



**Regular Council Agenda - Amended
April 28, 2023 – 9:00 AM
Municipal Office - Council Chambers
6648 Road 506, Plevna
[Zoom Registration](#)**

Page

1. Call to Order

2. Approval of Agenda

a) April 28, 2023

Be It Resolved That Council approves the Agenda dated April 28, 2023, as circulated.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Business Profile

None.

5. Presentations

8 - 22

a) Municipal Property Assessment Corporation (MPAC): Property Assessment in Ontario

Be It Resolved That Council receives for information the presentation from Travis Merkley, Account Manager, MPAC, regarding Property Assessment in Ontario; and thanks him for his time spent today.

6. Delegations

None

7. Adoption of Minutes

23 - 35

a) Minutes of Meeting(s) to be Adopted by Council

Be It Resolved That Council adopts the Minutes as circulated, of:
i. a Public Meeting of Council held April 6, 2023; and
ii. a Regular Meeting of Council held April 6, 2023.

8. Business Arising Out of Minutes

36 - 39

- a) Resolution #172-23: Closure of Northbrook Branch of Bank of Montreal (BMO)

Whereas Council passed Resolution #172-23, receiving a letter from the Bank of Montreal advising of the closure of the Northbrook branch;

And Whereas Council sent a letter to the Bank of Montreal advising Council condemns the closure of the Northbrook branch and expressing their concerns;

Now Therefore Be It Resolved That Council receives the letter from the Bank of Montreal advising they have received the letter and welcome Council Members to attend the public meeting on May 31, 2023 to discuss these concerns.

9. Communications

40

- a) Clerk's Administrative Report - Communications 'A' Section

Be It Resolved That Council receives for information Section 'A' Items of the Clerk's Administrative Report entitled "Communications of Interest."

- b) Communications 'B' Section - Action Items

41 - 49

- B1. Tammy Whitelock re: Cloyne Big Chair Project

Be It Resolved That Council received for information an email dated March 30, 2023 from Tammy Whitelock, organizer of the Cloyne Big Chair Project advising they would like to donate a new "Big Chair" to be placed on Township Property by the Cloyne Pioneer Museum;

And That Council accepts the donation of a new "Big Chair" and is agreeable to the Big Chair being placed on Township Property near the Cloyne Pioneer Museum and instructs the Manager of Community Development (MCD) to work with the volunteer group for a suitable location;

And That Council directs the MCD to send a thank you letter to Tammy Whitelock and the group of volunteers organizing the new build and donation.

50

- B2. Mary Ann Ward, Resident re: Request for an Exemption from the Noise By-law

Be It Resolved That Council receives for information an email dated April 19, 2023 from Mary Ann Ward advising they will be hosting a wedding reception on September 30, 2023 on North Shore Road and requesting an exemption from the Noise By-law #65-21, Section 3.3 g) which restricts excessive noise and the disturbance of any person because of sound from an instrument or radio, or loud parties between 12:00 AM and 7:00 AM that is clearly audible at neighbouring premises or residential properties;

And That Council approves the exemption to the Noise By-law to permit the wedding to continue until 1:00 am on October 1, 2023;

And That Council instructs the Clerk to provide a copy of this Resolution to the requester and Township's By-law Enforcement Officer.

10. Council, CAO, and Managers' Administrative Reports

i.) **Reports Requiring Action**

51 - 52

- a) Clerk/Planning Manager: Consideration of Joint Integrity Commissioner Services

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Consideration of Joint Integrity Commissioner Services";

And That Council approves of a Joint Request for Proposal for an Integrity Commissioner; and instructs the Clerk to provide an update to Council at a future Council meeting.

53 - 55

- b) Clerk/Planning Manager: Cemetery Interment Service Agreement - One Year Extension

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Cemetery Interment Service Agreement – One-Year Extension";

And That Council approves extending the Agreement with Boles Maintenance until March 31, 2024 at which time a Request for Quotation will be advertised;

And That Council instructs the Clerk to provide Notice of a Public Meeting and the intent to pass a By-law to amend the Fees and Charges By-law Schedule 'G' – Cemeteries to remove the Fees for Interment/Disinterment and include invoicing subject to Contractor Pricing, at a later date.

56 - 59

- c) Clerk/Planning Manager: Assumption of Roads - River Road, Struthadam Road and Cruise Road

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Assumption of Roads – River Road, Struthadam Road and Cruise Road";

And That Council will consider a By-law later in the meeting to dedicate and assume as roads the following:

- Parts 2 & 3 on Registered Plan 13R-22741, Part of Lot 22, Concession 2, Township of Palmerston; and
- Part 6 on Registered Plan 13R-22684, Lot 29, Concession 9, Township of Palmerston;

And That Council instructs the Clerk to have the Municipal Solicitor register the By-law

60 - 67

- d) Clerk/Planning Manager: Licence Agreement Application for Use of Township Shoreline Road Allowance - Marble Lake Road

Be It Resolved That Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Licence Agreement Application for Use of Township Shoreline Road Allowance – Marble Lake Lodge Resort”;

And That Council instructs the Clerk to advise Marble Lake Lodge Resort that Council approves of their request to have two (2) docks on the Shoreline Road Allowance on Marble Lake, provided a Licence Agreement is entered into before the docks are re-installed;

And That Council authorizes the Mayor and Clerk to sign the Licence Agreement once Marble Lake Lodge Resort signs the Agreement and provides a Certificate of Insurance.

68 - 70

- e) Manager of Community Development: Transitioning Ownership of Events at the Star Gazing Pad & Re-Naming

Be It Resolved That Council receives for information the Manager of Community Development’s (MCD) Administrative Report entitled “Transitioning Ownership of Events at the Star Gazing Pad & Re-Naming”;

And That Council approves the Economic Development Task Force (EDTF) removing the Star Gazing Pad as part of their mandate and that the North Frontenac Astronomy Club will organize and operate most future astronomy-related events at the Star Gazing Pad;

And That Council authorizes the North Frontenac Astronomy Club to act in a similar role as the Township Community Hall Committees, for the Star Gazing Pad as arranged by the MCD;

And That Council approves the re-naming of the Star Gazing Pad to the ‘North Frontenac Astronomy Park’ and continue to refer to the entire Township as the “Dark Sky Preserve”;

And That Council approves ‘A Dark Sky Experience’ as the official slogan of the North Frontenac Astronomy Park.

And That Council approves up to \$300 to come from the Economic Development Reserve Fund, to design three proposed logos for the ‘North Frontenac Astronomy Park’ which will then be presented to Council for consideration at a future meeting date;

And That Council, upon selection of a new logo reflecting the name change at a future date, approves new signage to be purchased to reflect this change at a cost of up to \$1,700 to come from the Economic Development Reserve Fund.

71 - 73

- f) Manager of Community Development: Economic Development Week May 8-12, 2023

Be It Resolved That Council receives for information the Manager of Community Developments (MCD) Administrative Report entitled “Economic Development Week May 8-12, 2023”.

And That Council declares May 8-12, 2023 as Economic Development Week;

And That Council approves the Council Declaration;
And That Council instructs the MCD to prepare and include copies of the Council Declaration on the Township’s website and Social Media;
And That Council approves the proposed Economic Development Week promotional activities.

74 - 86

- g) Manager of Community Development: By-Town Motorcycle Association Agreement Request

Be It Resolved That Council receives for information the Manager of Community Development’s (MCD) Administrative Report entitled “By-Town Motorcycle Association Agreement (BMA) Request”;
And That Council approves in principle a draft Agreement prepared by the MCD with a proposed 2023 contribution of \$6,500 as presented by the MCD;
And That Council directs the MCD to provide the draft Agreement to the BMA for consideration and the MCD will bring back the signed Agreement if agreeable by BMA to an upcoming Regular meeting of Council for signature.

87 - 88

- h) Manager of Community Development: 2007 Recreation/Waste Shared Truck Replacement

Be It Resolved That Council receives for information the Manager of Community Development’s (MCD) Administrative Report entitled “2007 Recreation/Waste Shared Truck Replacement”;
And That Council approves advancing the purchase of a truck to replace the 2007 Recreation/Waste truck in 2023 at a maximum cost of \$50,000;
And That Council instructs the Treasurer to transfer the cost of the replacement vehicle split 50/50 between the Recreation Tangible Capital Asset (TCA) Reserve Fund and the Waste TCA Reserve Fund.

89 - 91

- i) Public Works Manager: Capital Construction - Rehabilitation of Coxvale and Ardoch Bridges - Budget Request

Be It Resolved That Council receives for information the Public Works Manager’s (PWM) Administrative Report entitled “Capital Construction – Rehabilitation of Coxvale and Ardoch Road Bridges – Budget Request”;
And That Council approves accepting the low bid of \$846,643.20 (including unrecoverable HST) from Dalcon Constructors Ltd;
And That Council authorizes the Treasurer to transfer the additional cost of \$45,588.27 from the Roads Sustainability (Tangible Capital Asset) Reserve Fund.

92 - 99

- j) Clerk/Planning Manager and County Planner: Proposed New Fees for Planning Applications

Be It Resolved That Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Proposed New Fees for Planning Applications”;

And That Council approves in principle the proposed fees as set out in the Planning Fees – Comparison Chart being Attachment #1 of the Administrative Report;

And That Council instructs the Clerk to provide Notice of a Public Meeting and the intent to pass a By-law to amend the Fees and Charges By-law at a later date.

100 - 105

- k) County Planners: Zoning By-law Update

Be It Resolved That Council receives for information the Planning Report from staff dated April 19, 2023 regarding the proposed housekeeping amendment to Zoning By-law Number 55-19.

And That Council direct staff to undertake the next phase of the review and housekeeping amendment update to Zoning By-law Number 55-19 by scheduling a public meeting in accordance with the requirements of the Planning Act.

- ii.) **Reports Received for Information Purposes Only**

106 - 108

- a) Clerk/Planning Manager: Natural Heritage Reviews – Consultant Estimates

Be It Resolved That Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Natural Heritage Reviews – Consultant Estimates”.

11. External Committees/Local Boards/Task Force Notes and Reports

109 - 111

- a) Economic Development Task Force

Be It Resolved That Council receives for information the Notes of a meeting of the Economic Development Task Force dated April 17, 2023.

12. Giving Notice of Motion (By a Member of Council to the Clerk for Council’s consideration for inclusion on the next Meeting Agenda)

112

- a) Councillor Hermer: Dedication to the late Gerry Martin, former Councillor and Deputy Mayor for Public Service

Be It Resolved That Council receives the Notice of Motion from Councillor Hermer requesting a dedication to the late Gerry Martin, former Councillor and Deputy Mayor for his public service;

And That Council approves of discussing this matter at the next Council Meeting.

13. Motions, Written Notice of which has been Given (By a Member of Council and approved by Council at a prior Meeting)

None.

14. Council Portfolio Verbal Reports

113 - 114

- a) Each Council member has a portfolio for which they are responsible. The Councillor may provide a verbal report for information purposes.

115

15. Introduction and Reading of By-laws

- a) By-law(s) to be Considered:

Be It Resolved That leave be given the Mover to introduce the following By-law(s) that have been circulated to all members of Council:

- #30-23 - To Establish portion of River and Struthadam Road as Highway

And That these By-law(s) be read a first, second and third time and finally passed.

16. Public Forum

17. Closed Session

- a) Closed Meeting of Council

Be It Resolved That Council retires to Closed Session at _____. .m. to:

- a. Adopt Minutes of Closed Meetings dated April 6, 2023; and
- b. To Discuss a Proposed or Pending Acquisition of land by the Municipality, specifically with regards to Seniors Housing.

18. Rise and Report (Overview of the Closed Session by the Presiding Officer)

19. Confirmatory By-law

116

- a) Confirming By-law #31-23

Be It Resolved That By-law #31-23, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held April 28, 2023 be read a first, second, and third time and finally passed.

20. Adjournment

- a) Adjournment of Council Meeting

Be It Resolved That Council adjourns the Meeting at _____ .m. until May 19, 2023 or at the call of the Chair.

“Accessible formats and communication support are available upon request. The Township of North Frontenac is committed to accessibility for persons with disabilities. Please contact Eric Korhonen, Accessibility Coordinator at firechief@northfrontenac.ca if you have an Accessible accommodation request.”



MPAC

Property Assessment
in Ontario

Ontario's Property Experts

5.5

MILLION

MPAC's database hosts information for over 5.5 million properties across Ontario.

37

BILLION

There was more than \$37 billion of new assessment captured in 2022.

3

TRILLION

Ontario's total property value exceeds \$3 trillion.



Ontario Government

Establishes the province's assessment and taxation laws, sets the valuation date and determines education tax rates.



MPAC

Calculates, captures and distributes assessments for all properties and buildings across Ontario.



Municipalities

Determine revenue requirements, set municipal tax rates and collect property taxes to pay for municipal services.



Property Owners

Pay property taxes for community services and education taxes to help fund elementary and secondary schools in Ontario.

Maintaining Ontario's Property Database



Provincial, Municipal and
Property Owner Support
& Guidance



New Assessment
Forecasting & Market
Analysis/Trends



Municipal Financial
Planning & Insights



Vacancy and Tax
Applications for
Commercial, Business
& Residential



Requests for
Reconsideration &
Appeal Processing



Processing Severances
and Consolidations





MPAC conducts property valuation updates, referred to as **reassessments**.

An aerial photograph of a suburban neighborhood with numerous houses, trees, and streets. A large blue circle is overlaid on the right side of the image, containing white text. The background shows a hazy horizon with a body of water and distant hills.

What is Current Value Assessment? (CVA)

Current value is market value **at a point in time** (the legislated valuation date)

Assessment Update

Property values for the **2022 and 2023 Tax Years** continue to be based on a **January 1, 2016 valuation date.**

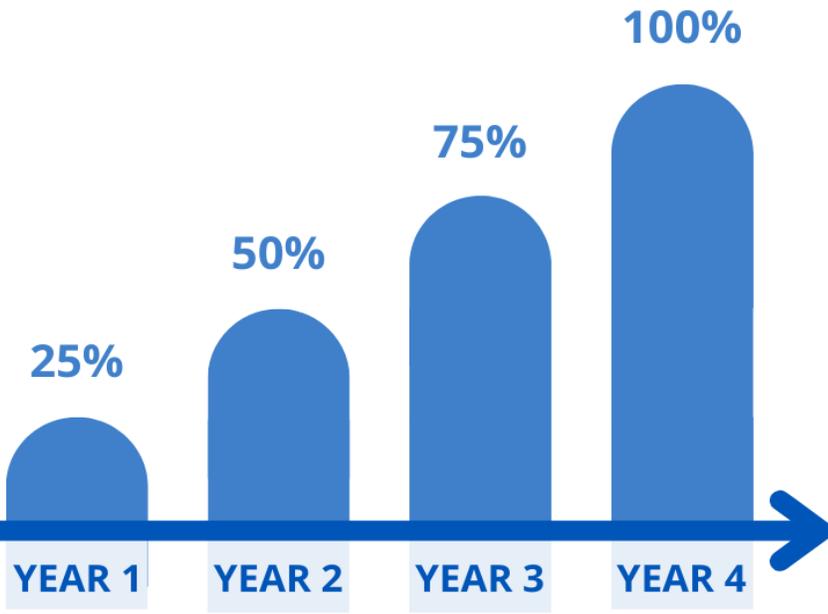


The Assessment Cycle

Valuation Date
January 1, 20XX



Notices mailed



Assessment increases are **phased in equally over four years.**

Decreases are **applied immediately.**

The **Three** Approaches to Value



**Direct
Comparison**



Income



Cost

MPAC's Role in The **Building** **Permit** Process

Municipalities rely on MPAC to take their building permits and plans and **turn them into assessment.**

Municipalities tax property owners **based on those assessments.**

The sooner MPAC delivers assessments, the faster municipalities realize **new revenue.**



Resolving Assessment Concerns

1



Reflect on the
Current Value
Assessment

2



Visit MPAC's
AboutMyProperty.ca
to confirm details

3



View similar
properties and
their assessed
values

4



Submit a Request
for Reconsideration
if you disagree

Let's Talk **Property Taxes**

Each year, **municipalities** decide how much money they need to raise from property taxes **to pay for services** and **determine tax rates** based on that amount.



Your property's assessed value, provided by MPAC.



Municipal and education tax rates* for your property type.



Property taxes you pay.

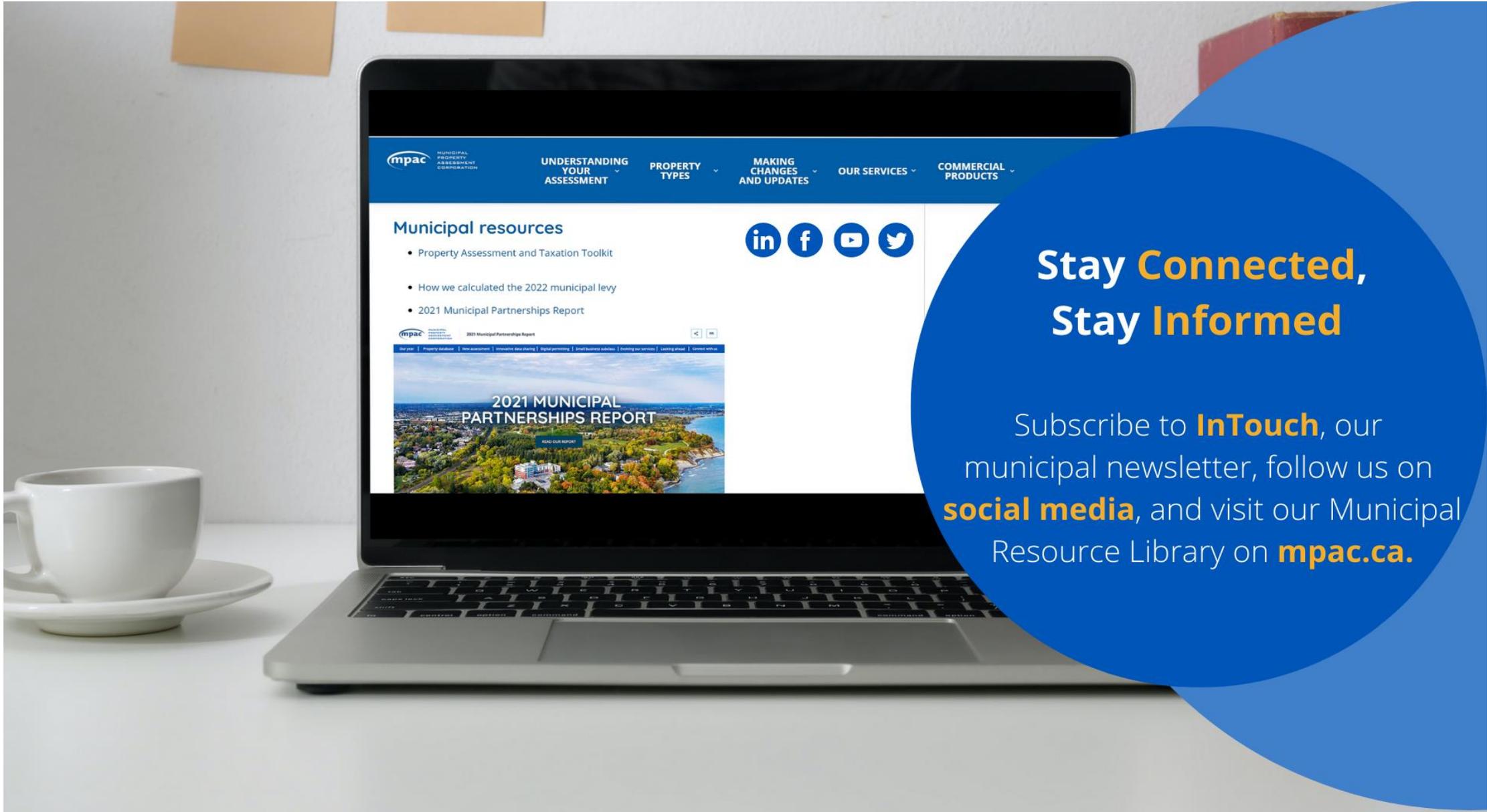
*Education tax rates are set by the provincial government

Ready with Resources for You



MYTH	FACT
<p>My property value has doubled.</p> <p>My property taxes will double.</p> <p>X</p>	<p>There is no 1:1 relationship between the change in your assessed value and change in taxation.</p> <p>✓</p>





Stay Connected, Stay Informed

Subscribe to **InTouch**, our municipal newsletter, follow us on **social media**, and visit our Municipal Resource Library on **mpac.ca**.

Your Municipal Contacts

Travis Merkley
Account Manager
travis.merkley@mpac.ca
613.417.7055

Tracy McIntyre
Regional Manager
tracy.mcintyre@mpac.ca
613.635.1848

Mayor

Clerk

Date April 6, 2023



Resolution # 172-23

**Resolution of the Council of the
Corporation of the Township of North Frontenac**

Moved By:
Deputy Mayor Inglis

Seconded By:
Councillor Fowler

Be It Resolved That Council receives for information a letter from the Bank of Montreal (BMO) advising the Northbrook branch located at 12265 Highway 41 will be closing on September 29, 2023, with all bank accounts, loans and investments being transferred to the Tweed Branch;

And That a Public Meeting to discuss the upcoming closure will be held on Wednesday, May 31 at the Lions Club Hall in Northbrook;

And That the Northbrook branch provides an important service to many residents of the Township of North Frontenac and will be missed within the community; and the distance to the next closest branch is not feasible for many residents;

And That Council condemns a head office decision to close a rural branch;

And That Council instructs the Clerk to send a letter on behalf of Council to the Bank of Montreal advising of these concerns; and provide the letter to the Township of Addington Highlands;

And That the letter be posted on the Township's Website;

And That the Mayor will discuss this matter with John Jordan, MPP.

Carried

Mayor



April 13, 2023

Bank of Montreal
12265 Hwy 41
Northbrook, Ontario
K0H 2G0

Via Email: julie.sehl@bmo.com
& Mail

Attention: Julie Sehl, Regional Vice President

Dear Ms. Sehl,

Re: Northbrook Ontario BMO Branch – Opposition to Closure

On behalf of the Council of the Township of North Frontenac, I am responding to the letter received from your office on March 23, 2023 regarding the proposed closure of the Bank of Montreal Branch in Northbrook Ontario. Council discussed this matter at their Meeting held April 6, 2023.

The Bank of Montreal has been located in our neighbouring municipality, the Township Addington Highlands since 1965. The branch provides critical financial services to our residents and local business owners and Council condemns head office's decision to close this branch. The distance to the next closest bank is too far for many of our residents and businesses.

We are also concerned with the lack of consultation with the community and surrounding area with respect to the pending closure and the lack of concern for the impact of the closure on our residents and businesses.

The Township of North Frontenac requests that you reconsider the decision to close the branch and look at options for the branch to remain open to service our rural community.

Council is encouraging politicians, residents and businesses to attend the public meeting on Wednesday, May 31, 2023 at the Lions Club Hall in Northbrook and the Mayor will be addressing this concern with John Jordan, MPP.

Yours truly,

Tara Mieske

Tara Mieske
Clerk/Planning Manager
TM/sm

c.c. Corey Klatt, CAO
Gerry Lichty, Mayor
Township of Addington Highlands



From the office of: Julie Sehl
Regional Vice President, Personal Banking
Kingston-Quinte-Leeds Market

April 20, 2023

Dear Ms. Mieske,

Thank you for your letter of April 13, 2023 where you presented your views on the pending closure of BMO's Northbrook branch. I appreciate you taking the time to write on behalf of the Council of the Township of North Frontenac and share your concerns.

As you note, there is a public meeting scheduled for May 31, 2023, and members of Council are certainly welcome to attend. I look forward to discussing these concerns at that forum.

Sincerely,

A handwritten signature in black ink, appearing to read "Julie Sehl", written over a light blue horizontal line.

Julie Sehl
Regional Vice President



Administrative Report

To: Mayor and Members of Council

From: Tara Mieske, Clerk/Planning Manager

Recommended by: Corey Klatt, Dipl. M.A., Chief Administrative Officer

Date of Meeting: April 28, 2023

Re: Communications of Interest to Council

A. It is recommended that the following communication of interest to the Township be received for Council's information and filed.

Notes: Correspondence included in the A Section of this report can be obtained by the Public from the Clerk/Planning Manager at clerkplanning@northfrontenac.ca.

All Council Members directly receive information and updates from the Association of Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM), therefore, these will not be listed in the Clerk's Communications Administrative Report.

Previously provided A Section: (Received for Information Only)

1. Ombudsman Ontario re: Open Meetings Guide for Municipalities;
2. Federation of Ontario Cottagers Associations re: Elert March 2023;
3. Ron Higgins, Resident re: County Strategic Plan Communications;
4. Honourable Steve Clark, Minister of Municipal Affairs and Housing re: Helping Homebuyers, Protecting Tenants Act;
5. Township of South Glengarry – Request for Support re: Review of Rural Education Funding;
6. Minor Variance Application A07/23 – Notice of Hearing – Davidson;
7. Association of Municipalities of Ontario (AMO) re: Canada Community-Building Fund;
8. Honourable David Piccini, Minister of Environment, Conservation and Parks re: Provincial Day of Action on Litter – May 9, 2023;
9. Minor Variance Application A08/23 – Notice of Hearing – Rock;
10. Severance Applications B01-02-03/23 – Notice of Hearing – Warlich.

B: Action Items: (to include items brought forward from Section A above by a Member of Council)

Previously Provided B Section:

1. Tammy Whitelock re: Cloyne Big Chair Project;
2. Mary Ann Ward, Resident re: Request for an Exemption from the Noise By-law.

Clerk/Planning Manager Administrative Report
Communications
April 28, 2023
Page 1 of 1

From: Tara Mieske
Sent: April 12, 2023 3:15 PM
To: Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie
Subject: Communications - Tammy Whitelock re: Cloyne Big Chair Project

Good Afternoon – For inclusion in the April 28, 2023, Council Agenda, Communications, B Section. Thanks Tara

Tara Mieske, Dipl.M.A., Dipl.M.M.
Clerk /Planning Manager
Township of North Frontenac

From: Brooke Hawley
Sent: April 12, 2023 2:43 PM
To: Tara Mieske
Cc: Corey Klatt
Subject: Cloyne Big Chair Project

Hi Tara – Could this please be added this to the April 28th Council Meeting – Communications ‘B’?

Please see below e-mail received from Tammy Whitelock, organizer of the *Cloyne Big Chair Project*. After speaking with Tammy, if approved by Council, it is proposed that the “Big Chair” would be donated to the Township and future maintenance of the chair would be the responsibility of the Township. Currently, there are volunteers who advised they would work with the Township to look after the chair if approved to be placed on Township property; however, should this group no longer exist, the Chair would need to be maintained by the Recreation Department. It is proposed that the cost for maintenance would be able to come from current budget dollars, as maintenance is not anticipated in the near future. Tammy advised the proposed chair would be constructed out of cedar and provided with a protective coat of stain that would last several years prior to any maintenance being required.

Thank you, have a great day!

Brooke Hawley, Dipl.M.A.
Manager of Community Development
Township of North Frontenac

From: Tammy Lucas
Sent: March 30, 2023 11:14 AM
To: Brooke Hawley
Subject: Cloyne Big Chair Project

Hello Brooke,

It was nice chatting with you today. As per our conversation today, I am writing in regards to the Cloyne Big Chair Project I am organizing. I have reached out to the community about having the chair rebuilt since the old one at the Cloyne Shell has fallen apart. The community had requested it to be rebuilt at the Cloyne Pioneer Museum. So I reached out to Ken Hook at the CDHS and they emailed me back with support of this request. I have attached their letter to this email.

I have John Todds on board to redesign it and build it. I have attached his plans to this email as well. I have also attached an article that Ken Hook wrote about the Chair.

We are reaching out to see if we are able to have it built at the front of the Pioneer Museum by the museum sign. We also want to make sure we are in code with the rebuild. The community has requested stairs so John has included those in the drawings.

I look forward to hearing from you and what you find out about rebuilding this chair.

Thank you for your help,
Tammy Whitelock
613-242-8387

Hello

The Cloyne Chair Program at the Shell, doesn't fall under the Ontario Building Code. There will be no permit required for this project from North Frontenac Building Department. Please insure all building are built in a safe matter in Ontario.

Thank You

Don Reed, CBCO
Chief Building Official
Township of North Frontenac

Good Morning Brooke

As this is not an occupancy or constitutes a potential fire hazard there are not concerns under the Fire Code.

Thank you, have a wonderful day!
Be aware, be prepared, stay safe.

Eric Korhonen

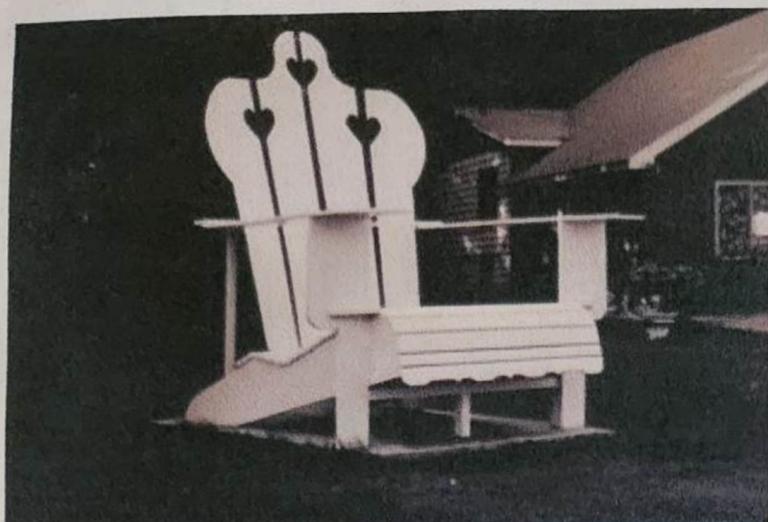
Director of Emergency Services / Fire Chief / CEMC
Township of North Frontenac

Hi Don and Eric – could you both take a look at the Chair design to see if you have any concerns re: Building Code and Accessibility.

Thank you, have a great day!

Brooke Hawley, Dipl.M.A.

Manager of Community Development
Township of North Frontenac



Big Chair - Cloyne at Lazy Days By Ken Hook

The big chair familiar to anyone heading north on Highway 41 was built by Richard and Olive Hook when they operated the Lazy Days gift shop (now the home of Mike Scott). Located about 1 mile north of Cloyne the chair was built in 1989 as a tourist attraction.

Thousands of people have stopped over the years to photograph the chair or have their photo taken in the chair. The chair was said to be 'the biggest in the East' by many travellers and was featured in several tourist magazines and newspapers.

Olive Hook used a full gallon of primer to paint the chair and another gallon of paint every year to keep it looking fresh. The Lazy Days gift shop featured all kinds of tourist collectibles such as rocks and minerals, toys and t-shirts plus a large assortment of concrete figurines and fountains painted by the Hooks.

When the store closed the chair was sold to Morris and Rose McFadden and moved to the Cloyne Village Foods (now the Shell Station) where it still is in use.



**CLOYNE AND DISTRICT
HISTORICAL SOCIETY**
ESTABLISHED 1972

CAO and Council of North Frontenac Township
6648 Road 506,
Plevna, Ontario, K0H 2M0

Dear CAO and Council of North Frontenac Township,

Please be advised that Tammy Whitelock has corresponded with the Cloyne and District Historical Society Board of Directors regarding the construction and placement of a new 'Big Chair'. We understand her plans are to place the chair close to the Museum on Township property.

The Board of Directors has agreed to support the idea in principle and hope you can consider granting her request.

Sincerely,
Ken Hook, Secretary

Box 228, Cloyne, Ontario
K0H 1K0

EMAIL pioneer@mazinaw.on.ca
WEBSITE <https://pioneer.mazinaw.on.ca>

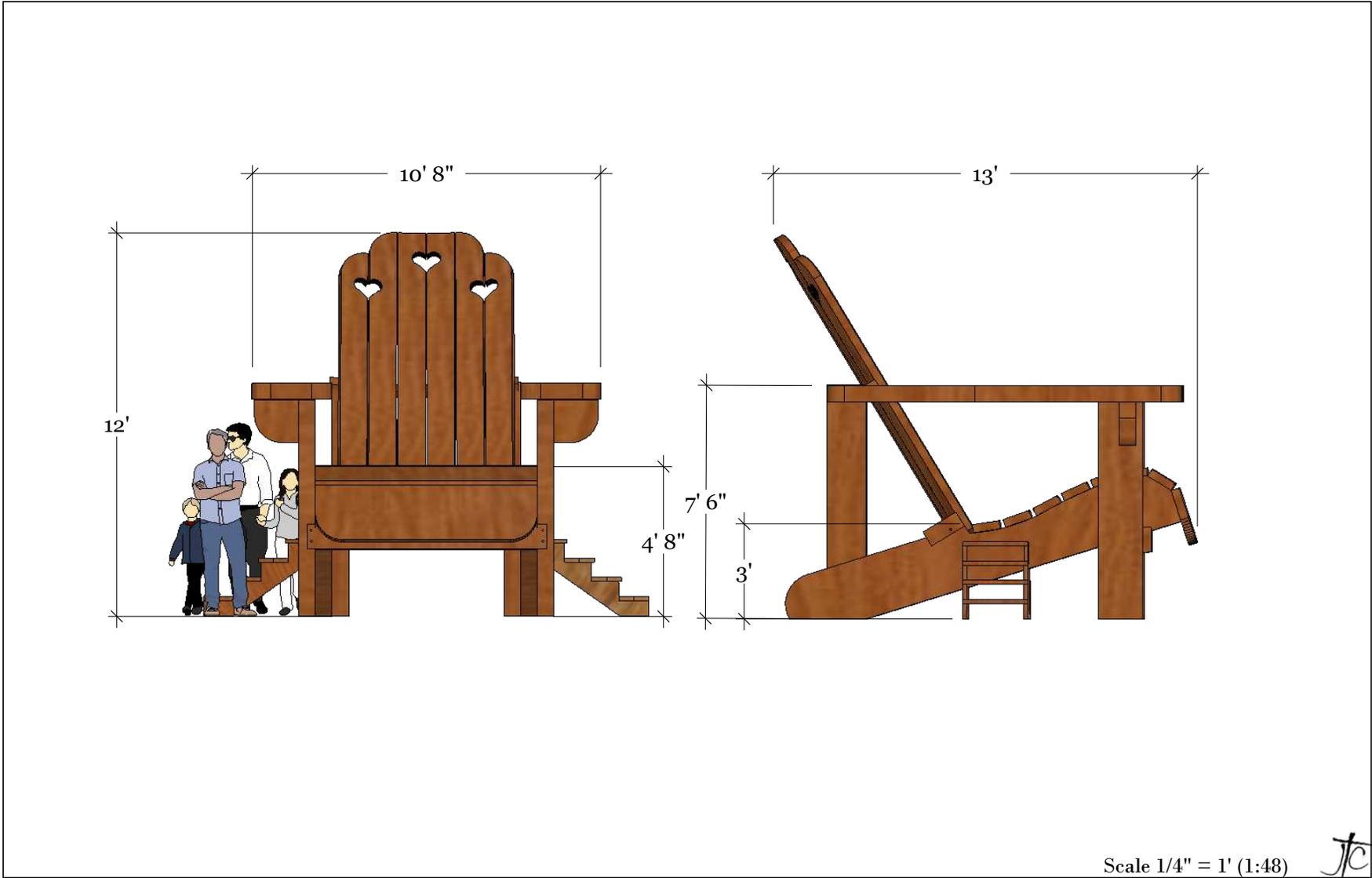


JTC

BIG CLOYNE CHAIR
Cloyne, Ontario

	MM/DD/YY	REMARKS
1	--/--/--	...
2	--/--/--	...
3	--/--/--	...
4	--/--/--	...
5	--/--/--	...

A 01



Scale 1/4" = 1' (1:48)

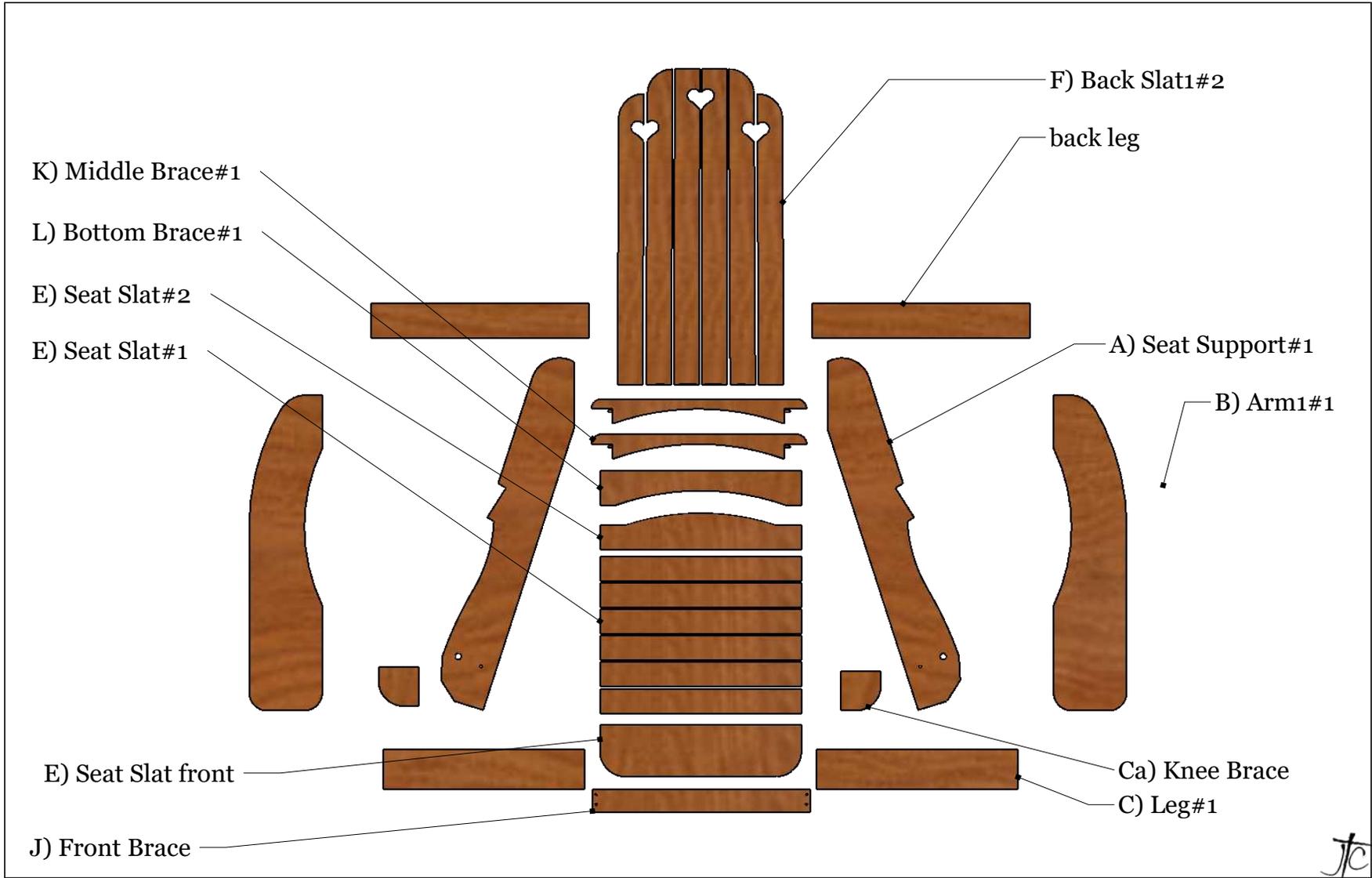
JTC

BIG CLOYNE CHAIR
Cloyne, Ontario

Dimensions

	MM/DD/YY	REMARKS
1	___/___/___	...
2	___/___/___	...
3	___/___/___	...
4	___/___/___	...
5	___/___/___	...

A 02



JTC

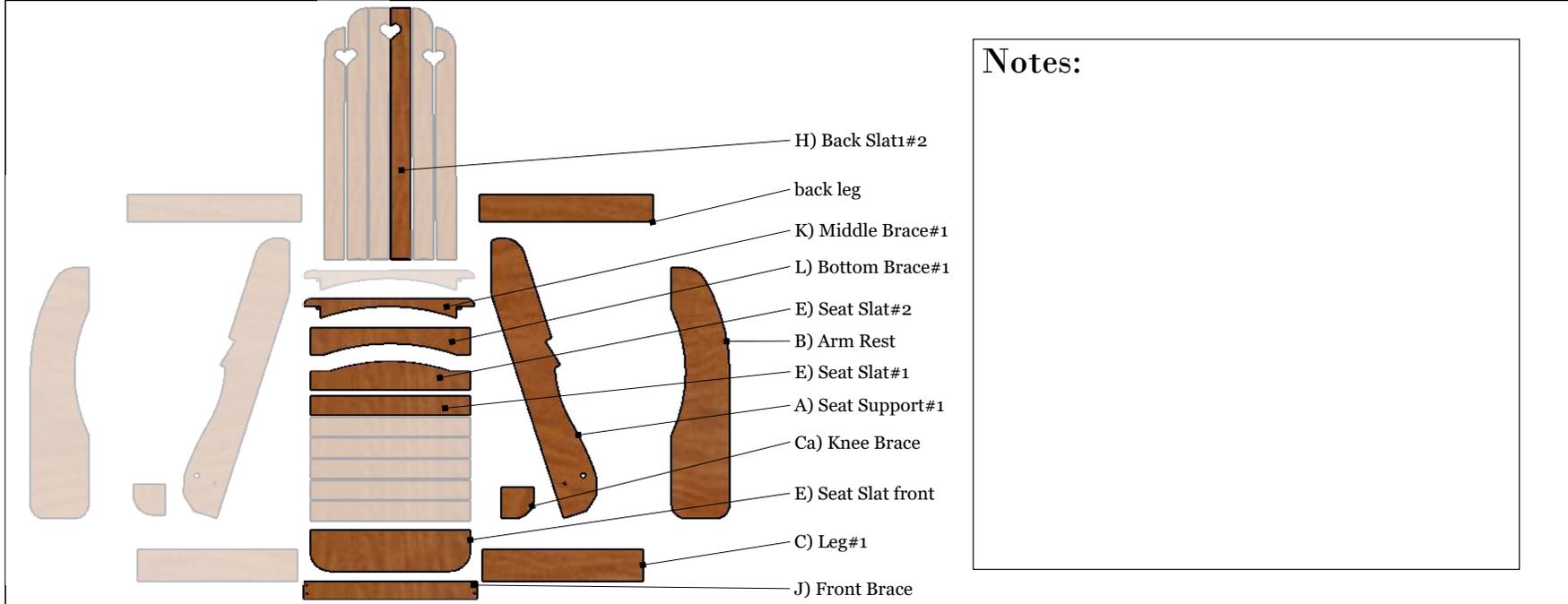
BIG CLOYNE CHAIR
Cloyne, Ontario

PARTS DIAGRAM

Drawings by:
John Todd's Creative
jtodds@gmail.com

MM/DD/YY	REMARKS
1	.../.../... ..
2	.../.../... ..
3	.../.../... ..
4	.../.../... ..
5	.../.../... ..

A 03



PART	QTY	THICK(in)	WIDTH(in)	LEGNTH(ft)	
Backslat	6	3"	10"	12'	
Back Leg	2	6"	14"	8'	
Middle Brace (Back)	2	3"	10"	8'	
Bottom Brace (Back)	1	6"	10"	8'	
Seat Slat #2 (Back)	1	3"	10"	8'	
Arm Rest	2	6"	30"	12'	
Seat Slat#1	6	3"	10"	8'	
Seat Support	2	6"	22"	12'6"	
Knee Brace	2	3"	16"	2'	
Seat Slat Front	1	3"	22"	8'	
Leg#1 (Front)	2	6"	14"	8'	
Front Brace	1	3"	22"	8'	
Fastening Hardware					1/2" 5/8" galvanized lag screws with washers

JTC

<p>BIG CLOYNE CHAIR Cloyne, Ontario</p>	<p>PARTS LIST</p>		
	<p><small>Drawings by:</small> <i>John Todds Creative</i> <small>jtodds@gmail.com</small></p>		

A 04

From: Tara Mieske
Sent: April 20, 2023 8:35 AM
To: Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good
Cc: Corey Klatt; Brooke Drechsler; Sonia McLuckie
Subject: Communications - Mary Ann Ward, Resident re: Request for an Exemption from the Noise By-law

Good Afternoon – For inclusion in the April 28, 2023, Council Agenda, Communications, B Section. Please note the requesters address will be redacted in the Agenda and we will refer to the general area in the motion to ensure we protect the requester’s personal information. Thanks Tara

Tara Mieske, Dipl.M.A., Dipl.M.M.
Clerk /Planning Manager
Township of North Frontenac

From: Mary Ann Ward
Sent: April 19, 2023 8:26 AM
To: Tara Mieske
Subject: Event permit

Good Morning Tara

We will be hosting our daughter’s wedding at our house on Sept 30, 2023. Our address is [REDACTED] North Shore Road in Plevna. We will be having 54 people. We would like noise restriction to go until 1 am.

Thanks
Mary Ann Ward



Administrative Report

To: Mayor and Members of Council

From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A., Dipl.M.M.

Recommended by: Corey Klatt, Dipl.M.A., Chief Administrative Officer

Date of Meeting: April 28, 2023

Re: Consideration of Joint Integrity Commissioner Services

Background

Bill 68, Modernizing Ontario's Municipal Legislation Act, 2016 was introduced in the Legislature on November 16, 2016 and received Royal Assent on May 30, 2017. The legislation introduces changes to municipal governance, including amendments to the *Municipal Act, 2001* and the *Municipal Conflict of Interest Act*.

In 2017 Council approved North Frontenac being part of a procurement process with the County and the Township of Central Frontenac, Township of South Frontenac and the Township of Frontenac Islands. Council supported the County Clerk in consultation with the Township CAO and Clerks to prepare a Request for Proposal (RFP) for a Frontenac County/Local Municipal Integrity Commissioner.

As a result, the previous Council appointed a Joint Integrity Commissioner for a four year term of Council, with the Agreement set to terminate September 2022. Council authorized a one year extension of the Agreement to September 30, 2023 to allow the new term of Council to appoint its Integrity Commissioner.

Research By

Tara Mieske, Clerk/Planning Manager

Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

Comments

The Integrity Commissioner is an independent and impartial position that reports directly to Council and whose powers and duties are set out in the *Municipal Act, 2001*.

Responsibilities of the Integrity Commissioner include:

- Investigate complaints and alleged breaches of the Code of Conduct for Members of Council and the *Municipal Conflict of Interest Act*;
- Review the Code of Conduct for Members of Council and make recommendations as required;

Clerk/Planning Manager
Consideration of Joint Integrity Commissioner Services
April 28, 2023
Page 1 of 2

- Serve as an advisor to individual Members of Council in relation to the Code of Conduct and any procedures, rules and policies of the municipality governing ethical behaviour and the Municipal Conflict of Interest Act, and act as a proactive educator of Council, municipal staff and the public;
- Provide reports to Council, summarizing his/her activities; and
- Provide individual investigative reports, as required, which will include background concerning a complaint and recommendations to Municipal Council with respect to a complaint.

The Frontenac Clerk's group have met on several occasions regarding discussions on continuing with a Joint Integrity Commissioner as a common local process and enforcement for Municipal Codes of Conduct and the Municipal Conflict of Interest Act. As the contract expires in September 2023, the Clerks from the County and the four Townships are recommending to each of their respective Councils another Joint RFP be issued for a Joint Integrity Commissioner contract. It is recommended the RFP be issued in May, for a contract commencement in October 2023.

The RFP would include a provision for the Integrity Commissioner to review the Code of Conduct and if changes are recommended they be provided to Council for consideration.

Financial Implications

The implementation of shared services will help ensure the continued economic viability of the County as well as appropriate stewardship of County resources.

There are no anticipated financial implications associated with this report.

Recommendation

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Consideration of Joint Integrity Commissioner Services";

And That Council approves of a Joint Request for Proposal for an Integrity Commissioner; and instructs the Clerk to provide an update to Council at a future Council meeting.



Administrative Report

To: Mayor and Members of Council

From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A., Dipl.M.M.

Recommended by: Corey Klatt, Dipl.M.A., Chief Administrative Officer

Date of Meeting: April 28, 2023

Re: Cemetery Interment Service Agreement – One-Year Extension

Background

Prior to 2016, gravesite preparation was being completed by two (2) individuals on a when needed basis. At that time, there was no formal agreement in place and those two (2) individuals set their own fees and collected payment from the family or the funeral director. Each individual had copies of the Cemetery By-law and mapping to show where the graves were located.

The concerns brought forward in 2015 included not knowing when burials were taking place in order for Township Staff to record the burials properly, residents' concerns with inconsistent pricing and a concern with the individuals not having WSIB or Insurance coverage.

In 2016 a Request for Quotation (RFQ) was prepared for a three (3) year Agreement for the preparation and closure of sites for interments. There was one bid received. The Contract was awarded to Jim Boles Maintenance Ontario Ltd. (Boles Maintenance), who had been completing gravesite preparation since 2002.

In 2019, a RFQ was prepared for a four (4) year Agreement which only had one bid received. The Contract was awarded to Boles Maintenance.

Research By

Tara Mieske, Clerk/Planning Manager

Sonia McLuckie, Administrative Assistant to Clerk/Planning Manager

Comments

The current Agreement with Boles Maintenance expired on March 31, 2023. Staff contacted Boles Maintenance to see if they would be interested in extending the Agreement for one more year. They advised they were agreeable to extend the Agreement and provided revised costs.

Clerk/Planning Manager
Cemetery Interment Service Agreement – One-Year Extension
April 28, 2023
Page 1 of 3

Boles Maintenance has over twenty (20) years' experience with preparation of graves and has provided exceptional customer service to staff, our residents, families and funeral directors. The current pricing structure for the preparation of graves has been in place since 2019. There have been significant increases in costs over the past four (4) years for equipment, labour, fuel, etc. In 2022, the Township had three (3) casket burials and eight (8) cremation burials. The costs are charged to the Township which are in turn invoiced to the family or funeral director for burials.

It is recommended the Agreement be extended for one (1) year at the new costs and a new RFQ be issued the beginning of 2024.

Due to the costs for interments changing each time there is a new Contract it is recommended Schedule 'G' – Cemeteries, of the Fees and Charges By-law be amended to remove the Fees for Interments/Disinterment and a note added in accordance with the contractor's cost. The costs will be available to the public on the website or from Township staff but the By-law won't need to be updated periodically.

Financial Implications

Boles Maintenance agreed to extend the 2019 Agreement to March 31, 2024, with a new pricing structure.

Current 2019-2022 Pricing Structure for Grave Preparation

- Casket Interment – Price per occurrence $\$650 + \84.50 (HST) = $\$734.50$;
- Cremation Interment – Price per occurrence $\$300 + \39 (HST) = $\$339$;
- Casket Disinterment – Price per occurrence $\$550 + \71.50 (HST) = $\$621$;
- Cremation Disinterment – Price per occurrence $\$220 + \28.60 (HST) = $\$248.60$;
- Additional cost to prepare plots between December 1 to May 31 are set at $\$125 + \16.25 (HST) = $\$141.25$ per foot for frost;
- Repair gravesites as deemed necessary to address soil settlement and seed is $\$150 + \19.50 (HST) = $\$169.50$, if onsite already;
- Repair gravesites as deemed necessary to address soil settlement and seed is $\$300 + \39.00 (HST) = $\$339$, if having to make a special trip to the cemetery.

Proposed 2023-2024 Pricing Structure for Grave Preparation

- Casket Interment – Price per occurrence $\$1,000 + \130 (HST) = $\$1,130$;
- Cremation Interment – Price per occurrence $\$500 + \65 (HST) = $\$565$;
- Casket Disinterment – Price per occurrence $\$1,000 + \130 (HST) = $\$1,130$;
- Cremation Disinterment – Price per occurrence $\$500 + \65 (HST) = $\$565$;
- Additional cost to prepare plots between December 1 to May 31 are set at $\$150 + \19.50 (HST) = $\$169.50$ per foot for frost;
- Repair gravesites as deemed necessary to address soil settlement and seed is $\$200 + \26 (HST) = $\$226$, if onsite already;
- Repair gravesites as deemed necessary to address soil settlement and seed is $\$425 + \55.25 (HST) = $\$480.25$, if having to make a special trip to the cemetery.

Any price difference between what is being charged by the Contractor and the amount invoiced based on the Fees and Charges By-law, will come from the Cemetery Reserve Fund at year end as part of the year end reconciliation

Clerk/Planning Manager
Cemetery Interment Service Agreement – One-Year Extension
April 28, 2023
Page 2 of 3

Recommendation

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Cemetery Interment Service Agreement – One-Year Extension";

And That Council approves extending the Agreement with Boles Maintenance until March 31, 2024 at which time a Request for Quotation will be advertised;

And That Council instructs the Clerk to provide Notice of a Public Meeting and the intent to pass a By-law to amend the Fees and Charges By-law Schedule 'G' – Cemeteries to remove the Fees for Interment/Disinterment and include invoicing subject to Contractor Pricing, at a later date.



Administrative Report

To: Mayor and Members of Council

From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A., Dipl.M.M.

Recommended by: Corey Klatt, Dipl.M.A., Chief Administrative Officer

Date of Meeting: April 28, 2023

Re: Assumption of Roads – River Road and Struthadam Road; and Cruise Road

Background

At their meeting on September 23, 2022, Council passed the following Resolution regarding the assumption of a portion of River Road and Struthadam Road:

Resolution #376-22

Moved By Councillor Inglis Seconded By Councillor Hermer

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "To Assume a Portion of River Road and Struthadam Road as a Highway";

And That Council accepts the transfer of the portion of River Road shown as Part 3 on the preliminary survey and the portion of Struthadam Road shown as Part 2 on the preliminary survey located in Lot 22, Concession 2, geographic Township of Palmerston;

And That Council approves paying the legal fees for the preparation of the Transfer, registering the Transfer and By-law and Law Society Fees, and miscellaneous disbursement at an estimated cost of \$1,000. All legal work completed by the Township's Solicitor for Sherriff Certificates, Mortgage Discharges, Appraisals, and any unforeseen title issues shall be covered by the property owner;

And That Council instructs the Treasurer to transfer the Township's legal costs associated with the property transfer, including preparation of the Transfer, title search and registering the By-law from the Contingency Reserve Fund;

And That Council authorizes the Mayor and Clerk to sign the Transfer for this portion of the Road Allowance and Council will consider a By-law at a future meeting to assume these portions of River Road and Struthadam Road.

Carried

On October 18, 2021, the Committee of Adjustment for North Frontenac considered and approved the creation of a new lot with frontage along Cruise Road and Sunday Lake Drive. A condition of the severance included a road widening which stated:

"The surveyor who prepares the reference plan referred to in Condition #4 shall also determine by survey a 20 metre [66 ft.] wide right-of-way along the length of Sunday Lake Drive, and Cruise Road which fronts along the severed parcel in Consent

Clerk/Planning Manager
Assumption of Roads –
River Road and Struthadam Road; and Cruise Road
April 28, 2023
Page 1 of 4

Application B23/21-PA. This right-of-way shall be measured 33 feet on each side from the centreline of the existing travelled roads (Sunday Lake Drive and Cruise Road)".

Research By

Tara Mieske, Clerk/Planning Manager
Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager
Darwyn Sproule, Public Works Manager

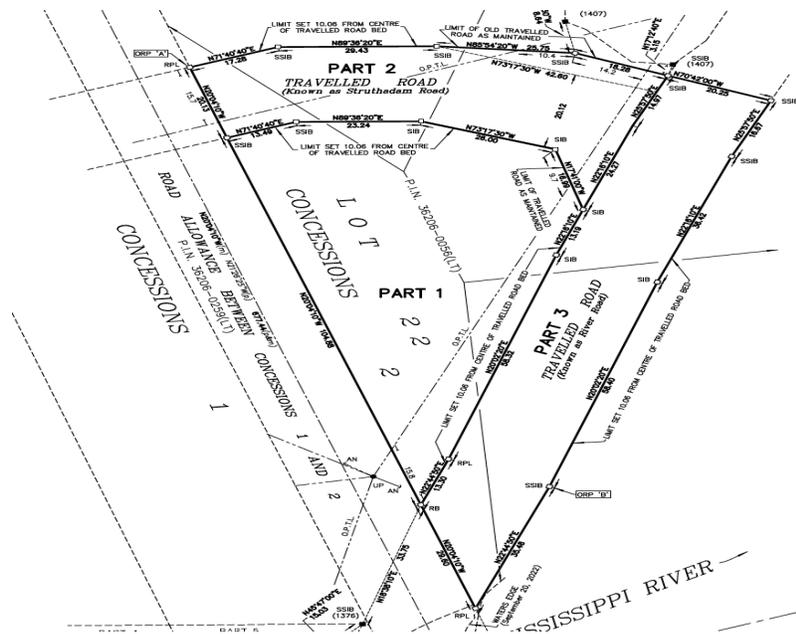
Comments

Struthadam Road

The portion of Struthadam Road described as Part 2 on Registered Plan 13R-22741, Part of Lot 22, Concession 2, Township of Palmerston was transferred to the Township on April 11, 2023.

River Road

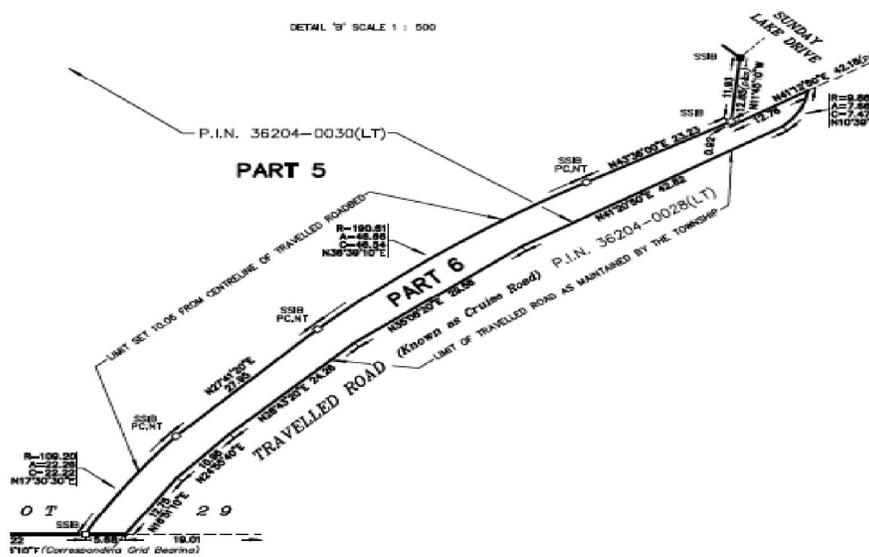
The portion of River Road described as Part 3 on Registered Plan 13R-22741, Part of Lot 22, Concession 2, Township of Palmerston was transferred to the Township on April 11, 2023.



Clerk/Planning Manager
Assumption of Roads –
River Road and Struthadam Road; and Cruise Road
April 28, 2023
Page 2 of 4

Cruise Road

The portion of Cruise Road described as Part 6 on Registered Plan 13R-22684, Lot 29, Concession 9, Township of Palmerston, was transferred to the Township on December 19, 2022.



Section 31 (2) of the Municipal Act states:

“After January 1, 2003, land may only become a highway by virtue of a by-law establishing the highway and not by the activities of the municipality or any other person in relation to the land, including the spending of public money.”

It is recommended that a By-law be passed and registered to dedicate and assume the properties identified as roads.

Clerk/Planning Manager
Assumption of Roads –
River Road and Struthadam Road; and Cruise Road
April 28, 2023
Page 3 of 4

Financial Implications

The cost for the Municipal Solicitor to register the By-law is estimated from \$250 to \$500

Recommendation

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Assumption of Roads – River Road, Struthadam Road and Cruise Road";

And That Council will consider a By-law later in the meeting to dedicate and assume as roads the following:

- Parts 2 & 3 on Registered Plan 13R-22741, Part of Lot 22, Concession 2, Township of Palmerston; and
- Part 6 on Registered Plan 13R-22684, Lot 29, Concession 9, Township of Palmerston;

And That Council instructs the Clerk to have the Municipal Solicitor register the By-law.



Administrative Report

To: Mayor and Members of Council

From: Tara Mieske, Clerk/Planning Manager Dipl.M.A., Dipl.M.M.

Recommended by: Corey Klatt, Dipl.M.A., Chief Administrative Officer

Date of Meeting: April 28, 2023

Re: Licence Agreement Application for Use of Township Shoreline Road Allowance –
Marble Lake Lodge Resort

Background

An Application was submitted for consideration for the use of a Township Shoreline Road Allowance located on Marble Lake Road.

As per the Township Official Plan Section 5.2.5 Unassumed and Unopened Road Allowances, “Council recognizes that the public may use unopened road allowances for access by vehicles, or for use by snowmobiles or recreational vehicles even though they are not maintained by the Township. Council is under no obligation to maintain such roads, but may require an Agreement for their use or maintenance.” The “Procedure for Application for Licence Agreement to Use Township Road Allowance” shall apply to the Application for use of Municipal/Concession/Lot Road Allowances owned by the Corporation of the Township of North Frontenac.

Researched By

Tara Mieske, Clerk/Planning Manager

Sonia McLuckie, Assistant to the Clerk/Planning Manager

Comments

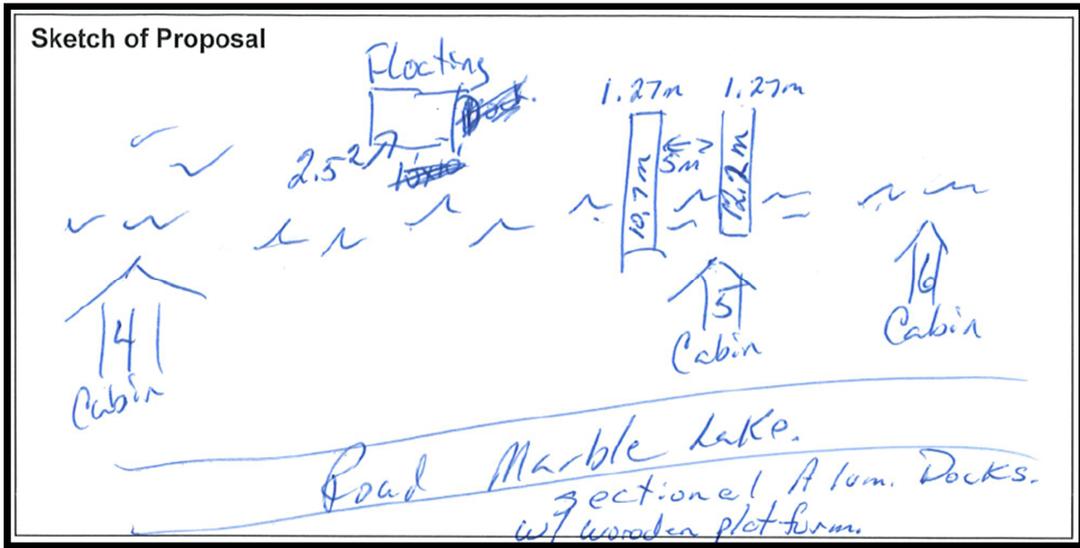
The Applicant owns property located at 1005 Marble Lake Road within Lot 26, Concession 7, geographic Township of Barrie, on Marble Lake. Marble Lake Road runs between the property and the Shoreline Road Allowance. The Applicants are requesting to re-install two (2) “stationary wooden docks with aluminum base/uprights” directly in front of Marble Lake Lodge and three (3) of their cabins. The Township Shoreline Road Allowance, as stated in Schedule B Section 3. c.) to By-law #65-19 – Policy for Docks on Township Property, states that, “*The dock must be a floating dock with posts/legs to attach the dock to the shoreline. Cantilever and/or crib docks are not permitted*”. The docks have been in place since prior to 2012.

The Municipal Inspector attended the site on April 12, 2023 and advised that he had no concerns with the placement of the two (2) docks; and that these docks have been in place for several years and the property owners are required to enter into the Agreement.

Clerk/Planning Manger’s Administrative Report
Licence Agreement Application for Use of Township Shore Road Allowance – Marble Lake Lodge Resort

April 28, 2023

Page 1 of 3



Entering into a Licence Agreement for these property owners would legalize the docks being placed on the Shoreline Road Allowance. It is recommend Council approve the request for a Licence Agreement to install two (2) docks on the Township Shoreline Road Allowance.

Financial Implications

As per the Township Fees and Charges By-law #28-23, Schedule P, Tariff of Fees for Licence Agreements, the Applicant paid the Application Fee of \$130.00 and if an Agreement is entered into, an annual fee of \$75.00 will be required.

Recommendation

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Licence Agreement Application for Use of Township Shoreline Road Allowance – Marble Lake Lodge Resort";

And That Council instructs the Clerk to advise Marble Lake Lodge Resort that Council approves of their request to have two (2) docks on the Shoreline Road Allowance on Marble Lake, provided a Licence Agreement is entered into before the docks are re-installed;

And That Council authorizes the Mayor and Clerk to sign the Licence Agreement once Marble Lake Lodge Resort signs the Agreement and provides a Certificate of Insurance.

Attachment:

- Draft Licence Agreement

This Licence Agreement made this ____ day of _____, 2023.

Between:

The Corporation of the Township of North Frontenac
(the "Municipality")

Of the first part

-and-

W.S. C. Survival School Inc. (Marble Lake Lodge Resort)
(the "Licensee")

Of the second part

Whereas the Licensee is requesting to use a portion of the Shoreline Road Allowance in the geographic Township of Barrie, within the Township of North Frontenac;

And Whereas the Licensee has requested to use a portion of the Shoreline Road Allowance for the placement of two (2) docks along the municipal Shoreline Road Allowance lying in front of Marble Lake;

And Whereas the Licensee has requested and the Municipality has agreed to grant a non-exclusive License Agreement to use a portion of the Shoreline Road Allowance in accordance with the terms of this Agreement;

Now Therefore Witnesseth that in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration, the parties agree with each other as follows:

1. In this Agreement,
 - a) "Dock" means an accessory used for the mooring of marine vessels which is designed to float freely on the surface of the water body and which may be secured to the shoreline
 - b) "Shoreline Road Allowance" means part of the original 66' shore road allowance as set out in Schedule A;
 - c) "Works" means the affixing of Dock Structures to the Shoreline Road Allowance, as set out in Schedule B.
2. The Municipality grants to the Licensee a non-exclusive license to use a portion of the Shoreline Road Allowance abutting Marble Lake in accordance with the terms of this Agreement for the purpose of installing docks. The docks must be floating docks with posts/legs to attach the dock to the shoreline. Cantilever and/or crib docks are not permitted.
3. Only two (2) docks are permitted.
4. The Licensee covenants and agrees with the Municipality:
 - a) To accept the Shoreline Road Allowance in an "as is" condition and not to require the Municipality to pay for or do any work or supply any equipment or services in connection with the Licensee's use or improvement of the Shoreline Allowance and/or dock;
 - b) Approvals may be required by law prior to undertake any work on the dock structure and to provide copies of these to the Municipality;
 - c) Upon entering this Agreement, the Licensee shall pay the Municipality the further sum of \$75.00 per year during the term of this Licence.
 - d) To use the Shoreline Road Allowance only for the purpose of temporarily affixing a floating dock structure to the Shoreline Road Allowance and of providing pedestrian access to the Licensee's dock structure;
 - e) To not interfere with, obstruct or impede in any way the use of the Shoreline Road Allowance by the Municipality or any other member of the public;
 - f) To not erect any signs, fences, buildings, structures or fixtures on the Shoreline Road Allowance without the prior written consent of the Municipality;

- g) To keep the Shoreline Road Allowance in a clean and orderly condition, and not to permit any rubbish, refuse, debris or other objectionable material to be stored, or to accumulate on it;
 - h) To not carry on any activity, or do or keep anything on the Shoreline Road Allowance which are or may be a nuisance, or that causes or is likely to cause damage to the Shoreline Road Allowance or any abutting land;
 - i) To undertake all measures necessary to ensure to the Municipality's satisfaction that maintenance of the dock and use of the Shoreline Road Allowance will not damage, impair, destroy or result in the loss of any municipal or other services or utilities that are now or may in future be located on, under or adjacent to the Shoreline Road Allowance;
 - j) To ensure that no inflammable or explosive substances, contaminants, pollutants, or hazardous or environmentally sensitive materials are brought on to the Shoreline Road Allowance, other than motor fuel while contained in an approved fuel container;
 - k) To NOT register this Agreement or a notice of this Agreement or any other notice of the Licensee's interest in the Shoreline Road Allowance against title to the Shoreline Road Allowance;
 - l) To indemnify and save harmless the Municipality from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings made or brought against, suffered by or imposed on the Municipality in respect of any loss, damage or injury to any person or land directly or indirectly arising out of, resulting from or sustained as a result of the Licensee's use and maintenance of the Shoreline Road Allowance;
 - m) Without limiting the generality of the foregoing, to indemnify and save harmless the Municipality from and against any and all claims, demands, losses, costs, charges, actions and other proceedings under the *Construction Lien Act* in connection with construction and/or maintenance of the dock structure or any other work done by or at the request of the Licensee on the Shoreline Road Allowance and to promptly attend at the Licensee's expense to the removal of every claim for lien or certificate of action having to do with such work within fourteen (14) days of being notified in writing by the Municipality, failing which the Municipality may attend to such removal and recover the expense and all attendant legal and other costs from the Licensee;
 - n) To take out and maintain in force at all times during the term of this Agreement, at the Licensee's expense, a comprehensive policy of public liability and property damage insurance acceptable to the Municipality, that provides insurance coverage in respect of any one occurrence to the limit of at least two million dollars (\$2,000,000.00) exclusive of interest and costs, against loss or damage resulting from bodily injury to, or death of one or more persons and loss of or damage to property, and that names the Municipality as an additional insured; and
 - o) To annually provide the Municipality with a Certificate of Insurance in a form satisfactory to the Municipality together with such proof as the Municipality may require that all premiums on the policies of insurance have been paid and that they are in full force and effect. If the Licensee fails to provide the Municipality with a Certificate of Insurance within 30 days of the due date this Agreement shall be terminated immediately, and the dock structure shall be removed, at the expense of the Licensee, and the Licensee will be considered in default.
4. The Licensee further acknowledges and agrees that:
- a) The Licensee has no rights, title or interest in the Shoreline Road Allowance other than as provided in this Agreement; and
 - b) Nothing in this Agreement fetters the Municipality's discretion as approval authority under any applicable legislation and nothing in this Agreement shall be construed as granting approval to the Licensee to construct any structure on the Shoreline Road Allowance, other than specifically provided for herein.
 - c) The Municipality has no obligation during or upon expiration of the term of this Licence to compensate or reimburse the Licensee for any other costs or expenses incurred by the Licensee to improve or maintain the Municipal Shoreline Road Allowance, all of which will be done for the benefit of the Licensee and not the Municipality;

5. This Agreement shall terminate immediately if the Municipality should at any time pass a by-law to assume and be responsible for the maintenance of the Shoreline Road Allowance.
6. The term of this License shall be from the date of this Agreement to the earlier of:
 - a) The date on which the parties mutually agree to dissolve said Agreement; or
 - b) The date on which this Agreement is terminated in accordance with its terms; or
 - c) The date which the Licensee ceases to maintain ownership of the property described as 1005 Marble Lake Road, Lot 26, Concession 7, geographic Township Barrie.
7. If the Licensee is in default of any obligation under this Agreement and such default is not remedied to the satisfaction of the Municipality within fourteen (14) days of notice of the default delivered to the Licensee, the Municipality shall have the right to terminate this Agreement upon a further ten (10) days' notice to the Licensee, such notices to be given by pre-paid first class mail to the Licensee at their last known address as it appears on the assessment roll of the Municipality. The Municipality may, without further notice and without prejudice to any other rights and remedies available to it, do such things and perform such work as is necessary to rectify the default.
8. Any account rendered by the Municipality for work done shall be paid by the Owner within thirty (30) days of the day of billing, and, if the Owner fails to pay, interest shall be charged on the amount outstanding at the rate of one and one quarter percent (1.25%) per month (15% per annum) on the first day of each calendar month following the date the account was due. Any payments received on accounts rendered shall be applied first to any outstanding interest which may have accrued, and the balance shall be applied to reduce the principal amount outstanding.
9. The Licensee shall reimburse the Municipality for its costs in connection with the preparation, execution or enforcement of this Agreement, and may be recoverable by action against the Licensee together with interest calculated at the rate of 1.25% per month (15% per annum) being the same rate of interest payable on account of tax arrears.

The parties hereto have set their hands and seals to this Agreement as at the date first set out above.

Signed, Sealed and Delivered

(W.S.C. Survival School Inc. (Marble Lake Lodge Resort))

Name:

Position:

I have the authority to bind the Corporation

**The Corporation of the
Township of North Frontenac**

Gerry Lichty, Mayor

Tara Mieske, Clerk

Schedule "A"

Road Allowance

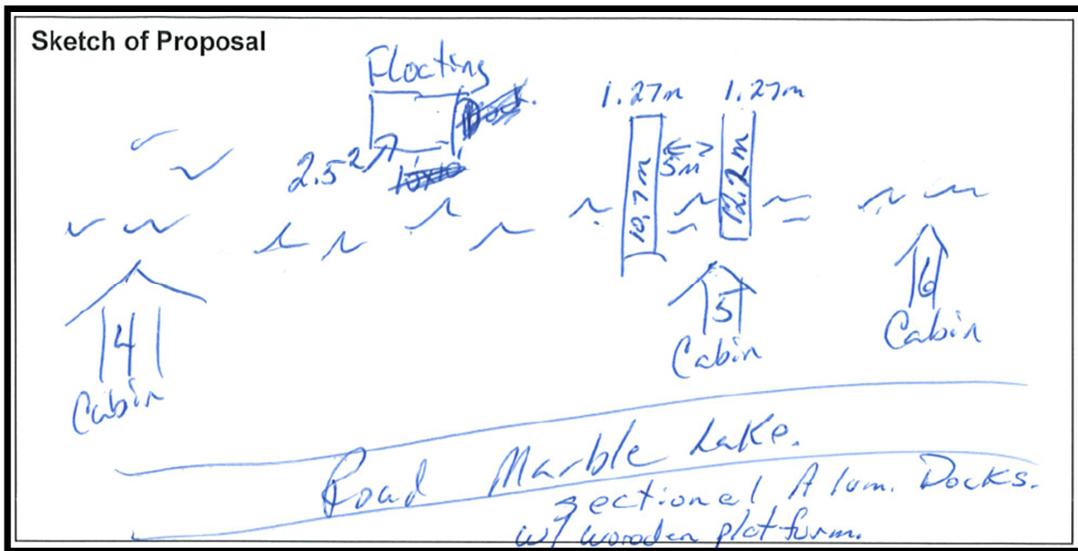
Part of the Shore Road Allowance located in Concession 7, Lot 27, abutting Marble Lake, geographic Township of Barrie, in the Township of North Frontenac, in the County of Frontenac, across the Marble Lake Road from the Licencee's property being 1005 Marble Lake Road.

DRAFT

SCHEDULE "B"

DESCRIPTION OF THE WORKS

Installation of two (2) seasonal removable dock structures one (1) being 1.27 meters by 10.9 meters and the other being 1.27 meters by 12.2 meters, on the Shoreline Road Allowance on Marble Lake.





Administrative Report

To: Mayor and Members of Council

From: Brooke Hawley, Dipl.M.A., Manager of Community Development

Recommended by: Corey Klatt, Dipl.M.A, Chief Administrative Officer CK

Date of Meeting: April 28, 2023

Re: Transitioning Ownership of Events at the Star Gazing Pad & Re-Naming

Background

In 2012 the Township received approval for Frontenac County Federal Gas Tax Funding for an initiative involving Eco Tourism. This funding was very specific to Eco Tourism and could only be used for projects that would enhance sustainable tourism opportunities within the Township. Council approved the construction of a Star Gazing Pad at the Plevna Helipad property on Road 506. The North Frontenac Economic Development Task Force (EDTF) worked diligently to complete this project.

On February 21, 2023, the EDTF discussed the Star Gazing Pad and made the recommendation to Council that events at the Pad be taken over by the North Frontenac Astronomy Club (NFAC).

Researched By

Brooke Hawley, Dipl.M.A., Manager of Community Development
Matt Walker, Economic Development Officer

Comments

Event Ownership

Over the past 10 years, the Star Gazing Pad has featured significant growth in amenities and visitation. Through the dedicated efforts and vision of those involved in the Pad's creation and on-going operation, the location has gained positive notoriety amongst astronomy enthusiasts and casual visitors as one of the premier destinations for star-gazing and astrophotography in Southern Ontario. The location attracts visitors throughout the year including shoulder seasons with Municipal Staff receiving requests for additional programming and events during these times.

Transitioning Ownership of Events at the Star Gazing Pad & Re-Naming
April 28, 2023
Page 1 of 3

The NFAC was formed in fall of 2021 by local astronomy enthusiasts, many whom are current volunteers with the Star Gazing Pad.

On September 23-25, 2022, the NFAC partnered with the Township to hold the first annual Festival of the Stars, a multi-day astronomy-themed festival. This event was positively received by the community and visitors, attracting an estimated 300 visitors. The intention is to continue this event yearly and it is projected that attendance will continue to grow.

Currently, all events at the Star Gazing Pad are organized by the Township and operated primarily through volunteers and some municipal staff. It is recommended that the Township no longer directly acts as an event organizer or have an active operational role for most events at the Dark Sky Pad.

It is also recommended that for the Star Gazing Pad, Council authorizes the NFAC to act in a similar role as the Community Hall Committees.

The Dark Sky Pad continues to remain open to the public at all times. In the event any party wishes to have exclusive use of the Dark Sky Pad for an event, the party is directed to submit a request to the Manager of Community Development (MCD) for consideration.

Re-Naming

Since the Star Gazing Pad's establishment, numerous official and unofficial names have been used interchangeably for the property such as Star Gazing Pad, Dark Sky Pad, Dark Sky Viewing Area, Dark Sky Preserve, Observatory etc.

With the support of the Economic Development Task Force (EDTF) at the April 17, 2023 meeting, it is recommended that

- The property at 5816 Road 506 (the Star Gazing Pad) be re-named the 'North Frontenac Astronomy Park';
- The term 'Dark Sky Preserve' continue to be used in reference to the entire Township;
- 'A Dark Sky Experience' be approved as the official slogan of the North Frontenac Astronomy Park.

This re-naming strategy will:

- Strengthen the location as a tourist destination by increasing perceived prestige/desirability;
- Significantly differentiate the location from Lennox & Addington's Dark Sky Viewing Area;
- Remove any perceived naming uncertainty; and
- Re-focus each of the two 'brands' to capitalize on their unique values to guests.

It is recommended that Council authorizes the MCD to spend up to \$300 to have three proposed new logo designs created reflecting the name change and that the designs are presented for Council's consideration at a future meeting.

It is also recommended that upon Council's acceptance of a new logo reflecting the name change, one on-site sign and directional signs be purchased at a cost of up to \$1,700, to reflect the name change. There is a current 'Dark Sky Preserve' sign on-site that could be re-positioned in the Township.

Financial Implications

Logo Design – up to \$300
Signage – up to \$1,700

The Economic Development Reserve Fund estimated year-end balance per the 2023 Budget is: \$14,296.80, not including accumulated interest.

Recommendation

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "Transitioning Ownership of Events at the Star Gazing Pad & Re-Naming";

And That Council approves the Economic Development Task Force (EDTF) removing the Star Gazing Pad as part of their mandate and that the North Frontenac Astronomy Club will organize and operate most future astronomy-related events at the Star Gazing Pad;

And That Council authorizes the North Frontenac Astronomy Club to act in a similar role as the Township Community Hall Committees, for the Star Gazing Pad as arranged by the MCD;

And That Council approves the re-naming of the Star Gazing Pad to the 'North Frontenac Astronomy Park' and continue to refer to the entire Township as the "Dark Sky Preserve";

And That Council approves 'A Dark Sky Experience' as the official slogan of the North Frontenac Astronomy Park.

And That Council approves up to \$300 to come from the Economic Development Reserve Fund, to design three proposed logos for the 'North Frontenac Astronomy Park' which will then be presented to Council for consideration at a future meeting date;

And That Council, upon selection of a new logo reflecting the name change at a future date, approves new signage to be purchased to reflect this change at a cost of up to \$1,700 to come from the Economic Development Reserve Fund.



Administrative Report

To: Mayor and Members of Council

From: Brooke Hawley, Dipl.M.A., Manager of Community Development

Recommended by: Corey Klatt, Dipl.M.A, Chief Administrative Officer

Date of Meeting: April 28, 2023

Re: Economic Development Week May 8-12, 2023

Background

The International Economic Development Council (IEDC) is a non-profit, non-partisan membership organization serving economic developers around the world. In 2016, the IEDC's Economic Development Week has promoted and raised awareness about local programs that create jobs, advance career development opportunities and increase quality of life along with recognizes the work that economic development organizations and professions do in their community.

Economic Development Week is recognized annually by the Economic Developers Council of Ontario (EDCO) and municipalities across the province such as the City of Guelph and the City of Cornwall.

Researched By

Matt Walker, Economic Development Officer (EDO)

Comments

Economic Development Week is an opportunity for the Township to promote the importance of local economic development in encouraging community vibrancy. The event will also increase awareness about local programs and initiatives that support local businesses and the Township's economic development goals.

A Council Declaration is enclosed (Enclosure #1) for Council's consideration. If approved by Council, the Declaration will be posted on the Township's Website and Social Media.

It is proposed that the Township promotes Economic Development Week through:

Economic Development Week May 8-12, 2023
April 28, 2023
Page 1 of 3

- Partnering with local media to print a newspaper article which discusses local Economic Development and includes reference to the Council Declaration;
- Social Media posts throughout the week highlighting the importance of Economic Development to improving quality of life and community vibrancy; and
- Hosting a free BBQ for our local Business Community on Friday May 12, 2023 at a Community Hall.

Financial Implications

Up to \$300 for the cost of the BBQ to be taken from current Economic Development Budget - 50266 Business Promotions.

Recommendation

Be It Resolved That Council receives for information the Manager of Community Developments (MCD) Administrative Report entitled "Economic Development Week May 8-12, 2023".

And That Council declares May 8-12, 2023 as Economic Development Week;

And That Council approves the Council Declaration;

And That Council instructs the MCD to prepare and include copies of the Council Declaration on the Township's website and Social Media;

And That Council approves the proposed Economic Development Week promotional activities.

Enclosures:

1. Council Declaration – Economic Development Week, May 8 – 12, 2023

Economic Development Week May 8-12, 2023
April 28, 2023
Page 2 of 3

Enclosure #1



**Council Declaration
Economic Development Week May 8-12**

WHEREAS, economic development is a process that is strengthened by the critical partnerships between economic development professionals and local government leadership to promote a shared vision for developing resilient communities;

AND WHEREAS, economic development promotes economic well-being and quality of life for communities by attracting, retaining and expanding jobs that facilitate growth, enhance wealth and provide a stable tax base;

AND WHEREAS, economic development nurtures and develops vibrant communities and improves quality of life;

AND WHEREAS, economic development stimulates and incubates entrepreneurship;

AND WHEREAS, the Township of North Frontenac is dedicated to creating a vibrant business-friendly atmosphere and economic development programs to support its businesses and the community;

NOW THEREFORE BE IT RESOLVED, that the Council of the Corporation of the Township of North Frontenac hereby declares May 8 through May 12, 2023 as Economic Development Week in the Township, and reminds individuals of the importance of this community celebration which supports expanding business and career opportunities and making lives better.

Dated at Plevna, this 8th day of May, 2023.

Economic Development Week May 8-12, 2023
April 28, 2023
Page 3 of 3



Administrative Report

To: Mayor and Members of Council

From: Brooke Hawley, Dipl.M.A., Manager of Community Development

Recommended by: Corey Klatt, Dipl.M.A, Chief Administrative Officer

Date of Meeting: April 28, 2023

Re: By-Town Motorcycle Association Agreement Request

Background

The By-Town Motorcycle Association (BMA) and Ontario Federation of Trail Riders (OFTR) presented to Council on April 6, 2023 with a request to have an annual Agreement (Attachment #1) similar to EOTA and OVATVC. Council passed Resolution #163-23:

Be It Resolved That Council received for information the presentation from Ryan Lariviere, By-Town Motorcycle Association and Lisa Thompson, Ontario Federation of Trail Riders and thanks them for their time today;

And That Council instructs the Manager of Community Development to review the request and provide a report to Council with recommendations at a future Meeting. **Carried**

The Township has had in place an annual Agreement with Eastern Ontario Trails Alliance (EOTA) since 2009 and Ottawa Valley ATV Club (OVATV) since 2022 to honor their Trail Permits on the Crown Roads within the North Frontenac Parklands. These Crown Roads are currently maintained by the Township via an annual Land Use Permit (LUP) with the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR). The current Agreements with EOTA and OVATVC do not permit maintenance of any type on the Crown Roads within the Parklands and is financial in nature. Moreover; these Agreements have been very beneficial to the Township in assisting with the costs of maintaining several of the Crown Roads within the Parklands.

The EOTA and OVATVC are currently the only Organizations that have an Agreement with the Township for the purposes of having their Permits honoured for use of the Crown Roads within the Parklands.

Researched By

Brooke Hawley, Dipl.M.A., Manager of Community Development

By-Town Motorcycle Association Agreement Request

April 28, 2023

Page 1 of 4

Comments

The BMA advised they consider themselves a group of off-road motorcycle enthusiasts dedicated to the safe and responsible practice of their sport for all ages. They feel strongly that this is the best strategy to preserve and expand off road riding opportunities in the Ottawa area and Eastern Ontario. By demonstrating responsible riding and the responsible use of private and public lands they will be able to successfully advocate for increased support and recognition for the sport and the many social and economic benefits that off-road riding activities bring to communities. Demonstrating responsible riding and land use will involve closer engagement and partnerships with local authorities and various levels of government but they are committed to these activities to improve opportunities, primarily for their members, but also for all off-road riding activities that share their goals.

Currently, we see small groups of BMA riders who use the Crown Roads within the Parklands fully and partially for access to other trails. Some of the riders are non-compliant with purchasing a Township Road Pass. BMA and the Township worked together in 2022 to try to address the issues we were having with their riders not obtaining road permits and the proposed Agreement will assist in ensuring that all riders from BMA using Crown Roads within the Parklands will have the proper Permit.

In 2022 the Township entered into a new Agreement with OVATVC, and continued to see an increase in Road Permit Sales (an increase of \$4,957).

The BMA proposal includes a financial contribution of \$3,000 annually based on the estimated rider numbers that would use the roads. They advised: 50 riders would use Arcol Road to link trails about once every 3 weeks, 120 riders would use Arcol Road to link trails once or twice in the year. Also we would have about 25 Dual sport riders use the full suite of roads about every 2-3 weeks. This would not include the annual "Calabogie Boogie" which is invoiced separately at approximately \$2,000. Currently, the Township per Resolution #113-19, offers the BMA a 30% discount for Township Road Permits as a not-for-profit group for the "Calabogie Boogie" Event.

Of the approximately 195 users annually of the Crown Roads within the Parklands there is varying mixed uses; however, the most financially sound option would be to calculate out annual permits for each rider @ \$45.00/rider = \$8,775, less a 30% discount = \$6,142.50. It is known that the majority of riders are currently not using the full length of roads; however, this could change, and permits are sold for entire road and not just sections of the road.

It is recommended the Township only enter into an Agreement with BMA to honor the OFTR Trail Permits on the Crown Roads within the North Frontenac Parklands if the financial contribution for the 2023 is \$6,500 or more. This can be further reviewed if potential future year Agreements are considered. The

By-Town Motorcycle Association Agreement Request
April 28, 2023
Page 2 of 4

Calabogie Boogie event, would only be required to purchase additional 'day passes' for riders who would not fall under the proposed Agreement.

This Agreement would not include completing any maintenance on the Crown roads within the North Frontenac Parklands, does not grant approval for the BMA to check riders for permits or install signage on the Crown Roads within the program, as a major goal of the North Frontenac Parklands is to provide opportunities for employment.

The parameters being proposed for 2023 include:

1. The Township honouring the OFTRs 2023 Trail Pass for use of the Crown Roads in the Township, as reflected in the Township's 2023 LUP with the MNDMNRF, throughout the 2023 season. This Agreement shall be effective for 2023 only.
2. The BMA to contribute \$6,500 in 2023 to be paid within fourteen (14) days of signing of this Agreement.
3. The BMA would not be permitted to post any signs of any type on any Crown Roads within the North Frontenac Parklands in 2023.
4. The BMA would be required to provide the Township with proof of insurance (\$5,000,000 - five million dollars) and maintain third party liability insurance, naming the Township of North Frontenac as an additional insured to the third-party liability insurance policy for the Crown Roads within the North Frontenac Parklands. A Certificate of Insurance shall be provided by the BMA within fourteen (14) days of the execution of this Agreement.
5. The BMA would need to indemnify the Township and save it harmless from any and all losses or claims, actions, demands, liabilities and expenses (including, without limitation, legal fees) in connection with loss of life, personal injury and/or damage to or loss of property: (a) to the extent caused by any negligent act or omission of the BMA or anyone for whom it is responsible at law; or (b) arising from any breach by the BMA of any provisions of this Contract. The foregoing indemnity shall survive the termination of this Contract notwithstanding any provision to the contrary.

This Agreement, if approved will be reviewed in detail to ensure the best interests of the Township, Residents and Businesses continue to be met, prior to a new Agreement being considered for 2024.

Financial Implications

EOTA - From 2009-2023 the Township of North Frontenac received \$106,588.16 from EOTA (including \$12,000 towards the construction of the Scenic Route Rest Stop in Ompah). In 2022 the EOTA provided the Township with \$20,000 worth of gravel for the Arcol Road Project (not shown as an addition to their financial contribution, as they paid the company directly).

By-Town Motorcycle Association Agreement Request
April 28, 2023
Page 3 of 4

OVATVC - From 2022-2023 the Township of North Frontenac received \$40,000 from OVATVC.

It is proposed that BMA will contribute \$6,500 in 2023 and will be required to also continue to assist with financial contributions in the future should the Agreement be favorable for consideration annually.

Note: this information will need to go back to BMA for consideration.

Recommendation

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "By-Town Motorcycle Association Agreement (BMA) Request;

And That Council approves in principle a draft Agreement prepared by the MCD with a proposed 2023 contribution of \$6,500 as presented by the MCD;

And That Council directs the MCD to provide the draft Agreement to the BMA for consideration and the MCD will bring back the signed Agreement if agreeable by BMA to an upcoming Regular meeting of Council for signature.

Enclosure (1)

1. April 6, 2023 – BMA/OFTR Agreement Request Presentation

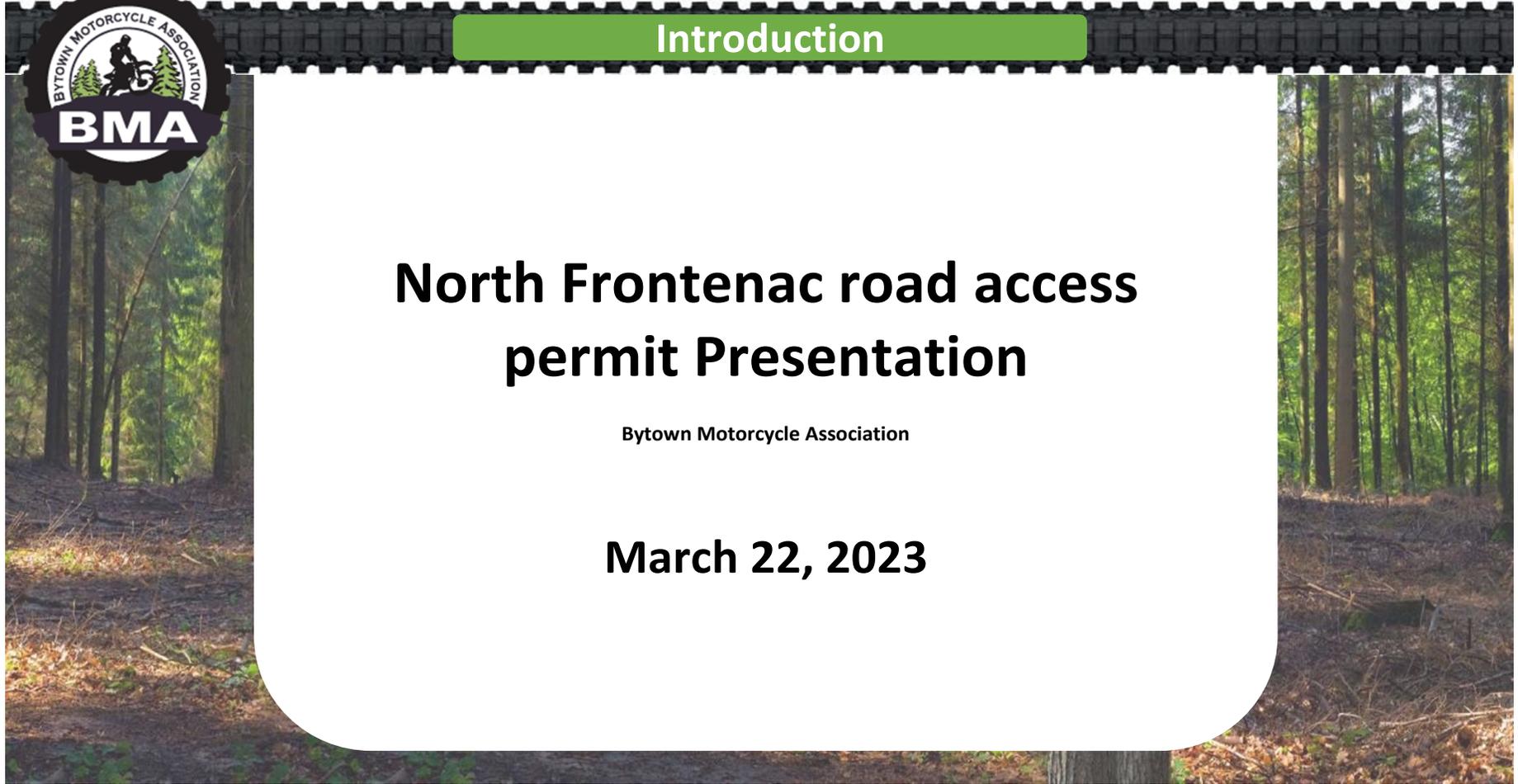


Introduction

North Frontenac road access permit Presentation

Bytown Motorcycle Association

March 22, 2023





Who is the BMA?

Our Vision Statement

The BMA is a group of off-road motorcycle enthusiasts dedicated to the **safe and responsible** practice of our sport for **all ages**. We feel strongly that this is the best strategy to **preserve and expand off road riding** opportunities in the Ottawa area and Eastern Ontario. By demonstrating responsible riding and the responsible use of private and public lands we will be able to successfully advocate for increased support and recognition for the sport and the many social and economic benefits that off-road riding activities bring to our communities. Demonstrating responsible riding and land use will involve **closer engagement and partnerships with local authorities and various levels of government** but we are committed to these activities to improve opportunities, primarily for our members, but also for all off-road riding activities that share our goals.

Note: The BMA is an organization under the umbrella OFTR (Ontario Federation of Trail Riders), a provincial organization that provides off-road motorcycle riders a unified voice in Ontario. The OFTR focuses on educating government, riders, landowners and the non-riding public on the sport of off-road motorcycle riding.



Conduct and Expectations

What OFTR/BMA members need to ride

- Valid registration, licence plate and liability insurance
- Valid membership (or they are trespassing where agreements exist)
- A noise limit of 94 dbA or less with spark arrestors
- Know where they are riding, stay on designated trails only - riding on unauthorized public or private land is strictly prohibited.
- Ride in control and observe a 50 kmph speed limit
- Respect, and expect, other trail users including horseback riders, hikers, mountain bikers and ATV riders





Membership Fees

- \$95 for a regular Adult (\$103.45 with Tax)
- OFTR keeps \$65 per Adult, BMA gets \$30 per Adult
- OFTR Fees help support advocacy efforts (Green Plate Initiative, Insurance for small bikes, etc), fund trail maintenance and help provide access to trails (new mapping App)
- BMA fees help to maintain trails, run events for members, provide insurance and administer the organization





Financial Disclosure

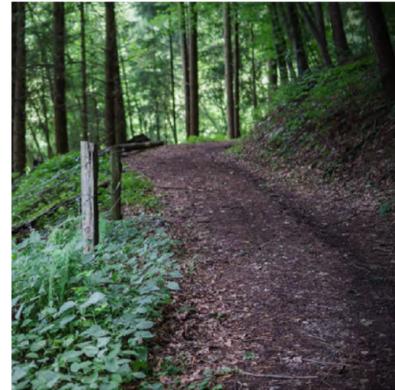
The BMA is a non-soliciting, designated (not-for-profit) corporation that complies with the applicable Ontario Act

A non-soliciting corporation with gross annual revenues equal to or less than \$1M has less stringent financial disclosure and reporting requirements. However, we file annual tax returns and a have a dual-signature/accountability system for all expenditures. Complete financial reports are provided annual to the membership with monthly updates at board meetings.



Green Plate Motorcycles

- OFTR and the BMA want to work with North Frontenac and your towns and townships to communicate the *Highway Traffic Act* changes and welcome off-road motorcycles on your roads
- Similar to OFATV and OFSC, the OFTR represents a growing community of Ontarians who can bring positive impacts for local tourism, economies and shared trail behaviour through active partnerships.





Why a Proposal for North Frontenac?

- Many trails already exist, and they are being used by off-road and dual sport motorcycles for many years
- OFTR with their member clubs invested \$198,000 into trails across Ontario
- BMA last year did just under 3000 volunteer hours last year in the Calabogie area to clean up from the May storm opening a lot of trails for all to enjoy
- Promoting safe and responsible riding takes collaborative efforts; the BMA (and the OFTR) understand that engagement and action with local authorities is essential and the only way to have lasting impacts
- BMA/OFTTR Riders currently use a section of Arcol Road to link some of our trails and a small amount of riders use the full road access. However majority of the riders are non-compliant with the road pass
- Currently BMA and North Frontenac Staff are spending a lot of time and effort stopping and educating our members that they need a road pass.
- Formal Road access use agreements help encourage the public to follow the rules and to act responsibly while providing a framework to enforce rules as a means to educate and deter bad actors. This will also free up time North Frontenac Staff are spending educating riders about the road pass.



North Frontenac road access permit Proposal

- North Frontenac would accept the BMA and OFTR annual Membership as part of the road permit access for our members
 - BMA and OFTR annual Membership would be identified from the annual OFTR membership sticker /and the annual OFTR membership card
 - BMA and OFTR would financially compensated North Frontenac \$3000.00 annually basted on the estimated rider numbers below that would use the roads
 - 50 riders would use Arcol Road to link trails about once every 3 weeks, 120 riders would use Arcol Road to link trails once or Twice in the year. Also we would have about 25 Dual sport riders use the full suite of roads about every 2-3 weeks



Conclusion

The BMA and OFTR want to work with you to promote safe and responsible riding that benefits our members, the sport and your communities





Administrative Report

To: Mayor and Members of Council

From: Brooke Hawley, Dipl.M.A., Manager of Community Development

Recommended by: Corey Klatt, Dipl.M.A, Chief Administrative Officer

Date of Meeting: April 28, 2023

Re: 2007 Recreation/Waste Shared Truck Replacement

Background

The Waste/Recycling and Recreation Departments currently share use of a 2007 GMC Truck. Originally, this truck was scheduled for replacement in 2023; however, due to substantial transmission repairs and money spent on the truck in 2022 it was recommended to move the replacement of this truck until 2024.

The current approved 2023 10 Year Capital Plan includes the replacement of the 2007 Truck in 2024.

Researched By

Brooke Hawley, Dipl.M.A., Manager of Community Development
Darwyn Sproule, P.Eng., Public Works Manager

Comments

The Municipal Mechanic has provided notice during the annual safety inspection that the truck has several new issues: inner and outer tie rods, sway bar links, front shocks, mirror replacement, windshield replacement, air filter, new tires, engine codes, electric brake controller, broken exhaust manifold studs. The full cost of these repairs are a minimum of \$5,000 and could easily exceed this amount; however, the final cost is unknown, until the full diagnosis is completed by an outside mechanic for certain issues.

The truck for its current use, cannot be operated without this work being completed and requires the safety certificate for towing of trailers, equipment, etc.

It is proposed that the truck replacement be moved back to 2023 for replacement, as it does not appear to be favorable to put more money into a truck that is slated for replacement in approximately 8 months.

2007 Recreation/Waste Shared Truck Replacement
April 28, 2023
Page 1 of 2

Financial Implications

The current approved 2023 10 Year Capital Plan includes the replacement of the truck at \$45,000 (50/50 shared between Recreation and Waste/Recycling).

After significant price increases in new and used vehicles, it is proposed that this is increased to \$50,000 to ensure we can obtain a low mileage, used truck that meets the needs for the intended use of the truck.

This would be funded from the Recreation Tangible Capital Asset (TCA) Reserve Fund and the Waste TCA Reserve Fund with a combined year-end balance per the 2023 approved budget of \$118,225.01.

Recommendation

Be It Resolved That Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "2007 Recreation/Waste Shared Truck Replacement";

And That Council approves advancing the purchase of a truck to replace the 2007 Recreation/Waste truck in 2023 at a maximum cost of \$50,000;

And That Council instructs the Treasurer to transfer the cost of the replacement vehicle split 50/50 between the Recreation Tangible Capital Asset (TCA) Reserve Fund and the Waste TCA Reserve Fund.



Administrative Report

To: Mayor and Members of Council

From: Darwyn Sproule, P.Eng., Public Works Manager

Recommended by: Corey Klatt, Dipl.M.A., Chief Administrative Officer _____

Date of Meeting: April 28, 2023

Re: Capital Construction – Rehabilitation of Coxvale and Ardoch Road Bridges – Budget Request

Background

The approved 2023 10 year Capital Plan includes rehabilitation of the Arcol, Coxvale and Ardoch Road Bridges. Arcol Road Bridge will not be tendered in 2023 given staging challenges on the single lane bridge and coordination with Ministry of Northern Development, Mines, Natural Resources and Forestry work on the dam that is tentatively programmed for 2024. The dam is an integral component of the bridge.

Design of the Coxvale (B13) and Ardoch Road (B11) Bridge rehabilitations were completed by D.M. Wills Associates Limited (Wills), with the tender closing on April 13, 2023. The work on both bridges is scheduled to be completed this season.

The approved 2023 budget included \$466,325 for the Ardoch Road Bridge and \$426,000 for the Coxvale Bridge, with a total budget of \$892,325. The approved budget includes the fee for engineering services.

The lowest tender received (total for both bridges) was \$846,643 (including unrecoverable HST). The Engineering Services for the two bridges are \$91,270.07 – so the total cost, including construction and engineering services is \$937,913.27.

Researched By

Darwyn Sproule P.Eng., Public Works Manager
Kelly Watkins, Treasurer

Public Works Manager's Administrative Report
Capital Construction – Rehabilitation of Coxvale and Ardoch Road Bridges – Budget Request
April 28 2023
Page 1 of 3

Comments

Two bids were received for Request for Tender (RFT) 2023-03. Wills reviewed and evaluated the bid submissions on behalf of the Township.

Pricing was considered competitive without unreasonable deviation in overall bid values between submissions that would indicate lack of clarity or unclear expectations within the tender documents. Dalcon Constructors Ltd (Dalcon). had the lowest overall bid price. Individual item costs were generally in line with the other bid and expected pricing. Wills did not detect any unbalanced unit prices in the submission.

Wills recommend award of Contract 2023-03 to Dalcon based on review of the financials and references.

The total project with Construction and Engineering will be over budget by (\$937,913.27-\$892,325=) \$45,588.27.

The pricing is considered competitive, but there was limited interest in this work with only two bids received. We had hoped the fact that the project included: two bridges, a relatively early advertising and a reasonable schedule to complete the work, would have generated more interest.

The approved budget was based on estimates provided by Wills when completing the biennial bridge inspections and recommendations in 2022. Like so many items in the current market, pricing and costs can fluctuate considerably. We do not feel that revising the scope and or re-advertising would result in any better pricing. In fact, in all likelihood as industry workloads increase this season, costs would likely increase.

We recommend approving the low bid of \$846,643.20 (including unrecoverable HST) from Dalcon.

Financial Implications

The low bid of \$846,643.20 (including unrecoverable HST) from Dalcon is considered reasonable. The total project with Construction and Engineering will be over budget by \$45,588.27. The total project value is \$937,913.27.

The Arcol Road Bridge (B22) included in the 2023 budget, at an estimated cost of \$350,000., will not be tendered in 2023, and will be recommended for the 2024 budget. As a result of deferring the Arcol Road Bridge, the 2023 expenditure will be under the budgeted amount for Bridges and Culverts.

The additional funds would be transferred from the Roads Sustainability (Tangible Capital Asset) Reserve Fund with a projected yearend balance per the 2023 approved budget of \$469,916.68.

Public Works Manager's Administrative Report
Capital Construction – Rehabilitation of Coxvale and Ardoch Road Bridges – Budget Request
April 28 2023
Page 2 of 3

Recommendation

Be It Resolved That Council receives for information the Public Works Manager's (PWM) Administrative Report entitled "Capital Construction – Rehabilitation of Coxvale and Ardoch Road Bridges – Budget Request";

And That Council approves accepting the low bid of \$846,643.20 (including unrecoverable HST) from Dalcon Constructors Ltd;

And That Council authorizes the Treasurer to transfer the additional cost of \$45,588.27 from the Roads Sustainability (Tangible Capital Asset) Reserve Fund.



Administrative Report

To: Mayor and Members of Council

From: Tara Mieske, Clerk/Planning Manager, Dipl.M.A., Dipl.M.M.
Sonya Bolton, Manager of Community Planning, County of Frontenac

Recommended by: Corey Klatt, Dipl.M.A., Chief Administrative Officer

Date of Meeting: April 28, 2023

Re: Proposed New Fees for Planning Applications

Background

This report is to outline proposed changes to the fees charged for various planning applications. The fees associated with planning applications have not changed significantly since 2013 and do not accurately reflect the costs associated with reviewing and processing the applications.

Most planning applications propose changes that benefit one property or property owner, such as a consent to create a new lot or a minor variance to put an addition on a dwelling. In these instances, the applicant/property owner should be responsible for covering the cost of processing their application. When the application fees do not accurately reflect the cost of processing planning applications, the remaining costs are covered by all taxpayers through the general levy.

Planning staff at the County, along with Township staff, have been reviewing Township expenses and revenue associated with planning applications, as well as reviewing planning application fees in other Ontario municipalities.

In 2022, revenue from planning applications was \$44,930, while expenses were \$87,161. The total expenses include those for County planning staff and Committee of Adjustment members but does not include expenses for Township planning staff. The difference between the expenses and revenue results in a shortfall of \$42,231.

In undertaking a review of planning fees, County planning staff reviewed application fees at the following municipalities in Ontario, in addition to the other townships in the County of Frontenac:

Addington Highlands

Mississippi Mills

Arnprior

Montague

Clerk/Planning Manager
Proposed New Fees for Planning Applications
April 28, 2023
Page 1 of 5

Bonnechere Valley	Muskoka Lakes
Drummond-North Elmsley	Niagara-on-the-Lake
Gananoque	North Glengarry
Greater Madawaska	Pelham
Innisfil	Penetanguishene
Kawartha Lakes	Prince Edward County
Lake of Bays	Renfrew
Lanark Highlands	Scugog
Loyalist Township	Stone Mills
Madawaska Valley	Tay Valley Township
McNab-Braeside	Woolwich Township

Research By

Tara Mieske, Clerk/Planning Manager
 Sonya Bolton, Manager of Community Planning, County of Frontenac
 Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager
 Kelly Watkins, Treasurer

Comments

Proposed Fees

The full list of planning applications and related services that are to be the subject of the proposed updated planning fees schedule in the Township’s Fees and Charges By-Law is attached (Attachment #1). Included in the table are the following:

- The proposed new fee
- The proposed deposit (for certain applications only)
- Current fees for each of the four townships in the county
- Updated fees proposed by the Township of South Frontenac, who are currently conducting their own fees review
- The average fee charged from the research conducted on the 26 municipalities

Township staff and County Planning staff are of the opinion that the proposed changes to the fees are reasonable and are in keeping with the average that is charged by other smaller municipalities in the Province. The new fees will not be 100% cost recovery but will ensure that more of the planning service fees are covered, along with the costs of the Committee of Adjustment.

For Committee of Adjustment files (minor variances, requests for permission, and consents), staff have proposed fees that have differentiated between types of applications based on complexity and the amount of effort normally required.

Although the County of Frontenac is the approval authority for plans of subdivision and condominium, the proposed fees for the Township for these types of applications are intended to reflect the time and consideration that must be taken by the municipality. The final agreement registered on title will be with the Township, and the Township will be responsible for providing the County with a letter outlining whether draft conditions have been complied with. The Township may also have to hire peer reviewers to assist with the review of the submission if there are not staff that have the specific expertise, e.g., traffic impact study, stormwater management study, etc.

The proposed new schedule also includes fees for services that currently require staff time but are not captured in the current Fees and Charges By-Law. These include such things as the calculation of Minimum Distance Separation (MDS) between sensitive uses and livestock facilities that is required by the province, or the circulation of additional public notices to cancel or reschedule a public meeting.

Pre-Application Consultation

The Township's current Fees and Charges By-Law charges \$100.00 for pre-application consultation for a planning application, with the fee being deducted from the application fee if the applicant proceeds with the proposal. However, there is a caveat in the by-law that only requires this fee if the person is not a resident of the Township. As all planning applications require the permission of the property owner, the fee is never charged and the Township is not recovering the cost of the service.

Pre-application consultation is a requirement for all planning applications, as directed by the province. The intent of it is to inform the applicant about the type of application they need and what the formal process entails, to outline everything that needs to be submitted for the application to be complete, and to review their preliminary proposal and offer feedback. The intent is to help the applicant prepare the best submission possible, which allows them to move through the review process as smoothly and quickly as possible.

The pre-application consultation process is currently being provided as a very expensive free service. Of the 857.5 hours that County planning staff spent on planning items in North Frontenac in 2022, 137 of those hours (16%) were spent doing pre-application consultations. This includes reviewing material, attending meetings, and sometimes addressing follow-up questions and emails. These calculations do not include the time that Township staff spend coordinating and the meeting with applicants and staff; participating in the meetings; and providing detailed notes of the meetings to all parties.

As part of the fee changes for planning applications, staff are recommending fees for pre-application consultation:

- \$100.00 for all Committee of Adjustment applications (e.g. minor variances and consents); and
- \$300.00 for all other planning applications (e.g., zoning by-law amendments and site plan control agreements).

Please note the consultation fee will not be requested for an initial consultation between Township staff and a member of the public inquiring about any planning process required

for the start up of a business or the expansion of an existing business within the Township.

Like the other fees, they do not represent \$100% cost recovery. For this reason, staff are recommending that these fees are kept separate and not deducted from the cost of a formal planning application.

Staff recognize that the proposed changes in planning fees represent an increase from what is charged now and has been charged in the past. However, costs for the Township continue to increase, and where services are not covered by user fees, they end up being subsidized by the general tax base. Where the service being requested is a planning application that benefits only one property owner, then that owner should pay for the cost of that service so that it is not a burden on all taxpayers.

The Township of South Frontenac approved new, increased planning fees at their meeting on April 18, 2023. The Township of Central Frontenac and the Frontenac Islands will be considering updated planning fees at their upcoming Council meetings.

Indemnity Agreement

Applicants are required to enter into an Agreement to Indemnify with each Application submitted. This Agreement allows the Township to have the Applicant pay for any additional costs and expenses that the Township incurs in connection with the processing of the Application including legal, engineering, advertising, consulting, etc.

Additional Costs for Complex Applications

Planning Applications can vary in the time it takes to review based on complexity. The fees recommended are to cover the costs for an average application. Some Official Plan Amendment, Zoning By-law Amendment and Site Plan Applications require significant review and staff time. For these types of Applications it is recommended a set number of hours by the Planners be provided and if the application exceeds this number the additional costs be charged to the applicant.

It is recommended if the review of complex applications exceeds the following hours of review time by the Planners, the additional hours will be charged to the applicant in accordance with the Indemnity Agreement and taken from the deposit submitted with the application:

- Official Plan Amendment – 20 hours
- Zoning By-law Amendment – 15 hours
- Plan of Subdivision/Condominium – 1 to 20 units – 25 hours
Greater than 20 units – 35 hours
- Site Plan Control – Minor – 15 hours
Major – 25 hours

Deposit

Some types of planning applications will require a deposit to be submitted. These deposits will be held by the Township in trust until the final decision on the application has been made or the application is withdrawn. Applicants will receive invoices for expenses incurred by the Township for processing the application. The Township will deduct outstanding costs from the applicant's deposit. The Applicant will be required to

submit further money if the deposit is depleted prior to the Township proceeding with further review of the application.

Where the Township approves a planning application, and that application is appealed to the Ontario Land Tribunal by a party other than the applicant, the Township will continue to submit invoices to the applicant for the provision of services, including legal fees and the preparation and representation by consultants before the Ontario Land Tribunal. Failure to pay invoices or maintain the deposit as required may result in the Township's refusal to provide services in support of the application at the Ontario Land Tribunal.

Once the final decision has been made or the application withdrew, any funds remaining in the deposit will be returned to the applicant.

Public Meeting

As per By-Law Number 101-19, a public meeting is required to be held prior to the passage of any changes to the Fees and Charges By-Law. Staff are proposing that the public meeting regarding the proposed changes to the planning fees be held prior to the Regular Council meeting scheduled for May 19, 2023.

Financial Implications

In 2022, revenue from planning applications was \$44,930, while expenses were \$87,161. The total expenses include those for County planning staff and Committee of Adjustment members but does not include expenses for Township planning staff. The difference between the expenses and revenue results in a shortfall of \$42,231.

Using the proposed fees the revenue from planning applications for 2022 would have been \$64,400. There would have also been additional revenue for pre-consultation meetings of approximately \$7,000 and for Zoning Compliance Review of approximately \$1800.

Indexing of Planning Fees

Many municipalities index fees so they increase by a certain percentage each year. This ensures the fees keep pace with rising costs. A full review of cost of services should still be done on a regular basis, such as every five years, but annual indexing of the fees with incremental increases will mean that any future changes would be less significant than those currently proposed where there haven't been any adjustments in a long time. Staff will be investigating a policy for Council to consider indexing all fees in the future.

Recommendation

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed New Fees for Planning Applications";

And That Council approves in principle the proposed fees as set out in the Planning Fees – Comparison Chart being Attachment #1 of the Administrative Report;

And That Council instructs the Clerk to provide Notice of a Public Meeting and the intent to pass a By-law to amend the Fees and Charges By-law at a later date.

Attachment #1: Planning Fees – Comparison Chart

Clerk/Planning Manager
Proposed New Fees for Planning Applications
April 28, 2023
Page 5 of 5

Planning Fees – Comparison Chart

Application Type	Proposed Fee	Proposed Deposit	North Frontenac	Central Frontenac	Frontenac Islands	South Frontenac (old fee)	South Frontenac (new fee)	Research Average
Pre-Application Consultation								
Pre-Application Consultation Fee			\$100.00			\$105.00		\$1,138.00
<ul style="list-style-type: none"> Official Plan Amendments, Zoning By-Law Amendments, Site Plan Control, Plan of Subdivision, Plan of Condominium 	\$300.00						\$400.00	
<ul style="list-style-type: none"> All other types of planning applications 	\$100.00						\$150.00	
Official Plan								
Official Plan Amendment (OPA)	\$2,000.00	\$2,000.00	\$1,000.00 \$2,000.00	\$2,200.00	\$1,000.00	\$2,289.00	\$2,806.00	\$3,297.00
Zoning Relief								
Zoning By-Law Amendment (ZBA)	\$1,500.00	\$1,000.00	\$1,000.00	\$2,000.00	\$1,000.00	\$1,925.00	\$1,964.00	\$1,831.00
<ul style="list-style-type: none"> As a condition of a consent 	\$750.00		\$1000.00					\$1,297.00
Minor Variance/Permission	\$1,200.00		\$750.00	\$500.00	\$500.00	\$1,076.00 \$1,440.00	\$1,230.00 \$1,445.00	\$983.00
<ul style="list-style-type: none"> Accessory uses to a principal use on non-waterfront properties only (e.g., shed, detached garage, deck, etc.) 	\$700.00		\$750.00					
<ul style="list-style-type: none"> Minor variance application in combination with a consent application 	\$700.00		Combined Fee \$1200.00					
Removal of a Holding (H) Symbol	\$700.00					\$729.00	\$965.00	\$887.00
Temporary Use By-Law	\$1,200.00		\$1,000.00				\$1,200.00	\$1,795.00
Land Division								
Consents				\$550.00	\$500.00	\$1,024.00	\$1,347.00	\$1,336.00
<ul style="list-style-type: none"> Severance to Create a New Lot 	\$1,200.00		\$750.00					\$1,336.00
<ul style="list-style-type: none"> Lot Addition or Easement 	\$750.00		\$750.00					\$1,933.00
<ul style="list-style-type: none"> Amendment to Conditions 	\$300.00					\$209.00 \$462.00	\$320.00 \$560.00	
Cancellation of Consent	\$350.00							

Application Type	Proposed Fee	Proposed Deposit	North Frontenac	Central Frontenac	Frontenac Islands	South Frontenac (old fee)	South Frontenac (new fee)	Research Average
Validation of Title	\$700.00		\$750.00	\$700.00				\$467.00
Draft Plan of Subdivision/Condominium			\$1,000.00	\$4,200.00				\$5,798.00 \$6,207.00
<ul style="list-style-type: none"> 1 to 20 units 	\$2,500.00	\$3,000.00				\$2,081.00	\$2,978.00	
<ul style="list-style-type: none"> Greater than 20 units 	\$3,500.00	\$5,000.00				\$3,122.00	\$3,583.00	
<ul style="list-style-type: none"> Amendment to conditions following draft plan approval 	\$700.00					\$781.00	\$1,200.00	\$1,633.00
<ul style="list-style-type: none"> Draft Plan Approval Extension 	\$500.00						\$1,311.00	\$1,020.00
Final Plan of Subdivision/Condominium – clearance of conditions	\$1,000.00							\$1,000.00
Deeming By-Law – Application Fee	\$400.00		\$750.00			\$417.00	\$431.00	\$1,201.00
Registration of Deeming By-law	Legal Fee to be charged to the applicant							
Part Lot Control By-Law	\$700.00		\$750.00	\$700.00		\$781.00	\$982.00	\$1,019.00
Site Plan Control								
Site Plan Control Application				\$3,200.00	\$1,200.00			\$1,641.00
<ul style="list-style-type: none"> Minor Application (developments equal to or less than 200 square metres in area) 	\$1,500.00	\$1,000.00	\$750.00			\$1,301.00	\$2,506.00	\$2,025.00
<ul style="list-style-type: none"> Major Application (developments greater than 200 square metres in area) 	\$2,500.00	\$2,000.00	\$1,500.00			\$1,952.00	\$3,300.00	\$2,900.00
<ul style="list-style-type: none"> Modification – Amending agreement required 	\$1,000.00							\$960.00
<ul style="list-style-type: none"> Request for Security Reduction/Release 	\$400.00						\$400.00	\$525.00
Other Planning and Administrative Items								
Public Notices								
<ul style="list-style-type: none"> Notice to Cancel a Public Meeting 	\$100.00						\$100.00	
<ul style="list-style-type: none"> Recirculation of Public Meeting Notice (due to an amended application, rescheduling a public meeting, or the need to hold a second public meeting) 	\$100.00						\$100.00	
Development Agreement (includes registration)	\$700.00							\$1,322.00

Application Type	Proposed Fee	Proposed Deposit	North Frontenac	Central Frontenac	Frontenac Islands	South Frontenac (old fee)	South Frontenac (new fee)	Research Average
Minimum Distance Separation (MDS) Calculation	\$200.00					\$287.00	\$275.00	\$105.00
• MDS Re-calculation	\$100.00						\$140.00	
Zoning Compliance Review								
• Formal Letter	\$120.00		\$80.00	\$111.00	\$100.00	\$97.00	\$123.00	
• Formal Letter (less than 48 hours notice)	\$240.00		\$120.00				\$252.00	
Site Inspection by Chief Building Official	As per Schedule C of the Fees and Charges By-Law							
Site Inspection by Public Works	\$60.00							
Site Inspection by Fire Department	As per Schedule H of the Fees and Charges By-Law							
Review by Planner (outside of a formal application)	\$120.00 per hour							
Radiocommunications Facility (e.g., cell tower) Review (fee collected by CRINS and transferred to township)	\$750.00		\$750.00	\$750.00			\$1,886.00	\$1,725.00
File Search Fee	As per Schedule A of the Fees and Charges By-Law						\$87.00	



Planning Report

To: Mayor and Members of Council

Prepared By: Jennie Kapusta, Community Planner, County of Frontenac

Reviewed By: Sonya Bolton, Manager of Community Planning, County of Frontenac

Re: Zoning By-law Number 55-19 Housekeeping Amendment

Date Prepared: April 19, 2023

Date of Council Meeting: April 28, 2023

Recommendation

Be It Resolved That Council receives for information the Planning Report from staff dated April 19, 2023 regarding the proposed housekeeping amendment to Zoning By-law Number 55-19.

And That Council direct staff to undertake the next phase of the review and housekeeping amendment update to Zoning By-law Number 55-19 by scheduling a public meeting in accordance with the requirements of the Planning Act;

Background

On July 5, 2019, Council approved Zoning By-law Number 55-19 to Regulate the Use of Land, Buildings and Structures within the Township. A Consolidating By-law Number 38-22 was approved by Council on April 8, 2022 including a list of amendments; dates of decision by Council; and the final approval dates.

Comments

It is recommended that the Township of North Frontenac Zoning By-law Number 55-19, as amended, be further amended to include the following additions and changes for the purpose of clarification and update. Additionally, the update will remove policy sections that are now addressed through other Township By-laws.

Below is an overview of the proposed amendments to the Zoning By-law. For further details see the attached redlined zoning by-law document.

Definitions Section Changes

1. Amendments to various definitions for the purposes of clarification and grammatical modification.
2. Create separate definitions for Sewage Systems and Water Systems.
3. Add the following definitions:

Animal Sanctuary means a building, structure, or land for the purpose of providing a place of refuge for animals and does not include the sale or trade of animals, breeding programs, or animal testing.

Building, Footprint means all parts of a building that rest, directly or indirectly, on the ground, including those portions of the building that are supported by posts, piers, cantilever beams, or columns. Building footprint includes all structures attached to a main building including attached garages, covered carports, porches, decks, and cantilevered decks.

Cheese Factory means a commercial establishment that stores, processes, sells or distributes cheese and cheese products produced on site. This may also include an accessory on site retail outlet and accessory food and beverage service.

Float Home means a structure built on or incorporating a floatation system, or a converted vessel, that is primarily used as a self-contained dwelling unit, or any other form of accommodation or habitable space, and is not intended for navigation or use as a navigable craft.

Habitable Space means any room/area within a structure used or intended to be used primarily for human occupancy.

Holding Tank means a closed, water-tight receptacle that is designed and used to receive and store sewage or septic tank effluent and does not discharge waste water.

Live-aboard means a watercraft intended primarily for use in navigation equipped with facilities for overnight stays while travelling.

Non-motorized Boat means a watercraft not equipped or powered with a motor (i.e. stand up paddle board, canoe, kayak, paddle boat).

Privy means a latrine consisting of an excavation in the ground or a removable receptacle for human waste, surmounted by a superstructure and is a Class 1 Sewage System under the Ontario Building Code.

Refreshment Vehicle means any vehicle, trailer, cart or other structure not placed on a permanent foundation which is equipped for cartage, storage and the preparation of food stuffs, beverages, confections and such items are offered directly for consumption to the general public; including a chip wagon, an ice cream truck, a mobile canteen and other refreshment vehicles.

Vessel means a boat, ship or craft designed, used or capable of being used solely or partly for navigation in, on, through, or immediately above water, without regard to method or lack of propulsion, and includes a vessel that is under construction.

General Provisions Changes

1. Amendments to several sections for the purpose of clarification and grammatical correction.
2. Updates to the following sections:

Section 3.1.1. General:

- Remove 3.1.1(c) iv) regarding sewage system setbacks to a wetland or waterbody; and add separate provisions section for sewage systems to Section 3.1.5
- Add 7 metre setback to Township Road

Section 3.1.2 Boathouses, Docks, Waterfront Structures, and Pumphouses:

- Move provision regarding permits from Conservation Authority to top of Section 3.1.2
- Add provisions for Marine Storage Sheds and update title to include Marine Storage Sheds
- Remove At-Capacity lake trout lakes list

Section 3.1.2(a) Boathouses, add the following provisions:

- A maximum of one boathouse is permitted per lot.
- Boathouses shall not contain plumbing.

Section 3.1.2(b) Docks, add the following provision:

- A maximum of one dock is permitted per lot

Section 3.1.2(c) Waterfront Structures, add the following provision:

- A storage structure for non-motorized watercrafts with an area not exceeding 5 square metres shall be permitted with a minimum of 3 metres of waterbody setback.

Section 3.1.4 Sleep Cabin/Loft-Above-A-Garage

- Change gross floor area to footprint.

(Add New) Section 3.1.5 – Provisions regarding Septic Systems

- Refer to proposed wording in the attached redlined version of the zoning by-law.

Section 3.16 Frontage and Access

- Revise provisions regarding deeded access parking and docking facilities required during the creation of a water access lot.
- Update provisions regarding Provincial Highways, Township Roads and Private Lanes/Rights-of-Way/Easements

Section 3.18 Hazardous Sites

- Remove provisions regarding setback to Steep Slopes

Section 3.23 Kennels

- Remove provisions from zoning by-law as these are now covered in the Animal Control By-law.

Section 3.24 Legal Non-Conforming Uses and Non-Complying Structures

Section 3.24(d)(i) add “footprint or gross floor area”

(Add New) Section 3.24(d)(ii):

- An increase in volume of an existing non-complying/non-conforming building or structure due to the replacement and/or addition of windows (e.g., dormer windows, bay windows) is permitted without planning approvals provided the addition of these windows does not have the effect of increasing the gross floor area of the building or structure.

Section 3.24(e) Existing Undersized Undeveloped lots

- Remove minimum lot area.

Section 3.27(c) Pits and Quarries, add the following provisions:

- Where development of a sensitive land use is proposed on a vacant lot of record within the influence area of an existing pit, an impact assessment (D-series guidelines) shall not be required prior to the issuance of a building permit”.
- An impact assessment (D-series guidelines) shall be required for all newly created lots within the influence area of either a pit or quarry.

Section 3.27(f) Wetlands, add the following provision:

- The influence area for a Provincially Significant Wetland shall be 120 metres. All buildings/structures proposed to be located greater than 30 metres and less than 120 metres from the identified boundary of a Provincially Significant Wetland shall be permitted with no planning approvals provided a reduced setback is supported by an Environmental Impact Statement (EIS) prepared by a qualified professional.

Section 3.28 Natural Heritage Features and Areas, remove the following provisions:

- Setback to Areas of Natural and Scientific Interest (ANSI)
- Permission is required from the Mississippi Valley Conservation Authority (MVCA) under MVCA Regulation 153/06 – “Development, Interference with Wetlands and Alterations to Shorelines and Watercourses” for the following:
 - a) Alterations to shorelines and watercourses;
 - b) Interference within 120 metres of a PSW;
 - c) Interference within 30 metres of an MVCA Regulated Wetland.

Section 3.31 Parking and Storage of Motor Vehicles, revise the water access lot provisions to read as follows:

- Parking for a water access only lot or a lot on an island shall be provided on the mainland at a secure access point on the same water body. Each required parking space shall be tied in perpetuity to the water access or island lot by means of a legal agreement registered on title or other legal instrument acceptable to the Township.

Section 3.32 Parking Requirements, revise the water access lot provisions to read as follows:

- Two (2) parking spaces per dwelling unit shall be provided on the mainland of the same waterbody in a designated parking area secured through a legal agreement to serve water access only or island lots.

Part 4 – Zones Changes

Add **Day Nursery (Licensed)** and **Day Nursery (Private)** as permitted uses to the following zones:

- 4.3 Residential Multiple
- 4.4 Residential Waterfront
- 4.5 Mobile Home Park Residential
- 4.6 Hamlet
- 4.7 Rural
- 4.8 Limited Service Rural
- 4.9 Limited Service Waterfront
- 4.10 Rural Co-operative
- 4.11 General Commercial

Add Loft-Above-A-Garage and Sleep Cabin as permitted uses to the following zones:

- 4.6 Hamlet
- 4.7 Rural
- 4.8 Limited Service Rural

Add Park Model Trailer as a permitted use to the following zone:

- 4.12 Recreational Commercial

(Add New) Section 4.12.3(c) for Accessory Uses provisions to the following zone:

- 4.12. Recreational Commercial – RC

Section 4.17 Environmental Protection – EP add the following provisions:

- 4.17.4(c) The following uses are not permitted in the EP Zone:
 - i) The anchoring or mooring of vessels for a continuous period exceeding 48 hours.
 - ii) The anchoring or mooring of vessels for more than 72 hours within a 30-day period.
 - iii) Live-Aboard and/or Float Homes

Mapping Schedule

The following Technical Revisions to the Zoning map will be included in the housekeeping amendment:

- Change zoning of property (ARN 1042-040-010-72704) from Rural (R) to Mineral Extraction to reflect licenced pit on property.
- Change Zoning of a portion of property (ARN 1042-060-020-12400) from Rural (R), Limited Service Rural (LSR), Residential Waterfront (RW) and Limited Service Waterfront (LSW) to Recreational Commercial (RC)
- Remove "Waste Management Facility" from Ardoch Road (Coxvale)

Attachments

Attachment 1: Redlined Zoning By-law #55-19 document (Available Upon Request)

As per Bill 23 passed by the Ontario Government, municipalities are no longer permitted to enter into agreements under which Conservation Authorities would undertake technical reviews of the impact of proposed development on Natural Heritage Features.

An advanced natural heritage review is generally required for developments that propose:

- To reduce the existing or required natural heritage setback;
- Exceed maximum lot coverage provisions;
- Require additional vegetation removal within 30 metres of the natural heritage feature;
- Direct additional run off toward the water; and
- To enlarge structures or intensify use(s) on a property with a cleared and altered shoreline.

The County Planners are working with the four Townships within the County to review options for a long-term solution to address the requirement for natural heritage reviews.

County Planning Staff have created a checklist to provide to applicants which will assist in determining if an advanced review will be required for the proposed development. If this type of review is required, the Township will have to engage a consultant. In some cases, a review may not be required for the proposed development.

In the short-term, Township staff have contacted four (4) firms that provide Natural Heritage Review Services for estimates to complete a review of a planning application, if required. The following is a breakdown of estimated costs:

Firm #1

*Environmental Impact Study

	EIS* - Basic	EIS- Intermediate	EIS - High	Site Visit – exclusive of HST, travel, reporting	Project Manager/ Senior Ecologist (per hour)	Specialist/ Technologist/ Administrative Support (per Hour)
Price	\$2320	\$3330	\$4070	\$1195 to \$1565	\$185	\$120-\$150

Firm #2 – Fee based on an hourly basis (hours worked by staff employed for the project, exclusive of reimbursable expenses and HST)

	Senior Project Manager (per hour)	Senior Project Manager/Project Manager (per hour)	Senior Ecologist/Field Technician/Ecologist/GIS
Price	\$215-\$257	\$190-\$257	\$86-\$215

Firm #3 – fixed fees for basic, moderate and complex assignments

	Basic Complexity (1-5 lots, no significant land use conflicts)	Moderate Complexity (6-25 lots, some potential for land use conflicts with 500 m)	Complex (26+ lots, potential for land use conflict 50m-500m)
Price	\$2041	\$3850	\$4950

Firm #4 – does not include field review requirements

	Simple EIS Report	Complex EIS
Price	\$1950	\$2350

The Township will engage the services of a consultant with the applicant responsible for the total cost of the review. In 2022, the fee for a review by Mississippi Valley Conservation Authority was \$400 for a Minor Variance Application and \$490 for an Application for Consent. Due to the changes in Provincial legislation, an applicant will incur significantly higher fees if the proposed development requires a report from a consultant (see above charts).

Financial Implications

There are no financial impacts to the Township. All costs for the review will be the responsibility of the applicant.

Recommendation

Be It Resolved That Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Natural Heritage Reviews – Consultant Estimates".

Notes of the Economic Development Task Force (EDTF) Meeting Held on Monday, April 17, 2023 at 9:00 AM at the Municipal Council Chambers.

Present: Deputy Mayor John Inglis (Chair), Councillor Roy Huetl, Councillor Stephanie Regent, Betty Hunter, Cyndy Bonello, Danielle Kecso, Jennifer Hunter, Paul Thiel, Dan Vaillancourt, Brooke Hawley – Manager of Community Development (MCD), Matt Walker - Economic Development Officer (EDO) and Lori Newman (Secretary).

1. Call to Order:

The meeting was called to order by the Chair at 9:00 a.m.

2. Disclosures of Pecuniary Interest & General Nature Thereof:

None.

3. Delegations:

None.

4. Economic Development Task Force Notes:

Notes of the March 20, 2023 EDTF Meeting as approved via email and received for information at the April 16, 2023 Regular Meeting of Council.

5. Business Arising:

a) Update: Research feasibility of a Municipal Campground (Vaillancourt, B.Hunter, Bonello, Kecso)

The Municipal Campground working group are continuing their research regarding the feasibility of this project. The group will bring their first report back to the next EDTF meeting for discussion.

b) Update: 2023 Mural Project (MCD)

The MCD confirmed that the Art Mural Project advertisement for Round 8 has been posted on the Township Website and Social Media accounts. The MCD will have the Ad posted in the Frontenac News. The EDO advised that the artist's names and a brief statement about the Murals content are currently in the process of being affixed to the back of each mural on waterproof paper as discussed at the last EDTF meeting.

Notes of a Meeting of the Economic Development Task Force

April 17, 2023

1 of 3

c) Update: North Frontenac Information booth/kiosk (Councillor Regent, Thiel)

The working group have been researching locations, structures and costs for booths/kiosks in the Township to bring back for discussion at the next EDTF meeting for future Council consideration. Danielle Kecso volunteered to join the Working Group for this project as well.

d) Update: Business Profiles (Councillor Huetl, Thiel)

Paul Thiel and Councillor Huetl will alternate completing the monthly Business Profiles beginning in May.

e) Update: Bus Tour (EDO)

The EDO advised that he will continue to work on establishing a draft plan for the next Bus Tour during the summer months and will bring back information to the August EDTF meeting for further discussion.

f) Update: Research feasibility of a small-scale commercial office space with a focus on attracting health care and other professionals (Councillor Huetl, Councillor Regent, EDO)

The working group discussed ideas regarding the feasibility of a small-scale commercial office space with a focus on attracting health care and other professionals. Councillor Roy Huetl will invite his neighbour who works in the Medical Profession to be a delegation at the next EDTF meeting to discuss his ideas & thoughts on this project.

g) Update: Summer Event (EDO, B.Hunter, Bonello, J.Hunter)

The working group have been working on planning a Summer Event at the Clar-Mill Community Hall in Plevna to take place on July 22, 2023. The group will continue to organize the details and bring a report to the EDTF at the next EDTF meeting.

6. Communications:

7. New Business:

a) Star Gazing Pad – DRAFT Update to Process

The EDTF reviewed the Administrative Report regarding Transitioning Ownership of Events at the Star Gazing Pad that will be presented to Council on April 28, 2023. No further comments were received.

Notes of a Meeting of the Economic Development Task Force
April 17, 2023
2 of 3

b) Star Gazing Pad – Naming

The EDTF discussed the Re-Naming of the North Frontenac Dark Sky Preserve. Two options were voted on: “North Frontenac Observatory” (3 votes) and “North Frontenac Astronomy Park” (6 votes). Also, the EDTF decided on a tagline “A dark sky experience”. The MCD will update the Administrative Report to reflect this change for Council’s consideration on April 28, 2023.

c) 2023 North Frontenac Economic Survey Report

The EDTF received the 2023 North Frontenac Economic Survey Report that was presented to Council at the April 6, 2023 Council Meeting for information and thanked the EDO for completing this.

d) Scenic Route Signage

The EDO updated the EDTF regarding an Ontario’s Highlands Tourism Organization Grant Application that is in process for additional Scenic Route Signage. An update will be provided at an upcoming EDTF meeting.

8. Adjournment:

Meeting adjourned at 11:10 a.m.

NOTE : The next meeting of the EDTF will take place on Monday, May 15, 2023 at 9:00 a.m. at the Municipal Council Chambers located at 6648 Road 506, Plevna.

Recommendations to Council

Be It Resolved That Council receives for information the April 17, 2023 Notes of the Economic Development Task Force (EDTF).

Received by Council on April 28, 2023.

**Deputy Mayor John Inglis, Chair
Township of North Frontenac
Economic Development Task Force**

Notes of a Meeting of the Economic Development Task Force
April 17, 2023
3 of 3

TARA MIESKE DIPLOMA. DIPLOMA.
CLERK / PLANNING MANAGER
TOWNSHIP OF NORTH FRONTENAC

I WOULD LIKE TO BRING FORTH A
NOTICE OF MOTION WITH RESPECT
TO THE MATTER OF A DEDICATION
OF PUBLIC SERVICE TO THE
PUBLIC BY THE FORMER COUNCILLOR
AND DEPUTY MAYOR GERALD (JERRY)
MARTIN.

VERNON HERMER
COUNCILLOR WARD TWO



Council Portfolios

Council Members have been appointed to various Portfolio/Liaison positions. Council Members will provide a verbal update to Council on their positions during the Council Portfolio section of the Agenda. If any action is requested, an Administrative Report or Notice of Motion shall be provided by the Council Member. Updates and recommendations from Council Committees/Task Forces will be provided through the applicable Minutes/Notes.

Mayor Gerry Lichty	
Portfolio: County Business	Responsibility: <ul style="list-style-type: none"> Update Council on County Council Activities and Decisions
Portfolio: North Frontenac Lake Association Alliance (NFLAA)	Responsibility: <ul style="list-style-type: none"> Council Liaison

Councillor Wayne Good	
Portfolio: Township of North Frontenac	Responsibility: <ul style="list-style-type: none"> Municipal Road Inspector
Portfolio: Lake Associations – Ward 1 Lakes	Responsibility: <ul style="list-style-type: none"> Council Liaison

Councillor Stephanie Regent	
Portfolio: Health	Responsibility: <ul style="list-style-type: none"> Representative on the Lakelands Family Health Team Committee
Portfolio: Long-Term Care and Social Services	Responsibility: <ul style="list-style-type: none"> Council Liaison
Portfolio: Lake Associations – Ward 1 Lakes	Responsibility: <ul style="list-style-type: none"> Council Liaison

Councillor Roy Huetl

Portfolio: Committee of Adjustments/Planning Advisory Committee	Responsibility: <ul style="list-style-type: none"> • Council Liaison
Portfolio: Mississippi Valley Conservation Authority (MVCA)	Responsibility: <ul style="list-style-type: none"> • Board Member
Portfolio: Lake Associations – Ward 2 Lakes	Responsibility: <ul style="list-style-type: none"> • Council Liaison

Councillor Vernon Hermer

Portfolio: Lake Associations – Ward 2 Lakes	Responsibility: <ul style="list-style-type: none"> • Council Liaison
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Councillor Fred Fowler

Portfolio: Eastern Ontario Trails Alliance (EOTA)	Responsibility: <ul style="list-style-type: none"> • Board Member
Portfolio: North Frontenac Trails Enhancement	Responsibility: <ul style="list-style-type: none"> • Provide updates to Council
Portfolio: County Business – Second Member	Responsibility: <ul style="list-style-type: none"> • Update Council on County Council Activities and Decisions
Portfolio: Lake Associations – Ward 3 Lakes	Responsibility: <ul style="list-style-type: none"> • Council Liaison

Deputy Mayor John Inglis

Portfolio: Lake Associations – Ward 3 Lakes	Responsibility: <ul style="list-style-type: none"> • Council Liaison
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The Corporation of the Township of North Frontenac

By-Law #30-23

Being a By-law to Establish as a Highway a Portion of Struthdam Road being Part 2 on Registered Plan 13R-22741; a Portion of River Road being Part 3 on Registered Plan 13R-22741; and a Portion of Cruise Road being Part 6 on Registered Plan 13R-22684

Whereas the Municipal Act, 2001, S.O. 2001, c.25, Section 27 provides for a municipality to pass by-law in respect of a highway if it has jurisdiction over the highway;

And Whereas the Municipal Act, 2001, S.O. 2001, c.25, Section 31 provides that land may become a highway by virtue of a by-law establishing the highway;

Now Therefore the Council for the Corporation of the Township of North Frontenac enacts as follows:

1. **That** a road located in Part of Lot 22, Concession 2, geographic Township of Palmerston, more specifically described as Part 2, Registered Plan 13R-22741 is hereby established as a public highway;
2. **That** a road located in Part of Lot 22, Concession 2, geographic Township of Palmerston, more specifically described as Part 3, Registered Plan 13R-22741 is hereby established as a public highway;
3. **That** a road located in Lot 29, Concession 9, geographic Township of Palmerston, more specifically described as Part 6, Registered Plan 13R-22684 is hereby established as a public highway;
4. **That** this By-law be registered on title at the Land Registry Office in Kingston, Ontario;
5. **That** this By-law shall come into force and take effect upon registration of this By-law.

And That all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law, are hereby repealed.

Read a first and second time this 28th day of April, 2023.

Read a third time and passed this 28th day of April, 2023.

Mayor

Clerk

The Corporation of the Township of North Frontenac

By-law #31-23

Confirming By-law

Being a By-law of the Corporation of the Township of North Frontenac to confirm all actions and proceedings of the Council of the Corporation of the Township of North Frontenac for a Regular Council Meeting held April 28, 2023

Whereas Section 9 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 this 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 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(3) of the *Municipal Act S.O. 2001, c.25* – A Municipal power, including a municipality’s capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the Township of North Frontenac for the April 28, 2023 Regular Council Meeting, be confirmed and adopted by by-law;

Now Therefore the Council of The Corporation of the Township of North Frontenac hereby enacts as follows:

1. That all actions and proceedings of the Council of The Corporation of the Township of North Frontenac taken at its Regular Council Meeting held April 28, 2023 be confirmed as actions for which The Corporation of the Township of North Frontenac has the capacity, rights, powers and privileges of a natural person;
2. That all actions and proceedings of the Council of The Corporation of the Township of North Frontenac at its Regular Council Meeting held April 28, 2023 in respect of each recommendation contained in the Minutes and each motion and resolution passed and other actions taken by the Council of The Corporation of North Frontenac at the Meeting, are hereby sanctioned, ratified and confirmed as if all such proceedings were expressly embodied in this By-law;
3. That the Mayor and proper officials of The Corporation of the Township of North Frontenac are hereby authorized and directed to do all things necessary, and to obtain approvals where required, to give effect to the actions passed and taken by Council at the said Meeting;
4. That this by-law shall come into force as of the final passing thereof.

Read a first and second time this 28th day of April, 2023

Read a third time and passed this 28th day of April, 2023

Mayor

Clerk