



Frontenac County Council Meeting
Wednesday, January 15, 2025 – 9:00 a.m.
County of Frontenac Administration Building,
2069 Battersea Road, Glenburnie, ON
Council will resolve into Closed Meeting
and will reconvene as regular Council at 9:30 a.m.
<https://youtube.com/live/YzRW3uVenA?feature=share>

Agenda

Page

Call to Order

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

Roll Call

Closed Session

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

1. Adoption of Closed Minutes of Meetings held December 18, 2024
2. Labour relations or employee negotiations; as it relates to the Labour Relations Strategy with CUPE 2290

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

Approval of Addendum

Disclosure of Pecuniary Interest and General Nature Thereof

Adoption of Minutes

- a) Minutes of Meeting held December 18, 2024

Resolved That the minutes of the regular Council meeting held

December 18, 2024 be adopted.
[Minutes of Meeting held December 18, 2024](#)

Delegations and/or Presentations

Proclamations

Move into Committee of the Whole

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

Briefings

- 22 - 29
- a) **Mr. Kevin Farrell**, Chief Administrative Officer, will provide Council with his monthly CAO briefing.
[CAO Monthly Report](#)

Unfinished Business

Consent Reports from the Chief Administrative Officer

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

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

Consent Reports

- 30 - 41
- a) **2025-002**
Corporate Services
2025 User Fees and Charges By-Law
Recommendation:

Resolved That County Council receive the Corporate Services – 2025 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.

42 - 53

[2025 User Fees and Charges By-Law](#)

- b) **2025-003**
Corporate Services
Setting of the 2026 County Budget Deliberations and Solicitation of Public Input
Recommendation:

Resolved That the Council of the County of Frontenac receive the Corporate Services – Setting of the 2026 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 2026 Budget Deliberations:

August 18 – September 5, 2025	2026 Frontenac County Budget project open on engagefrontenac.ca for public engagement
Wednesday, September 17, 2025	Public Meeting – Presentations and/or funding requests for consideration in 2026 budget
Tuesday, October 28, 2025 – Full Day	Council Presentation –2026 Business Plans & Project Proposals Detailed Budget Presentation
Wednesday, October 29, 2025 – Full Day	Council Presentation – 2026 Business Plans & Project Proposals Detailed Budget Presentation

54 - 55

[Setting of the 2026 County Budget Deliberations and Solicitation of Public Input](#)
[Appendix A Budget Policy](#)

- c) **2025-004**
Corporate Services
2025 Temporary Borrowing By-Law
Recommendation:

Be It Resolved That the Council of the County of Frontenac accept the Corporate Services – Finance - 2025 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 2025.

[2025 Temporary Borrowing By-Law](#)

Committee of Management of Fairmount Home

Recommend Reports from the Chief Administrative Officer

a) **2024-119**

K&P Trail

Requirement for all motorized off-road trail users to hold a membership with an authorized partner organization

***Note:** This item was postponed at the November 20, 2024 County Council meeting pending staff investigate and report back to Council the possibility of the County issuing permits as well as including an EOTA agreement and the price of user fees.

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

Recommendation:

Be It Resolved That staff be directed to amend Bylaw No. 2022-0033 as follows:

That Section 7 – Regulations regarding motorized vehicle use on the K&P Trail be amended to add a new 7.3 as follows:

7.3 No person shall permit any motorized vehicle noted in Section 5 i and ii, to enter upon or utilize the Trail unless that person is registered with an authorized partner organization as noted in Schedule 2;

That Section 7 be re-numbered accordingly;

That a new Schedule 2, Authorized Partner Organizations be added, to include the Frontenac ATV Club, the L&A Ridgerunners Snowmobile Club, and the Snow Road Snowmobile Club and the Eastern Ontario Trails Alliance.

And Further That the Warden and Clerk be authorized to complete a

revised memorandum of understanding with the [Frontenac ATV Club](#) for non-exclusive use of the K&P Trail that outlines the following:

1. The requirement for all motorized trail users to be licensed and insured.
2. The 2025 minimum contribution commitment of \$15,000 towards trail maintenance.
3. The requirement for all motorized off-road recreational vehicles using the K&P Trail to have proof of membership, such as a permit or pass, with the Frontenac ATV Club or with another authorized partner organization.

And Further That staff present a Memorandum of Understanding to, and if successful, that the Warden and Clerk be authorized to enter into an agreement with, the [Eastern Ontario Trails Alliance \(EOTA\)](#) for non-exclusive use of the K&P Trail that outlines the following:

1. The requirement for all motorized trail users to be licensed and insured.
2. The 2025 minimum contribution commitment of \$15,000 towards trail maintenance.
3. The requirement for all motorized off-road recreational vehicles using the K&P Trail to have proof of membership, such as a permit or pass, with the EOTA or with another authorized partner organization.

And Further That the K&P Trail Management Plan be updated to reflect the changes outlined in this report.

[Requirement for all motorized off-road trail users to hold a membership with an authorized partner organization](#)

62 - 88

b) **2025-005
K&P Trail**

Partnership Agreement with North Frontenac Township for use of Township owned property

Recommendation:

Be It Resolved That the Warden and Clerk be authorized to sign the partnership agreement with the Township of North Frontenac, if the following conditions are met:

1. **That** clause 8 be removed from the agreement.
2. **That**, as previously agreed, the transfer of parcels at the following locations be completed prior to signing of the partnership agreement:
 1. PIN 36209-0012
 2. PIN 36209-0030
 3. PIN 36209-0231

[Partnership Agreement with North Frontenac Township for use of Township owned property](#)
[Appendix A - Proposed NF Agreement for Use of Roads and Parcels](#)
[Appendix B - Bridge 94.7 Inspection Report](#)
[Appendix C - Bridge 95.0 Inspection Report](#)

Information Reports from the Chief Administrative Officer

89 - 94

- a) **2025-006**
K&P Trail
Follow up to “Made in Frontenac” Trail Pass Feasibility for Motorized Off-Road Recreational Vehicles
[Follow up to “Made in Frontenac” Trail Pass Feasibility for Motorized Off-Road Recreational Vehicles](#)

Reports from Advisory Committees of County Council

Return to Council

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

Adoption of the Report of the Committee of the Whole Council

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

Motions, Notice of Which has Been Given

- a) **Motion to support increasing the maximum annual Tile Drain Loan Limit to a minimum of \$250,000**

Moved by: Councillor Greenwood-Speers

Seconded by: Councillor Gowdy

Be It Resolved That the Council of the County of Frontenac hereby support the motion from the Township of Adelaide Metcalfe requesting that the Province, through the Ministry of Agriculture, Food and Rural Affairs, consider increasing the maximum annual Tile Drain Loan Limit to a minimum of \$250,000; and,

And Further That Council a copy of this motion be forwarded to the Honourable Rob Flack, Minister of Agriculture, Food and Rural Affairs (OMAFRA), the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), 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 Huron County regarding and Advocacy Letter to the Solicitor General on Court Security
[Distributed to Members of County Council December 20, 2024]
- b) From the City of Belleville regarding a Resolution regarding local municipal policing costs
[Distributed to Members of County Council December 20, 2024]
- c) From the City of Guelph regarding a Resolution on Fees for Use of Municipal Property by Natural Gas Distributors
[Distributed to Members of County Council December 20, 2024]
- d) From the City of Stratford regarding a Resolution on Fees for Use of Municipal Property by Natural Gas Distributors
[Distributed to Members of County Council December 20, 2024]
- e) From the City of Stratford regarding a Resolution on the Redistribution of Land Transfer Tax and Property Sale GST
[Distributed to Members of County Council December 20, 2024]
- f) From the City of Stratford regarding a Resolution supporting City of Toronto resolution respecting Local Democracy and Cities
[Distributed to Members of County Council December 20, 2024]
- g) From the Minister of Municipal Affairs and Housing regarding announcement of investments homelessness to help encampments
[Distributed to Members of County Council December 20, 2024]
- h) From the Municipality of Port Hope regarding a Resolution on the Redistribution of Land Transfer Tax and Property Sale GST
[Distributed to Members of County Council December 20, 2024]
- i) From the Town of Stouffville regarding a Resolution on the Redistribution of Land Transfer Tax and Property Sale GST
[Distributed to Members of County Council December 20, 2024]
- j) From the Township of King regarding a Resolution on the Redistribution of Land Transfer Tax and Property Sale GST
[Distributed to Members of County Council December 20, 2024]
- k) From the Township of Pelee regarding a Resolution on the Redistribution of Land Transfer Tax and Property Sale GST
[Distributed to Members of County Council December 20, 2024]
- l) From the Township of Puslinch regarding a Resolution on the Redistribution of Land Transfer Tax and Property Sale GST

- [Distributed to Members of County Council December 20, 2024]
- m) From the Township of Puslinch regarding a Resolution subsidies to the aggregate sector
[Distributed to Members of County Council December 20, 2024]
 - n) From the Township of Scugog regarding a Resolution on the Redistribution of Land Transfer Tax and Property Sale GST
[Distributed to Members of County Council December 20, 2024]
 - o) From the Township of Stone Mills regarding a Resolution on the Redistribution of Land Transfer Tax and Property Sale GST
[Distributed to Members of County Council December 20, 2024]
 - p) From the Township of Uxbridge regarding a Resolution on the Redistribution of Land Transfer Tax and Property Sale GST
[Distributed to Members of County Council December 20, 2024]
 - q) From Northumberland County regarding a Resolution to Support Protection of Agricultural Lands and Sustainable Development
[Distributed to Members of County Council January 10, 2025]
 - r) From the City of Stratford regarding a Resolution on the Establishment of an Ontario Rural Road Safety Program
[Distributed to Members of County Council January 10, 2025]
 - s) From the City of Stratford regarding a Resolution on the Ontario Deposit Return Program
[Distributed to Members of County Council January 10, 2025]
 - t) From the City of Stratford regarding a Resolution supporting the Solve the Crisis Campaign
[Distributed to Members of County Council January 10, 2025]
 - u) From the City of Toronto regarding a Resolution declaring Toronto a Paid Plasma-Free Zone
[Distributed to Members of County Council January 10, 2025]
 - v) From the County of Prince Edward regarding a Resolution on the Redistribution of the Provincial Land Transfer Tax and GST
[Distributed to Members of County Council January 10, 2025]
 - w) From the Municipality of Kincardine regarding a Resolution on Property Tax implications
[Distributed to Members of County Council January 10, 2025]
 - x) From the Municipality of South Heron regarding a Resolution requesting the Province reconsider amendments to the Ontario Heritage Act
[Distributed to Members of County Council January 10, 2025]
 - y) From the Town of Aylmer regarding a Resolution to Oppose Provincial Legislation on Cycling Lanes
[Distributed to Members of County Council January 10, 2025]

- z) From the Town of Kearney regarding a Resolution on the More Homes Faster and the Cutting Red Tape to Build More Homes Act
[Distributed to Members of County Council January 10, 2025]
- aa) From the Town of Plympton-Wyoming regarding a Resolution concerning Improvements to Catch & Release
[Distributed to Members of County Council January 10, 2025]
- ab) From the Township of Amaranth regarding a Resolution on the Redistribution of the Provincial Land Transfer Tax and GST
[Distributed to Members of County Council January 10, 2025]
- ac) From the Township of South Stormont regarding a Resolution on the Redistribution of the Provincial Land Transfer Tax and GST
[Distributed to Members of County Council January 10, 2025]
- ad) From the Town of Plympton-Wyoming regarding a Resolution concerning Property Taxation Implications
[Distributed to Members of County Council January 10, 2025]
- ae) From Graham McGregor regarding his new position as Ass. Min. of Auto Theft and Bail Reform
[Distributed to Members of County Council January 10, 2025]

Other Business

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

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

By-Laws

- 95 - 96
 - a) To authorize temporary borrowing for current expenditures for the year 2025
[Proposed By-law No. 2025-001]
[To authorize temporary borrowing for current expenditures for the year 2025](#)
- 97 - 108
 - b) To Impose User Fees and Charges for Services
[Proposed By-law No. 2025-002]
[To Impose User Fees and Charges for Services](#)
- 109 - 111
 - c) To amend Bylaw No. 2022-0033 to require that all motorized off-road vehicles using the K&P Trail be registered with an

authorized partner organization.
[Proposed By-law No. 2025-003]

[To amend Bylaw No. 2022-0033 to require that all motorized off-road vehicles using the K&P Trail be registered with an authorized partner organization.](#)

112

- d) To Authorize the Warden and Clerk to Execute a Memorandum of Understanding with the Frontenac ATV Club for the non-exclusive use of the K&P Trail
[Proposed By-law No. 2025-004]

[To Authorize the Warden and Clerk to Execute a Memorandum of Understanding with the Frontenac ATV Club for the non-exclusive use of the K&P Trail](#)

113

- e) To Authorize the Warden and Clerk to Execute an Agreement with the Eastern Ontario Trails Alliance (EOTA) for the non-exclusive use of the K&P Trail
[Proposed by-law No. 2025-005]

[To Authorize the Warden and Clerk to Execute an Agreement with the Eastern Ontario Trails Alliance \(EOTA\) for the non-exclusive use of the K&P Trail](#)

114 - 115

- f) To confirm all actions and proceedings of County Council on January 15, 2025
[Proposed By-law No. 2025-006]

[To confirm all actions and proceedings of County Council on January 15, 2025](#)

Adjournment



FRONTENAC



Minutes of the Regular Meeting of Council December 18, 2024

A regular meeting of the Council of the County of Frontenac was held in the Council Chamber of the County Administration Building, 2069 Battersea Road, Glenburnie on Wednesday, December 18, 2024 at 9:00 am.

There was a "Closed Meeting" of the Committee of the Whole from 9:00 am to 9:24 am, with regular business commencing at 9:30 am.

Roll Call

Present: Warden Gerry Lichty, Deputy Warden Bill Saunders,
Councillors Fred Fowler, Nicki Gowdy, Judy Greenwood-
Speers, Ray Leonard, Fran Smith, and Ron Vandewal

Also Present: **County:**
Richard Allen, Manager of Economic Development
Jannette Amini, Manager of Legislative Services/Clerk
Susan Brant, Administrator-Fairmount Home
Kevin Farrell, Chief Administrative Officer
Joe Gallivan, Director of Planning and Economic Development
Marc Goudie, Chief/Director of Emergency & Transportation
Services
Alex Lemieux, Director of Corporate Services/Treasurer
Brieanna McEathron, Deputy Clerk
Barb McCulloch, Director of Human Resources
Matt Mills, Communications Officer

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 #: 25-25 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 October 16, 2024
2. A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board - as it applies to growth management

Carried

Motion #: 26-25 Moved By: Deputy Warden 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 November 20, 2024

Motion #: 27-25 Moved By: Councillor Fowler
Seconded By: Councillor Vandewal

Resolved That the minutes of the regular Council meeting held November 20, 2024 be adopted.

Carried

Delegations and/or Presentations

Proclamations

Move into Committee of the Whole

Motion #: 28-25 Moved By: Councillor Smith
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. Kevin Farrell**, 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 #: 29-25 Moved By: Councillor Gowdy
Seconded By: Councillor Leonard

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

Carried

Consent Reports

- a) 2024-125**
Corporate Services
2025 Tax Ratios and Tax Rate Reductions

Resolved That the Council of the County of Frontenac accept the Corporate Services – 2025 Tax Ratios and Tax Rate Reductions report;

And Further That Council consider a by-law, introduced later in the meeting, to confirm the 2025 tax ratios and tax rate.

Carried

**b) 2024-126
Corporate Services
2025 Tax Rate**

Resolved That the Council of the County of Frontenac accept the Corporate Services - 2025 Tax Rate report;

And Further That Council consider a by-law, introduced later in the meeting, to establish the 2025 tax rates.

Carried

c) 2024-127
Corporate Services
Provisional Appointment to the South East Board of Health

Be It Resolved ThatBy-law 2023-001, being a by-law to appoint Members of Council and Members of the Community to External Boards and Committees for the Term of Council be amended to add the South East Board of Health;

And Further That Council appoint Councillor Greenwood-Speers to the South East Board of Health whose term expires November 15, 2026.

Carried

Committee of Management of Fairmount Home

Recommend Reports from the Chief Administrative Officer

a) 2024-123
Corporate Services
2024 Fairmount Home Accounts Receivables Write-Offs

Motion #: 30-25 Moved By: Councillor Fowler
Seconded By: Councillor Vandewal

Resolved That the Council of the County of Frontenac receive this Corporate Services – 2024 Fairmount Home Accounts Receivable Write-Offs report;

And Further That Council authorize the Treasurer to write off accounts totalling \$46,828.11.

Carried

Communications

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

- a) From NOMA regarding a Letter of Support for Billy Bishop Airport
[Distributed to Members of County Council November 22, 2024]
- b) From the City of Toronto regarding a Resolution respecting Local Democracy and Cities
[Distributed to Members of County Council November 22, 2024]
- c) From the Municipality of Val Rita-Harty regarding a Resolution concerning rural road safety
[Distributed to Members of County Council November 22, 2024]
- d) From the Municipality of Wawa regarding a Resolution asking the Province to Resume the Assessment Cycle
[Distributed to Members of County Council November 22, 2024]
- e) From the Municipality of Wawa regarding a Resolution concerning the Redistribution of Land Transfer Tax
[Distributed to Members of County Council November 22, 2024]
- f) From the Municipality of Wawa regarding a Resolution to Amend OBC to include affordable housing plans
[Distributed to Members of County Council November 22, 2024]
- g) From the Town of Grimsby regarding a Resolution urging the government to resume the assessment cycle
[Distributed to Members of County Council November 22, 2024]
- h) From the Town of Halton Hills regarding a Resolution concerning the Municipal Elections Act
[Distributed to Members of County Council November 22, 2024]
- i) From the Town of Pelham Niagara regarding a Resolution on the Establishment of Ontario Rural Road Safety Program
[Distributed to Members of County Council November 22, 2024]
- j) From the Town of Tecumseh regarding a Resolution concerning the Municipal Elections Act
[Distributed to Members of County Council November 22, 2024]
- k) From the Township of Ashfield Colborne Wawanosh regarding a Resolution Rural Road Safety
[Distributed to Members of County Council November 22, 2024]
- l) From the Township of Clearview regarding a Resolution concerning OPP Annual Billing Statement
[Distributed to Members of County Council November 22, 2024]
- m) From the Township of North Dumfries regard a Resolution a Rural Road Safety Program
[Distributed to Members of County Council November 22, 2024]
- n) From the Township of Terrace Bay regarding a Resolution concerning Ambulance Shortages and Healthcare System Issues
[Distributed to Members of County Council November 22, 2024]
- o) From the Township of Terrace Bay regarding a Resolution concerning the

- Municipal Elections Act
[Distributed to Members of County Council November 22, 2024]
- p) From the Township of Terrace Bay regarding a Resolution of Support for Billy Bishop Airport
[Distributed to Members of County Council November 22, 2024]
- q) From the Township of Terrace Bay regarding a Resolution on the Establishment of Ontario Rural Road Safety Program
[Distributed to Members of County Council November 22, 2024]
- r) From Tay Valley Township regarding a Resolution on the Establishment of an Ontario Rural Road Safety Program
[Distributed to Members of County Council November 29, 2024]
- s) From the City of Brantford regarding a Resolution on the Redistribution of the Provincial Land Transfer Tax and GST
[Distributed to Members of County Council November 29, 2024]
- t) From the County of Northumberland regarding a Resolution Support on Support for Family Physicians
[Distributed to Members of County Council November 29, 2024]
- u) From the Minister of Municipal Affairs and Housing regarding regarding changes to the Planning Act to support ARU's
[Distributed to Members of County Council November 29, 2024]
- v) From the Municipality of St. Charles regarding a Resolution concerning Public Sector Salary Disclosure
[Distributed to Members of County Council November 29, 2024]
- w) From the Municipality of St. Charles regarding a Resolution on the distribution of Land Transfer Tax and GST
[Distributed to Members of County Council November 29, 2024]
- x) From the Municipality of St. Charles regarding a Resolution on the Ontario Deposit Return Program
[Distributed to Members of County Council November 29, 2024]
- y) From the Municipality of Tweed regarding a Resolution on the redistribution of GST and Land Transfer tax
[Distributed to Members of County Council November 29, 2024]
- z) From the Municipality of Tweed regarding a Resolution to implement rural road safety
[Distributed to Members of County Council November 29, 2024]
- aa) From the Town of Aurora regarding a Resolution on the Redistribution of Land Transfer Tax and GST to Municipalities
[Distributed to Members of County Council November 29, 2024]
- ab) From the Town of Saugeen Shores regarding a Resolution concerning Intimate Partner Violence
[Distributed to Members of County Council November 29, 2024]
- ac) From the Township of Georgian Bluffs regarding a Resolution concerning OPP Detachment Billing Increases
[Distributed to Members of County Council November 29, 2024]
- ad) From the Township of North Glengarry regarding a Resolution asking for resumption of the Assessment Cycle
[Distributed to Members of County Council November 29, 2024]
- ae) From the Township of Puslinch regarding a Resolution on Ontario

- Provincial Police Costs 2025
[Distributed to Members of County Council November 29, 2024]
- af) From the Township of Tay Valley regarding a Resolution concerning Public Sector Salary Disclosure
[Distributed to Members of County Council November 29, 2024]
 - ag) News Release From the Province of Ontario committing to Offsetting OPP Cost Increases for Small and Rural Municipalities
[Distributed to Members of County Council November 29, 2024]
 - ah) From Durham Region regarding a Resolution on the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities
[Distributed to Members of County Council December 06, 2024]
 - ai) From the EOWC providing its November 2024 Newsletter
[Distributed to Members of County Council December 06, 2024]
 - aj) From the Frontenac ATV Club providing its final newsletter for 2024
[Distributed to Members of County Council December 06, 2024]
 - ak) From the Town of Cobourg regarding a Resolution on the Redistribution of Provincial Land Transfer Tax and GST
[Distributed to Members of County Council December 06, 2024]
 - al) From the Town of Kearney regarding a Resolution concerning Critical Infrastructure
[Distributed to Members of County Council December 06, 2024]
 - am) From the Town of New Tecumseth regarding a Resolution on the Redistribution of the Provincial Land Transfer Tax and GST
[Distributed to Members of County Council December 06, 2024]
 - an) From the Town of Petrolia regarding a Resolution on OPP Provincial Billing increases
[Distributed to Members of County Council December 06, 2024]
 - ao) From the Town of South Bruce Peninsula regarding a Resolution concerning rural road safety
[Distributed to Members of County Council December 06, 2024]
 - ap) From the Town of Tillsonburg regarding a Resolution on the Establishment of Ontario Rural Road Safety Program
[Distributed to Members of County Council December 06, 2024]
 - aq) From the Township of Lanark Highlands regarding a Resolution on Provincial Absorption of OPP Costs
[Distributed to Members of County Council December 06, 2024]
 - ar) From the York Region regarding a Resolution on the Redistribution of the Provincial Land Transfer Tax and GST
[Distributed to Members of County Council December 06, 2024]
 - as) From Tay Valley Township regarding a Resolution on Sustainable Municipal Funding
[Distributed to Members of County Council December 13, 2024]
 - at) From the Kingston Frontenac Public Library providing its Board Meetings schedule for 2025
[Distributed to Members of County Council December 13, 2024]
 - au) From the Minister of Municipal Affairs and Housing regarding Proposed legislation on Codes of Conduct
[Distributed to Members of County Council December 13, 2024]

- av) From the Municipality of East Ferris regarding a Resolution concerning the transportation of Radioactive Materials
[Distributed to Members of County Council December 13, 2024]
- aw) From the Municipality of Wawa regarding a Resolution concerning Ambulance Shortage and Healthcare System
[Distributed to Members of County Council December 13, 2024]
- ax) From the Municipality of Wawa regarding a Resolution concerning Ambulance Shortage and Healthcare System
[Distributed to Members of County Council December 13, 2024]
- ay) From the Northern Ontario Women's Caucus regarding a Resolution calling on the resignation of MPP for sexual harrassment
[Distributed to Members of County Council December 13, 2024]
- az) From the Town of Cobalt regarding a Resolution calling for the resumption of the Property Assessment Cycle
[Distributed to Members of County Council December 13, 2024]
- ba) From the Town of Cobalt regarding a Resolution concerning the Resuming of the Assessment Cycle
[Distributed to Members of County Council December 13, 2024]
- bb) From the Town of Cobalt regarding a Resolution on Improvements to catch and release
[Distributed to Members of County Council December 13, 2024]
- bc) From the Township of Oro Medonte regarding a Resolution on Tile Drain Loan Limit
[Distributed to Members of County Council December 13, 2024]

Other Business

a) Appointments to the Administration Committee

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

Motion #: 34-25 Moved By: Councillor Greenwood-Speers
Seconded By: Councillor Fowler

That Councillors Ray Leonard and Nicki Gowdy be appointed to the Administration Committee for 2025.

Carried

a) First and Second Reading

Carried**Carried**

- a) To authorize the Corporation of the County of Frontenac to distribute the Canada Community Building Fund amongst its four lower-tier municipalities
[Proposed By-law No. 2024-043]
- b) To set tax ratios and tax rate reductions for prescribed property sub-classes for County of Frontenac purposes and Local Municipal purposes for the taxation year 2025
[Proposed By-law No. 2024-044]
- c) To establish Tax Rates for the year 2025 for the purposes of the County of Frontenac and to establish rates to be levied for same against the Townships of Frontenac Islands, South Frontenac, Central Frontenac and North Frontenac
[Proposed By-law No. 2024-045]
- d) To amend By-law No. 2023-001 (appoint Members of Council and Members of the Community to External Boards and Committees for the Term of Council) by adding the South East Board of Health
[Proposed By-law No. 2024-046]
- e) To confirm all actions and proceedings of County Council on December 18, 2024
[Proposed By-law No. 2024-047]

Adjournment

Motion #: 37-25 Moved By: Deputy Warden Saunders
Seconded By: Councillor Fowler

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

Carried

Gerry Lichty, Warden

Jannette Amini, Clerk

Administrative Report

January 15, 2024
Report 2025-01



FRONTENAC



FRONTENAC

CAO Schedule – January

- Governance Review Committee Meeting – January 7th
- Senior Leadership Team Meeting – January 8th
- EOWC Annual General Meeting 2025 – January 9th & 10th
- Succession Planning Meeting – January 13th
- OPSEU Bargaining Preparation Meeting – January 14th
- Frontenac County Council – January 15th
- Old House Staff Meeting – January 16th
- Leadership Team Meeting – January 16th
- Wardens' Caucus Meeting – January 17th
- ROMA Conference – January 18th – January 21st
- FMSC Technical Support Committee Meeting – January 30th



FRONTENAC

Human Resources Update – Key Activity

- **Recruitment**
 - 356 postings as of December 31; includes postings for up to 30 part-time paramedics to commence employment in 2025
- **Labour Relations**
 - CUPE 2290 – moving to conciliation February 25th
 - OPSEU 462 - EASA negotiations booked with OPSEU March 13th; no dates booked for bargaining at this point
 - CUPE 109 – preparations and research
 - OPSEU arbitration – arbitrator award re: taking vacation while on paid sick time without authorization – in favor of Employer
- **Miscellaneous**
 - Vairkko scheduling software – software update in the new year
 - Star Garden Succession Management; demonstration for SLT January 13th
 - 360 Feedback process wrapping
 - Additional policy updates – changes to Paid Holiday policy for non-union – ability to substitute up to four paid holidays that are more culturally in line with the employee's beliefs (where operationally feasible)
 - Implementation and communication of non-union compensation changes and COLA, with finance

Fairmount Home Holiday Celebration

Thanks to a generous donation from the Dementia Society, residents had an evening of good food, music, and dancing to celebrated the holidays



FRONTENAC

Happy New Year at Fairmount Home

Residents and staff also celebrated the New Year!



FRONTENAC

Frontenac Paramedics - 2024

New Paramedic Resource: The new Paramedic resource starting in January 2025, will follow the red and yellow platoons, following a 4on-4off rotation with the hours being from 09:00 to 21:00.

MPDS Update: MPDS remains on track for a February 5, 2025, deployment. MPDS Training is now underway at PDD.

ZOLL Monitor: The preparation for the rollout of the ZOLL Monitor is well underway. Training has commenced at PDD and is going well from feedback received so far. Tommy and Michael from ZOLL have enjoyed training the Paramedics at PDD.

Off Load Delays: As KGH and other system partners switch over to Lumio, we have seen a significant spike in the amount of time that Paramedics have been on off load delay.

Packing up the Christmas Meals: for Paramedics working Dec. 24&25



FRONTENAC



FRONTENAC

Communications update

2024 cumulative
measurable digital
engagements
increase over 2023:

9.7 %

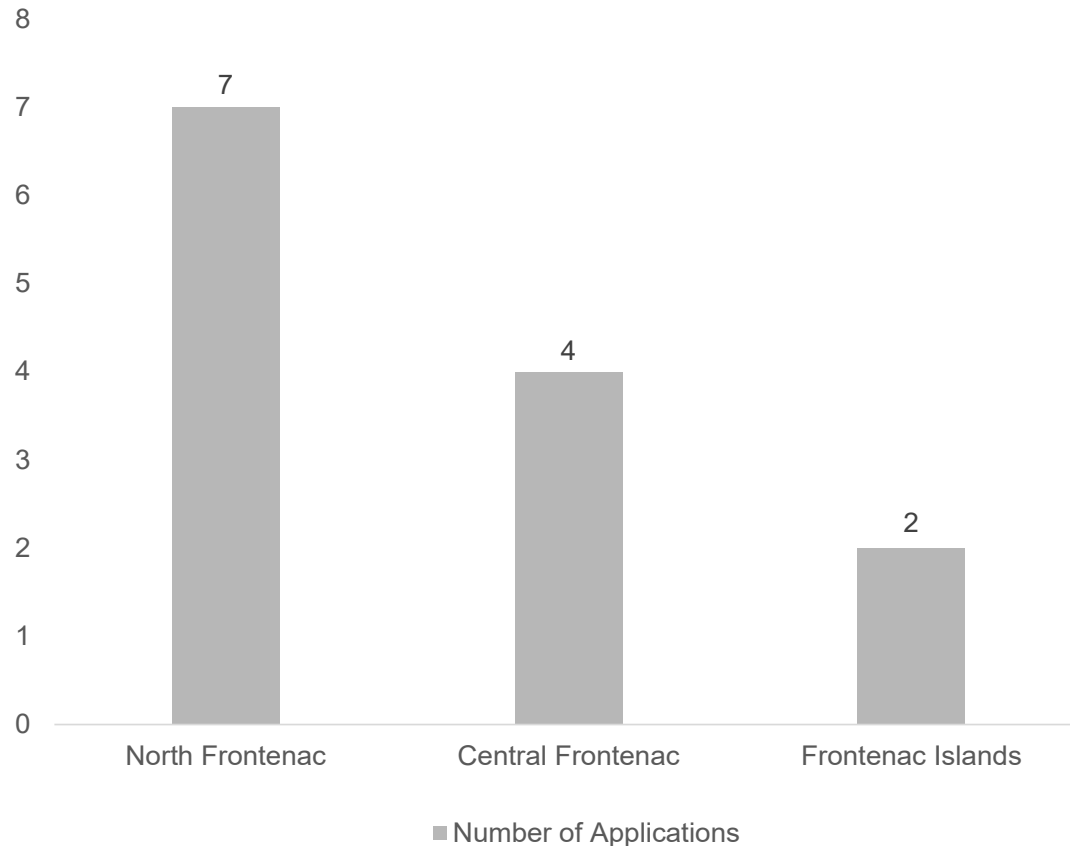


Website Pageviews	2024	2023
FrontenacCounty.ca	206,492	241,585
VisitFrontenac.ca	205,855	159,519
FrontenacMaps.ca	104,608	81,588
EngageFrontenac.ca	52,442	37,711
Civic Web Portal	13,604	x

Social Media Engagement		
County Facebook	82,230	56,713
County Instagram	2,155	x
County Twitter X	3,204	2,492
County Youtube	4,685	6,037
LinkedIn	12,865	x
FPS Twitter X	7,578	11,293
VisitFrontenac Facebook	1,345	11,294
VisitFrontenac Instagram	748	x
Visit Frontenac Twitter X	x	86
Fairmount Facebook	26,205	26,403
K&P Trail Twitter	x	22
K&P Trail Facebook group	7,773	11,941
H.I. Ferry Twitter X	6,641	20,442
	738,430	667,126

Planning Applications – Townships (December and January)

- Most of the applications that were approved during this time were delegated authority consents where the public notice had been circulated prior to the start of the postal strike.



FRONTENAC



Report 2025-002

Recommend Report

To: Warden and Council of the County of Frontenac
From: Kevin Farrell, Chief Administrative Officer
Prepared by: Alex Lemieux, Director of Corporate Services/Treasurer
Date of meeting: January 15, 2025

Re: Corporate Services – 2025 User Fees and Charges By-Law

Recommendation:

Resolved That County Council receive the Corporate Services – 2025 User Fees and Charges By-Law report;

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

Background

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

Comment

Administration: Fees are charged for photocopying, faxing, document research and provision of GIS documents. No change is proposed to the current fees; however fees charged with respect to requests made under the *Municipal Freedom of Information and Protection of Privacy Act* are found in Ontario Regulation 460/823 and are identified as a separate fee. (Schedule A)

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

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

Land Use Planning: A comprehensive review of Planning Fees was conducted in 2023 considering time spent on land use planning activities and reviewing comparator municipalities. An updated schedule of fees was presented to the Planning and Economic Development Advisory Committee on December 13, 2023 and adopted for 2024. No changes are proposed for 2025.

Land Use Policy: Back in 2014, Council adopted a County Land Use Policy in response to citizen land use requests on County owned property. These fees were also reviewed in 2023 and the proposed updates supported by the Planning and Economic Development Advisory Committee on December 13, 2023. Fees for certain types of land use were added to the Fees and Fares by-law noted below as Schedule F. These fees are for the application and inspection process which is based upon 4 to 12 hours for pre and post inspection and administration by County staff. These types of land use agreements are required to be registered with the Land Registry Office, which is done by the County solicitor, with the cost being borne by the requester. No changes are proposed for 2025.

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

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

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

Strategic Priorities Implications

Priority 4 Maximize Administrative Leadership within the County Administration.

4.1 Ensure efficient and responsible financial management of County resources.

Financial Implications

The user fees and charges for services rates have been reflected in the 2025 Budget to the extent these could be estimated. All fees, other than for exempt services, are subject to the applicable taxes.

Organizations, Departments and Individuals Consulted and/or Affected

Marc Goudie, Chief/Director of Emergency and Transportation Services
Susan Brant, Administrator, Fairmount Home
Joe Gallivan, Director of Planning and Economic Development
Kristy Elderhorst, Supervisor of GIS
Phil Piasetzki, Deputy Treasurer

Schedule A

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

Administration

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

Geographic Information System (GIS)

And Map-Related Products

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

Printed Map Products

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

Black and white	\$6.00
Colour	\$8.00

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

Black and white	\$10.00
Colour	\$12.00

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

FMIS Member Rate for Large Basic Map \$5.00

Custom Map Products

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

Note: These fees are not applicable to services provided to the Townships within the County
of Frontenac with the exception of the FMIS Member Rate for Large Basic Map.

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

Schedule B Fees for Facility Rentals

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

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

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

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

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

Schedule C

Tariff of Fees for Land Use Planning

Pre-Application Consultation

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

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

Official Plan

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

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

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

Amendment to County OPA Application - \$500.00

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

Plan of Subdivision/Condominium

Initial Application Fee

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

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

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

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

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

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

Amendment to conditions following draft plan approval - \$700.00

Draft Plan Approval Extension – \$800.00

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

Condominium Exemption

Application Fee - \$1,000.00

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

Deeming By-Law/Part Lot Control

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

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

Other Planning and Administrative Items

Public Notices

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

Minimum Distance Separation (MDS)

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

General Inquiries and Archive/File Search Fee

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

External Fees and Other Charges

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

Schedule D

Fees for Services for Fairmount Home

Other Charges

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

External Catering

See attached External Catering Form



CATERING ORDER FORM
County of Frontenac



Name of event:		Date of event:	
Time of Delivery	Requested by:	Location	
Telephone:	Number of staff	Number of residents	
Department:	Cost Centre	Number of invitees	
External billing:			
<i>Name and address for external billing must be provided by Department</i>			

ITEMS REQUESTED				ITEMS REQUESTED			
Beverages		Serving	Unit Cost			Servings	Unit Cost
Coffee, small pot	Serves 8		\$ 8.80	-	Buffet Trays		
Percolator/Urn	30-40		38.50	-	Caesar, Garden, Greek	30.00	-
Thermal container, lrg			77.00	-	Fruit Tray small	16.50	-
Coffee, decaffeinated			1.10	-	Fruit Tray, medium	33.00	-
Tea bag and hot water			1.10	-	Fruit Tray, large	49.50	-
Juice, bottle			2.04	-	Cheese and crackers, sm	33.00	-
Pop, can			1.10	-	Cheese and crackers, med	57.20	-
Punch bowl, small	35-40		8.80	-	Cheese and crackers, lrg	77.00	-
Punch bowl, large	50		13.20	-	Veg & Dip, small	16.50	-
Bottled water, 500ML			1.65	-	Veg & Dip, medium	33.00	-
Milk, 250 ML 2%			1.10	-	Veg & dip, large	47.50	-
Subtotal Beverages			\$ -	Sandwiches, tea cut, each	3.25	-	
Bakeshop				Sandwiches, gourmet, each	3.60	-	
Muffins			1.32	-	Subtotal Buffet Trays		\$ -
Baked cookies			0.66	-	Paper Products*		
Croissants			1.10	-	Small Paper Plates 6"	0.15	-
Squares, 2 Each			0.88	-	Large Paper Plates 9"	0.06	-
Cake, slab	60-80		44.00	-	Napkins	0.05	-
Cake, 1/2 slab			22.00	-	Paper Cup 8oz	0.15	-
Pie, fruit	Serves 8		14.00	-	Paper Cup 16oz	0.15	-
Pie, cream.....	Serves 8		12.00	-	Paper Bowl 12oz	0.25	-
Subtotal Bakeshop			\$ -	Wooden Fork	0.04	-	
Yogurt			1.00	-	Wooden Knife	0.04	-
Pickle bowl			2.95	-	Wooden Spoon	0.04	-
Soup of the day, bowl			1.50	-	Straws (plastic)	0.03	-
Fruit, each			1.00	-	Subtotal Paper Products		\$ -
Subtotal			\$ -	Applicable Labour		26	0
** Indicate special requirements				Combined subtotals			-
				Goods and Services Tax		5%	-
				Provincial Sales Tax		8%	-
				GRAND TOTAL			-

Schedule E

Fees for Services for Frontenac Paramedic Services

Special Events

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

Basic Charge:

4 hours coverage minimum charge	\$960.00
---------------------------------	----------

Additional Charges:

For each hour or portion thereof	\$240.00
----------------------------------	----------

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

Retrieving an Ambulance Call Report

Per report	\$35.00
------------	---------

Schedule F

Fees for Citizen Land Use on County Owned Property

Certificate of Permission

Application and Inspection Fee\$350*

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

License of Occupation

Application and Inspection Fee\$350*

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

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

Encroachment Agreement

Application Fee.....\$700*

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

Right of Way (RoW)

Application Fee.....\$700*

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

Sale

Application Fee.....\$350*

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

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

* Plus related disbursements.



FRONTENAC



Report 2025-003

Recommend Report to Council

To: Warden and Council of the County of Frontenac
From: Kevin Farrell, Chief Administrative Officer
Prepared by: Jannette Amini, Manager of Legislative Services/Clerk
Date of meeting: January 17, 2025
Re: **Corporate Services – Setting of the 2026 County Budget
Deliberations and Solicitation of Public Input**

Recommendation

Resolved That the Council of the County of Frontenac receive the Corporate Services – Setting of the 2026 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 2026 Budget Deliberations:

August 18 – September 5, 2025	2026 Frontenac County Budget project open on engagefrontenac.ca for public engagement
Wednesday, September 17, 2025	Public Meeting – Presentations and/or funding requests for consideration in 2026 budget
Tuesday, October 28, 2025 – Full Day	Council Presentation –2026 Business Plans & Project Proposals Detailed Budget Presentation
Wednesday, October 29, 2025 – Full Day	Council Presentation – 2026 Business Plans & Project Proposals Detailed Budget Presentation

Background

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

Comment

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

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

With respect to the 2026 budget deliberations, Section 289(1.1) states:

Exception

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

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

Sustainability Implications

Priority 4 Maximize Administrative Leadership within the County Administration.

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

Financial Implications

There are no financial implications associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected

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



FINANCE Policy & Procedure Manual

Subject: Budget Policy

Index Number: FIN-1-01

Page 1 of 10

Approved:

Effective:

Policy Statement

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

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

Objective:

The intent of this budget policy is to:

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

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

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



FINANCE Policy & Procedure Manual

Subject: Budget Policy

Index Number: FIN-1-01

Page 2 of 10

Approved:

Effective:

Principles

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

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

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

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

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



FINANCE Policy & Procedure Manual

Subject: Budget Policy

Index Number: FIN-1-01

Page 3 of 10

Approved:

Effective:

At the staff level, staff responsibilities are as follows:

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



FINANCE Policy & Procedure Manual

Subject: Budget Policy

Index Number: FIN-1-01

Page 4 of 10

Approved:

Effective:

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

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



FINANCE Policy & Procedure Manual

Subject: Budget Policy

Index Number: FIN-1-01

Page 5 of 10

Approved:

Effective:

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

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

More detailed information is available at the request of Council.

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



FINANCE Policy & Procedure Manual

Subject: Budget Policy

Index Number: FIN-1-01

Page 6 of 10

Approved:

Effective:

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

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



FINANCE Policy & Procedure Manual

Subject: Budget Policy

Index Number: FIN-1-01

Page 7 of 10

Approved:

Effective:

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

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

Budget reporting will align with the budget presentation.

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

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



FINANCE Policy & Procedure Manual

Subject: Budget Policy

Index Number: FIN-1-01

Page 8 of 10

Approved:

Effective:

6. The performance of departments within the FIR categories.

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

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

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

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

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



FINANCE Policy & Procedure Manual

Subject: Budget Policy

Index Number: FIN-1-01

Page 9 of 10

Approved:

Effective:

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

Capital Sustainability:

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

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

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



FRONTENAC



FINANCE Policy & Procedure Manual

Subject: Budget Policy

Index Number: FIN-1-01

Page 10 of 10

Approved:

Effective:

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



FRONTENAC



Report 2025-004

Recommend Report to Council

To: Warden and Council of the County of Frontenac
From: Kevin Farrell, Chief Administrative Officer
Prepared by: Alex Lemieux, Director of Corporate Services/Treasurer
Date of meeting: January 15, 2025
Re: Corporate Services – 2025 Temporary Borrowing By-Law

Recommendation

Be It Resolved That the Council of the County of Frontenac accept the Corporate Services – Finance - 2025 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 2025.

Background

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

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

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

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

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

Comment

Following 407(3), subsection (2), based on our 2024 estimates, unpaid temporary borrowings should not exceed \$30,633,338 for the first three-quarters of the year and \$15,316,669 for the final quarter of 2025.

Strategic Priorities Implications

Priority 4 Maximize Administrative Leadership within the County Administration.

4.1 Ensure efficient and responsible financial management of County resources.

Financial Implications

There are no financial implications directly associated with this report.

Organizations, Departments and Individuals Consulted and/or Affected



Report 2024-119

Council Recommend Report

To: Warden and County Council
From: Kevin Farrell, Chief Administrative Officer
Prepared by: Richard Allen, Manager of Economic Development
Date of meeting: November 20, 2024
Re: **K&P Trail – Requirement for all motorized off-road trail users to hold a membership with an authorized partner organization**

Recommendation

Be It Resolved That staff be directed to amend Bylaw No. 2022-0033 as follows:

That Section 7 – Regulations regarding motorized vehicle use on the K&P Trail be amended to add a new 7.3 as follows:

- 7.3 No person shall permit any motorized vehicle noted in Section 5 i and ii, to enter upon or utilize the Trail unless that person is registered with an authorized partner organization as noted in Schedule 2;

That Section 7 be re-numbered accordingly;

That a new Schedule 2, Authorized Partner Organizations be added, to include the Frontenac ATV Club, the L&A Ridgerunners Snowmobile Club, and the Snow Road Snowmobile Club, ***and the Eastern Ontario Trails Alliance.**

And Further That the Warden and Clerk be authorized to complete a revised memorandum of understanding with the [Frontenac ATV Club](#) for non-exclusive use of the K&P Trail that outlines the following:

1. The requirement for all motorized trail users to be licensed and insured.
2. The 2025 minimum contribution commitment of \$15,000 towards trail maintenance.
3. The requirement for all motorized off-road recreational vehicles using the K&P Trail to have proof of membership, such as a permit or pass, with the Frontenac ATV Club or with another authorized partner organization.

And Further That staff present a Memorandum of Understanding to, ***and if successful, that the Warden and Clerk be authorized to enter into an agreement**

with, the [Eastern Ontario Trails Alliance \(EOTA\)](#) for non-exclusive use of the K&P Trail that outlines the following:

1. The requirement for all motorized trail users to be licensed and insured.
2. The 2025 minimum contribution commitment of \$15,000 towards trail maintenance.
3. The requirement for all motorized off-road recreational vehicles using the K&P Trail to have proof of membership, such as a permit or pass, with the EOTA or with another authorized partner organization.

And Further That the K&P Trail Management Plan be updated to reflect the changes outlined in this report.

*** Please Note:** These bolded sections have been added to the original motion presented to Council on November 20, 2024.

Background

At its regular meeting on January 19, 2022, following a presentation from Mr. Wayne Robinson, County Council considered [Report 2022-005](#) and directed staff to enter into negotiations between the Ontario Federation of Snowmobile Clubs, the Eastern Ontario Trails Alliance and the Ontario Federation of ATV Clubs on the development of a Joint Usage Agreement for the K&P Trail.

Subsequently, staff presented Council with [Report 2022-087 - Planning and Economic Development – Operational Update and requirement for trail passes on the Frontenac K&P Trail](#) which contained the recommendation to implement the requirement for a “Trail pass” or club membership for motorized off-road use. The recommendation from staff was postponed through the following motion:

Motion #: 132-22	Moved By:	Warden Doyle
	Seconded By:	Deputy Warden Higgins

Be It Resolved That Report 2022-087, Operational Update and requirement for trail passes on the Frontenac K&P Trail, be postponed to a later date pending staff negotiating a draft agreement for consideration;

And Further That the same offer be extended to the Eastern Ontario Trials Alliance (EOTA);

And Further That a public meeting may be held at Council's discretion.

The Frontenac ATV Club has provided the County with a letter outlining its ongoing financial and volunteer support for the operations of the Frontenac K&P Trail in return for the County to implement a requirement for permits and/or club membership on the Trail.

A summary of the club's offer is as follows:

Recommend Report to Council
K&P Trail– Requirement for all motorized off-road trail users to hold a membership with an authorized partner organization
November 20, 2024

Page 2 of 6

- a minimum annual contribution of \$10,000 towards trail operations;
- a further contribution of \$5,000 annually to assist with dust suppression;
- the Frontenac ATV Club will continue to supply and maintain the comfort stations at Verona Trailhead and Fish Creek Road;
- ongoing management of the garbage and recycling receptacles in Verona and Godfrey;
- expansion of the Trail Warden Program to monitor the activity on the K&P Trail and to assist with the reporting and management of maintenance concerns;
- should the club membership grow, in part due to the requirement of club membership on the K&P Trail, the Frontenac ATV Club proposes a further contribution of \$32.50 for every membership sold over the 300-permit mark each year.

The Frontenac ATV Club estimates that these commitments represent a total financial contribution of at least \$21,160, and an in-kind contribution of at least \$14,160, resulting in a minimum contribution of over \$35,320 of value provided each year to the K&P Trail and the County of Frontenac through this partnership.

It is the recommendation of this report that the requirement for membership be implemented for summer motorized use on the K&P Trail between KM 39 (Bellrock Road) and KM 98 (Mississippi River).

Comment

Since the inception of the Frontenac K&P Trail, County Council has sought to balance the need for operational recoveries with the desire to make the trail a free amenity, especially for users with lower impacts on the trail infrastructure. In Eastern Ontario, almost all multi use trails require permits or passes for summer motorized use, either through a local club affiliated with the Ontario Federation of ATV Clubs (OFATV) or through the Eastern Ontario Trails Alliance (EOTA).

The Counties of Renfrew and Lanark require summer motorized users such as ATV and Side-by-Sides to hold a membership or permit with the OFATV. This is significant with respect to the K&P Trail, as a permit is required for any motorized trail users leaving Frontenac County along the K&P Trail to visit Calabogie, Renfrew or other communities located on connecting rail trails operated by other municipalities.

Existing Agreement

The Frontenac ATV Club (formerly the Verona District ATV Club) is an OFATV affiliated Club in good standing and has had a partnership agreement with Frontenac County to permit trail access for club members on the K&P Trail since 2019. This agreement allows for the club to advertise the K&P Trail on the OFATV provincial network, provides access to members, and host events along the trail, such as group rides.

Recommend Report to Council

K&P Trail– Requirement for all motorized off-road trail users to hold a membership with an authorized partner organization

November 20, 2024

Page 3 of 6

Since 2019, staff have seen increasing benefits from this partnership:

- The Frontenac ATV Club provides two portable washroom facilities on the trail each year.
- It has purchased and installed two bicycle repair stations, one in Verona and one in Sharbot Lake.
- It has provided financial contributions towards bridge replacements, trail development and dust suppression.
- In 2024, the Frontenac ATV club began to coordinate the presence of trained “Trail Wardens” to monitor the activity on and condition of the trail each weekend. These wardens serve as “eyes on the trail” and report any deficiencies or issues observed on the trail. They also serve as community ambassadors, helping trail users find useful information, amenities, or support.

The Frontenac ATV Club has 365 members in 2024, up from 120 members in 2020. To see more growth, and to provide education and leadership to more of the local motorized trail community, the Frontenac ATV club would like to see the County require membership or a permit for summer motorized use, consistent with other trails in Eastern Ontario. The club would benefit from the collection of additional fees, which would in turn result in additional recoveries for the County.

Trail Maintenance & Management

Frontenac County now operates 78 kilometres of the K&P Trail, with an additional 12 kilometres expected to be added in the coming years. 59 kilometres or 76% of this trail is available for use by ATV’s and Side-by-Sides, which creates a more significant annual maintenance need when compared to the 19 kilometres of non-motorized trail, specifically with respect to grading and dust suppression.

Regular maintenance costs for the operation of just 70 kilometres of trail infrastructure during 2024 include:

1. Brushing & Mowing (70 km): \$23,782
2. Dust Suppression (30 km): \$24,786
3. Grading & Aggregate Replacement (59 km): \$33,563

As the Frontenac K&P Trail grows in length and popularity these costs will continue to increase. A consistent and predictable annual contribution from the Frontenac ATV Club will assist staff in budgeting and planning for future maintenance. By entering into a formal agreement with the Frontenac ATV Club, the County can expect to recover a minimum of \$15,000 towards these costs in 2025.

Additional Benefits

The Frontenac ATV Club provides invaluable “in-kind” contributions which support the oversight and administration of the trail, and the club also creates significant economic activities on the trail. Some of these intangible benefits include:

- Trained Club “Wardens” patrol the K&P Trail every weekend from May until November. These wardens provide a presence and safety service on the trail when use is typically highest. This presence has also been observed to improve overall etiquette and reduce dangerous behaviours in trail users.
- The wardens and other club members keep the trail clear of trees and other debris after storms. One of the club members is a certified arborist and has assisted in the removal of some difficult and dangerous tree limbs.
- The hosting of trail ride events, attracting visitors to Frontenac County from across the province. In 2024, the Frontenac ATV Club has hosted 6 formal group ride events, with 25 -155 individuals travelling from across Eastern Ontario to participate in each event.
- Washrooms are highly sought after amenities by all trail users, and the two currently provided by the club are amenities that are frequently used.

The volunteer “eyes” on the trail are of immense value to County staff, saving countless hours of patrols and investigations for the Manager of Economic Development. The same can be said of the minor repairs and culvert clearing. This work, if not completed by volunteers, would require additional seasonal staff or contractors to support trail operations. In the case of contractors, the jobs are often too small and the process of obtaining quotes too long, for the work to be completed in a timely manner.

Examples of Similar Agreements

In 2024, and for several year prior, the Township of North Frontenac has entered into separate agreements with the Ottawa Valley ATV Club (an OFATV affiliate), the Eastern Ontario Trails Alliance, and the [Bytown Motorcycle Association](#) to provide their members with access to 58 kilometres of Crown Roads managed by the Township during the summer months. In 2024, both the Eastern Ontario Trails Alliance and the Ottawa Valley ATV Club provided contributions of \$20,000 to support the maintenance of these roads.

Winter Motorized Use

The entire Frontenac K&P Trail (78 kilometres) is made available for winter motorized use by Snowmobiles from December 1st until March 31st each season. As per the Motorized Snowmobiles Act RSO, all motorized trail users must hold a pass issued by the Ontario Federation of Snowmobile Clubs to use the K&P Trail and other connected snowmobile trails.

Implementing the same requirement for summer motorized use will improve consistency between seasons and motorized uses on the same shared use trail.

Recommend Report to Council

K&P Trail– Requirement for all motorized off-road trail users to hold a membership with an authorized partner organization

November 20, 2024

Page 5 of 6

Summary

County staff recommend that Frontenac County Bylaw No. 2022-0033 be updated to include the requirement for all motorized users to hold a club membership and that the Memorandum of Understanding with the Frontenac ATV Club for 2025 be amended to include the following clauses:

1. The requirement for all motorized trail users to be licensed and insured.
2. The 2025 minimum contribution commitment of \$15,000 towards trail maintenance.
3. The requirement for all motorized off-road recreational vehicles using the K&P Trail to have proof of membership, such as a permit or pass, with the Frontenac ATV Club or with another authorized partner organization.

As directed by County Council in resolution #132-22, the same offer will be made to the Eastern Ontario Trails Alliance to recognize the pass provided by that organization on the K&P Trail as well and to establish a similar Memorandum of Understanding for access and partnership.

Financial Implications

The recommendation, if approved, will result in a minimum cost recovery of \$15,000 towards trail maintenance from the Frontenac ATV Club in 2025, and for each year the agreement remains in place.

If the Eastern Ontario Trails Alliance wishes to sign a similar agreement, it should be expected to provide an additional \$15,000 recovery towards trail maintenance, and for each year the agreement remains in place.

Organizations, Departments and Individuals Consulted and/or Affected

Lanark County
Renfrew County
Frontenac ATV Club
Ottawa Valley ATV Club
Eastern Ontario Trails Alliance
Township of North Frontenac



Report 2025-005

Council Recommend Report

To: Warden and Council of the County of Frontenac
From: Kevin Farrell, Chief Administrative Officer
Prepared by: Richard Allen, Manager of Economic Development
Date of meeting: January 15, 2025
Re: **K&P Trail – Partnership Agreement with North Frontenac Township for use of Township owned property**

Recommendation

Be It Resolved That the Warden and Clerk be authorized to sign the partnership agreement with the Township of North Frontenac, if the following conditions are met:

1. **That** clause 8 be removed from the agreement.
2. **That**, as previously agreed, the transfer of parcels at the following locations be completed prior to signing of the partnership agreement:
 1. PIN 36209-0012
 2. PIN 36209-0030
 3. PIN 36209-0231

Background

The Township of North Frontenac has prepared a partnership agreement to formalize the use of township-owned property for the operation of the Frontenac K&P Trail between the Central Frontenac Township Boundary and the Mississippi River. In this section, there are two (2) road crossings, two (2) locations where the trail is located within a road allowance but is separate from the travelled roadway and one (1) location where the trail travels directly adjacent to the travelled road. Clause 8 of the agreement specifies that “the County shall be responsible for any repairs due to damage caused by trail users, including snowmobiles, to roadway crossings and the bridge that crosses the Mississippi River.”

Comment

County staff have concerns with this clause, as it would set a new precedent. Trail operations in South Frontenac and Central Frontenac have functioned without requiring

the County to fund road repairs. Under the *Highway Traffic Act*, trail users, including snowmobiles, are already permitted road users and may legally cross these roads irrespective of a partnership agreement. This legislation ensures the Township retains its responsibility for road maintenance.

However, a partnership agreement remains important to both the Township and the County for enabling future projects and securing funding to enhance safety and infrastructure along shared-use spaces.

Land Purchase

In 2023, the Township of North Frontenac agreed to transfer the following lands to the County for a nominal sum, for the purposes of operating the Frontenac K&P Trail:

1. PIN 36209-0012
2. PIN 36209-0030
3. PIN 36209-0231

Two bridges, located at PIN 36209-0030, which cross Black Creek, require significant rehabilitation to ensure safety and mitigate liability. Bridge inspection reports from 2024 highlight the need for investment at these locations. Finalizing the land transfer prior to initiating any major expenditures will ensure that the County's investments are aligned with its ownership responsibilities and long-term trail management strategy.

Currently, the bridges are protected with steel plates as part of the trail's rehabilitation between Clarendon Station and the Mississippi River.

Financial Implications

There are no immediate additional costs anticipated. Future expenses related to bridge rehabilitation will be considered once the land transfer is finalized.

Organizations, Departments and Individuals Consulted and/or Affected

Township of North Frontenac
Snow Road Snowmobile Club
Snow District 1 Upper Canada Region

3. The County shall ensure the trail is safe for public use and shall install appropriate signage to indicate the trail's status and usage guidelines.
4. The County shall lay out, construct and manage, including adequate signage and safety devices, the K&P Trail and will determine necessary actions jointly with the Township's Representative on Township Properties.
5. The County shall indemnify and save harmless the Township from any claims and actions that might arise from the use of the K&P Trail in accordance with this Agreement.
6. The County shall maintain, for the duration of this Contract, Liability Insurance of not less than \$5,000,000 for coverage of its staff while on Municipal property or on private property while completing site visits. The Township shall be named as an additional insured on the County's insurance policy, and a copy shall be provided to the Chief Administrative Officer upon execution of this Agreement and annually upon renewal.
7. The County must carry WSIB coverage and maintain a valid WSIB Clearance Certificate throughout the period of the Agreement, and a copy shall be provided to the Chief Administrative Officer.
8. The County shall be responsible for any repairs due to damage caused by trail users, including snowmobiles, to the roadway crossings and the bridge that crosses the Mississippi River.

Responsibilities of the Township:

9. The Township shall allow access to the lands specified in Schedule A for the purposes of trail development and maintenance.
10. The Township shall not unreasonably withhold any necessary permits or approvals required for the establishment and maintenance of the K&P Trail.

Term of Contract

11. The term of the Agreement shall commence April 1, 2025, and shall continue until such time that the County ceases to operate the K&P Trail as a recreational facility available for public use.

Termination

12. Either party may at any time, on not less than one (1) year's written notice to the other party, terminate this Agreement without cause. Notice shall be provided in accordance with Section 20.
13. Notwithstanding Section 9, the Township may terminate this Agreement at any time:

- a. In the case of the County failing to perform or observe any provision of the Agreement and not correcting such failure to the Township Council's satisfaction, acting reasonably, within thirty (30) days of written notice from the Township's Chief Administrative Officer describing such failure and the action required to remedy it; or
- b. The County being found guilty of any unlawful activity or impropriety involving Township property.

14. The Township Council's right to terminate this Agreement shall not be affected by its failure to act with respect to any previous default by the County.

15. Upon the termination of this Agreement, the County shall cease to operate the K&P Trail on the identified lands, removing any signs, amenities or other trail related chattels from the corresponding properties.

Changes and Adjustments

16. The Township and County will work towards mutually agreeable solutions if changes to the trail or lands associated with the agreement are required.

Dispute Resolution

17. A dispute between the two parties with respect to this Agreement, which they are unable to resolve through negotiations, at the request of a party, shall be submitted to arbitration pursuant to the *Arbitration Act, 1991* and the decision of the arbitrator or, if more than one, the decision of the majority shall be final and binding on the parties. The arbitrator(s) will not have any power to alter or change any provisions of this Agreement or to substitute any new provisions for any existing provisions or to give any decision inconsistent with the terms and provisions of the Agreement. Each party shall pay its own costs of the arbitration and shall share equally the costs of the arbitrator(s).

Law Governing This Contract

18. This Agreement shall be construed and governed in accordance with the laws of the Province of Ontario.

Extent of Agreement

19. No representations or warranties between the parties, expressed or implied, written or oral, shall be binding on the parties unless expressly contained in this Agreement and this Agreement constitutes the entire Agreement between the Township and the County and supersedes all prior negotiations, representations, or agreements, whether written or oral.

20. This Agreement may not be amended except by mutual agreement of the parties and signed by both the Clerk and Mayor of the Township and the Clerk and Warden of the County.

21. Neither of the parties shall assign or transfer, in any way, their rights in this agreement to any third party without first obtaining the written consent of the other party.

Notice

22. Any notice to be given under this Agreement may be given in writing, personally, by prepaid first class mail (in which case, receipt shall be deemed to have occurred seven clear days after the mailing thereof) or email.

Notice to the parties may be delivered to the following addresses:

Township	County
CAO Township of North Frontenac 6648 Road 506, Plevna ON K0H 2M0 Email: cao@northfrontenac.ca	CAO County of Frontenac 2069 Battersea Road Glenburnie ON K0H 1S0 kfarrell@frontenacounty.ca

or to such other addresses as the party entitled to or receiving such notice or document may, by notice given in accordance with this clause, communicate or deliver to the other party.

Time Is Of the Essence

23. Time shall be of the essence for this Agreement

Further Assurances

24. The parties agree that each of them shall execute such further and other assurances as may be reasonably necessary to give full effect to all terms and conditions of the Agreement.

Successors and Assigns

25. This agreement shall be binding upon and ensure the benefit of the respective successors and assigns of the parties.

In Witness Whereof the Parties hereto agree to the terms of this contract and seal this _____ day of January, 2025.

The Corporation of the Township of North Frontenac

Gerry Lichty
Mayor

Tara Mieske
Clerk

The Corporation of the County of Frontenac

Gerry Lichty
Warden

Jannette Amini
Clerk

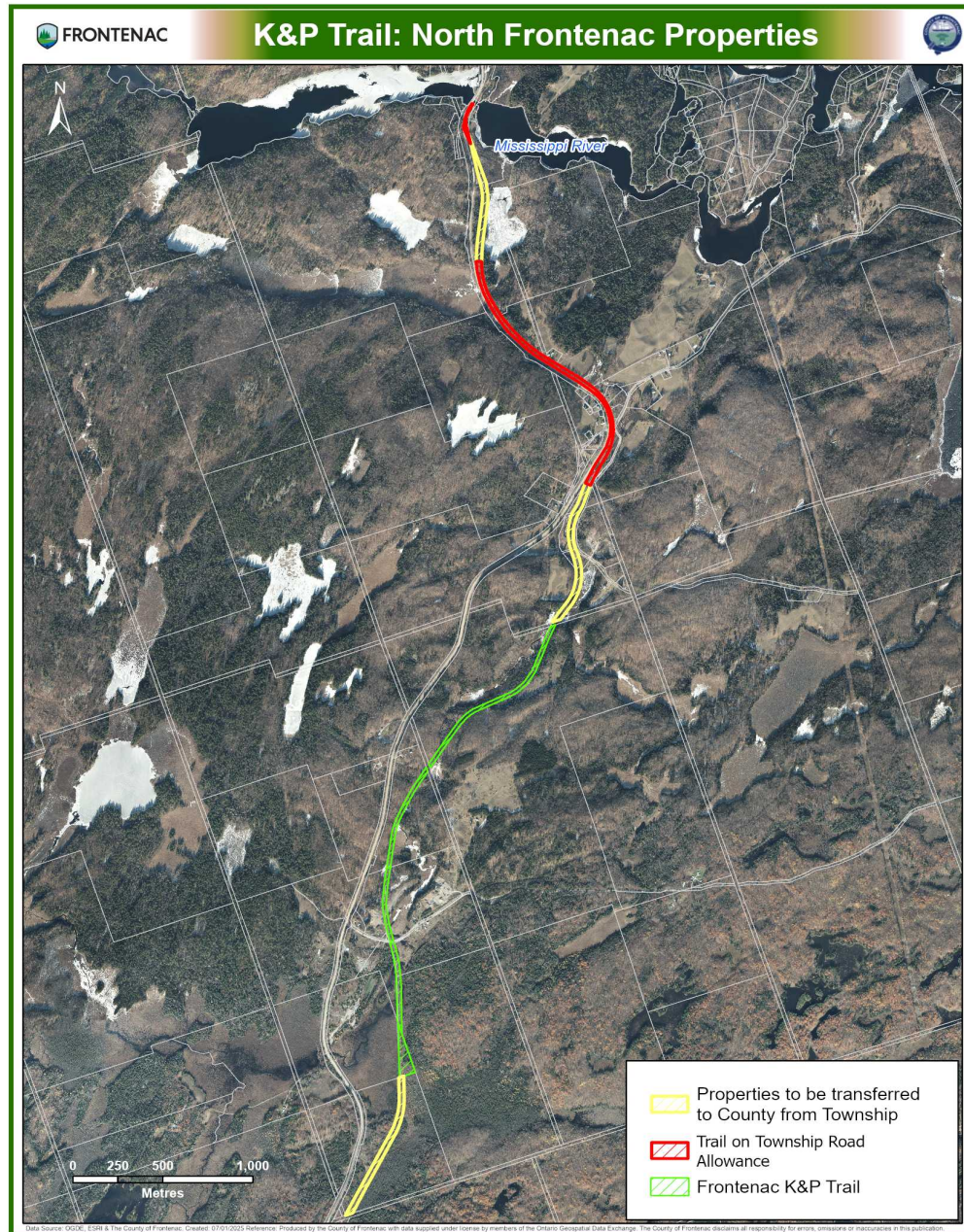
Schedule A

Township Properties for K&P Trail Use

1. Part of the Road Allowance between Road 509 along Black Creek (approximately 325 metres)
2. Between Shiner Road and PIN 362090231 (approx. 1250 m)
3. Between PIN 262090231 and the Mississippi River (approx. 195 m)

Schedule B

Map Showing Relevant Township Properties



Bridge Inspection Report

Black Creek Bridge South Miss. Stn

Road Name: *K&P Trail*
 Site ID: *CF94.7*
 Structure Type: *Slab on Steel Girder*
 Owner: *Frontenac County*
 Built: *1920*
 Length: *7.31 m*
 Width: *3.7 m*
 Spans: *1*
 Spans Arrange: *1 @ 6.7*
 Feature Under: *Water*
 Crossing: *Black Creek*
 Location: *K&P Trail Km 94.7*

Inspection Date: *June 5, 2024*
 Inspector: *Harold Kleywegt, P.Eng.*
 Assistant: *Kyra Mitchell, Eng Student*

Comments:
This bridge has repurposed girders and a very unconventional superstructure consisting of a spliced steel girder, open web joist trusses and a timber log. Timber blocking over open web joists is completely decayed. It is probably suitable for light loading but is not a dependable long-term structure for the K&P Trail. Abutments are suitable for repair but superstructure should be replaced.

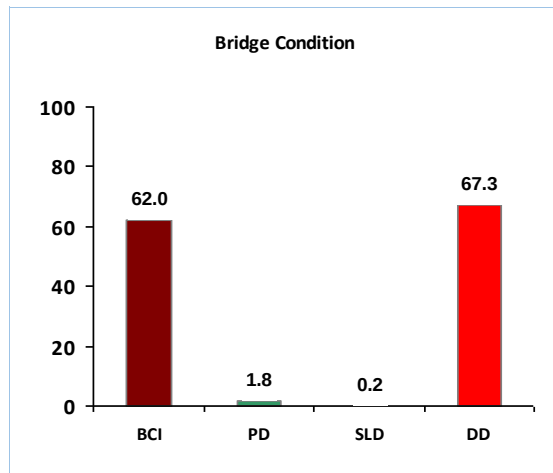
Recommended Investigations:
Enhanced Inspection, Ice Inspection

Recommended Capital Works:
Replace Deck, Superstructure Replacement, Abut Repair

Estimated Replacement Value: *\$309,000*
Estimated replacement value is based on replacement in kind
Estimated Remaining Service Life: *2 Years*
Rehabilitation Year and Estimated Cost: *2025 \$361,000*



AADT: *N/A* Latitude: *44.91447745*
 Lanes: *0* Longitude: *-76.68070699*
 Skew: *0 °* Orientation: *N-S*
 Speed: *0 km/hr* Road Width: *3 m*
 Trucks Load Posting: *No Posting*



BCI = Bridge Condition Index MTO Calculation

PD = Parabolic Depreciation
 % retained value

SLD = Straight Line Depreciation
 % retained value

DD = Defects and Damage
 % loss of retained value



Keystone Bridge Management Corp. CF94.7

Black Creek Bridge South Miss. S

Page 1 of 10

Component Inspection Information

Timber-Sawn (1)		Defects 0.0%	
Deck Surface		Damage 4.0%	Minor Decay
Length:	7.3 m	Maintenance Local repair	Not Inspected
Width:	3.1 m	Capital Rec. Replace in 1 year	
Height:	0.15 m	<i>Not possible to view properly. Nominal rough cut 6 x 6 ties at 12" c/c. Condition uncertain. Several of the cross ties could be partly penetrated with awl. Additional investigation warranted.</i>	
Timber Wear Surface (1)		Defects 50.0%	Minor Checking
Wear Surface		Damage 10.0%	Critical Decay, Moderate Crushing
Length:	7.3 m	Maintenance Spot deck plank replacement	
Width:	3.7 m	Capital Rec. Replace in 1 year	Perf Def: Uneven,Potholed
Height:	0.05 m	<i>Wearing surface has significant decay at ends, especially north end and elsewhere. Lag screws exposed. Hole has developed on edge of deck, see image. Some minor damage from snowmobile cleats. Deck replacement is an immediate need.</i>	
Timber Curb (2)		Defects 0.0%	
Curbs		Damage 10.0%	Moderate Decay
Length:	7.3 m	Maintenance None	
Width:	0.25 m	Capital Rec. Replace in 2 years	
Height:	0.25 m	<i>Significant decay in several of the curb timbers.</i>	
Wood Post Wood Rail (2)		Defects 50.0%	Moderate UV Weathering
Barrier		Damage 0.0%	
Length:	7.31 m	Maintenance None	
Width:		Capital Rec. Replace in 1 year	Perf Def: Does'nt Meet New Standard
Height:	1.27 m	<i>Railing in fair condition but not properly secured to deck. It lacks lateral and longitudinal rigidity.</i>	
Steel-Rolled (2)		Defects 5.0%	Minor Corrosion
Girders		Damage 0.0%	
Length:	7.31 m	Maintenance None	
Width:	0.152 m	Capital Rec. None	Perf Def: Under Strength
Height:	0.753 m	<i>Girders have been repurposed from elsewhere and are not designed to carry railroad loading. West girder has a simple splice that lacks full moment and shear capacity. Girders appear to lack lateral bracing and do not have diaphragms.</i>	



Component Inspection Information

RC Abutment Wall (2) Abutment Stem	Defects 40.0% Moderate AAR Cracking, Moderate Leaching Cracks Damage 10.0% Moderate Disintegration Maintenance None Capital Rec. Repair in 5 years <i>North abutment has large disintegrated area on east side. AAR & leaching cracks very prominent on both abutments.</i>
Length: 4.9 m Width: 1.2 m Height: 1.8 m	
RC Ballast Wall (2) Ballast Wall	Defects 50.0% Moderate Leaching Cracks, Moderate AAR Cracking Damage 10.0% Moderate Disintegration Maintenance None Capital Rec. None <i>Similar condition as abutment stems.</i>
Length: 4.9 m Width: 4.88 m Height: 1.35 m	Partial Inspection
RC Wing Walls (4) Wing Walls	Defects 60.0% Moderate Leaching Cracks, Moderate AAR Cracking Damage 10.0% Moderate Disintegration Maintenance None Capital Rec. None <i>Large area of disintegration on NE wing wall. Significant AAR type cracking elsewhere.</i>
Length: Width: Height:	
Timber Sill (4) Abutment Bearings	Defects 0.0% Damage 0.0% Maintenance None Capital Rec. None <i>Girders supported on 6 x 6 timber blocking, see image. No decay noted in blocking.</i>
Length: Width: Height:	
Water Channel (1) Channel	Defects 0.0% Damage 0.0% Maintenance None Capital Rec. None <i>Channel clear and flooded by downstream beaver damming. Bridge opening is adequate.</i>
Length: Width: Height:	
Embankment (2) Embankment	Defects 0.0% Damage 0.0% Maintenance None Capital Rec. None <i>Well vegetated and stable.</i>
Length: Width: Height:	



Capital Needs Cost Estimate Break-Down

Item	Req'd	Units	Quantity	Unit Price \$	Estimated Cost
Misc Concrete Repairs	X	m²	0.0	\$1,000	\$0
Deck Concrete Overlay	X	m²	27.0	\$400	\$0
Deck Replacement	✓	m²	27.0	\$2,750	\$74,379
Barrier Wall Replacement	X	m	31.3	\$3,000	\$0
Expansion Joint	X	m	7.4	\$5,500	\$0
Waterproof & Pave	X	m²	27.0	\$220	\$0
Bearing Replacement	X	Count	4.0	\$5,000	\$0
Approach Guide Rail	X	m	80.0	\$250	\$0

Other Work

Superstructure Replacement, Abut Repair \$200,000

Structural Items Subtotal \$274,000

Mobilization General Sitework \$27,000

Estimated Traffic Management & Civil Items \$0

Contract Admin & Contingencies 20% \$60,000

Total Rehabilitation Cost Estimate \$361,000

Recommended Capital Work Summary

Recommended Capital Year 2025

Replace Deck, Superstructure Replacement, Abut Repair

Inspection Comments

This bridge has repurposed girders and a very unconventional superstructure consisting of a spliced steel girder, open web joist trusses and a timber log. Timber blocking over open web joists is completely decayed. It is probably suitable for light loading but is not a dependable long-term structure for the K&P Trail. Abutments are suitable for repair but superstructure should be replaced.





SE elevation



South approach featuring delineators



SW deck surface damage



SW curb damage



Mid deck hole



Deck surface (typical)





NW deck surface



NE deck surface



NW curb (typical)



West railing (typical)



NW cross-tie wood rot probe



East railing (typical)





North approach featuring delineators



Downstream channel east



Upstream channel west



SE wing wall leaching & scaling

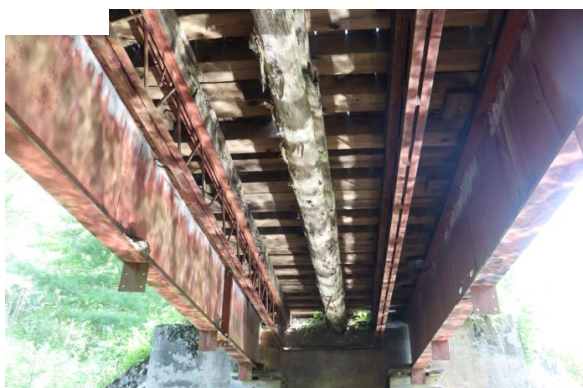


North abutment



NE abutment & wing wall disintegration





South vantage soffit (typical)



South abutment



South cribbing & diaphragm



North cribbing & diaphragm



West wood spacer crushing



SE girder rusting





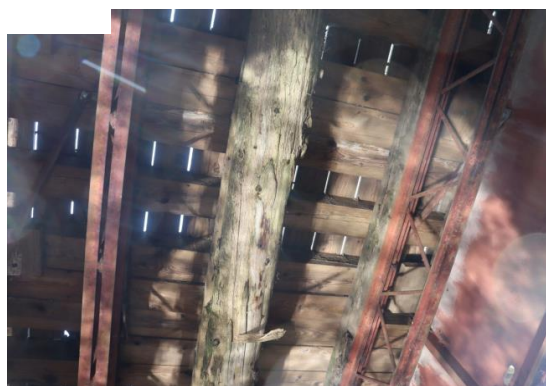
West wood spacer crushing



South abutment



North vantage soffit (typical)



North end bridge soffit



SW wing wall leaching



NW wing wall





West elevation



North abutment



Bridge Inspection Report

Black Creek Bridge North Miss. Stn

Road Name: *K&P Trail*
 Site ID: *CF95.0*
 Structure Type: *Slab on Steel Girder*
 Owner: *Frontenac County*
 Built: *1924*
 Length: *9.14 m*
 Width: *3.66 m*
 Spans: *1*
 Spans Arrange: *1 @ 8.5*
 Feature Under: *Water*
 Crossing: *Black Creek*
 Location: *K&P Trail Km 95.0*

Inspection Date: *June 5, 2024*
 Inspector: *Harold Kleywegt, P.Eng.*
 Assistant: *Kyra Mitchell, Eng Student*

Comments:
Some dates estimated. Underside of bridge best inspected from an ice platform in February. Superstructure formerly carried RR live loads and is expected to have significant remaining life,

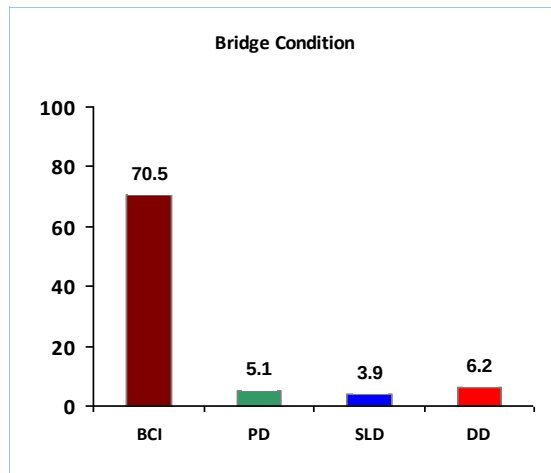
Recommended Investigations:
Ice Inspection

Recommended Capital Works:
Misc Concrete Repairs, New Deck

Estimated Replacement Value: \$316,000
Estimated replacement value is based on replacement in kind
Estimated Remaining Service Life: 45 Years
Rehabilitation Year and Estimated Cost: 2026 \$158,000



AADT: *N/A* Latitude: *44.91690133*
 Lanes: *1* Longitude: *-76.67970393*
 Skew: *0 °* Orientation: *N-S*
 Speed: *0 km/hr* Road Width: *3 m*
 Trucks Load Posting: *No Posting*



BCI = Bridge Condition Index MTO Calculation

PD = Parabolic Depreciation
 % retained value

SLD = Straight Line Depreciation
 % retained value

DD = Defects and Damage
 % loss of retained value



Keystone Bridge Management Corp. CF95.0

Black Creek Bridge North Miss. S

Page 1 of 8

Timber-Sawn (1)	Defects	50.0%	
Deck Surface	Damage		Minor Decay, Minor Crushing
Length: 8.9 m	Maintenance	Spot deck plank replacement	
Width: 3.6 m	Capital Rec.	None	
Height: 0.05 m		Timber deck is rough cut planks. Some decay noted in several planks. 25 cm x 40 cm hole near middle of deck requires plywood patch.	
Wood Post Wood Rail (2)	Defects		
Barrier	Damage		
Length: 9 m	Maintenance	Local repair	
Width:	Capital Rec.	None	Perf Def: Does'nt Meet New Standard
Height:		Support for posts is inadequate. A solid curb is recommended.	
Steel-Fabricated (2)	Defects		
Girders	Damage		
Length: 8.84 m	Maintenance	None	Partial Inspection
Width: 0.6 m	Capital Rec.	None	
Height:		Riveted built up girders are original to RR operation.	
Steel Floor Beam (0)	Defects		
Floor Beams	Damage		
Length:	Maintenance	None	Not Inspected
Width:	Capital Rec.	None	
Height:		Not possible to assess due to depth of water.	
Stringers (0)	Defects		
Stringers	Damage		
Length:	Maintenance	None	Not Inspected
Width:	Capital Rec.	None	
Height:		Not possible to assess due to depth of water.	
RC Abutment Wall (2)	Defects		
Abutment Stem	Damage		
Length: 5 m	Maintenance	None	Not Inspected
Width:	Capital Rec.	None	
Height: 2 m		Not possible to fully assess due to depth of water. Bridge seat 27" wide. Appears to be serviceable. Dimensions approximate.	



Black Creek Bridge North Miss. S

Page 82 of 115
2025-005 K&P Trail Ridership Agreement with North Frontenac Township f...

Component Inspection Information

RC Ballast Wall (2) Ballast Wall		Defects 0.0%	
		Damage 0.0%	
Length:	5 m	Maintenance None	Partial Inspection
Width:	0.45 m	Capital Rec. None	
Height:	0.7 m	<i>Tapered.</i>	
RC Wing Walls (4) Wing Walls		Defects 0.0%	
		Damage 0.0%	
Length:	2.7 m	Maintenance None	Partial Inspection
Width:		Capital Rec. None	
Height:	2.5 m	<i>Difficult access due to water depth. Dimensions approximate.</i>	
Water Channel (1) Channel		Defects 0.0%	
		Damage 0.0%	
		Maintenance None	
		Capital Rec. None	
		<i>Deep channel with flooding from beaver dams. Bridge opening is adequate.</i>	
Embankment (2) Embankment		Defects 0.0%	
		Damage 0.0%	
		Maintenance None	
		Capital Rec. None	
		<i>Railroad grade embankment is stable and vegetated.</i>	



Capital Needs Cost Estimate Break-Down

Item	Req'd	Units	Quantity	Unit Price \$	Estimated Cost
<i>Misc Concrete Repairs</i>	✓	m²	20.0	\$1,000	\$20,000
<i>Deck Concrete Overlay</i>	✗	m²	33.5	\$400	\$0
<i>Deck Replacement</i>	✗	m²	33.5	\$2,750	\$0
<i>Barrier Wall Replacement</i>	✗	m	33.1	\$3,000	\$0
<i>Expansion Joint</i>	✗	m	7.3	\$5,500	\$0
<i>Waterproof & Pave</i>	✗	m²	33.5	\$220	\$0
<i>Bearing Replacement</i>	✗	Count	4.0	\$5,000	\$0
<i>Approach Guide Rail</i>	✗	m	80.0	\$250	\$0

Other Work

New Deck \$100,000

Structural Items Subtotal \$120,000

Mobilization General Sitework \$12,000

Estimated Traffic Management & Civil Items \$0

Contract Admin & Contingencies 20% \$26,000

Total Rehabilitation Cost Estimate \$158,000

Recommended Capital Work Summary

Recommended Capital Year 2026

Misc Concrete Repairs, New Deck

Inspection Comments

*Some dates estimated. Underside of bridge best inspected from an ice platform in February.
Superstructure formerly carried RR live loads and is expected to have significant remaining life,*



Keystone Bridge Management Corp.

CF95.0

Black Creek Bridge North Miss. S

Page 4 of 8



NE elevation



South approach featuring delineators



SW uncovered pipe girder



West railing (typical)



SE hole in deck surface



East railing (typical)





NW decayed board



Deck surface (typical)



Downstream channel west



Upstream channel east



North deck surface condition



North approach featuring delineators







Approach rail - bridge rail connection



NW uncovered pipe girder





Report 2025-006

Information Report to Council

To: Warden and Council of the County of Frontenac
From: Kevin Farrell, Chief Administrative Officer
Prepared by: Richard Allen, Manager of Economic Development
Date of meeting: January 15, 2025
Re: **K&P Trail – Follow up to “Made in Frontenac” Trail Pass Feasibility for Motorized Off-Road Recreational Vehicles**

Recommendation

This report provides a high-level overview of a potential local trail pass system for information purposes.

Background

At its regular meeting on November 20, 2024, County Council received a proposal from the Frontenac ATV Club requesting that the County require passes for motorized off-road recreational vehicles on the K&P Trail. The County considered the proposal and recommendations in [Report 2024-119 K&P Trail - Requirement for all motorized off-road trail users to hold a membership with an authorized partner organization](#) and postponed a decision through the following motion:

Motion to Postpone

Motion #: Moved By: Warden Lichty
12-25 Seconded By: Councillor Greenwood-Speers

Be It Resolved That the motion be postponed pending staff investigate and report back to Council the possibility of the County issuing permits as well as including an EOTA agreement and the price of user fees.

Carried (5:3)

Comment

Staff conducted a high-level review of implementing a ‘Made in Frontenac’ K&P Trail pass for motorized off-road vehicles. While a local solution may provide some savings to

locals and visitors who only use the K&P Trail in Frontenac County for recreation, it would also require significant resources to produce, distribute and enforce this pass. It could also result in the loss of a local ATV club and the regular presence it has provided on the K&P Trail at no cost to the County.

A high-level review of a 'Made in Frontenac' pass system for the 2025 summer trail season revealed several challenges:

1. **Sales Infrastructure:** The County would need to procure appropriate sales infrastructure in order to sell permits online, in the field or from its main office. At the moment, without an intermediary, the County can only directly receive payments in the form of cash or cheque.
2. **System Design:** The County would need to determine how passes could be securely issued without risk of duplication or breach of private information. In the case of Motorized Off-Road Vehicles, a pass could be assigned specific to the license plate associated with the vehicle. However, if passes were to be required of pedestrians, cyclists or other non-motorized vehicles, additional levels of management will be required to create non-transferable passes that could be verified by field staff.
3. **Enforcement:** Without the volunteer Wardens in place from the ATV Clubs, the County would be required to hire, train and support staff to patrol the K&P Trail regularly. These staff would need to have the ability to sell permits in the field and have the authority to issue fines under the County's Administrative Penalty Program. To hire two seasonal staff members for this purpose is likely to have a cost of \$50,000-\$70,000 per year.
4. **Impact on Partnerships:** A local system could jeopardize partnerships, such as the one with the Frontenac ATV Club, which currently provides volunteer patrol and maintenance support at no cost to the County. It could also jeopardize partnerships with the Counties of Lanark and Renfrew, who require OFATV permits for motorized use on their trails.
5. **Geographical Context:** Unlike the isolated Crown Land roads in North Frontenac, the K&P Trail intersects over 30 Township roads and numerous private lanes, which enables multiple points of access and complicates enforcement. The Frontenac K&P Trail has approximately 58 kilometres available for motorized use, while the EOTA and OFATV have hundreds and thousands of kilometres of trails available across the province for use by their respective permit holders.
6. **Expenses:** In addition to the seasonal staff described above for monitoring and enforcement, the County would need to procure the systems and equipment to facilitate permit sales online, at the County office and in the field. These systems may require the development of a unique card or sticker issued to a permit holder for the year and need to meet the County's requirements for securely storing and managing the private information of individual permit holders. This system is likely to have cost of \$15,000 - \$30,000 dependent on how passes are created, distributed and monitored.

7. **Revenue Potential:** Best-case revenue projections from a local permit system (e.g., \$150 per permit) suggest a minor surplus of \$20,000 after covering \$70,000 in annual costs for staffing, training, and sales infrastructure.

During Council deliberations on November 20, 2024, there were some concerns raised that \$150 per permit may be too expensive for users, as this is what it currently costs for an annual permit through the Ontario Federation of ATV Clubs or the Eastern Ontario Trails Alliance.

Using the current membership of the Frontenac ATV Club as a baseline estimate and twice that number as an ideal case estimate. As shown below, reductions in permit price for a K&P Trail permit would result in a program that is revenue neutral at best.

Number of Permits	\$50/permit	\$100/permit	\$150/permit
300	\$15,000	\$30,000	\$45,000
600	\$30,000	\$60,000	\$90,000

Case Study: North Frontenac Road Access Permit System

The Township of North Frontenac runs a Road Access program on the Crown Land Roads that are part of the North Frontenac Parklands. This program requires persons using the roads to purchase a permit from the Township Office, an approved partner, or online from the North Frontenac Parklands website. These passes are available at the following rates:

Day Permit: \$9.50
Weekly Permit: \$22.50
Resident Seasonal Permit: \$22.50
Non-Resident Seasonal Permit: \$45.00

While Road Permits contribute to the revenues of the Parklands program, 85% of program revenues come from the sale of campsite permits. In 2023 road permit revenues amounted to \$45,344.

The Township has agreements in place with Ottawa Valley ATV Club, the Eastern Ontario Trails Alliance and the ByTown Motorcycle Association to honour the permits issued by each of these organizations in exchange for a lump sum payment each year, which increases the total revenues raised for use of the roads.

Staff reviewed the Crown Roads operation with the Manager of Community Development at the Township of North Frontenac and determined it was not a comparable system with the K&P Trail, due to the limited access to the fact the road permits are supportive of a much larger camping program, which funds staffing and enforcement.

North Frontenac employs 4 full-time seasonal staff who travel the crown land roads daily to access the lakes associated with the North Frontenac Parklands camping program. These staff members are able to stop and speak with road users to ensure they have an appropriate permit, either through the Township program or one of its approved partners.

The roads operated by the North Frontenac Parklands are also relatively isolated in comparison to the K&P Trail. The two primary roads, Arcol Road and Schooner Road intersect only one or two other roads or trails in addition to their main access points. The motorized section of the K&P Trail crosses over 30 Township roads creating multiple points of access for prospective trail users. This is in addition to numerous private lanes and driveways that intersect with the Trail as well.

Summary

The cost to implement and enforce a local trail permit system would be revenue neutral at best, and likely operate at a loss to the County while taking on new operational requirements and responsibilities at the same time due to operational complexities and the need to add resources.

However, as previously recommended - The Frontenac ATV Club, through the OFATV, and the Eastern Ontario Trails Alliance already have the infrastructure in place to sell, monitor and enforce their permit systems on their trail networks. If both organizations accept the terms of a Memorandum of Understanding as presented to Council, the County will have an additional \$30,000 - \$40,000 in annual revenues without any operational adjustments.

Should County Council direct staff to proceed with a 'Made in Frontenac' solution, the Manager of Economic Development will be tasked with the development of a comprehensive business plan to implement, distribute, monitor and enforce trail passes on the K&P Trail for motorized off-road recreational vehicles and present it to County Council as part of its annual budget process, as this program would constitute a service delivery change.

Should County Council proceed with a local K&P Trail pass, it may also be wise to consult the public at large and the local trails community to determine if a pass would be received and how to best construct the system of management.

Provincial One Pass Proposal

At its March 20, 2024, meeting, County Council passed Motion #44-24 supporting a provincial system requiring a single pass for motorized recreational vehicle trail access, similar to what is already in place for snowmobiling in Ontario.

On December 3, 2024, Steve Clark, the Member of Provincial Parliament for Leeds–Grenville–Thousand Islands and Rideau Lakes, filed a motion at the provincial legislature to create a one-permit trail system for all-terrain vehicles in Ontario. This motion is scheduled to be debated by the provincial legislature on March 4, 2025.

Ontario is the second largest province for ATV use in Canada, with more than 300,000 insured vehicles. However, it is also the only province without a comprehensive trail permit system in place.

Given the County's explicit support for a single-pass system and the impending provincial debate on this matter, it is advisable that the County monitor the progress of this proposal prior to the creation of its own system. This ensures resources are not expended on a potentially redundant initiative if the province implements a province-wide solution.

If Council proceeds to enter into agreements with the Frontenac ATV Club and the Eastern Ontario Trails Alliance as recommended, this would not prevent the County's participation in single pass system, as both organizations support a proposed single pass and these partnership agreements with the County would be reviewed and renewed on an annual basis.

Financial Implications

Operational Costs of a "Made in Frontenac" Trail Permit:

- Enforcement Staff: Two seasonal staff for monitoring and enforcement would cost \$50,000-\$70,000 annually.
- Sales Infrastructure: Systems to manage permit sales online, at the office, and in the field would cost an additional \$15,000-\$30,000.
- Total Estimated Annual Costs: \$65,000-\$100,000.

Revenue Projections:

- Based on a permit cost of \$150, best-case revenue scenarios suggest a minor surplus of \$20,000 after covering staffing and infrastructure costs.
- Lower permit prices or fewer permit sales could result in the program being revenue-neutral or operating at a loss.

Partnership Opportunities:

- By supporting existing systems (e.g., OFATV and EOTA permits), the County could secure \$30,000-\$40,000 annually without incurring additional operational costs.
- If it pursues its own system, the County risks losing benefits such as volunteer patrols and local pass holders will need to purchase multiple passes to access the broader trail network facilitated by partner permits.

From a financial perspective, opting to pursue a Partnership opportunity would be the preferred option. The County would secure additional net funding to support trail operations, while eliminating the financial risk of administering the program itself and being susceptible to swings in revenues and expenses. Furthermore, partnering with

organizations such as the Frontenac ATV Club and the Eastern Ontario Trails Alliance mitigates the operational risk of the County taking on a new line of business of selling passes and monitoring adherence, for which it has no experience.

Organizations, Departments and Individuals Consulted and/or Affected

Alex Lemieux, Director of Corporate Services / Treasurer
Township of North Frontenac
Frontenac ATV Club
Ottawa Valley ATV Club
Eastern Ontario Trails Alliance
Ontario Trails Council

By-Law No. 2025-001

of

The Corporation of the County of Frontenac

being a by-law to authorize temporary borrowing for current expenditures for the year 2025

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

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

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

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

And Whereas per Section 407(4) of the *Act* estimated revenues of the County as set forth in the estimates adopted for the year 2025 is \$61,266,677, which does not include revenues derivable or derived from:

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

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

1. **That** the Warden and Treasurer are hereby authorized, on behalf of the County, to borrow from time to time, by way of promissory note or banker’s acceptance, from the TD Canada Trust (the “Bank”), any municipality or school board, a sum or sums not to exceed the aggregate of \$30,633,338 from January 1, 2025 to September 30, 2025 and \$15,316,669 from October

1, 2025 to December 31, 2025 less the amount of similar borrowings which are still unpaid to meet, until the taxes are collected, the current expenditures of the County for the year 2025, including the amounts required for the purposes mentioned in Sub-section (1) of the said Section 407 and to give, on behalf of the County, to the said Bank, a promissory note(s) or banker's acceptance(s), sealed with the corporate seal and signed by the Warden and Treasurer for the monies so borrowed with interest, in the case of borrowing from the Bank at the Bank's prime interest rate less one-quarter per cent which shall be as notified by the Bank to the Treasurer from time to time, or in the case of borrowing from a municipality or school board at a rate to be negotiated with the municipality or school board but not to exceed the Bank's prime lending rate at the time of borrowing.

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

Read a First and Second Time this 15th day of January, 2025.

Read a Third Time and Finally Passed, Signed and Sealed this 15th day of January, 2025.

The Corporation of the County of Frontenac

Gerry Lichty, Warden	Jannette Amini, Clerk
----------------------	-----------------------

By-Law No. 2025-002

of

The Corporation of the County of Frontenac

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

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

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

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

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

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

- Read a Third Time, Signed, Sealed and Finally Passed this 15th day of January, 2025.

Gerry Lichty, Warden	Jannette Amini, Clerk

Schedule A

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

Administration

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

Geographic Information System (GIS)

And Map-Related Products

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

Printed Map Products

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

Black and white	\$6.00
Colour	\$8.00

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

Black and white	\$10.00
Colour	\$12.00

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

FMIS Member Rate for Large Basic Map \$5.00

Custom Map Products

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

Note: These fees are not applicable to services provided to the Townships within the County
of Frontenac with the exception of the FMIS Member Rate for Large Basic Map.

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

Schedule B
Fees for Facility Rentals

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

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

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

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

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

Schedule C

Tariff of Fees for Land Use Planning

Pre-Application Consultation

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

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

Official Plan

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

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

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

Amendment to County OPA Application - \$500.00

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

Plan of Subdivision/Condominium

Initial Application Fee

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

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

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

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

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

Amendment to conditions following draft plan approval - \$700.00

Draft Plan Approval Extension – \$800.00

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

Condominium Exemption

Application Fee - \$1,000.00

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

Deeming By-Law/Part Lot Control

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

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

Other Planning and Administrative Items

Public Notices

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

Minimum Distance Separation (MDS)

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

General Inquiries and Archive/File Search Fee

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

External Fees and Other Charges

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

Schedule D

Fees for Services for Fairmount Home

Other Charges

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

		CATERING ORDER FORM County of Frontenac		 FRONTENAC	
Name of event:				Date of event:	
Time of Delivery		Requested by:		Location	
Telephone:		Number of staff		Number of residents	
Department:		Cost Centre		Number of invitees	
External billing:					
<i>Name and address for external billing must be provided by Department</i>					
ITEMS REQUESTED			ITEMS REQUESTED		
Beverages	Serving	Unit Cost		Servings	Unit Cost
Coffee, small pot Serves 8		\$ 8.80	-		
Percolator/Urn 30-40		38.50	-		
Thermal container, lrg		77.00	-		
Coffee, decaffeinated		1.10	-		
Tea bag and hot water		1.10	-		
Juice, bottle		2.04	-		
Pop, can		1.10	-		
Punch bowl, small 35-40		8.80	-		
Punch bowl, large 50		13.20	-		
Bottled water, 500ML		1.65	-		
Milk, 250 ML 2%		1.10	-		
Subtotal Beverages			\$ -		
Bakeshop					
Muffins		1.32	-		
Baked cookies		0.66	-		
Croissants		1.10	-		
Squares, 2 Each		0.88	-		
Cake, slab 60-80		44.00	-		
Cake, 1/2 slab		22.00	-		
Pie, fruit Serves 8		14.00	-		
Pie, cream..... Serves 8		12.00	-		
Subtotal Bakeshop			\$ -		
Yogurt		1.00	-		
Pickle bowl		2.95	-		
Soup of the day, bowl		1.50	-		
Fruit, each		1.00	-		
Subtotal			\$ -		
Buffet Trays					
Caesar, Garden, Greek		30.00	-		
Fruit Tray small		16.50	-		
Fruit Tray, medium		33.00	-		
Fruit Tray, large		49.50	-		
Cheese and crackers, sm		33.00	-		
Cheese and crackers, med		57.20	-		
Cheese and crackers, lrg		77.00	-		
Veg & Dip, small		16.50	-		
Veg & Dip, medium		33.00	-		
Veg & dip, large		47.50	-		
Sandwiches, tea cut, each		3.25	-		
Sandwiches, gourmet, each		3.60	-		
Subtotal Buffet Trays			\$ -		
Paper Products*					
Small Paper Plates 6"		0.15	-		
Large Paper Plates 9"		0.06	-		
Napkins		0.05	-		
Paper Cup 8oz		0.15	-		
Paper Cup 16oz		0.15	-		
Paper Bowl 12oz		0.25	-		
Wooden Fork		0.04	-		
Wooden Knife		0.04	-		
Wooden Spoon		0.04	-		
Straws (plastic)		0.03	-		
Subtotal Paper Products			\$ -		
Applicable Labour				26	0
Combined subtotals					
Goods and Services Tax			5%		
Provincial Sales Tax			8%		
GRAND TOTAL					

External Catering

See attached External Catering Form

Schedule E

Fees for Services for Frontenac Paramedic Services

Special Events

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

Basic Charge:

4 hours coverage minimum charge \$960.00

Additional Charges:

For each hour or portion thereof \$240.00

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

Retrieving an Ambulance Call Report

Per report \$35.00

Schedule F

Fees for Citizen Land Use on County Owned Property

Certificate of Permission

Application and Inspection Fee\$350*

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

License of Occupation

Application and Inspection Fee\$350*

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

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

Encroachment Agreement

Application Fee.....\$700*

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

Right of Way (RoW)

Application Fee.....\$700*

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

Sale

Application Fee.....\$350*

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

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

* Plus related disbursements.

BY-LAW NO. 2025-003

OF

The Corporation of the County Of Frontenac

being a by-law to amend Bylaw No. 2022-0033 to require that all motorized off-road vehicles using the K&P Trail be registered with an authorized partner organization.

Whereas, section 9 of the municipal Act, 2001, S.O. 2001, c. 25 as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

Whereas, Section 8 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, provides that sections 9 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to enable municipalities to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues; and,

And Whereas the Council of the Corporation of County of Frontenac passed By-law 2022-0033 on September 21, 2022, being a By-Law to Regulate and Govern the Use of the Frontenac K&P Trail;

And Whereas the Council of the Corporation of County of Frontenac deems it expedient to amend By-law No. 2022-0033;

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

That Trails By-law 2022-0033, be amended as follows:

That Section 7 – Regulations regarding motorized vehicle use on the K&P Trail be amended to add a new 7.3 as follows:

- 7.3 No person shall permit any motorized vehicle noted in Section 5 i and ii, to enter upon or utilize the Trail without proof of membership, such as a permit or pass, with an authorized partner organization as noted in Schedule 2;

That Section 7 be re-numbered accordingly.

That a new Schedule 2, Authorized Partner Organizations, be added, to include the Frontenac ATV Club, the L&A Ridgerunners Snowmobile Club, and the Snow Road Snowmobile Club, and the Eastern Ontario Trails Alliance (EOTA) attached to the By-law as Appendix A.

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

Read a First and Second Time this 15th day of January, 2025.

Read a Third Time, Signed, Sealed and Finally Passed this 15th day of January, 2025.

The Corporation of the County of Frontenac

Gerry Lichty, Warden

Jannette Amini, Clerk

Schedule “2”
Corporation of the County of Frontenac
By-Law Number 2022-0033: Trails By-law, as amended
Authorized Partner Organizations

Column 1 Authorized Partner Organization	Column 2 Permit Issuer
Frontenac ATV Club	Ontario Federation of ATV Clubs (OFATV)
L&A Ridgerunners Snowmobile Club	Ontario Federation of Snowmobile Clubs (OFSC)
Snow Road Snowmobile Club	Ontario Federation of Snowmobile Clubs (OFSC)
Eastern Ontario Trails Alliance	Ontario Federation of ATV Clubs (OFATV)

By-Law Number 2025-004

of

The Corporation of the County of Frontenac

being a by-law to Authorize the Warden and Clerk to Execute a Memorandum of Understanding with the Frontenac ATV Club for the non-exclusive use of the K&P Trail

Whereas Sections 5 of the Municipal Act, 2001, as amended (hereinafter the Act) provides that a municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by its council by by-law, unless the municipality is specifically authorized to do otherwise; and,

Whereas the County of Frontenac wishes to enter into a Memorandum of Understanding with the Frontenac ATV Club;

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

1. **That** the Warden and Clerk be authorized to complete a revised memorandum of understanding with the [Frontenac ATV Club](#) for non-exclusive use of the K&P Trail that outlines the following:
 1. The requirement for all motorized trail users to be licensed and insured.
 2. The 2025 minimum contribution commitment of \$15,000 towards trail maintenance.
 3. The requirement for all motorized off-road recreational vehicles using the K&P Trail to have proof of membership, such as a permit or pass, with the Frontenac ATV Club or with another authorized partner organization.
2. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 15th day of January, 2025.

Read a Third Time, Signed, Sealed and Finally Passed this 15th day of January, 2025.

The Corporation of the County of Frontenac

Gerry Lichty, Warden

Jannette Amini, Clerk

By-Law Number 2025-005

of

The Corporation of the County of Frontenac

being a by-law to Authorize the Warden and Clerk to Execute an Agreement with the Eastern Ontario Trails Alliance (EOTA) for the non-exclusive use of the K&P Trail

Whereas Sections 5 of the Municipal Act, 2001, as amended (hereinafter the Act) provides that a municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by its council by by-law, unless the municipality is specifically authorized to do otherwise; and,

Whereas the County of Frontenac wishes to enter into an agreement with the Eastern Ontario Trails Alliance (EOTA);

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

1. **That** the Warden and Clerk be authorized to enter into an agreement with the Eastern Ontario Trails Alliance (EOTA) for non-exclusive use of the K&P Trail that outlines the following:
 1. The requirement for all motorized trail users to be licensed and insured.
 2. The 2025 minimum contribution commitment of \$15,000 towards trail maintenance.
 3. The requirement for all motorized off-road recreational vehicles using the K&P Trail to have proof of membership, such as a permit or pass, with the EOTA or with another authorized partner organization.
2. **That** this By-law shall come into force and take effect upon the date of final passing.

Read a First and Second Time this 15th day of January, 2025.

Read a Third Time, Signed, Sealed and Finally Passed this 15th day of January, 2025.

The Corporation of the County of Frontenac

Gerry Lichty, Warden

Jannette Amini, Clerk

By-Law No. 2025-006

of

The Corporation of the County OF Frontenac

being a by-law to confirm all actions and proceedings of County Council on
January 15, 2025

Whereas Section 8 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other Act; and;

Whereas Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto provides that a lower-tier municipality and an upper-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction described in the Table to Subsection 2 subject to certain provisions, and;

Whereas Section 5 of the *Municipal Act, S.O. 2001, c. 25* and amendments thereto provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 shall be exercised by its council and by by-law unless the municipality is specifically authorized to do otherwise; and;

Whereas the Council of the County of Frontenac deems it expedient to confirm its actions and proceedings;

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

1. **That** all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on January 15, 2025, be confirmed as actions for which the municipality has the capacity, rights, powers and privileges of a natural person.
2. **That** all actions and proceedings of the Council of the County of Frontenac taken at its regular meeting held on January 15, 2025, be confirmed as being matters within the spheres of jurisdiction described in Subsection 2 of Section 11 of the *Municipal Act, S.O. 2001, c.25* and amendments thereto.
3. **That** all actions and proceedings of the Council of the Corporation of the County of Frontenac taken at its regular meeting held on January 15, 2025, except those taken by by-law and those required by by-law to be done by resolution are hereby sanctioned, ratified and confirmed as though set out within and forming part of this by-law.

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

Read a First and Second Time this 15th day of January 2025

Read a Third Time and Finally Passed, Signed and Sealed this 15th day of January 2025.

The Corporation of the County of Frontenac

Gerry Lichty, Warden

Jannette Amini, Clerk