant.

The firm Gallagher, are compensation experts and have worked with many organizations of all sizes and types, ranging from the largest multinationals to public sector employers to not-for-profit institutions and trade unions. Public sector clients include municipal townships, cities, counties and regional governments, school boards, conservation authorities, police services boards, hospitals, and post-secondary institutions. They have significant experience conducting market studies for elected officials at the Upper and Lower tier levels, making recommendations for fair, equitable and reasonable remuneration models.

Process for Compensation Review:

- a. Council Compensation Survey - this would be lead by Gallagher who would undertake a survey of current Council compensation practices of municipalities selected as the County of Frontenac's comparator group in order to determine the market competitiveness of the County's compensation practices for the Warden, Deputy Warden and Councillors.
- b. Non-Union Market Compensation Survey - this is similar to the framework of the Council compensation and would allow Council and Management to determine the market competitiveness of the County's compensation practices for staff.

¹ Defined as: internal salary practices are consistent across the organization based upon a review of job duties.

² Defined as: sufficient differentiation between salary bands in order to incent individuals to seek promotion.

Sustainability Implications

Fair and consistent remuneration practices are a prerequisite to achieving the County's mission of exceptional service delivery as this ensures that the County is able to attract and retain experienced and qualified staff to perform their duties and achieve overall success for the municipality. Ensuring fair compensation is an effective preventative measure that allows the County's ability to remain competitive in attracting qualified and knowledgeable staff and is a responsibility that we have to maintain.

Council compensation review ensures we are providing fair compensation practices that reflect the workload and responsibility associated with being a member of Council.

Financial Implications

Staff obtained three quotes for such surveys. The cost for an experienced consulting firm with a large data base to conduct a compensation survey for Council and Management/Non-Union is estimated to be \$10,625 + HST (\$4,125 for Council and \$6,500 for CS Management/NU). For an additional \$1,550, a pay equity review of the non-union jobs will be completed. Staff recommend that the cost of the surveys be charged to the County Operations Reserve, which receives annual allocations for this project.

Organizations, Departments and Individuals Consulted and/or Affected

Gallagher



Report 2024-027

Council Recommend Report

To: Warden and Members of County Council

From: Kelly J. Pender, Chief Administrative Officer

Prepared by: Joe Gallivan, Director, Planning & Economic Development

Date of meeting: February 21, 2024

Re: **Planning & Economic Development – Purchase of Consulting Services for Environmental Impact Study (EIS) Guidelines**

Recommendation

Be It Resolved That the Council of the County of Frontenac receive the report Planning & Economic Development – Purchase of Consulting Services for Environmental Impact Study (EIS) Guidelines;

And Further That the Council of the County of Frontenac approve the purchase of consulting services for EIS Guidelines at 50 percent of the cost of the proposal from Envision Consulting, as outlined in Attachment 1 to this report, to a total of \$5,250.00 plus HST;

And Further That Council authorize the use of the Sustainability Reserve to offset the County's portion of the cost of the EIS Guidelines.

Background

The County is the approval authority for Official Plans, Official Plan Amendments, and Plans of Subdivision and Condominium, while the Townships are the approval authority for all other applications under the Planning Act. Over the last several years, the number of planning applications has increased for all Townships in the County, and all the municipalities are seeing an increase in the number of complex applications. This is mainly because most of sites that are easier to sever and/or build on have already been developed.

Given the abundance of natural heritage resources in the County, including wetlands, lakes, and other waterfront areas, an increasing number of applications are requiring the completion of an Environmental Impact Study (EIS) as part of the submission of a planning application. The purpose of the EIS is to ensure that a proposed development does not negatively impact natural heritage resources as defined by the province and Official Plans of both the County and the Townships, and to recommend any mitigation measures that should be implemented as part of the development, if appropriate.

Changes made recently by the province no longer allow Conservation Authorities to provide comments on natural heritage features and resources, but they still comment on natural hazards. In 2023, to address the lack of support that the municipalities in the County can receive from Conservation Authorities, the County and the four Townships issued a request for proposals for a consulting firm to provide review services for natural heritage issues. Envision Consulting was retained and has been providing peer review services for the County and four Townships.

Previously, each Conservation Authority (of which there are four across the whole County), would have their own guidelines or expectations when it came to what should be included in an EIS and how it should be conducted. Without that guidance, and to ensure consistency across the County, staff have asked Envision Consulting to prepare a proposal and cost estimate for the preparation of EIS guidelines that could be used County-wide.

It is expected that these guidelines will serve as a 'road map' of expected study contents for biologists and environmental planners working with a property owner on a planning application. The clarity of these guidelines will result in cost savings for any planning application that has a natural heritage component.

Comment

Attachment 1 to this report includes a detailed proposal from Envision Consulting for the development of EIS guidelines, including consultation with staff from all four townships and the conservation authorities, as well as any other applicable agencies. The total cost of the proposal is \$10,500.00.

When speaking with Envision Consulting, they indicated to County staff that staff from the Township of South Frontenac had also been enquiring about a similar project. The proposal in Attachment 1 was shared with South Frontenac staff for their review. The Director of Development Services at the Township of South Frontenac has agreed to cover half the cost of the consulting services to prepare the EIS guidelines. Therefore, the cost to the County would only be \$5,250.00.

Financial Implications

The purchase of consulting services to prepare the EIS guidelines was not requested as part of the Planning and Economic Development Department's 2024 budget. Given the benefit of having these guidelines to support the review of development proposals throughout the County, staff are recommending that the 50% share of the cost of the project be paid for from the County's Sustainability Reserve.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer, County of Frontenac
Sonya Bolton, Manager of Community Planning, County of Frontenac
Brad Wright, Director of Development Services, Township of South Frontenac

Attachments

1. Proposal for EIS Guidelines, County of Frontenac and Township of South Frontenac, Envision Consulting, dated January 25, 2024



FRONTENAC



Report 2024-015

Information Report to Council

To: Warden and Council of the County of Frontenac
From: Kelly Pender, Chief Administrative Officer
Prepared by: Jannette Amini, Manager of Legislative Services/Clerk
Date of meeting: February 21, 2024
**Re: Corporate Services – Rural and Southern Frontenac Community Services
Quarterly Transportation Report**

Recommendation

This report is for information purposes only.

Background

In 2010, the County of Frontenac provided \$80,000 to FTS to support drives totaling over 500,000 kms. In 2011, FTS sought County of Frontenac support in the amount of \$86,000. In 2014, this was increased by an additional \$10,000 to \$96,000 to support senior transportation services in the County. The grant was in support of the prior Council's strategic priority namely:

“Addressing the existing gap in Seniors Affordable Housing stock by leveraging and/or funding the construction of a project in each of the four Frontenac townships – to be accomplished by the end of the 2015-18 term of Council.”

In prior years, the entire grant was provided to Frontenac Transportation Services (FTS) who in turn supported transportation services provided by SFCS; however in 2019, the grant was split between the two organizations, with both services now reporting to Council.

It was identified that given this grant was and continues to be supported annually by County Council, there was a need to standardize reporting for Council to be able to evaluate performance against stated objectives. As a result, at its regular meeting held October 16, 2019, Council passed the following resolution, being Recommend Reports from the Chief Administrative Officer, clause f):

f) **2019-121**
Office of the Chief Administrative Officer
Transportation Services – Reporting Document

Motion #: 179-19 Moved By: Councillor Martin

Seconded By: Councillor Higgs

Be It Resolved That the Council of the County of Frontenac receive for information the Office of the Chief Administrative Officer – Transportation Services – Reporting Document report;

And Further That County Council approve the Transportation Reporting Document, to be used by Southern Frontenac Community Services and Rural Frontenac Community Services when submitting quarterly reports on the use of the County grant funding in support of their respective Transportation Services.

Carried

The standard reporting form compiled quarterly by each agency is to submitted within 15 days of the end of each quarter.

Comments

The purpose of this report is to provide County Council with the Q4 reports of Rural and Southern Frontenac Community Services, which are attached to this report as Appendices A and B respectively.

These reports were provided to Council previously through its weekly distribution package, however a quarterly report to Council provides better transparency and accountability on how County funds are being utilized.

Strategic Priorities Implications

Priority 1 Develop a Regional Approach to Overcome Infrastructure Issues and Maximize Infrastructure Development Opportunities

1.2 Develop strategies to improve regional transportation connectivity and accessibility.

Priority 4 Maximize Administrative Leadership within the County Administration

4.1 Ensure efficient and responsible financial management of County resources.

4.2 Ensure transparency and accountability of the governance of the County of Frontenac.

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Nicki Gowdy, Rural Frontenac Community Services
Heather Rogers, Southern Frontenac Community Services
Alex Lemieux, Director of Corporate Services/Treasurer

Information Report to Council

Corporate Services – Rural and Southern Frontenac Community Services Quarterly Transportation Report
February 21, 2024

Page 2 of 2



Rural Frontenac Community Services
Transportation Reporting - 2023

1-Feb-24

DATA Reporting

CFCFS Funding County Funding (Annual)

\$ 48,000

Indicates ->

Input Cells

Row #		Q1	Q2	Q3	Q4	Total	Comment
1	Base Information						
2	# of Drives	2,020	2,074	2,100	2,176	8,370	All Drives Provided by the Agency
3	# of KMs Driven	121,069	127,735	125,499	135,815	510,118	All Drives Provided by the Agency
4	# of Clients Driven	109	117	116	125		# of unique clients each quarter
5	# of New Clients		14	13	10		
6	# of Seniors Driven	43	46	46	57		# of unique seniors clients each quarter
7	Total # Seniors Subsidized	43	46	46	57		# of unique subsidized clients each quarter
8	% Total Clients Subsidized	39%	39%	40%	46%		
9	Total Fees Charged for Rides	71,546	75,149	72,281	78,475	297,451	
10	\$ Paid to Drivers	58,866	61,897	60,638	65,643	247,043	
11	# of Drivers	27	29	23	26		# of unique volunteers each quarter
12	# of New Drivers	3	2	0	3		# of new drivers each quarter

13	Ride Type						
14	Appointments non medical	14	2	14	10	40	
15	Employment	8	14	20	10	52	
16	Groups/Programs/Classes	88	62	126	272	548	increasing number of clients going to special groups/programs
17	Hospital appointments/treatments	378	375	418	326	1,497	
18	Medical Appointment	954	978	964	938	3,834	
19	Miscellaneous	40	25	6	2	73	miscellaneous is being captured in other ride type
20	School/Daycare	2	36	0	0	38	
21	Shopping/Errands	152	130	164	136	582	
22	Social Visits/Events	22	24	22	64	132	seniors going to social events in the community
23	Deliveries of food/pharmacy/other	567	541	591	675	2,374	increase in food bank deliveries
24	Delivery of Meals On Wheels	1,844	2,191	2,209	1,772	8,016	
		4,069	4,378	4,534	4,205	17,186	

Row #		Q1	Q2	Q3	Q4	Total	Comment
26	Revenue Summary						
26	County of Frontenac Grant	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 48,000	County Grant
27	Client Fees Collected for Rides	\$ 42,456	\$ 48,348	\$ 37,669	\$ 48,272	\$ 176,745	
29	Seniors transportation subsidy from Ont Health	\$ 20,967	\$ 20,442	\$ 24,448	\$ 24,831	\$ 90,688	
30	Meals on Wheels Delivery Cost Recovery	\$ 6,897	\$ 7,794	\$ 7,966	\$ 7,450	\$ 30,107	
31	Other					\$ -	
32	Revenue Total	\$ 83,663	\$ 88,585	\$ 82,083	\$ 92,553	\$ 346,883	
						0	

	Expense Summary						
33	Salaries, Wages & Benefits (SWB)	\$ 12,344	\$ 13,745	\$ 14,377	\$ 26,414	\$ 66,880	year end adjustment to salary allocations
34	Mileage Paid to Volunteers Drivers	\$ 50,239	\$ 65,621	\$ 60,433	\$ 67,209	\$ 243,502	
35	Allocation of Overhead	\$ 13,591	\$ 8,006	\$ 5,126	\$ 2,279	\$ 29,002	Q1 Insurance/IT capital Q4 year end adjustment
36	Advertising	\$ 403	\$ 1,662	\$ 203		\$ 2,268	
37	Subsidized Rides	\$ 2,568	\$ 2,464	\$ 2,097	\$ 2,567	\$ 9,697	
38	Bad Debt	\$ 165				\$ 165	
	Expenditure Total	\$ 79,310	\$ 91,498	\$ 82,236	\$ 93,911	\$ 346,955	

Net (Cost) or Profit

\$4,353

\$2,914

\$153

\$1,358

\$72

Attestation:

I, Nicki Gowdy FTS Supervisor, hereby attest the above submission is a true representation of Frontenac Transportation Services during the reporting period. I understand the information is subject to audit by the County of Frontenac.

January 31 2024

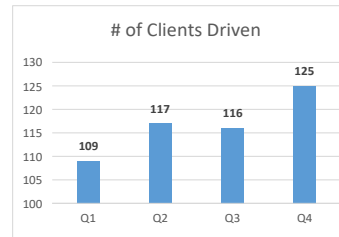
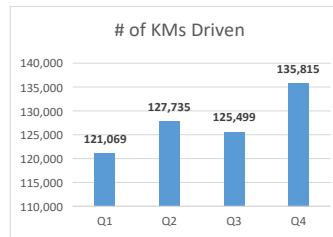
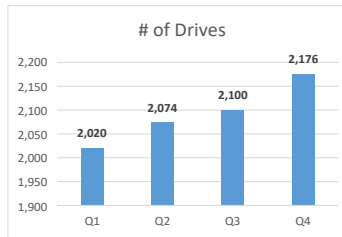
Date

Nicki Gowdy

Signature



GRAPHS (To Date)





Southern Frontenac Community Services

Transportation Reporting - 2019

22-Jan-24

DATA Reporting

CFCS Funding County Funding (Annual)

\$ 48,000

Note: Working Password = Transportation

Indicates ->

Input Cells

Row #		Q1	Q2	Q3	Q4	Total	Comment
Base Information							
1	# of Drives	1,177	1,184	1,290	1,524	5,175	All Drives Provided by the Agency
2	# of KMs Driven	50,601	50,993	47,646	53,447	202,687	All Drives Provided by the Agency
3	# of Unique Clients	121	118	117	130	486	Cumulative Total
4	% of Seniors	87.6%	92.0%	89.0%	88.5%		
5	# of Unique Seniors	106	109	104	115	434	Row 3 x Row 4
6	Total # Subsidized	16	13	12	16	57	
7	% Subsidized	13.2%	11.0%	10.3%	12.3%	11.7%	Row 3/Row 6
8	# of KMs Driven/Client	418	432	407	411	417	Row 2/Row 3
9	\$'s/KM Charged to Client	8,164	8,361	8,488	9,922	34,935	
10	\$'s/KM Paid to Drivers	17,442	14,975	16,897	19,198	68,512	
11	# of Drivers	39	42	39	48	168	
12							
Destination Information							
14	Hospital	0	0	36	75	111	
15	GSAC Programs	0	26	36	52	114	
16	Adult Day Programs	356	354	440	620	1,770	
17	Medical	385	393	346	312	1,436	Q1,2 included hospital. Q3 broken out.
18	Shopping	69	65	69	106	309	
19	Miscellaneous	96	67	69	64	296	Social
20	Meals on Wheels Routes	271	258	256	258	1,043	
21	Diners/SALT		21	38	37	96	
22							
23	Total	1,177	1,184	1,290	1,524	5,175	
24	Check	Good	Good	Good	Good	Good	Good if Row 1 - Row 23 = 0, Otherwise ERR



Southern Frontenac Community Services

Transportation Reporting - 2019

22-Jan-24

Row #		Q1	Q2	Q3	Q4	Total	Comment
Revenue Summary							
25	County of Frontenac Grant	12,000	12,000	12,000	12,000	48,000	County Grant/4
26	Total Fees Collected	8,905	8,362	8,488	9,878	35,633	
27	Subsidy from LHIN	10,001	14,994	14,993	23,392	63,380	
28	Subsidy from 3rd Party		2,426	1,939	0	4,365	
29						0	
30						0	
31	Revenue Total	30,906	37,782	37,420	45,270	151,378	
						0	
Expense Summary							
32	Salaries, Wages & Benefits (SWB)	19,160	18,511	17,776	19,342	74,789	Insert Salary Allocated to the Program
33	Paid to Volunteers	17,442	17,401	16,704	18,942	70,489	All Expenses Paid to Volunteers
34	Allocation of Overhead	474	340	698	332	1,844	In Accordance with Your Budget Policy
35	Advertising	125	92	306	282	805	
36	Bad Debts Written Off			37		37	
37						0	
38	Expenditure Total	37,201	36,344	35,521	38,898	147,964	
39							
40							
41	Net (Cost) or Profit	\$6,295	\$1,438	\$1,899	\$6,372	\$3,414	Row 31 - Row 38

Attestation:

I, _____, representing Southern Frontenac Community Services (SFCS), hereby attest the above submission is a true representation of the transportation services provided by SFCS during the reporting period. I understand the information is subject to audit by the County of Frontenac.

Date

Signature

Southern Frontenac Community Services

Transportation Reporting - 2019



22-Jan-24

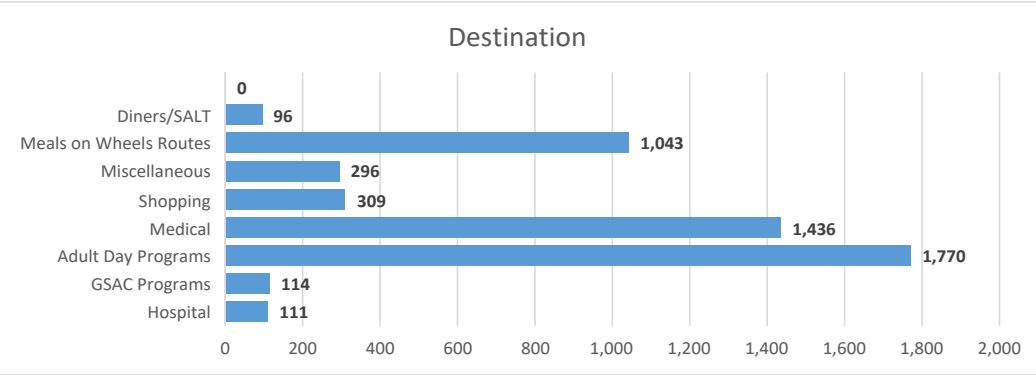
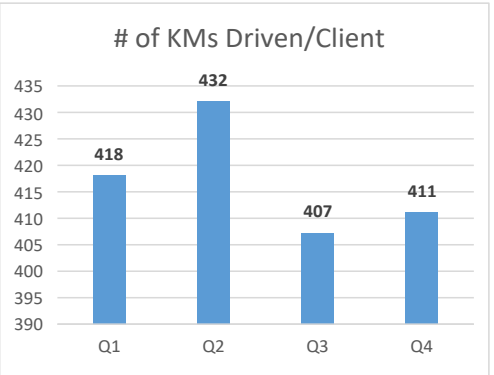
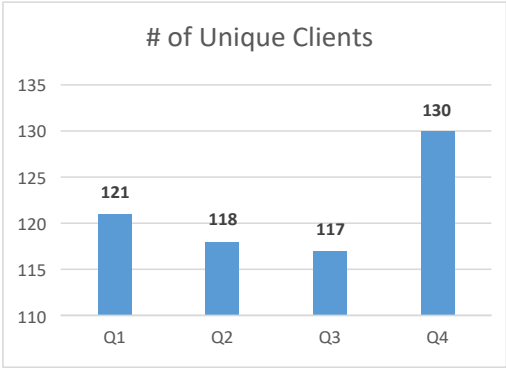
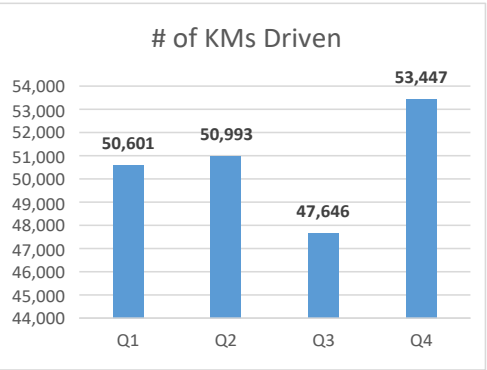
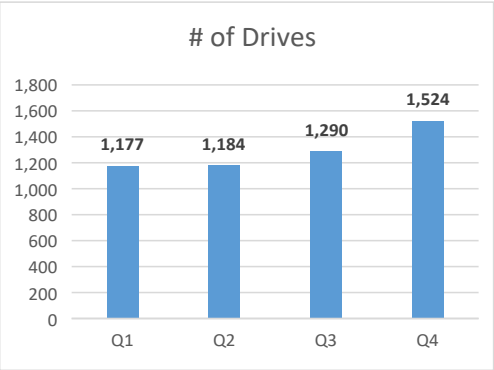


Southern Frontenac Community Services

Transportation Reporting - 2019

22-Jan-24

GRAPHS (To Date)





Southern Frontenac Community Services

Transportation Reporting - 2019

22-Jan-24

April:

3,405 Med/other

2,274 ADP

= 5,679

May:

3,679 med/other

2,895 ADP

=6,547

June:

4,168 med/other

3,102 ADP

= 7,270



FRONTENAC



Report 2024-016

Information Report to Council

To: Warden and Members of County Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Jannette Amini, Manager of Legislative Services/Clerk
Date of meeting: February 21, 2024

Re: Corporate Services – 2023 Annual Report on Delegation of Authority

Recommendation

This report is for information purposes only.

Background

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

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

Warden

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

Clerk

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

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

Director of Planning and Economic Development

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

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

Integrity Commissioner

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

Comment

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

Municipal Freedom of Information and Protection of Privacy Act

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

In 2023, the Clerk received one (1) full request for access to information pursuant to MFIPPA. The request was made a Businesses on behalf of individuals. Full disclosure of information was provided to this requests.

No fees were collected to process or grant access to this request, except for the \$5 application fee required by all requests.

Staff continue to work with the IPC on a request received in 2022 which is currently in the Adjudication stage.

Personal Health Information and Protection of Privacy Act

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

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

1. A municipality that operates an ambulance service within the meaning of the *Ambulance Act*

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

i. Frontenac Paramedics

In 2023, Frontenac Paramedics received a total of 8 requests for personal health information. All requests were completed within 30 days or less as required under the Act. Of the 8 requests, all were granted full access.

The total of fees collected at the writing of this report are \$316.40.

ii. Fairmount Home

In 2023, Fairmount Home received no requests for personal health information.

Privacy Breaches

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

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

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

No privacy breaches occurred in 2023 for either Frontenac Paramedics or Fairmount Home.

Final Approval of Plans of Subdivision and Plans of Condominium

The Director of Planning and Economic Development authorized 2 Final Approval of Plans of Subdivision and Plans of Condominium in 2023. Final approval of the Willowbrook Estates Phase 2 Plan of Subdivision development was granted final approval on July 13, 2023 and final approval of the Hartington Plan of Subdivision development was granted final approval on October 12, 2023.

Authorization of Applications for Part-Lot Control – Approval

No delegation of authority to authorize Part Lot Control Approval was used in 2023.

To impose penalties for a contravention of the Code of Conduct

No direct delegation of authority was used in 2023 to impose penalties for a contravention of the Code of Conduct. There were no complaints received by the Integrity Commissioner in 2023.

Strategic Priorities Implications

Priority 4 Maximize Administrative Leadership within the County Administration.

- 4.1 Ensure efficient and responsible financial management of County resources.
- 4.2 Ensure transparency and accountability of the governance of the County of Frontenac (Council and its Committees).

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

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



FRONTENAC



Report 2024-025

Information Report to Council

To: Warden and Members of County Council
From: Kelly Pender, Chief Administrative Officer
Prepared by: Barb McCulloch, Director of Human Resources
Date of meeting: February 21, 2024

Re: Human Resources - Workplace Disability Management Assessment (WDMA) – Audit

Recommendation

This report is for information purposes only.

Background

The Workplace Disability Management Assessment (WDMA) is a comprehensive review of an organization's existing disability management resources, structure, workflow and objectives. A WDMA grades the current system against industry best practices, giving an organization insight into how they can take the next step towards a healthy and productive workplace. The WDMA offered complimentary audits to interested municipalities.

Councillor Greenwood-Spears suggested that the County participate in the audit and as such, staff engaged WDMA to conduct the complimentary audit.

Comment

The audit is based upon 16 key elements, in 3 categories, supportive of best practices in disability management programming.

The WDMA explores the organization's current capacity through interviews and a supporting document review. The interview component was developed using standardized psychometric procedures from the extensive Consensus Based Disability Management Audit (CBDMA) database to determine 72 specific questions that reflect a high coefficient to the full audit; however, requiring a shortened administration time requirement.

Six interviews were conducted including management participants from Frontenac Paramedics, Fairmount Home, Human Resources and the Occupational Health Nurse.

The County scored a level 3 (73.5%) out of 4 possible levels, receiving feedback from the audit team that our policies, processes, procedures and documentation are advanced compared to other municipalities.

Next Steps

As part of the 2024-2028 Human Resources Business Plan and based on the audit, staff will develop a plan to address health and wellness promotion commencing with a survey to identify the needs of the diverse employee population.

Staff will enhance communication of disability management policies and processes as well as, return to work and accommodation policies and processes, increasing employee awareness.

Staff will review practices to streamline and enhance communications and follow up with employees returning from longer absences on their progress.

Financial Implications

At this time there are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services/Treasurer
Barb McCulloch, Director of Human Resources
Joe Gallivan, Director of Planning and Economic Development
Gale Chevalier, Chief/Director of Emergency and Transportation Services
Susan Brant, Administrator, Fairmount Home
Kevin Farrell, Manager of Continuous Improvement
Breanne Marshall, Occupational Health Nurse
Lisa Moreland, Human Resources Generalist – Attendance Management Specialist



Committee Report

To: Warden and Council Members of the County of Frontenac

From: Jannette Amini, Manager of Legislative Services/Clerk

Date of meeting: February 21, 2024

Re: Planning and Economic Development Advisory Committee – Report to Council

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.

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

1. **2024-019**
Planning and Economic Development Advisory Committee
Changes to the 2024 – 2028 Economic Development Business Plan and
deferral of Destination Plan Implementation

That County Council endorse the proposed changes to the 2024 – 2028 Economic Development Business Plan;

And Further That the implementation of the Destination Development Plan be deferred until adequate resources are available to deliver on the objectives identified in the plan.
2. **2024-020**
Planning and Economic Development Advisory Committee
2023 Planning Services & 2024-2025 Planning Priorities

Be It Resolved That Council endorse the proposed changes to the planning services business plan as outlined in the report in the section entitled “Future Projects and Time Commitments.”

3. **2024-021**

**Planning and Economic Development Advisory Committee
Eastern Ontario Rail Trail Loop Market Readiness Assessment and
Partnership with Ontario's Highland Tourism Organization**

Be It Resolved That staff be authorized to complete a memorandum of understanding with Ontario's Highland's Tourism Organization in order to complete funding applications to the Tourism Growth Fund and other programs in support of the developing the Market Readiness of the Eastern Ontario Rail Trail Loop;

4. **2024-022**

**Planning and Economic Development Advisory Committee
K&P Trail Development Phase 6: Clarendon Station to the Mississippi River
and Rural Economic Development Program Funding Opportunity**

Be It Resolved That staff be directed to prepare to rehabilitate the K&P Trail between Clarendon Station and the Mississippi River;

And Further That up to \$60,000 be used from the Community Development Reserve to support the County's application to the Rural Economic Development Program for the K&P Trail Phase 6 Development Project;

And Further That rehabilitation of the K&P Trail between Clarendon Station and the Mississippi River commence should the County be successful in its funding application to the Rural Economic Development Program;

And Further That the Warden and the Clerk be authorized to enter into an agreement with the Province of Ontario should the application to the Rural Economic Development Program for the K&P Trail Phase 6 Development Project be successful.



Report 2024-019

Committee Recommend Report

To: Chair and Member, Planning Advisory Committee

From: Joe Gallivan, Director of Planning and Economic Development

Prepared by: Richard Allen, Manager of Economic Development

Date of meeting: February 13, 2024

Re: **Planning and Economic Development Advisory Committee –
Changes to the 2024 – 2028 Economic Development Business
Plan and deferral of Destination Plan Implementation**

Recommendation

That the County of Frontenac Planning and Economic Development Advisory Committee endorse the proposed changes to the 2024 – 2028 Economic Development Business Plan;

And Further That the County of Frontenac Planning and Economic Development Advisory Committee recommend to County Council that implementation of the Destination Development Plan be deferred until adequate resources are available to deliver on the objectives identified in the plan.

Background

Ambassador Program

The County's Economic Development Program has grown and evolved significantly since 2016. This success was largely due to a three-year project supported through the Rural Economic Development funding program. Funds from this program enabled the creation of the Frontenac brand and the launch of the Frontenac Brand Ambassadors program. The ambassadors are a group of business operators who work alongside County staff in promoting Frontenac County as a tourist destination and an exciting place to invest and do business.

As membership in the Ambassador program grew over time, County staff began regular engagements with these business leaders through events, surveys, and email updates.

This led to new Frontenac economic development initiatives such as Open Farms, which is one of the County's most successful efforts to support local food production and small-scale agriculture. The ambassadors guided the Frontenac Economic Development Team as they set five priorities for small business support and development in Frontenac.

1. **Shop Local** - Increase resident support of local businesses.
2. **Support businesses** - Connect local businesses to the resources they need for success.
3. **Tourism** - Promote Frontenac as a visitor destination to audiences outside the region.
4. **New business attraction** - Grow Frontenac's reputation as a desirable place to do business.
5. **Improve communication** - Facilitate better municipal-business relationships through improved communication.

For a full description of the Frontenac Ambassador Program, please refer to the [Ambassador Handbook](#) developed in 2019.

These priorities align with the Charter for Economic Development and became the strategic plan for the Frontenac Economic Development Team. Efforts began to launch campaigns and programs to fulfil these objectives.

This included assuming the role of 'destination management organization' for Frontenac County so staff could connect and collaborate on marketing and tourism development with other entities in Ontario's tourism ecosystem such as the regional tourism organizations and Destination Ontario. Prior to 2018, destination management was conducted by the Land O' Lakes Tourist Association, a membership-based organization that served the region for over 70 years.

Local businesses in Frontenac County suffered a shock to their operations beginning in 2020 from the effects of the COVID-19 pandemic. Many resort and accommodation businesses in Frontenac rely on paying customers who come from the United States. In spring 2020 travel restrictions were in place that prevented U.S. visitors from entering Canada, but the duration of travel restrictions was still unclear, leaving many U.S. customers unwilling to cancel their summer 2020 reservations. Eventually Frontenac accommodation businesses required support to compete for last-minute visitors from Canada.

Pandemic restrictions made it more difficult for some business operators to access their customers. The required health and safety measures and staff shortages meant unexpected costs for business operators. And the macroeconomic consequences of the pandemic, including higher interest rates and real estate prices, continue to impact local business operators.

At its regular meeting on May 20, 2020, Frontenac County Council reviewed [Report 2020-050](#) and approved adjustments to the Economic Development 2020-2024 Business Plan. The plan furthered support for local businesses through acceleration of shop local campaigns, constant communication, and an even greater emphasis on tourism marketing. To strengthen tourism efforts, the Economic Development Team re-purposed the economic development website www.infrontenac.ca to www.visitfrontenac.ca and adjusted much of the content to meet tourism needs during 2020-2022.

In late 2020, the consulting firm Blackline was contracted to conduct a service delivery review of the Economic Development unit. This review was undertaken to help the Economic Development team focus efforts on meaningful work. Blackline provided four key recommendations:

1. Confirm a clear set of economic development objectives.
2. Focus on activities that support attracting investment to the region.
3. Create a working group that allows the County to collaborate on Economic Development with Townships and Frontenac Business Services.
4. Elevate the Marketing of the K&P Trail

Subsequent business plans have supported these recommendations; however, lessons have been learned with respect to each of these recommendations.

In 2021, Frontenac County developed its first Destination Development plan with funding support from Regional Tourism Organisations 9 and 11. The plan was developed by MMGY/NextFactor and led by a steering committee consisting of cottagers, business owners, municipal government leaders, and representatives from social services.

Stemming from 13 key takeaways from community assessment and engagement, the plan ultimately set a strategic framework of four primary goals and 14 objectives. The entire plan relied on the premise that the first primary goal would be the foundation to achieving the rest of the plan. The strategic initiatives associated with the primary goal are:

1. Hire personnel to steward all the elements in the Frontenac County Destination Development Plan.
2. Align tourism and event development strategy with existing community and economic development initiatives.
3. Establish a consumer-facing, visitor-friendly tourism website as a central hub for promoting travel-related businesses, experiences, and events.
4. Enhance promotional partnerships within Frontenac County and with domestic and international source markets.

County Council adopted the Destination Development plan at its regular meeting on April 22, 2022, with implementation planned to begin as part of the 2023 budget cycle. This implementation was deferred to 2024 due to inflationary pressures already driving up costs in the 2023 budget.

As part of the 2024 budget process, County Council approved the 2024-2028 Business Plan and several economic development project proposals, including the development of a new consumer-facing, visitor-friendly tourism website. However, the project proposal to hire a second Community Development Officer to steward all the elements of the destination development plan, including the establishment of the new website, was not approved as part of this budget process.

The Economic Development Team is also tasked with the management and development of the Frontenac K&P Trail which has grown significantly in length and use since 2017. The trail currently is 70 km in length with an additional 20 kilometres planned for development in 2024 and 2025. Mobile data from Trans Canada Trail shows 82,701 unique visitors to the trail in 2022, with over 32% of visitors accessing the trail from over 40 kilometers away. Management and oversight of the K&P Trail currently consumes approximately 50 percent of the Manager of Economic Development's attention and time.

Finally, County Council set its Strategic Plan for 2023-2026 at its regular meeting on July 19, 2023. In this plan, Economic Development related that efforts are focused around priority two:

Contribute to the progress of sustainable economic growth and prosperity throughout the county.

- Work with Townships to improve and sustain the villages and hamlets across the region.
- Develop regional tools and policies to support long-term protection of lakes, rivers, and other important environmental features in Frontenac.
- Support different forms of housing such as small apartments, affordable houses, and seniors housing.
- Provide business support and resources to existing and prospective businesses.
- Attract new investments and businesses to Frontenac County.
- Support workforce development initiatives to create job opportunities and retain talent.

The Economic Development team has interpreted this to mean a focus on business engagement and support, investment attraction, housing and strengthening the local workforce. The revisions to the 2024 business plan below will prioritize these focus areas over other economic development responsibilities such as Destination

Development, and this report recommends a minimal approach to tourism and destination development until further resources can be dedicated to this area.

Considering the above, the 2024-2028 Economic Development Business Plan was developed under the assumption that additional team capacity would be available to steward the implementation of the destination development plan, and that the economic development team would be able to continue to manage existing programs for business engagement, investment attraction, trails and the annual Open Farms event.

This report outlines proposed changes to the 2024-2028 business plan to align with the current resources available to the Economic Development Team.

Comment

2024- 2028 Business Plan Adjustments

The following list of changes and clarifications to the Economic Development business plan have been considered in light of available human resources, budget, direction from County Council, and strategic planning documents such as the 2023-2026 County Council Strategic Plan, The 2015 Charter for Economic Development, the 2022 Frontenac Destination Development Plan, the 2020 Blackline Service Delivery Review and priorities set and confirmed annually by the Frontenac Business Ambassador Community.

The list in this report focuses on priority activities or key changes to the business plan, other activities identified in the plan, such as the development of Film & Television opportunities, will continue to be of interest to the Economic Development team, however those activities will not be a focus for 2024-2028. For reference, the 2024-2028 Business Plan approved by County Council is [available online](#).

1. Focus on business support and resources

In 2021, the Economic Development Team moved away from direct business support efforts to reduce duplication of efforts between the County, Frontenac Business Services, and the Townships as recommended in the 2020 Service Delivery Review. However, since then it has been clear that Frontenac County's strategic advantage is the grassroots community and support that was developed through the Brand Ambassador program, and that this community is foundational to the Economic Development Team's success with investment attraction, workforce development and tourism.

Over the next four years, the County team will re-ignite the Ambassador program, establish face-to-face contact with businesses and partners throughout Frontenac and strengthen relationships with them.

2. Complete the Regional Community Improvement Plan

In alignment with goal of attracting new investment stated in County Council's strategic plan, the Regional Community Improvement plan is a critical tool to promote investment and business development in Frontenac County. A

Community Improvement Plan can provide incentives to development that is in alignment with the priorities set by County Council.

3. Pursue recruitment of physicians and medical professionals

Discussion from both the Planning and Economic Development committee and County Council highlighted significant support for sustaining access to medical care in our communities and a budget was allocated to that end. The Economic Development Team will prioritize this initiative given the support provided by committee and council through the budget process.

4. Continue Open Farms

Each year, Open Farms highlights the County's commitment to small scale agriculture and local businesses. Open Farms raises the county's profile in the community, fosters connections between farm and table, and strengthens partnerships between the County, Townships, and the City of Kingston. This initiative has a stand-alone website www.OpenFarms.ca that is maintained by Economic Development.

5. Focus destination development and tourism marketing on trails

Without dedicated staff to lead the implementation of the Destination Development Plan, it is necessary to narrow tourism efforts to a level attainable for the resources in place, without impacting other department initiatives.

The second goal of the Frontenac Destination Development Plan recommends the development and promotion of a "trail-based, sustainable outdoor recreation ecosystem to help locals and visitors navigate the County." Trail management and development is already a significant part of the Economic Development department's responsibility. Focusing tourism marketing and development on trails, for now, will help the County highlight its historical investments in the K&P Trail and make incremental progress on a primary goal of the Destination Development Plan.

In 2024, the Economic Development Team will partner with Ontario's Highlands and neighbouring municipalities to complete a market readiness assessment of the K&P Trail, the Cataraqui Trail, the Ottawa Valley Recreational Trail, and the Algonquin Trail. These four rail trails form a 350-kilometre, off-road loop that has the potential to be a destination for international tourists seeking to cycle or hike through the Frontenac Arch Biosphere and surrounding communities. This assessment will provide recommendations for destination development and marketing in order to make the trail loop market ready for destination marketing organizations. Details of this project are available in report 2024-021.

6. Pause tourism social media and website

The Economic Development team, with its current resources, does not have the capacity to deliver on the development of a new, consumer-oriented Tourism website as recommended in the Destination Plan. The department currently struggles to maintain relevant content on the existing website. In 2024, staff will update only as necessary and evaluate whether the website should be eliminated. Updates to consumer facing social media, such as Visit Frontenac on

Instagram and Facebook will also be discontinued. In the meantime, some tourism content can be incorporated into the Frontenac County corporate social media accounts, when resources are available to do so.

7. Update Strategic Documents

Priorities of County Council and the business community have shifted since the Charter for Economic Development was established in 2015. As part of the background work for the Regional Community Improvement Plan, the Economic Development Team has engaged the business community and updated the Charter for Economic Development accordingly. Details and next steps will be presented to the committee in March.

There has been some discussion with staff from the Townships and Frontenac Business Services about establishing a cohesive, collaborative Economic Development strategy to serve all six organizations. The strategy would expand upon the priorities set in the Charter for Economic Development, outline goals and objectives for each organization, and develop a framework for collaboration among all six offices. The Economic Development Team will continue to work with its partners to determine if next steps should be taken about the development of a collective strategy.

Staff are confident that they have the capacity and resources to deliver on the 2024-2028 Business Plan, as amended through this report. Should a change in resources take place, staff will return to the committee with recommended actions or adjustments at that time.

Frontenac County Strategic Plan

The Planning and Economic Development work plan for 2024 and beyond supports strategic priority two of the County Strategic Plan:

“Contribute to the progress of sustainable economic growth and prosperity throughout the County”

- Work with Townships to improve and sustain the villages and hamlets across the region.
- Develop regional tools and policies to support long-term protection of lakes, rivers, and other important environmental features in Frontenac.
- Support different forms of housing such as small apartments, affordable houses, and seniors housing.
- Provide business support and resources to existing and prospective businesses.
- Attract new investments and businesses to Frontenac County.
- Support workforce development initiatives to create job opportunities and retain talent.

Financial Implications

The adjustments to the business plan are to ensure that the Economic Development team is appropriately resourced to deliver on the objectives in the plan within the parameters of the approved 2024 operating budget.

Organizations, Departments and Individuals Consulted and/or Affected

Matt Mills, Communications Officer



Report 2024-020

Planning and Economic Development Committee Information Report

To: Planning and Economic Development Advisory Committee

From: Kelly Pender, Chief Administrative Officer

Joe Gallivan, Director, Planning & Economic Development

Prepared by: Sonya Bolton, Manager of Community Planning

Date of meeting: February 13, 2024

Re: **2023 Planning Services & 2024-2025 Planning Priorities**

Recommendation

That the Planning and Economic Development Advisory Committee recommend that Council endorse the proposed changes to the planning services business plan as outlined in this report in the section entitled “Future Projects and Time Commitments”.

Background

The work plan for planning services is largely unchanged from the one presented in late 2023. However, this report provides a summary of the planning hours and application numbers for 2023, along with a summary of some changes to project priorities based on some temporary staff changes in the first half of 2024.

Comment

2023 Planning Hours and Application Numbers

Total planning applications for all Townships has now declined for a third year in a row, from a high of 174 in 2021 to 108 in 2023. Only Frontenac Islands experienced a small increase from 13 in 2022 to 16 in 2023 (refer to Figure 1).

Total planning hours for all three Townships in 2023 was 2,180, an overall decrease of 11.5% from 2022 (refer to Figure 2). North Frontenac planning hours decreased by more than 35% year over year (634 hours from 857 hours). Central Frontenac hours declined by 5% (1,007 hours in 2023 versus 1,059 hours in 2022). Frontenac Islands hours in 2023 (538) declined 12.5% from 2022 (601).

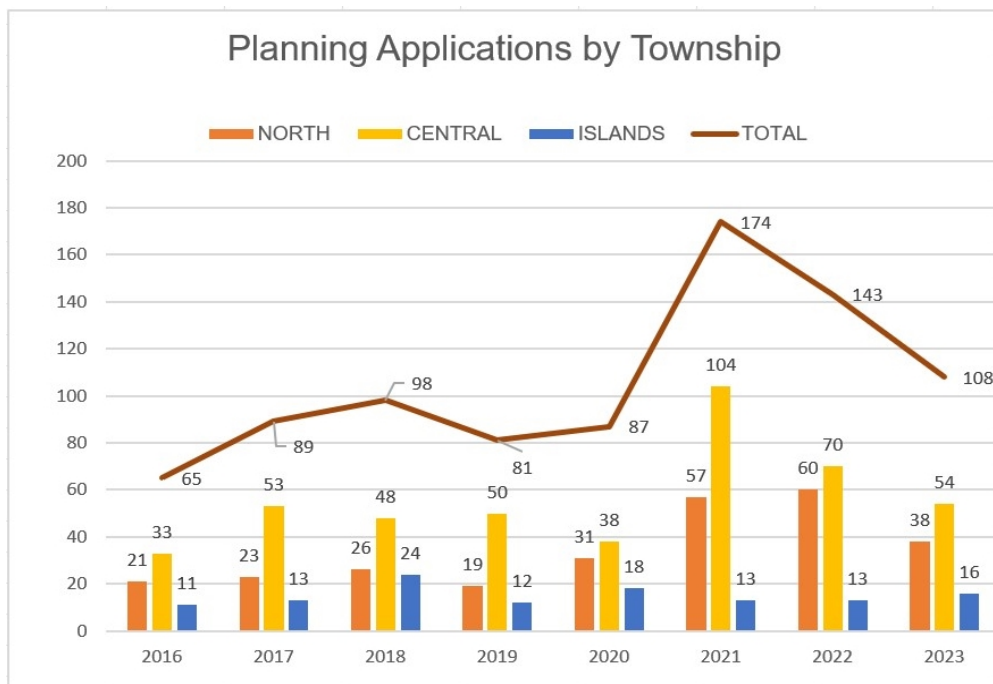


Figure 1: Total number of planning applications by township from 2016 to 2023.

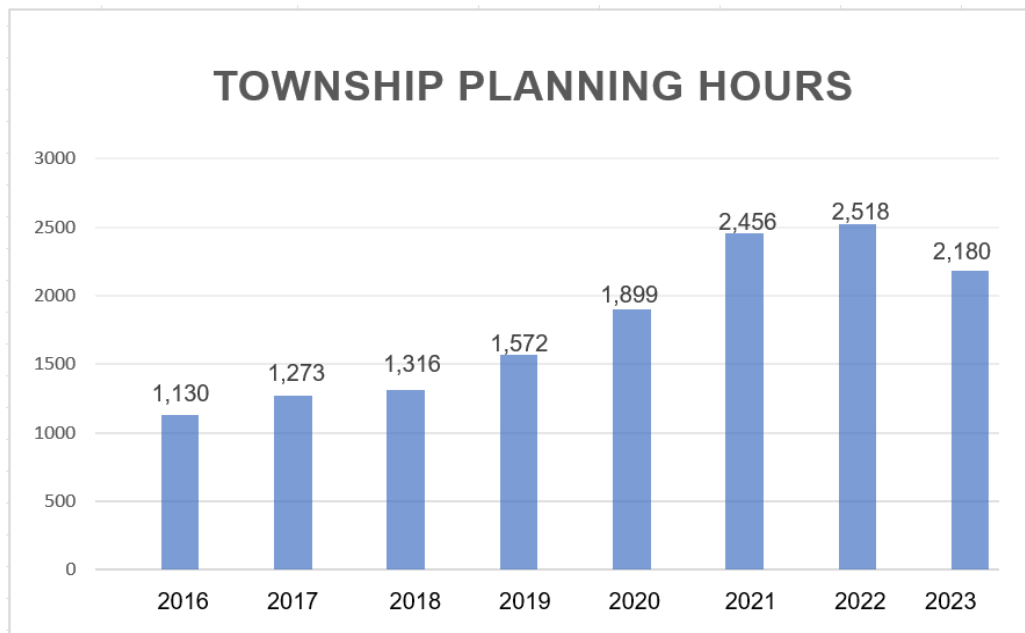


Figure 2: Total number of township planning hours from 2016 to 2023 (North Frontenac, Central Frontenac, and Frontenac Islands)

Planning hours dedicated to County/regional planning increased by 12.5% in 2023 (2,632 hours compared to 2,303 hours in 2022). County planning work comprised 55% of total planning hours in 2023. This is the first time since 2020 that County planning work has represented more than half of our workload.

Total planning hours in 2023 were 4,812 which was essentially the same number of hours in 2022 (4,820). This in part was due to more time being allocated to 'non planning' tasks (e.g., training, economic development, etc.).

North Frontenac (634 hours, -35% from 2022)

The majority of time in 2023 was for development planning. Report writing was 166 hours (26% of total). Planning inquiries and consultation accounted for 160 hours (25%). 'Housekeeping' work on the Zoning By-law involved 61 hours of work. A single planning application for a property on Lafolia Lane (Palmerston Lake) accounted for 90 hours (14% of total).

Central Frontenac (1,007 hours, -5% from 2022)

Of the 1,007 total hours, a total of 829 hours (82% of total) were dedicated to development planning, including 208 hours for report writing and 358 hours for planning inquiries and consultation. There were 134 hours (13% of total) allocated to the Sharbot Lake school site redevelopment project, including public consultation and an open house. 'Housekeeping' work on the new Township Zoning By-law accounted for 44 hours.

Frontenac Islands (538 hours, -12% from 2022)

Hours for planning for Frontenac Islands declined from 601 in 2022 to 538 in 2023. Almost 123 hours (23% of the total) involved work on the Marysville Secondary Plan, including supporting the students at the Queen's School of Urban and Regional Planning on their Marysville design standards project. Planning inquiries, consultation and report writing accounted for 169 hours (31% of total hours).

Frontenac County (2,632 hours, +13% from 2022)

For the first time since 2020, County planning work represented more than half of the work of the planning team (55% of total planning hours). Work done by the Director (912 hours for County work) accounted for almost 35% of the total 2,632 hours, including administration and strategic planning. Other large projects included:

- A total of 174 hours was spent working with the Townships in implementing changes to the planning process as a result of new Provincial legislation, including preparing an Official Plan Amendment and holding Public Meetings for all three Townships as well as assisting South Frontenac Township.
- Planning staff also spent 61 hours researching and preparing updates to the various township fee by-laws to increase revenue related to planning applications.
- Another 49 hours was spent by planning staff researching and preparing material for the delegated approval of undisputed consents for the three Townships. It should be noted that by the end of February, planning staff anticipate that North Frontenac, Central Frontenac, and Frontenac Islands Councils will all have passed by-laws

related to the delegated approval of undisputed consents. This change to the local planning process is expected to decrease staff time on files, which in turn will be reflected in the 2024 summary of township hours.

- Approximately 212 hours was dedicated to the ongoing work on the communal services project and the establishment of a municipal utility.
- Subdivision files work totaled 101 hours, and an additional 68 hours was committed by the Director for work on an Ontario Land Tribunal hearing for an appeal of a County Council decision to not extend draft approval of a plan of subdivision (Sands Road, South Frontenac – Ouellette).

Staffing Update

A full-time member of the planning services team will be taking parental leave for 12 weeks starting approximately at the end of February. It is extremely difficult at present to hire a planner for a full-time permanent position, let alone one for three months. Therefore, the decision was made to post a part-time position of 16 hours a week for up to six months. At the time of writing this report, the County has received four applications and will be conducting interviews with the top candidates.

Existing planning staff will continue to monitor and respond to the majority of inquiries. As development activity often increases in the spring, staff have tried to be realistic about the other projects and initiatives that they can continue to move forward, which is outlined in more detail in the section below.

The planning services team will also be hiring a student intern for a 16-week period over the summer, starting in May, as we have over the last few years. The hours worked by the student are covered entirely by the County and are not included in the billing for the service agreement with the three townships.

Future Projects and Time Commitments

There are several planning projects in the 2024 to 2025 period that are currently listed in the Department work plan that are expected to involve significant planning hours. The timelines of these projects may be adjusted based on workload issues:

- **Community Planning Permit System (CPPS) (2024/2025)** – In 2023, each of the four Township Councils agreed to contribute a maximum of \$25,000 each for this project, which will be managed by planning staff and billed as a County project. A Request for Proposal (RFP) was released on January 29, 2024, with the goal of hiring a planning consulting firm by March.. The CPPS project is a priority for 2024 and will also involve time and commitment from Township staff. It is expected that implementation at the Township level will take place in 2025.
- **Communal Services – Frontenac Municipal Services Corporation (FMSC) (2024)** – The utility to publicly manage and operate future communal service development across Frontenac was created in late 2023, and the Board of Directors was selected in early 2024. Although the FMSC is now a separate entity, it is expected that County planning staff will support the implementation of 'best practices' this year. Also, County planning staff will be working with all four

Townships to prepare Official Plan policies (and amendments where needed) to support the use of communal services and to provide guidance about where each Township would support this type of development.

- **Natural Heritage Study (2024/2025)** – County Council has approved a maximum budget of \$110,000 to prepare a new Natural Heritage Study (the previous one was completed in 2012). Work has been delayed due lack of time available for County / regional planning work; however, it is expected that an RFP will be created and released in the third quarter of 2024.
- **County Official Plan update (2024/2025)** – The first County Official Plan was adopted by County Council in 2014 and approved by the Minister of Municipal Affairs in 2016. Staff will be bringing a work plan to County Council in the second half of 2024 to initiate the update process.
- **Plans of Subdivision and Condominium (2024/2025)** – There is the potential for an increase in subdivision applications now that a public utility has been created to manage and operate new development on communal services.
- **Regional Community Improvement Plan (CIP) (2024/2025)** – The Regional CIP work with Economic Development continues in 2024 and may result in County planning staff preparing amendments to the County and Township Official Plans for implementation.
- **Sharbot Lake Former School Site Redevelopment (2024/2025)** – Planning staff are working at the direction of Central Frontenac Township Council to file an application to the Federation of Canadian Municipalities (FCM) for cost shared funding to initiate an Environmental Assessment (EA) for using communal services for the redevelopment of the formal school site. Should the application be successful, the EA process may commence in the second quarter of 2024. Decisions on future uses for the site will also take place in 2024.
- **South Frontenac Official Plan Review (2024)** – A draft of the new Official Plan was released to the public in February 2023. County Council is the approval authority for the new plan and County planning staff are involved in the review and suggested changes during the public review process. It is expected that Township Council will adopt the Plan in the second quarter of 2024, with the goal of County Council approval by the end of the third quarter.
- **Marysville Design Standards and Zoning By-law Amendments (2024/2025)** – Students from the Queen's University School of Urban and Regional Planning completed a design standards project for future development and redevelopment in the village. Planning staff will begin work in the second half of 2024 to review the design standards and draft changes to the zoning for the village to implement these standards.
- **Frontenac Islands Official Plan (2024/2025)** – Planning staff are awaiting direction from Frontenac Islands Township Council to initiate work on a new Official Plan (the

existing plan is more than 10 years old and is not up to date with changes to Provincial planning policy over the past decade).

Financial Implications

There are no financial implications associated with the update to the business plan for planning services. Anything in addition to what has already been budgeted for would require approval from County Council.

Organizations, Departments and Individuals Consulted and/or Affected

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

Attachments:

None

By-Law Number 2024-007
of

The Corporation of the County of Frontenac

being a by-law to Authorize the Warden and Clerk to Execute an agreement with the Province of Ontario should the application to the Rural Economic Development Program for the K&P Trail Phase 6 Development Project be successful

Whereas the County of Frontenac is looking to rehabilitate the K&P Trail between Clarendon Station and the Mississippi River; and,

Whereas County Council has authorized staff to complete an application to the Rural Economic Development Program for the K&P Trail Phase 6 Development Project;

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

1. **That** the Council of the County of Frontenac authorize the Warden and Clerk to Execute an agreement with the Province of Ontario should the application to the Rural Economic Development Program for the K&P Trail Phase 6 Development Project be successful.
2. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 21st day of February, 2024.

Read a Third Time, Signed, Sealed and Finally Passed this 21st day of February, 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
February 21, 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 February 21, 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 February 21, 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 February 21, 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 21st day of February 2024

Read a Third Time and Finally Passed, Signed and Sealed this 21st day of February 2024.

The Corporation of the County of Frontenac

Frances Smith, Warden	Jannette Amini, Clerk