



**Regular Council Agenda**  
**April 6, 2023 - 9:00 a.m.**  
**Municipal Office - Council Chambers**  
**6648 Road 506, Plevna**  
[Zoom Meeting Registration](#)

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Page

**1. Call to Order**

**2. Approval of Agenda**

a) April 6, 2023

**Be It Resolved That** Council approves the Agenda dated April 6, 2023, as circulated.

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

**4. Business Introductions**

None.

**5. Presentations**

**10 - 14**

a) Bytown Motorcycle Association (BMA) and Ontario Federation of Trail Riders (OFTR): Annual North Frontenac Road Access Permit

**Be It Resolved That** Council receives for information the presentation from Ryan Lariviere, Bytown Motorcycle Association and thanks him for his time spent 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.

**15 - 22**

b) Matt Walker, Economic Development Officer - Business and Community Survey Results

**Be It Resolved That** Council receives for information the Economic Development Officer's (EDO) Administrative Report entitled "2023 North Frontenac Economic Survey Report".

6. **Delegations**

None.

7. **Adoption of Minutes**

23 - 52

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

**Be It Resolved That** Council adopts the Minutes as circulated, of:

- i. A Special Meeting of Council held on March 13, 2023;
- ii. A Public Meeting of Council held on March 17, 2023;
- iii. A Regular Meeting of Council held on March 17, 2023; and
- iv. A Meeting of the Personnel and Audit Committee held on March 21, 2023, and approves the Terms of Reference for the Committee.

8. **Business Arising from the Minutes**

53 - 129

- a) Resolution #02-23: Update Report - Official Plan Amendment #01/22 and Zoning By-law Amendment #08/22

**Be It Resolved That** Council receives the update report from staff dated April 6, 2023 regarding Official Plan Amendment Application #OP01/22 and Zoning By-law Amendment Application #Z08/22;

**And That** Council direct staff to continue their technical review of the applications;

**And That** Council direct staff to defer any presentation of their final recommendation regarding the applications until such time as the applicant provides written confirmation to the Township Clerk that the issues regarding access to the proposed development via the private lane/right-of-way have been resolved to the Township's satisfaction.

130 - 131

- b) Resolution #141-23: Proposed Council Meeting Dates

**Whereas** at their meeting held on March 17, 2023, Council received for information the Clerk/Planning Manager's Administrative Report entitled "Proposed 2023 Council Meeting Dates – June to December"; and instructed the Clerk to bring back a proposed schedule including four evening meetings in the summer;

**Therefore Be It Resolved That** Council approves the following schedule:

Friday, June 9, 2023 at 9:00 a.m.

Thursday, June 29, 2023 at 5:00 p.m.

Thursday, July 20, 2023 at 5:00 p.m.

Thursday, August 17, 2023 at 5:00 p.m.

Thursday, September 7, 2023 at 5:00 p.m.

Friday, September 22, 2023 at 9:00 a.m.

Friday, October 13, 2023 at 9:00 a.m.

Friday, November 3, 2023 at 9:00 a.m.

Friday, November 24, 2023 at 9:00 a.m.

Friday, December 15, 2023 at 9:00 a.m

**And That** the Meetings will be held in the Council Chambers;

**And That** the Clerk shall provide Notice as set out in the Procedural Policy.

132 - 134

- c) Resolution #343-22 - Municipal Disaster Recovery Assistance (MDRA) Program

**Whereas**, at the meeting held on September 2, 2022, Council passed Resolution #343-22 receiving for information the Treasurer's Administrative Report entitled "May 2022 Derecho Wind Event – Municipal Disaster Recovery Assistance Claim"; and that Council requested the Minister of Municipal Affairs and Housing (MMAH) activate the Municipal Disaster Recovery Assistance (MDRA) Program; and Council authorized the CAO to sign the MDRA Grant Agreement on behalf of the Township;

**Therefore Be It Resolved That** Council receives for information a letter dated March 20, 2023 from MMAH, advising the Government of Ontario will provide financial support through MDRA in the amount of \$193,000;

**And That** Council receives an email dated March 22, 2023 from the Treasurer advising the funding will be transferred back to the Contingency Reserve Fund.

135

- d) Appointment of Fence Viewer

**Whereas**, in the past, members of the Committee of Adjustment/Planning Advisory Committee have been appointed as Fence Viewers for the Township;

**And Whereas** Jim Ogilvie, was appointed as the Alternate Member of the Committee on February 24, 2023 and accepted the position of Fence Viewer;

**Therefore Be It Resolved** Council will consider a By-law later in the Meeting to appoint Jim Ogilvie as Fence Viewer later in the meeting.

**9. Communications**

136 - 137

- 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

138 - 139

- B1. Cure Foundation re: National Denim Day for Breast Cancer

Whereas breast cancer is the most frequently diagnosed cancer in Canadian women – it can be completely cured if caught in time;

**And Whereas** 28,600 Canadian women were diagnosed with breast cancer in 2022; this represents 25% of all new cancer cases of which 270 were men;

**And Whereas** 5,500 women died of this disease in 2022; 14% of all cancer deaths;

**And Whereas** on average, 78 Canadian women will be diagnosed with breast cancer every day, and 15 will die every day;

**And Whereas** 1 in 8 Canadian women will develop breast cancer in her lifetime, and 1 in 31 will die from it;

**Therefore Be It Resolved That** the Township proclaims Tuesday, May 16th, 2023, “**National Denim Day**” to assist the CURE Foundation for breast cancer in raising awareness about the seriousness of this disease;

**And That** Council approves a copy of the proclamation be added to the Township’s website and social media accounts.

140 - 141

B2. BMO re: Notice of Closure of Northbrook Branch

**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 instructs the Clerk to send a letter on behalf of Council to the Bank of Montreal advising of these concerns.

142 - 143

B3. Paul Thiel re: Dedication of Clar-Mill Hall Kitchen to Ed Schlievert

**Be It Resolved That** Council receives for information a letter from Paul Thiel dated February 27, 2023 proposing the kitchen at Clar-Mill Community Hall be dedicated to the late Ed Schlievert, President of the Clar Mill Volunteers, in recognition of his volunteer work at the Hall and throughout the Township; and that a dedication be placed in the Hall recognizing Mr. Schlievert’s accomplishments; and that Mr. Thiel will cover the cost of the dedication;

**And That** the Manager of Community Development (MCD) advised the kitchen at the Clar Mill Hall will be renovated this year and recommended if Council approves the dedication, the commemorative plaque be placed following the renovations;

**And That** Council approves the placement of a Commemorative Plaque in the Clar Mill Hall recognizing the contributions of Mr. Schlievert and the MCD shall work with Mr. Thiel to purchase the plaque;

**And That** Council thanks Mr. Thiel for covering the cost of purchasing the plaque, as requested by Mr. Thiel.

**10. Council, CAO, and Managers' Administrative Reports**

144 - 146

- a) Clerk/Planning Manager: Road Allowance Closure for Approval in Principle - Levere

**Be It Resolved That** Council receives for information the Clerk/Planning Manager Administrative Report entitled “Road Allowance Closure for Approval in Principle – Levere”;

**And That** based on the Road Closing Policies not to sell Road Allowances which lead to water, the Municipal Inspectors recommendations and the previous Applications, Council denies the Application to close, stop up and sell this Road Allowance.

147 - 148

- b) Clerk/Planning Manager: Senior of the Year Award – 2023 Nominations

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Senior of the Year Award – 2023 Nominations”;

**And That** this award gives the municipality the opportunity to honour one of our outstanding local seniors for the contributions they’ve made to enrich the social, cultural and civic life of our community;

**And That** Council nominates \_\_\_\_\_ as Senior of the Year; and instructs the Clerk to submit the Application prior to the April 30, 2023 deadline.

149 - 154

- c) Clerk/Planning Manager: Policy for Commemoration of Current and Former Members of Council, and Community Members

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Policy for Commemoration of Current and Former Members of Council, and Community members”;

**And That** Council approves the draft policy with the following amendments:

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**And That** Council instructs the Clerk to draft a By-law to adopt the proposed policy for consideration at the April 28, 2023 Regular Council meeting;

**And That** Council approves in principle the proposed fees as follows:

- Commemorative Tree - \$600 plus applicable tax
- Commemorative Bench - \$2,000 plus applicable tax
- Commemorative Plaque - \$300 plus applicable tax

**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.

155 - 215

- d) Clerk/Planning Manager: Recreational Vehicles (RVs) – Survey and Public Comments

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Recreational Vehicles (RVs) – Survey and Public Comments”.

216 - 219

- e) Director of Emergency Services/Fire Chief: Emergency Preparedness Week May 7-13, 2023

**Be It Resolved That** Council receives for information the Community Emergency Management Coordinator’s (CEMC) Administrative Report entitled “Emergency Preparedness Week May 7-13, 2023”;

**And That** Council is joining with the Ontario Fire Marshall and Emergency Management to remind and educate local residents about the importance of being personally prepared;

**And That** Council declares May 7-13, 2023 as Emergency Preparedness Week;

**And That** Council approve the Mayor’s Declaration;

**And That** Council instructs the CEMC to include a copy of the Mayoral Declaration on the Township’s website and social media and in the Frontenac News.

**And That** Council instructs the CEMC to publish the quiz and approves the purchase of one (1) 2 Person 72 Hour Emergency Survival Kit with water as a draw prize;

**And That** Council instructs the CEMC to post daily (Monday-Friday) bulletins on the Township’s website and social media regarding safety tips for Emergency Preparedness. The five (5) topics will include:

1. Extreme Heat;
2. Wild Fires;
3. Severe Storms/Flooding;
4. Power Outages;
5. Pets during an Emergency.

220 - 221

- f) Manager of Community Development: Potential Donation of 10x12 roll-off observatory to the North Frontenac Township Dark Sky Pad

**Be It Resolved That** Council receives for information the Manager of Community Development’s (MCD) Administrative Report entitled “Potential Donation of 10x12 roll-off observatory to the North Frontenac Township Dark Sky Pad”;

**And That** Council approves the acceptance of a donated Observatory for the Dark Sky Preserve and time and materials donated by the North Frontenac Amateur Astronomy Club and directs the Manager of Community Development (MCD) to arrange a location, in consultation with ORNGE.

**And That** Council directs the MCD to send a thank you letter to the donor.

222 - 225

- g) Public Works Manager: Action Plan (Kashwakamak Waste Site) Update

**Be It Resolved That** Council receives for information the Public Works Manager’s Administrative Report entitled “Ministry of Environment, Conservation and Parks – Action Plan (Kashwakamak Waste Site)”;

**And That** Council approves staff contacting and negotiating access to the crown land adjacent to the Waste Site;

**And That** the Public Works Manager will report the findings and required next steps from the site monitoring to Council at a future meeting.

226 - 228

- h) Public Works Manager: Request to Assume a Section of Arcol Road and Extend the Maintenance Limits

**Be It Resolved That** Council receives for information the Public Works Manager’s (PWM) Administrative Report entitled “Request to Assume a Section of Arcol Road and Extend the Maintenance Limits”;

**And That** Council approves the request to assume an additional 420m section of Arcol Road for year round maintenance, beyond the existing maintenance limits to Gordie Lane;

**And That** the Township will construct the required turnaround at Arcol Road and Gordie Lane;

**And That** the Public Works Manager will provide the required amendment to By-law #89-13 (Schedule B) to the Clerk Planning Manager;

**And That** Council instructs the Clerk Planning Manager to prepare the By-law required to assume the road for a future meeting.

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

229 - 237

- a) Notes of a Joint Health and Safety Committee Meeting dated February 21, 2023

**Be It Resolved That** Council receives for information the Notes of the Joint Health and Safety Committee dated February 21, 2023.

238 - 241

- b) Notes of a Meeting of the Economic Development Task Force (EDTF) dated March 20, 2023

**Be It Resolved That** the Council receives for information the Notes of a Meeting of the Economic Development Task Force (EDTF) dated March 20, 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)**

**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 Portfolios**

242 - 243

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

**15. Introduction and Reading of By-laws**

244 - 313

- a) By-law(s) to be Considered:
  - i) First and Second Reading

**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 and that these By-law(s) be read a first and second time:

- a. #26-23 To Establish a Procedural Policy for Members of Council, Committees and Task Forces;
- b. #27-23 To Appoint Fence Viewers for North Frontenac;
- c. #28-23 To Adopt Fees and Charges By-law.

- ii) Third Reading

**Be It Resolved That** these By-laws be read a third time, signed, sealed 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 March 13, 2023 and March 17, 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**

314

- a) Confirming By-law #29-23

**Be It Resolved That** By-law #29-23, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held April 6, 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.

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## 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

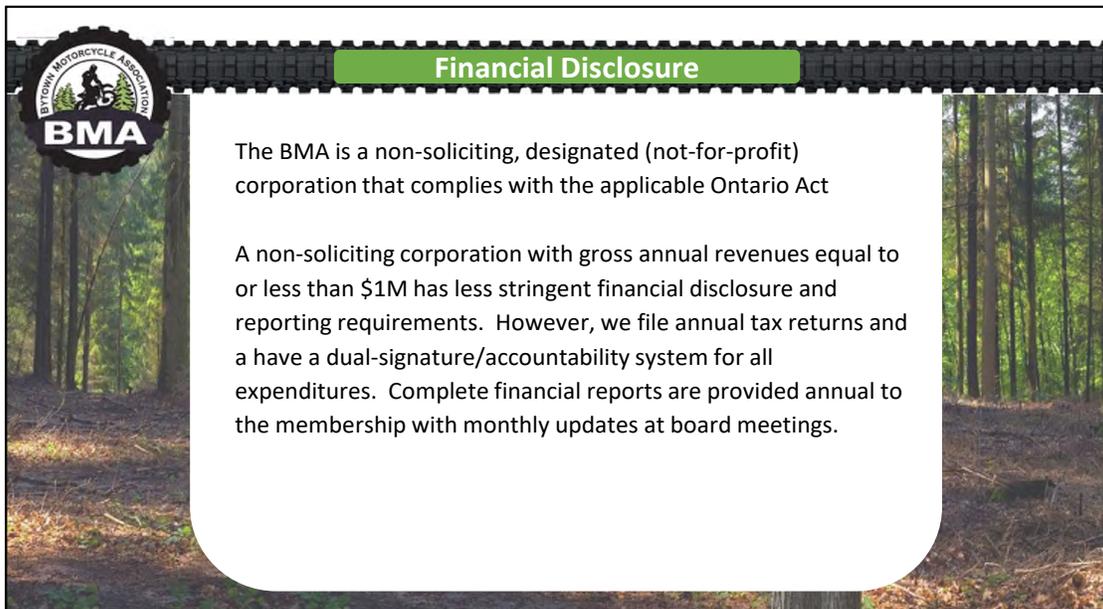





## Financial Disclosure

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

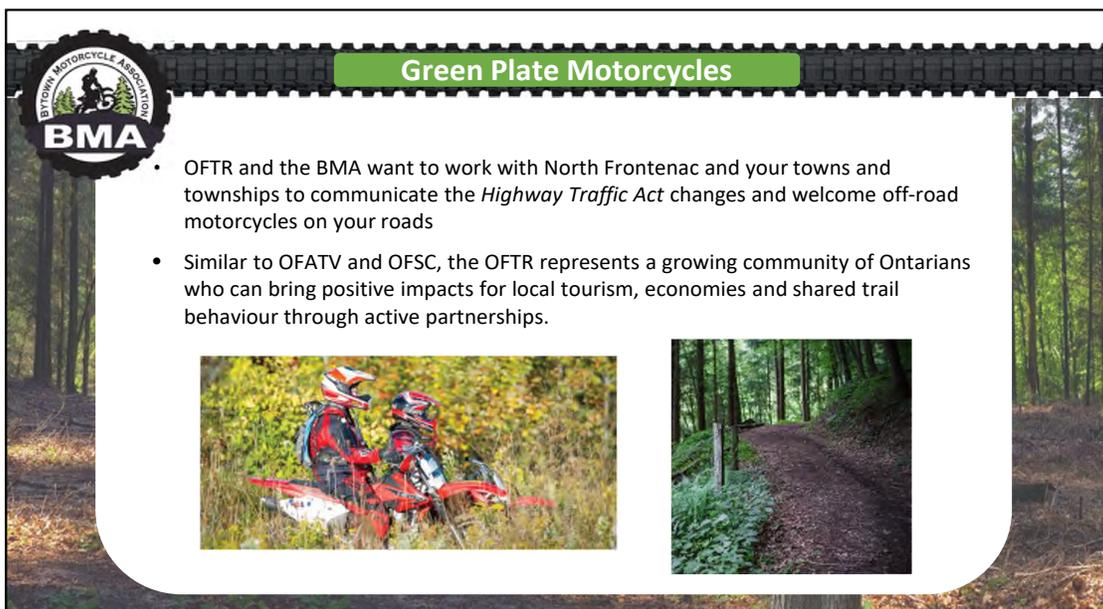
A non-soliciting corporation with gross annual revenues equal to or less than \$1M has less stringent financial disclosure and reporting requirements. However, we file annual tax returns and have a dual-signature/accountability system for all expenditures. Complete financial reports are provided annual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



The slide features a dark, jagged border at the top. The background is a photograph of a forest path. The text is centered on a white rounded rectangle. Two logos are positioned at the bottom: the BMA logo on the left and the Ontario Federation of Trail Riders logo on the right.



## Administrative Report

To: Mayor and Members of Council

From: Matt Walker, Economic Development Officer

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

Date of Meeting: April 6, 2023

Re: 2023 North Frontenac Economic Survey Report

### Background

On August 12, 2022 Council passed Resolution #320-22:

“Be It Resolved That Council receives for information the Manager of Community Development’s (MCD) Administrative Report entitled ‘Short-Term Economic Development Focus’;

**And That** Council identifies Direct Business Support; Promotion and Marketing; and Experience Development as short-term economic priorities until the next Strategic Plan is completed”

**And That** Council approves \$1,500 to cover expenses related to the coordinating of the North Frontenac Winter Festival in 2023 and directs the Treasurer to transfer the \$1,500 from the Economic Development Reserve Fund;

**And That** Council approves \$500 for the purpose of printing of the North Frontenac Visitor Guide, from the Economic Development Advertising/Business Promotions approved Budget.” **Carried**

### Researched By

Matt Walker, Economic Development Officer

### Comments

A Business Survey and a Community Survey were released to the community for the period of January 6 to January 31, 2023. The survey method for each was online and each survey offered respondents the chance to win a prize pack of North Frontenac promotional items. Both surveys were designed to gather local economic data and identify opportunities to address gaps in product and service availability.

2023 North Frontenac Economic Survey Report  
April 6, 2023  
Page 1 of 8

## **Business Survey**

The Business Survey had 17 respondents from 8 different industries. 38% were incorporated, 6 were seasonal and 10 had been in business over 10 years. The Business Survey was broken down into four categories;

- Doing Business – Marketing, customer interactions, revenue and more;
- Workforce – Characteristics about current workforce demographics along with future projections;
- Local Economy – Views on the overall local economic outlook, characteristics and initiative investment.
- Government and Community – Interactions with local government and access to services.

### Doing Business

5.9% of respondents indicated annual revenue before expenses of under \$19,999, 17.6% revenue between \$20k and \$49,999, 5.9% between \$50k and \$99,999, 17.6% between \$100k and \$199,999, 17.6% between \$200k and \$499,999, 5.9% above \$500,000 and 29.4% preferred not to say.

Within the last three years, 4 respondents indicated they accessed Covid-related funding and 2 indicated they have accessed non-Covid-related funding.

24% of respondents indicated that in the next 3-5 years they will likely invest more than \$300k into one business initiative in North Frontenac.

Online presence shows 16 respondents indicating they use Facebook, 1 Twitter, 5 Instagram, 1 Youtube, 1 Pinterest and 2 TikTok. 71% use Social Media, 35% use online advertising and 71% have a website.

Marketing and Government Regulations were each identified as the top current business challenge (29% each) followed by Financial (18%), Supply Chain (12%) and both Cell Service and Upgrades at 6% respectively.

Financial and Government Regulations were each identified as the top future business challenge (23% each) followed by Marketing (18%), Staffing/HR (12%) and Cell Service, Upgrades, Gas Prices, Tourism Products at 6% respectively.

For Payment Method Accepted, 13 Respondents indicated they accept E-Transfers, 7 Cash, 6 Cheques, 6 Credit Cards, 4 Debit and 1 did not indicate.

35.3% of respondents indicated they made 0-19% of their purchases with other North Frontenac Businesses, 11.8% indicated they made 20-39% of their purchases locally, 23.5% indicated they made 40-59%, 5.9% indicated 60-79% and 23.5% of respondents indicated they made 80+% of their purchases locally.

8 Respondents indicated that 0-19% of their customers are North Frontenac Residents, 4 indicated 40-59%, 3 indicated 80+%, 1 indicated 60-79% and 1 indicated 20-39%.

Respondents were asked to score community interaction-related questions on a 5-point scale with the following points, Strongly Disagree, Disagree, Neutral, Agree and Strongly Agree.

- 'My Business Has A Good Reputation In North Frontenac' scored about ¼ past the Agree,
- 'Residents Are Aware Of What My Business Does' scored ¼ below 'Agree',
- Residents Support My Business scored ¼ below 'Agree', 'Residents Refer Others To My Business' scored on 'Agree'.
- 'I am Aware of What Businesses Exist in North Frontenac and Their Products' scored halfway between 'Neutral' and 'Agree' and
- 'I Refer Customers To Other Local Businesses When I am Unable To Help' scored halfway between 'Agree' and 'Strongly Agree'.

### Workforce

The most common average age of workforce indicated by the respondents was 45-54 at 35.3% followed by 55-64 (23.5%), 35-44 (17.6%), 25-34 (11.8%), 16-24 (7.0%) and 65+ at 5.9%.

94% of respondents indicated that they have less than 10 employees with 80% of respondents indicating that they offer 1 or more employee benefits.

Respondents were asked to score training-related questions on a 5-point scale with the following points, Very Unsatisfied, Unsatisfied, Neutral, Satisfied and Very Satisfied.

- 'Satisfaction with the quantity of training offered to employees' scored about 1/5<sup>th</sup> past Satisfied,
- 'Satisfaction with the quality of training offered to employees' scored 1/3<sup>rd</sup> past 'Agree'.

For Projected Workforce Increase in 3 to 5 Years, 1 Respondent indicated a 31 to 50% increase, 1 a 16 to 30% increase, 10 a 1 to 15% increase, 2 indicated no projected increase and 3 did not indicate.

20% of respondents are always fully staffed to meet customer demands with 44% sometimes or more often turn away business due to lack of staff.

92% of respondents recruit through word of mouth at least sometimes yet 85% have never recruited staff through an online platform.

Workforce Barriers were indicated as follows (note that multiple selections were permitted).

- 29% indicated Affordable Housing,

2023 North Frontenac Economic Survey Report  
April 6, 2023  
Page 3 of 8

- 29% Skilled Workers,
- 29% Low Work Ethic,
- 29% No Year Round Work,
- 18% Wage Demands and
- 18% Government Restrictions.

### Local Economy

Respondents indicated the following needed products: Safe Cycling Lanes, Cell Service, Business Association, Grocery Chains, Training and Licensing, Entertainment, Home Sale Office, Restaurants, Bar/Indoor Area, Mechanic/Garage, Lawyer, Tow Truck Services, Plumber, Gas Pumps.

37.5% of respondents indicated that Quality of Life should be the category of economic development most prioritized followed by 31.3% for Investment Attraction, 12.5% for Workforce Development, 12.5% for Marketing and Promotions and 6.3% Didn't Know.

Respondents were asked to score the importance of economic concepts on a 5-point scale with the following points, Not At All Important, Slightly Important, Somewhat Important, Fairly Important and Very Important.

- 'Balanced Growth' scored about 1/3 past Fairly Important,
- 'Vibrant Local Economy' scored 1/5th below 'Very Important' and
- 'Sustainable Infrastructure and Services' scored 2/3rds past 'Fairly Important'.

Respondents indicated the following ideas to improve the local economy; Incentives for local business such as restaurants, Community Improvement Committees, Utilize what we have to offer people coming out of town – trails, Infrastructure, Better connections between businesses, More incentives to start-ups and SMEs, Good quality groceries, Encourage a service club exclusive to North Frontenac, Children's Parks and Concerts, Make it easier to develop subdivisions, Ecotourism, Encourage more home-based businesses, Improved Signage, Less red tape, Municipal Campground, Promote tourism, Market to LGBTQ+ and BIPOC communities, Allow tiny structures.

### Government and Community

8 Respondents indicated that the Township should spend more than \$50,000 on Economic Development Annually, 3 indicated less than \$50,000, 2 indicated nothing and 4 didn't know or preferred not to say.

4 Respondents indicated the Township should invest more than \$150,000 on the Community Improvement Plan annually, 2 indicated less than \$150,000, 2 indicated less than \$100,000, 1 indicated less than \$50,000, 2 indicated nothing and 6 didn't know or preferred not to say.

Respondents were asked to score the importance of various economic concepts on a 5-point scale with the following points, Very Unimportant, Not Important, Somewhat Important, Fairly Important and Very Important.

- 'Low Taxes scored slightly below Fairly Important,
- Inclusivity scored 'Fairly Important',
- 'Engaged Community scored halfway between Fairly Important and Very Important and
- 'Responsive Municipal Government' scored  $\frac{3}{4}$  of the distance between 'Fairly Important and Very Important'.

65% of respondents believe the Township should spend at least \$50,000 on Economic Development Annually.

47% of Respondents believe the Township should spend at least \$50,000 on the community improvement plan.

Respondents were asked to score their satisfaction with various local services on a 5-point scale with the following points; Very Unsatisfied, Unsatisfied, Neutral, Satisfied, Very Satisfied.

- 'Planning Process' scored just slightly below 'Neutral',
- Building Permit Process scored at Neutral,
- Fire and Safety Inspections scored just under halfway between Neutral and Satisfied,
- Economic Development scored slightly over halfway between Neutral and Satisfied and
- Access to Council scored slightly before Satisfied.

Business Survey comments received are as follows:

- "I have many customers I service in the North Frontenac area. The biggest challenge is cell service and many of my customers don't have adequate cell service at their residences. It makes it difficult to look up parts, give quotes, plan service calls efficiently, etc. It would also be nice to have more restaurants/food service to access on weekdays."
- "We should be supporting each other, but many of us do not know each other or where we are located or what we offer. For example, a bus tour taking owners around to other small businesses was proposed, just like the one in Cloyne area and denied by council, even though the funding was already approved. How will we ever grow if council continues to put challenges forth and not support new ideas? How will we grow if the hub of the area is not willing to grow or make any changes? It will be a continuous challenge for the rest of us. I am considering relocating my business elsewhere at this point."

Note: Planning for a business bus tour is underway as outlined in the 2023 EDTF Strategic Plan.

## Community Survey

The Community Survey received 97 community responses with 55% of participants having lived here less than 20 years. 30% have a member of the household under 18 and 60% of respondents who indicated a family income have a household income of \$75,000 or more.

36% of respondents identify as male, 60% as female and 4% did not indicate. 29.9% live in Ward 1, 34% Ward 2, 8.2% in Ward 3 and 27.8% Preferred Not to Say.

9.2% of respondents were between the ages of 25 and 34, 14.3% were 35 to 44, 21.4% were 45 to 54, 33.7% were 55 to 64, 17.3% were 65+ and 4.1% preferred not to say.

19.6% of respondents indicated that when they do not shop in North Frontenac, they do the majority of shopping in Kingston, 12.4% in Greater Napanee, 18.6% in Belleville, 18.6% in Perth, 2.1% in Sharbot Lake, 12.4% in Northbrook, 2.1% Online and 24.7% indicated shopping in places other than what was listed as options.

Respondents were asked to score their satisfaction with the variety of products and services in North Frontenac. Satisfaction was about 10% positive above neutral on a 3-point scale with the following points, Very Unsatisfied, Neutral and Very Satisfied. The needle is pointing about 10% between Neutral and Very Satisfied.

79% of respondents indicated they would pay at least 5% more compared to major urban hubs if products were available locally and 88% do less than 50% of their shopping locally.

Respondents were asked to indicate the biggest barrier to purchasing a particular good or service in North Frontenac, the results are as follows:

- Clothing and Footwear – Availability
- Restaurants – Availability
- Groceries – Price
- Building Materials and Hardware – Purchased Mostly Locally (no barrier)
- Electronics – Not Offered Here
- Crafts and Hobbies – Not Offered Here
- Specialty Foods – Availability
- Furniture/Appliances – Availability
- Pet Supplies – Availability
- Tourism and Recreation – Purchased Mostly Locally (no barrier)
- Automotive – Availability
- Trades – Purchased Mostly Locally (no barrier)
- Accounting and Bookkeeping – Availability
- Landscaping/Yard – Purchased Mostly Locally (no barrier)

- Legal, Real Estate and Insurance – Not Offered Here
- Transportation – Not Offered Here
- Health and Social Services – Not Offered Here
- Pet Services – Not Offered Here

Respondents indicated that the most needed products are Food Delivery, Groceries, Physiotherapy, Dentist, More Contractors, More Gas Stations, Canadian Tire, Rec/Tourism Attractions, Car Wash, Walk-In Clinic, Convenience Stores, Restaurants, Takeout Food, Boutiques, Salons, Family Doctor, Hot Tub/Pool Supplies, Banking, Attractions, Clothing Store, Sports Lounge/Bar, and Hospital.

Respondents were asked to score the importance of various community concepts on a 5-point scale with the following points, Not At All Important, Slightly Important, Somewhat Important, Fairly Important and Very Important.

- ‘Balanced Growth’ scored ¼ behind Fairly Important,
- ‘Sustainable Infrastructure and Services’ scored halfway between Fairly Important and Very Important,
- ‘Low Property Taxes’ scored ¼ past Fairly Important,
- Responsive Municipal Government scored halfway between Fairly Important and Very Important,
- ‘Vibrant Local Economy’ scored 1/3rd past Fairly Important and
- ‘Engaged Community scored slightly past ‘Fairly Important’.

Community Survey comments received are as follows:

- “Reality is this is the “Land of Lakes”. Tourism /cottages key economic basis. The majority of tax dollars come from cottagers. The location, geography and population density effectively makes uncompetitive with urban areas for most goods and services. Let’s have a “vibrant” construction services industry (which we do) to support the local cottagers. Please let’s not use tax dollars/artificial incentives to try to become something we are not...and that adds little benefit to the major tax payers in the region. North Frontenac is in Close proximity to large centers that can provide goods and services at competitive prices.”
- “We need more businesses in the area”
- “Unfortunately without the population centrally located, it’s difficult for business selling goods to grow.”
- “We need more attractions and restaurants.”
- “Need more services and stuff to do in township, not a place for young people or seniors.”
- “I would love to see more senior services. Transportation. Outside work help. Assistance and visits for wellness in times of local disasters. Opening of township halls for heat and food during power outages and spoilage of food.”
- “Proximity, attractiveness, variety, limited hours of operation and quality so important. Hazardous waste is Wednesday but bakery in Plevna is closed on Wednesdays.”

- “Very important that any development is performed in an environmentally responsible manner. NF is very well taken care of region and I wouldn't want to see it degrade.”

**Financial Implications**

None

**Recommendation**

**Be It Resolved That** Council receives for information the Economic Development Officer's (EDO) Administrative Report entitled “2023 North Frontenac Economic Survey Report”.



Seconded By: Councillor Hermer

**Be It Resolved That** Council retires to Closed Session at 9:13 a.m. to discuss information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.

**Carried**

**b) Open Session**

Resolution #: 121-23 Moved By: Councillor Hermer

Seconded By: Councillor Fowler

**Be It Resolved That** Council returns to Open Session at 9:21 a.m.

**Carried**

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

The Mayor advised that Council discussed information provided by the Province and provided direction to Township staff.

**7. Adjournment**

**a) Adjournment of Council Meeting**

Resolution #: 122-23 Moved By: Councillor Fowler

Seconded By: Councillor Hermer

**Be It Resolved That** Council adjourns the Meeting at 9:22 a.m. until March 17, 2023 or at the call of the Chair.

**Carried**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk





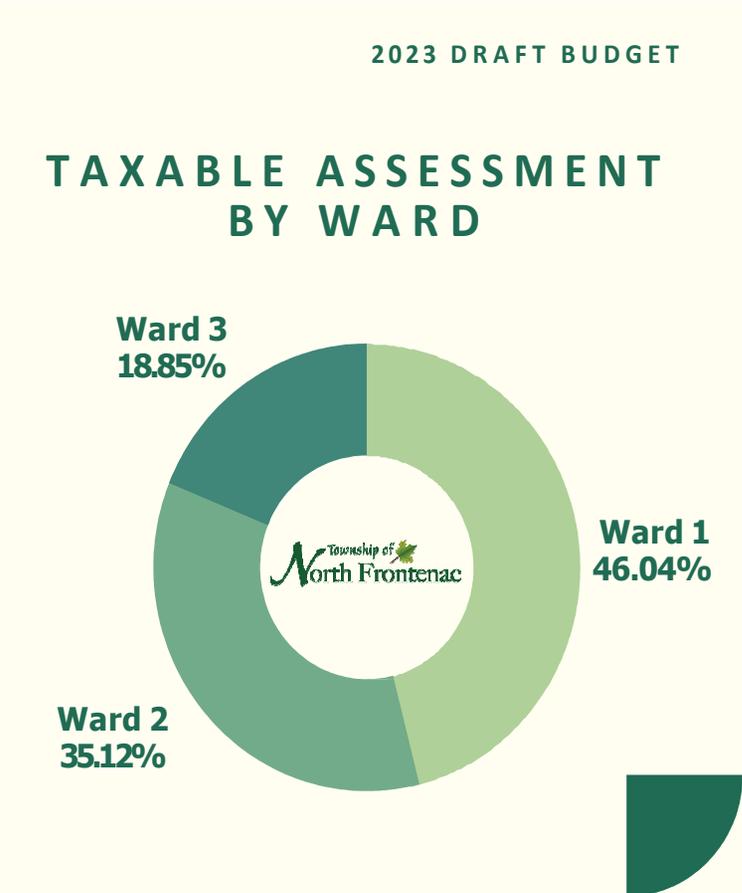


# 2023 DRAFT BUDGET



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March 17, 2023



2023 DRAFT BUDGET

# TOTAL DOLLARS TO BE RAISED THROUGH TAXATION



**EDUCATION**  
\$1,488,888  
+0.79%



**FRONTENAC  
COUNTY**  
\$1,960,027  
+8.43%



**MUNICIPAL**  
\$6,785,257  
+3.85%

YEAR TO YEAR	2023 <small>(proposed)</small>	2022	DIFFERENCE	3.85% increase over 2022
	\$6,785,257	\$6,533,542	\$ 251,715	



# IMPACT BY ASSESSMENT VALUE

**\$100,000**  
Residential Assessment

	Education	County	Municipal	Total
<b>2023</b>	<b>\$153.00</b>	<b>\$208.07</b>	<b>\$720.30</b>	<b>\$1,081.37</b>
2022	\$153.00	\$193.51	\$699.44	\$1,045.95
Dollar Increase	\$0.00	\$14.56	\$20.86	\$35.42
% Increase	N/A	7.52%	2.98%	3.39%

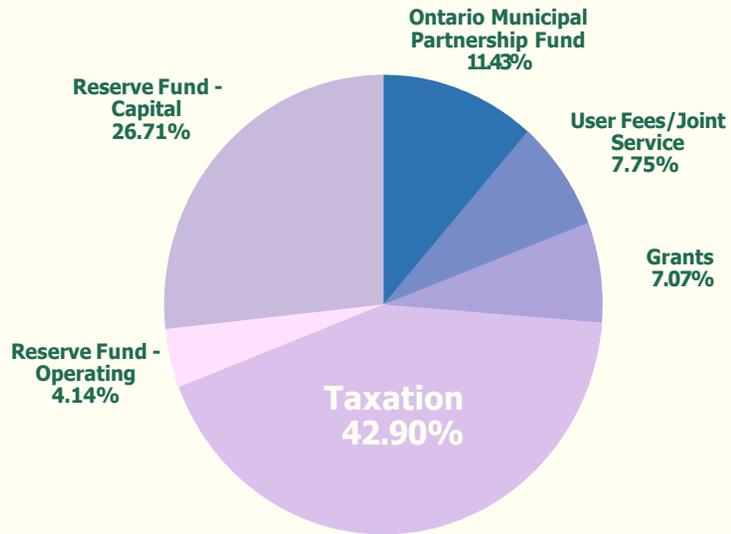
**\$250,000**  
Residential Assessment

	Education	County	Municipal	Total
<b>2023</b>	<b>\$382.50</b>	<b>\$520.18</b>	<b>\$1800.75</b>	<b>\$2,703.43</b>
2022	\$382.50	\$483.78	\$1748.60	\$2,614.88
Dollar Increase	\$0.00	\$36.40	\$52.15	\$88.55
% Increase	N/A	7.52%	2.98%	3.39%

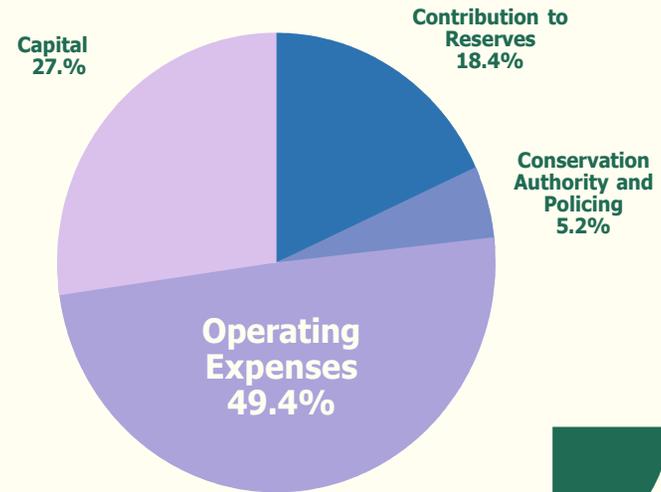
# A LOOK AT PERCENTAGES

(EXCLUDING COUNTY AND EDUCATION)

## REVENUE



## EXPENDITURES



# 2023 CAPITAL ASSET REPLACEMENTS

## 2023 DRAFT BUDGET

### Capital Purchases

**\$4,289,533**  
per Res #40-23

Surface Treatment - various locations	662,000
Guide Rail Program	80,000
Gravel Roads - various locations	326,000
Bridges & Culverts	1,242,325
Electronic Systems	34,000
Building/Facilities Repairs	106,979
Vehicles & Equipment	
Roads	1,325,000
Waste/Recycling	140,000
Fire	96,000
Recreation	14,800
Protection - Communication Tower	262,429

Note: All Capital Purchases are funded from Reserve Funds



# PROJECTS WITH GRANTS

 **Municipal Modernization**

- ➔ Carryover from 2021/22
- ➔ 100% Funding
- ➔ Communications Tower (Res. #117-21)

2023 DRAFT BUDGET

## RESERVES

\$1,739,109	Obligatory Reserve Funds
\$2,652,772	Discretionary (other) Reserve Funds
\$3,102,200	Tangible Capital Assets (TCA) Reserve Funds
\$ 150,000	Reserve (working)
<hr/>	
<b>\$7,644,081</b>	<b>Reserve/Reserve Funds Total</b>



*Thank You*  
**QUESTIONS?**































**Township of North Frontenac  
Personnel and Audit Committee  
Terms of Reference**

**Objective and Responsibilities**

The Committee shall assist Council in fulfilling its responsibilities with respect to the Human Resources required to achieve the Township's objectives; review policies pertaining to staffing, compensation, benefits, and organizational structure and provide recommendations to Council. Assist with the recruitment of Managers and provide direction with respect to the appointment, performance evaluation and compensation of the CAO.

The Committee shall also assist, advise and make recommendations to North Frontenac Council regarding the governance, accountability and controllership responsibilities by ensuring financial risks are being appropriately addressed through strong governance, appropriate stewardship and an effective audit activity. The Committee shall review reports which include budget versus actual, project update and explanations for significant over budget line items.

The Committee may also be responsible for such other matters as directed by Council from time to time. In the case of urgent matters, these may be provided directly to Council for consideration and direction.

The proceedings of the Committee shall be governed by the Township's Procedural By-law.

**Composition of Committee**

The Committee shall be made up of not more than three (3) Members of Council. The Chair and Members shall be appointed by Council Resolution. Public representation is not permitted on the Committee.

The Mayor as ex-officio shall be permitted to attend the Committee Meetings but shall not be permitted to vote and shall not form part of the quorum except in the absence of an appointed Member.

**Quorum**

Greater than fifty per cent (50%) of the Committee is required to achieve Quorum at a Committee Meeting.

**Staff Resources**

The CAO and Treasurer will attend Committee Meetings to act as a resource to the Committee, and provide advisory and technical support specific to the mandate and objectives of the Committee.

The Clerk shall be the Secretary for Committee Meetings.

Other staff may be invited by the Committee or CAO where necessary to address particular matters included in the Committee Agenda.

**Agendas, Motions and Minutes**

The Committee Chair will work with the CAO to determine the business to be included in the Agenda. Agendas will be prepared by the Clerk's Department.

The Agenda will be provided in an electronic format by email to Members and include supporting documentation regarding matters to be addressed at the Meeting. The Agenda will also be provided to other Members of the Committee for information purposes.

Members of the Committee, generally shall receive notice at least five (5) calendar days before the day of the Meeting. For Special Meetings, Members will receive notice at least two (2) calendar days' before the day of the Special Meeting. However, failure to receive the notice will not affect the Meeting itself, including the timing of or any actions taken thereat.

The Committee will pass motions at their Meeting which are recommendations to Council. These motions will be included in the Committee's Minutes. The Secretary will draft the Minutes and provide them to Council in an upcoming Council Agenda.

Council will consider the Committee Minutes and can amend any Committee Motions prior to adopting the Minutes. Once adopted by Council it is understood that Council is approving the Committee's Motions that will now become Resolutions of Council.

**Meetings**

At the time of establishing or appointing the Members to the Committee, the date and time of the Inaugural Meeting will be scheduled. The Secretary will prepare a report for the Inaugural Meeting and the final Meeting of each year to prepare the Meeting schedule for the year.

The Committee is required to meet a minimum of four (4) times a year in order to provide Council with timely information. Additional meeting may be held at the call of the Chair or at the request of Council or Committee.

Committee Members, staff and Members of the public will be permitted to attend Committee Meetings electronically.

All Committee Meetings shall be open to the public unless authorized to be Closed for reasons allowed under the Municipal Act

**Closed Meetings**

A meeting may be Closed to the public if the subject matter being considered falls under the provisions of Section 239 (2) of the Municipal Act, 2001, S.O. 2001, c.25.

**Notice of Meetings**

Notice shall be provided in accordance with the Procedural Policy.

**Roles and Responsibilities of Members, Chair and Secretary**

The roles shall be as set out in the Procedural Policy.

**Review**

The Terms of Reference shall be reviewed periodically and recommend modifications to Council as necessary. Amendments to the Terms of Reference shall be approved by Council.

**Date** January 13, 2023



**Resolution # 02-23**

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

**Moved By:**  
Councillor Huetl

**Seconded By:**  
Councillor Fowler

**Be It Resolved That** Council receives for information the County Planner's report regarding Official Plan Amendment Application #OP01/22 and Zoning By-law Amendment Application #Z08/22; and the comments from the public regarding the proposed development;

**And That** County Planning Staff will review the comments received and provide a detailed analysis and recommendation in a final report to Council at a future meeting date.

**Carried**

Mayor



The above-noted applications have been submitted to permit the establishment of a family based rural cooperative known as the Ompah Palmerston Cottages Rural Cooperative for a property described as Part Lot 30, Concession 4, Part Parcel A, Palmerston Lake, Geographic Township of Palmerston (1099B Lafolia Lane).

The Official Plan Amendment application proposes to redesignate the subject property from Rural Area to Rural Cooperative Area, while the Zoning By-Law Amendment application proposes to rezone the subject property from Limited Service Waterfront (LSW) and Limited Service Rural (LSR) to a site-specific Rural Co-operative Exception Zone (CO-X1).

The purpose of this report is to provide Council with an update on the applications and the next steps to be undertaken by Township staff and the County planners.

## **Comments and Technical Review**

The following is a summary of the status of comments received and the technical review being undertaken.

### Public Comments

A copy of the public comments received in writing are attached for Council's information. Please note that staff will provide a response to public comments in a future comprehensive report that will be brought back to Council when staff are prepared to make a recommendation about the applications.

### Access to Subject Property

The use of Lafolia Lane, specifically the legal right to increase the use of the private lane, must be resolved between the applicant and the owner of the property over which the private lane crosses. Confirmation of an agreement between the two parties needs to be provided by the applicant in writing to the Township Clerk, to the satisfaction of the Township, prior to Council considering any recommendation about the applications.

### Review of Natural Heritage Features

Due to the requirements of provincial Bill 23, More Homes Built Faster Act, 2022, the Mississippi Valley Conservation Authority (MVCA) can no longer provide comments regarding the Natural Heritage Features. The Environmental Impact Study (EIS) included in the application package will be peer reviewed by an outside consultant at the expense of the applicants.

### Lake Capacity and Water Quality

The application package has been provided to the Ministry of Environment, Conservation and Parks (MECP) for review of lake capacity and water quality.

### Spawning Beds

The application package has been provided to the Ministry of Natural Resources and Forestry for comments regarding the fish spawning area off the western peninsula known as "Gravel Point".

### Septic Capacity

The application has been provided to South Frontenac, as Septic Approval Authority, for review of septic capacity. The application package has also been provided to MECP for review.

### Site Plan Control

As per Bill 23, More Homes Built Faster Act, 2022, developments of ten (10) or less residential units are not subject to Site Plan Control. As the proposed development is not a commercial/industrial use and there are less than ten (10) residential units proposed, Site Plan Control cannot be applied. The Zoning By-Law Amendment will set out the provisions regarding permitted uses, setbacks to lot lines and maximum lot coverage, while the Site Plan Control process sets out what is expected of the development (i.e. access, vegetation, building locations). Conditions cannot be applied to Zoning By-Law Amendments, so the Township is unable to require a Development Agreement, which is often used as part of the consent (severance) or minor variance process. Staff are discussing the possibility of entering into a voluntary agreement with the applicants, but it would not have the same legal status as a Site Plan Control Agreement and could not be registered on title to the lands.

### **Attachments**

Attachment 1 – Public Comments

Attachment 2 – Comments from Applicant

**Received: January 12, 2023**

1) Why re-zone versus sub-divide?

Concern:

Whereas the current owners are good land and lake stewards, future consideration should be given as to how a change of zoning opens up the uses for this peninsula to include businesses such as (but not limited to); Construction Yard, Day Nursery, Apartments, Markets, offices, Place of Worship, Retail store, privates school and Wayside pit. (Ref. p. 101 Official Plan)

2) What is CO-X1? I could not find that designation defined.

3) Does the re-zoning meet the intent of the Official Plan?

Concern:

Sec 4.4 CO

Sec 4.4.2 talks to Planning Principles, specifically parts A-C; A. regarding frontage being on a public road that is opened and maintained year-round or a Private Lane. Those are very different features, B. Woodlot land should be preserved and C. talks to buildings where there might be a physical hazard like erosion.

4) Regarding LaFolia Lane – is this private lane capable of accommodating the traffic from 7 additional dwellings plus the construction traffic associated with those dwellings and potential future uses?

In other words, will the lake, the forest and wetlands as well as the lane support the re-zoning with the intention of the Official Plan remaining intact? If accepted, there would be considerable damage inflicted on the Ribbon of Life that surrounds our lake. In particular, the siting of the four waterfront areas with access corridors has not been fully examined. The impact this has on the state of the lake has not been discussed.

- How many people will be occupying the site at a given time?
- How many watercraft tied up to how many docks?
- What is the difference between this and a subdivision?
- How will the co-operative actually operate?
- I am concerned that neither a current nor any Lakeshore Capacity Assessment report has been included.
- Has it been assessed whether this development will change the status of the lake's capacity?

I am concerned that it may not understand that the 7 metre wide corridors within a 15 metre setback are regulated and the usable area is only 2 metres wide. There needs to be more time for owners on the lakes to assess the impact of this application.

On January 12, 2023 Brooke Drechsler, Deputy Clerk responded by e-mail:

The CO-X1 is the proposed Zoning designation of the property if the application is approved at a future meeting. It will be defined in the by-law with the list of permitted uses included. However, the by-law has not been drafted yet.  
With respect to your other comments, I will provide them to the County Planners, applicants and the agent for the applicants for review ahead of tomorrow's meeting.

**Received: January 12, 2023**

I am writing this email to document my objection to the application to amend the official plan and zoning bylaw(s) by Amber and Craig Hall. Specifics include;

Location – Palmerston Con 4 PT lot 30 Palmerston Lake

Owners – Amber Hall and Craig Hall

Agent – Zander Plan Inc.

**Summary Statement**

Recent official plans and bylaws related to development on and around lakes and rivers have been carefully written and structured in the interest of imposing constraints that provide protection of these sensitive areas. Several years ago, policies and regulations were limited in those areas outside of cities and towns and as a result high density clusters of dwellings existed along lakes and rivers. As telecommunications, transportation and utility services improved, an increased influx of residents of nearby towns and cities such as Ottawa and Toronto to waterfront properties has occurred. As a result of this influx, many townships incorporated features within their official plans and put in place bylaws to provide structure and standards to new development that ensures the protection of the township's waterfront area's unique physical and environmental character.

While applications to amend official plans and zoning bylaws are a necessary process from time to time to provide private landowners the ability to execute "***Appropriate Development***", the process is not meant to be used to blatantly circumvent the clear and obvious purpose of the official plan and/or bylaws. In terms of waterfront development, throughout Ontario and other jurisdictions across Canada, official plans and bylaws are in place to limit dwelling density. This application is an egregious attempt by a land owner to circumvent one of the most clearly stated objectives of the townships official plan.

That Objective being..... Section 4.10 Waterfront area....**The Township is characterized by a landscape with many lakes and rivers. The intent of this Plan is to ensure conservation, protection and enhancement of water resources.**

A few statements and requirements throughout the Official Plan that clearly captures the intent and objective noted above are as follows;

- ***The waterfront area of the Township is an important resource, which will be protected. The waterfront setting consists of open space and low density residential land uses on mainland and island shorelines.***
- ***The Waterfront Area on North Frontenac is a unique resource and asset. On this basis, development – including lot creation – should take place only after careful consideration of those recreational, environmental, socio-economic, and aesthetic qualities which contribute to the attraction of the waterfront and shared enjoyment of its lakes and rivers.***
- ***Limiting the density of buildings and structures in the Waterfront Area is an important part in protecting the character of the lakes and rivers in North Frontenac.***

- ***To protect the character of the waterfront in recognition of the different character of individual lakes.***
- ***To retain and promote the Waterfront's unique recreational character within the context of primarily a single-tier of development.***
- ***To recognize and protect the character of waterbodies within a single tier of development around the shoreline with limited, low density backlot development where access permits.***
- ***Waterfront Area Lot Size The following shall constitute minimum lot requirements, unless otherwise specified: (i) a lot area of 0.8 hectares (2 acres); and, (ii) a water frontage of 77 metres (250 feet***

**Lake Trout Waters Not At Capacity**

***The approval of any new lot with shoreline frontage either by means of severance or through Plan of Subdivision, shall be restricted to one single detached dwelling unit together with accessory buildings and shall be conditional upon the structure, and associated private waste disposal systems meeting required setbacks.***

**Observations and Comments**

Proposal includes;

- To place 8 cottages, 3 Gazebos, 2 Bunkie's, 1 Studio, 1 Workshop, 1 Community Building, a Boat House and a trailer site. Site approx. 70,000 square meters.
- Point area totals approx. 18,000 square meters. The area with original cottage totals approx. 52,000 square meters.
- The width of the peninsula is approx. 80 meters.
- Point/peninsula would have 5 Cottages, a Bunkie, a gazebo, a trailer site and a community building. The main area with the original cottage would have 3 Cottages, 2 gazebos and a Bunkie.
- The point/peninsula would have a cottage density of 1/3,600 sq-m and a total structure density of 1/2000 sq-m. The main area would be a cottage density of 1/26,000.
- My property on Palmerston Lake is a total area of approx. 10,000 square meters and is zoned similar to the applicants' property LSW (Limited Service Waterfront). At an approved density of 1/3,600
- Sq.m.....This would suggest that it would be acceptable for me to have 2.78 cottages on my property by rezoning to a rural cooperative. Similarly, all property owners in and around Palmerston Lake.....or within North Frontenac should be within their rights to establish a similar co-operative approach to grossly populate an area of their choosing. That is, of course.....if the township approves such a ridiculous application.
- As pressures increase to replace low-density areas to higher density development, townships throughout the area have ensured Official Plan policies are in place to ensure the protection of their respective townships water front area's unique physical and environmental character. The Township of North Frontenac should not amend the official plan or change zoning bylaws that will circumvent the very purpose of the creation of such plans and policies.
- Palmerston Lake is a Cold water lake and is managed as a trout lake. Lake Trout lakes are rare. Only about one percent of Ontario's lakes contain Lake Trout, but this represents 20-25% of all Lake Trout lakes in the world. Many townships (i.e. Rideau Lakes) require a lake impact study for any

development proposal that would result in the creation of more than three lots or dwelling units. It should be noted that this application does not include a lake impact study.

**Closing Statements**

As a property owner of North Frontenac and Palmerston Lake, it is my expectation that the Township and Council does not approve applications to amend the official plan or change bylaws that have the sole purpose of circumventing the stated intent of said bylaws and plan. In approving applications to amend plans and bylaws, staff and council must always do so with the lens of affording all township residents the same flexibility. It would be absurd to think that a township would allow all waterfront land owners the flexibility to develop rural co-operatives. While the applicants agent has chosen to refer to the Provincial Policy Statement, 2020 in putting forward a position to support the application, she has not recognized that the Provincial Policy Statement and the province's goal is to increase affordable housing. The agent is being disingenuous to use the Provincial Policy statement to support the creation of a cottage community for a property owner's family and friends. Should the owners, Amber and Craig Hall wish to purchase a large parcel of land zoned for co-operative development to create a co-operative consisting of high density primary residences then I would support the development. Further to this, if the owners submitted an application to rezone their property as cooperative for the purposes of creating high density/low income primary residences then it would be appropriate for their agent/Mrs. Zander to cite the Provincial Policy Statement as the justification for rezoning. A waterfront landowner using the rezoning application process to rezone cooperative, under the argument that the request supports the government's Provincial Policy Statement and the goal to increase affordable housing, as a mechanism or argument to provide family and friends recreational waterfront cottages is absurd. When one considers the official plans and designation of co-operatives throughout townships and municipalities is meant to provide low income/ high density primary housing, it would be unethical for the council of North Frontenac to approve such a brazen request.

On January 12, 2023 Brooke Drechsler, Deputy Clerk responded by e-mail:  
I will forward them to the County Planners, Agent for the applicants and the applicants for review ahead of tomorrow's meeting.  
The Public Meeting is intended to gather comments from Council and members of the public regarding the proposed development. A formal report, including comments from outside agencies, will be provided to Council at a later date.

**Received: January 20, 2023**

I don't discourage people wanting to build a new place or improve on what they have but in recent years I've seen modest cottages turned into huge 3000-4000 sq ft mansions which to me is a little much for our small lake. People are now Air Bnbing these places more and more causing more issues in the last few years. It's not like someone renting out cottages on their land where they are there to control renters if they are loud or not being good stewards of our lake. Air BNB hosts have little control when they are not at the property when they're renters are there.

Now I see this proposal for many cottages with a community building on it with large docks on the water. This has me very concerned as this is a business not a person wanting to build a cottage to have a haven to escape to. Boating traffic will certainly increase and it will have a huge impact on this trout lake.

I hope you do the right thing and not allow this to happen. This is not the Muskokas and I feel if you ask others on the lake they would agree.

On January 20, 2023 Brooke Drechsler, Deputy Clerk responded by e-mail:

All comments received will be provided to the Council of North Frontenac; County of Frontenac Planning staff; Tracy Zander, Agent for the applicants; and the applicants for consideration.

Further information regarding these applications will be provided as it becomes available. Please advised if you would like to be added to the circulation list.

**Received: January 19, 2023**

(Email to Sonya Bolton, Manager of Community Planning – responses in bold)

Further to the meeting last Friday I would like to ask you for clarification on a few points. If they are more appropriately directed to another person please let me know.

1. In relation to the desire and expectation that MVCA's input would be obtained, can you confirm (i) is this the case: (ii) when was the document provided to them and who within the CA; (iii) was there a requested or expected time for their response; (iv) what effect will the Provincial Regulations that came into effect January 1 re Bill 23 have on the CA's capacity to respond?

**Please see the response above about MVCA's involvement. The application was circulated to them before the January 1 deadline, but the Township is seeking clarification on their ability to provide natural heritage comments because of the changes through Bill 23.**

2. When did your offices become involved in the application with either with Zander or directly with the proposing family?

**In speaking with Township staff, here is the chronology of the file as I understand it:**

- **The applicants first reached out to the Township in June 2020 requesting a meeting with staff to discuss their proposed development.**
- **A pre-application consultation meeting was held with Township and County staff on September 24, 2020 (please note, this pre-dates my time with the County).**
- **A second pre-application consultation meeting with Township and County staff (including myself) was held on April 22, 2021. Please note that pre-application consultation meetings are required by anyone proposing to apply for planning approvals. The purpose of the meeting is to discuss the proposal with staff and receive feedback about what studies, drawings, etc. are required for a complete application. Until the application is deemed complete by the township, the information is not public. This is a requirement of the Planning Act. The time between the pre-application consultation meeting(s) and the formal application being deemed complete is used by the applicant to consult with the appropriate professionals to complete the required technical studies and drawings.**
- **The formal application for this file was deemed complete on November 22, 2022.**

3. Do you have / can you share information on why the proponents choose to seek this change in zoning versus using the Waterfront Area designation (4.10) in the OP?

**The Waterfront Area policies in the Official Plan apply to all lands generally within 150 metres (500 feet) of a waterbody. They are not a separate land use designation and are intended to be implemented through the zoning by-law. As the Township has a designation specifically for Rural Cooperative Area, anyone proposing any type of cooperative must apply to redesignate their property to this designation in the Official Plan and rezone it accordingly in the township zoning by-law.**

On January 26, 2023, Sonya Bolton, Manager of Community Planning, responded:

Further to your email about MVCA's involvement, we will be meeting shortly with all our conservation authorities to discuss the finer points about their new role under the legislative changes. With respect to the LaFolia Lane application, the Township is seeking additional clarification about MVCA's role with the natural heritage review because the file was submitted before the January 1, 2023 deadline.

Regardless of MVCA's final response, we will be addressing natural heritage issues for all files, even if it means using a consultant as a third-party peer reviewer. We will also be reaching out to MECP for those issues related to lake capacity and Palmerston Lake's designation as a lake trout lake (that work and designation is governed by the province, not the municipalities).

With respect to the questions you sent me last week, please see the responses below in blue text.

Please note that I'm able to answer process questions, but questions related to concerns raised and technical issues that need to be addressed, will be reviewed by staff over the coming weeks with responses to issues included in our future staff report.

**Received: January 31, 2023**

I am writing today to provide my unequivocal support for the Hall family, both in terms of who they are and their intentions with the property at 1099B LaFolia Lane.

I've known Craig and Amber for over 22 years now and I say with confidence that there is no one in my life who have had as much of a positive impact on me personally than these two people. We are not family by blood, but they have treated me like family from the time I met them, and I know there are many others who say the same. They are honest, hard-working people whose word is true and who always do their best for the people around them.

They conduct their business, Equator Coffee Roasters, the same way they live their lives – with integrity, service, and putting people first, whether it be their staff, customers, local community, the farmers who supply their coffee, and others. Equator is a Certified B Corporation and, if you are unsure of what this means, I encourage you to check it out at <https://www.bcorporation.net/>. It's not something that is handed out casually and it should give you confidence in the type of people who at the core of this project.

With respect to their vision for the peninsula on Palmerston Lake, I've spoken with Craig at length about what he's looking to build and how he's looking to do it. I think they've laid it out beautifully in their PDF in terms of the logistics of the site, and I know how much work they've already put into it, but I would just like to affirm my trust in the people behind this vision.

For anyone involved in looking at this, whether it be decision makers or stakeholders, like other landowners on the lake who may have concerns, I can tell you with certainty: you can trust the people behind this. They have the utmost respect for this land and the people who share it – not just those who may share the co-op, but their neighbours and others on the lake as well.

There's a great quote; I don't know who it's attributed to, but I've heard it in various forms many times, and it goes, "How you do anything is how you do everything". If you are at all unsure of how the Hall family will take the responsibility of managing something like this, take a good look at how they run their

business. You'll see the shining beacon that it is in their community. It reflects who they are as people - their character, their people-focused mentality, and their dedication to making a positive impact at every level they can.

On February 3, 2023 Brooke Drechsler, Deputy Clerk responded by e-mail:  
Your comments have been provided to County Planning Staff, the applicants and Tracy Zander, agent for the applications, for review. Reports from the County Planners and Ms. Zander will be provided to Council at a future meeting, addressing comments received from the public.

**Received: February 2, 2023**

I am writing concerning the Hall family and their desire to rezone their family property in Ompah to a Rural Cooperative Zone.

My husband and I have known Craig and Amber Hall for almost 30 years and, although we are not involved in the Hall's venture, we would like to share our support for their proposal.

They are upstanding citizens in the community and their family has a reputation for helping others. They are honest people, full of integrity and they donate their time to many causes. I know that they will contribute in a positive way in Ompah.

On February 3, 2023 Brooke Drechsler, Deputy Clerk responded by e-mail:  
Your comments have been provided to County Planning Staff, the applicants and Tracy Zander, agent for the applications, for review. Reports from the County Planners and Ms. Zander will be provided to Council at a future meeting, addressing comments received from the public.

**Received: February 2, 2023**

I just wanted to take a moment to affirm and recommend Craig and Amber Hall and their application before you. My wife and I have been in business with Craig and Amber for more than 10 years and I can personally affirm their character and generosity. They are people of their word. If they say they will or will not do something, it will be so. They've raised some great kids and I believe if you allow them some room for their application they'll be a great asset in your community.

On February 3, 2023 Brooke Drechsler, Deputy Clerk responded by e-mail:  
Your comments have been provided to County Planning Staff, the applicants and Tracy Zander, agent for the applications, for review. Reports from the County Planners and Ms. Zander will be provided to Council at a future meeting, addressing comments received from the public.

**Received: February 1, 2023**

The Hall family recently shared with me their plans to create an outdoor co-op on the land they purchased a couple of years ago (1099B LaFolia Lane). The project is called Ompah Palmerston Cottage Cooperative.

A project of this size will undoubtedly draw out questions and suspicion from local stakeholders. Some professional, some with unfounded negative emotions. With that in mind, it would be a good idea to send you a message backing up the Hall family's character and capacity to spearhead a project like this.

I have known the family for over ten years, and during that time, they displayed a caring, loving, and honest attitude in all that they do, in business and within their social circle. Their word is gold and is guided by love for their fellow neighbour. As business leaders, they are top of their class. If anyone else who knows the family writes to you about this potential project with regards to this family, the messages will only mimic what I am saying.

On February 3, 2023 Brooke Drechsler, Deputy Clerk responded by e-mail:  
Your comments have been provided to County Planning Staff, the applicants and Tracy Zander, agent for the applications, for review. Reports from the County Planners and Ms. Zander will be provided to Council at a future meeting, addressing comments received from the public.

**Received: February 1, 2023**

I am writing to you on behalf of Craig and Amber Hall and their application to the township for rezoning of 1099B Lafolia Lane [Ompah Palmerston Cottage Co-operative]. I am a frequent visitor to North Frontenac in all seasons. My family and I have enjoyed camping, hiking, four-wheeling, fishing, and boating on or in close proximity to Palmerston Lake for many years.

As someone who loves the natural environment of the township and all it has to offer, I want to write to you IN SUPPORT of the application to rezone 1099B Lafolia Lane and the Ompah Palmerston Cottage Co-operative.

Having known the applicants, Craig and Amber Hall for almost 30 years, I cannot speak more highly of their character, integrity, and trustworthiness. Their vision to see the property on Palmerston Lake *responsibly developed* for the purpose of fostering a legacy of family and community relationships in the beautiful setting of North Frontenac reflects the best of what the people of the township already promote and embody. Their dream is to create a co-operative that *protects* and *preserves* the environmental beauty of the property while also giving others the opportunity to enjoy it responsibly.

The Halls are people of their word. There is no hidden agenda with them. If they say something, you can count on it to be the truth. If they commit to doing something, you can count on them to follow through in a timely and thorough manner.

Above all, the Halls value people. This is evident in ways beyond counting. When they first acquired the property in North Frontenac, they quickly became friends with their neighbours, long-time residents at 1099A Lafolia Lane, Doug and Pam Roberts. Doug and Pam were the fortunate recipients of Craig and Amber's generosity, kindness, and cooperative spirit. As good neighbours, the Halls were regularly helping Doug with tasks around the property, cutting wood, clearing brush, fixing boats, or cutting grass. I know personally, that Doug was prepared to speak in favour of the Halls application. Unfortunately, Doug passed away on December 30th, and so his support for the rezoning was not heard.

The Halls have based their lives and livelihood on putting the needs of others before their own. As owners of a fair-trade coffee business, their model prioritizes a fair wage for coffee growers around the world who would otherwise live in poverty, beholden to corporate landowners. The rigorous standards of fair-trade certification incorporate a blend of social, economic, and environmental criteria. Through the fair-trade business model, the Halls ensure that their partners in Central America, South America, and Africa reap the benefits of their labour with living wages and opportunities for sustainable growth and development for their families.

These values of caring for others and the environment are not limited to their business. I know for fact that these same principles will shape and guide everything the Halls imagine for the Ompah Palmerston Cottage Co-Operative. Without a doubt, this will be demonstrated by the special consideration given to the natural environment and through the respect and neighbourly care they will extend to the people of the Palmerston Lake community.

I believe the Palmerston Lake community and the township of North Frontenac will be *even better* than it already is because of the Halls and their vision to steward their land and relationships with respect and consideration.

It is my hope that this message will serve to offer support for the Halls and their application for rezoning of 1099B Lafolia Lane.

On February 3, 2023 Brooke Drechsler, Deputy Clerk responded by e-mail:

Your comments have been provided to County Planning Staff, the applicants and Tracy Zander, agent for the applications, for review. Reports from the County Planners and Ms. Zander will be provided to Council at a future meeting, addressing comments received from the public.

**Received: February 2, 2023**

We are Scot and Martha Dykema at civic address 3633 and our granddaughters Colleen Coker and Caroline Parson at civic address 3663 on Palmerston Lake. Our properties, located across the lake on the western shore from the proposed property, are boat access, so we do not have a physical address. We would like to comment on Official Plan Amendment Application #OP 02/22 and Zoning By-Law Amendment Application #Z 08/22.

My father-in-law Roger Dykema purchased 100 acres on Palmerston Lake in 1937. The property has over a mile of lake-front and we are proud to say we have maintained the property in its natural state for over 86 years. We own the second largest tracts of land on Palmerston Lake after the Crown Land tract.

In 2012, Mr. Jim Bailey from the Ministry of Natural Resources visited us on our property, walked over some of the trails we have created, and pronounced we definitely qualified for the Managed Forest Tax Incentive Plan as we had promoted, maintained and enhanced the restoration of a hardwood forest. As we were completing the paperwork, and came to our citizenship, the endeavor was unable to be completed as we were not Canadian citizens, but American. That doesn't alter the fact that the forest was and is well maintained.

In 2013, we attempted a lot extension. At this time the 100 acres consisted of 2 separate parcels: the 2 1/2 acres with our more recent cottage built in 1988 and the 97 1/2 acres with the original 1937 cabin on it. After considerable expense for surveying and associated fees, our surveyor, Paul Miller, formulated new property lines which included both structures on the lot extension and the remaining property we planned to sell. The lot extension would thus be 22 acres and the remaining property would be 78 acres.

We have a receipted Transfer FC169102 on 2013 10 17, signed by my husband and myself as well as Clinton (Bud) Clayton, Mayor and Jennifer Duhamel, Clerk/Planning Manager. Subsequent to receiving these papers, the town informed us that we couldn't have 2 structures on a lot extension. Thus we ended up selling the 97 1/2 acres to our granddaughters and we have retained the smaller piece. So now the board is considering the erection of 8 cottages, 3 bunkies, 1 studio, 1 community bldg, 1 boathouse, 1 trailer site, 1 workshop and a floating dock capable of accommodating several boats on 33 acres and we couldn't have 2 structures on 22 acres. Does anyone see a major discrepancy there - other than us?

We have reviewed the proposal and note the acknowledgement of the native wildlife habitat. After the departure of the bull-dozers, backhoes, chain saws and chippers, I'm sure all the little critters will be anxious to return to their homes and environs --oops - what homes, what habitat? That's OK- if they swim across the lake we will have the welcome sign out for den-building and habitation.

This project was made public 30 days ago, with the publics' opportunity to respond limited to 30 days. I would respectfully request that given the overwhelming complexity and size of this venture, that perhaps we might reserve the right to air further comment beyond the initial 30 day time limit. In short, I am totally

perplexed at the time and energy the Town officials have spent considering this proposal. This compound, with the detrimental effects it will most certainly have, most assuredly does not belong on our beautiful, pristine clear lake. I won't take up more time recounting the countless memories we have experienced on Trout Lake (as my husband still calls it). This magical place is the touchstone of our family, now shared by two great grandchildren. I am hoping to be able to look across the lake and see loons nesting (through binoculars) and maybe lucky enough to see eagles landing in the top of a tall pine - as I did several years ago - a youngster (no white yet) and an adult. That sight is far much more preferable than the proposed venture.

On February 3, 2023 Brooke Drechsler, Deputy Clerk responded by e-mail:

Your comments have been provided to County Planning Staff, the applicants and Tracy Zander, agent for the applications, for review. Reports from the County Planners and Ms. Zander will be provided to Council at a future meeting, addressing comments received from the public.

**Received: February 2, 2023**

Honest family oriented people who do what they say they are going to do -respectful of other people and their property. This proposal looks to be the best option for the area compared to other more destructive zoning changes options. Looks like they have done their homework and checked all the township planning requirements.

On February 3, 2023 Brooke Drechsler, Deputy Clerk responded by e-mail:

Your comments have been provided to County Planning Staff, the applicants and Tracy Zander, agent for the applications, for review. Reports from the County Planners and Ms. Zander will be provided to Council at a future meeting, addressing comments received from the public.

**Received: February 3, 2023**

There are many concerns environmentally and socially regarding this possible conversion. I speak as one entirely sympathetic to the cooperative possibility as a benefit both to its members and to the larger community, as Lothlorien Farm has arguably been for the past fifty years.

I feel that there are environmental concerns about this conversion that are insufficiently addressed by an independent agency, and since MVCA may no longer comment on these concerns, the Township should hire an advising agency. Of course, I have no expertise in this regard, nor does Township.

However, as a former member of the Committee of Adjustment, it surprises me that the proponents feel entitled to uses that are not allowed to other owners of properties in the Limited Service Waterfront Zone. I am referring to Place of Worship and Place of Assembly, and perhaps others. I know that these are allowed in the Rural Cooperative Zone, but that is a much more isolated zone, whereas Palmerston Lake is a community that should have a concern in compatible uses. Anyone may worship as they will – that is a private matter, but a Place of Worship is a church.

I also want to refer to the County of Frontenac 2016 Private Roads (Lanes) Study, Section 4.4, which recommends that for either infilling lots or extensions on private lanes, there should be no more than 3 lots without a condominium or subdivision plan. There are considerably more private dwellings than that planned for this cooperative, and the excess traffic on the lane will be a new and possibly intolerable burden on the present cottagers sharing that private lane, especially if some uses attract new traffic.

For all of the above reasons, Township should use the cooperative zone very judiciously. I hope you will consider carefully.

On February 6, 2023 Brooke Drechsler, Deputy Clerk responded by e-mail:

Your comments will be provided to County Planning Staff, the applicants and Tracy Zander, agent for the applications, for review. Reports from the County Planners and Ms. Zander will be provided to Council at a future meeting, addressing comments received from the public.

**Received: February 3, 2023**

I would like to put my support behind the proposed plan for the co-op cottage area. I have enjoyed this area in the past and agree with the proposed addition of relaxation areas along the shoreline of such an amazing lake. This opportunity for others to enjoy nature and the peaceful setting that Craig and Amber have proposed is a bonus for all. I am confident that Craig and Amber would have the best interest of the neighbors in mind with their choice of tenants of the space. Please consider approval of the proposed plan.

On February 6, 2023 Brooke Drechsler, Deputy Clerk responded by e-mail:

Your comments will be provided to County Planning Staff, the applicants and Tracy Zander, agent for the applications, for review. Reports from the County Planners and Ms. Zander will be provided to Council at a future meeting, addressing comments received from the public.

**Received: February 6, 2023**

We have known Craig and Amber for four decades and we experienced community with Craig and his family while he was growing up; now he and Amber and their children are among our closest neighbours in Beckwith Township. Craig and Amber have always been wonderful examples of generosity and integrity. We think that the thorough investigation they have made of the property and their proposal of minimal-impact land use in the form of a family co-operative should meet with the overall land-use plan of North Frontenac. We are certain that they would be excellent stewards of the land and would be wonderful neighbours.

On February 6, 2023 Brooke Drechsler, Deputy Clerk responded by e-mail:

Your comments will be provided to County Planning Staff, the applicants and Tracy Zander, agent for the applications, for review. Reports from the County Planners and Ms. Zander will be provided to Council at a future meeting, addressing comments received from the public.



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# Memo

To: The Mayor and Members of the Council of the Township of North Frontenac  
From: Kevin M. Duguay, RPP, MCIP  
Date: January 13, 2023  
Re: **1099A Lafolia Lane (Palmerston Ward)  
Township of North Frontenac (Part Lot 30, Concession 4)  
Proposed Official Plan and Zoning By-law Amendment Applications-  
Rural Co-op Development (Palmerston Lake)  
(KMD File 2023-04)**

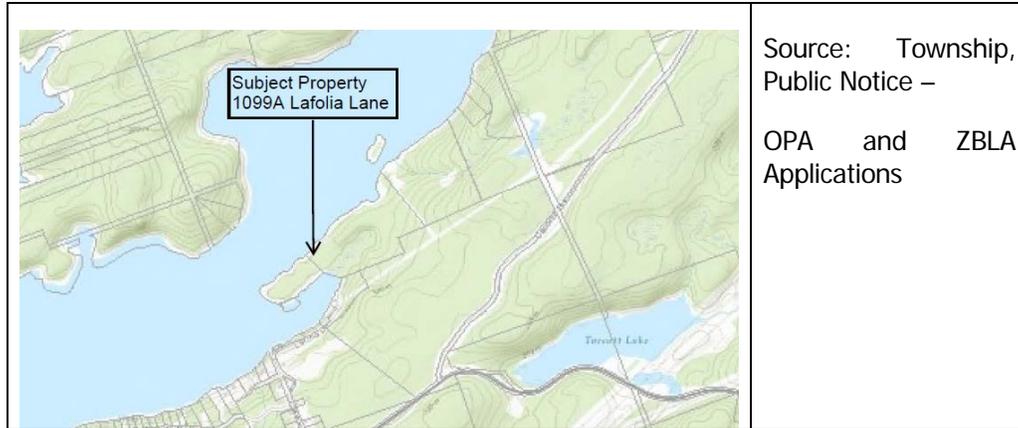
This Memorandum and attached documents have been prepared and filed with the Township regarding the above-captioned proposed waterfront development. I have been retained by Peter Roberts, a owner of property in proximity of the development lands to provided professional planning opinion addressing his objection of said development.

I have been provided all Application documents, background reports- studies through the Township's Clerks office. This has allowed me opportunity to acquire an understanding of the proposed development. Additionally, a site-area tour was carried-out prior to the Township Council meeting.

The Township is processing concurrent Official Plan Amendment (OPA) and Zoning By-law Amendment (ZBLA) Applications regarding the proposed development of the waterfront property known as 1099A Lafolia Lane (Palmerston Lake).

The OPA and ZBLA Applications are scheduled for consideration at the Township's Public-Planning Meeting of January 13, 2023, 9:00 am – virtual format.

## The Property



A co-operative waterfront development consisting of a series of cottages, accessory structures, communal buildings, and waterfront located amenity areas/facilities is proposed, having vehicular access by way of a private right-of-way. This vehicular access is problematic as no approval for same has been granted by the owners of adjacent lands upon which the right-of way access is obtained. My clients have retained legal counsel, and they have provided an initial legal opinion in this regard. I have considered this legal opinion (Kinch-Eddie). This opinion, together with my on-going professional work associated with a range of waterfront developments/ land use applications, confirm that the proposed vehicular access is not permitted, nor appropriate.

### Initial Planning Opinion

**It is my Planning Opinion that the proposed Official Plan and Zoning By-law Amendment Applications do not represent Good Planning and further that, the Applications are:**

1. Inconsistent with the policy directives of the 2020 Provincial Policy Statement (2020 PPS);
2. Not in conformity with the policy directives of the County of Frontenac and the Township Official Plans; and
3. Not in conformity with the general purpose and intent of the regulatory provisions of the Township Zoning By-law.

## 2020 Provincial Policy Statement (2020 PPS)

The following is a summary of pertinent policies of the 2020 PPS as it would pertain to the concerned OPA and ZBLA Applications.

### 1.1.4 Rural Areas in Municipalities

Rural areas are important to the economic success of the Province and our quality of life. Rural areas are a system of lands that may include rural settlement areas, rural lands, prime agricultural areas, natural heritage features and areas, and other resource areas. Rural areas and urban areas are interdependent in terms of markets, resources and amenities. It is important to leverage rural assets and amenities and protect the environment as a foundation for a sustainable economy.

1.1.4.1 Healthy, integrated and viable *rural areas* should be supported by:

- a) building upon rural character, and leveraging rural amenities and assets;
- b) promoting regeneration, including the redevelopment of *brownfield sites*;
- c) accommodating an appropriate range and mix of housing in rural *settlement areas*;
- d) encouraging the conservation and *redevelopment* of existing rural housing stock on *rural lands*;
- e) using rural *infrastructure* and *public service facilities* efficiently;
  
- f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;
- g) providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;
- h) conserving biodiversity and considering the ecological benefits provided by nature; and
- i) providing opportunities for economic activities in *prime agricultural areas*, in accordance with policy 2.3.

1.1.4.2 In *rural areas*, rural *settlement areas* shall be the focus of growth and development and their vitality and regeneration shall be promoted.

<b>1.1.5</b>	<b>Rural Lands in Municipalities</b>
1.1.5.1	When directing development on <i>rural lands</i> , a planning authority shall apply the relevant policies of Section 1: Building Strong Healthy Communities, as well as the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety.
1.1.5.2	On <i>rural lands</i> located in municipalities, permitted uses are: <ul style="list-style-type: none"> <li>a) the management or use of resources;</li> <li>b) resource-based recreational uses (including recreational dwellings);</li> <li>c) residential development, including lot creation, that is locally appropriate;</li> <li>d) <i>agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices</i>, in accordance with provincial standards;</li> <li>e) home occupations and home industries;</li> <li>f) cemeteries; and</li> <li>g) other rural land uses.</li> </ul>
1.1.5.4	Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.

The proposed co-op development has a form, scale and density of development that is not locally appropriate (Section 1.1.5.2 (c)). Similarly, this development is not compatible with the existing pattern of area waterfront land uses.

The development is the equivalent of a subdivision or condominium. It encompasses a range of seasonal residential buildings, secondary residential buildings, accessory structures, waterfront amenities and dock facilities. Collectively, this is representative of an overdevelopment of the concerned waterfront property. The "infrastructure", which in my professional opinion this instance means the vehicular right-of-way, is not equipped properly to accommodate the magnitude of development, not has legal entitlement for same been secured.

**Official Plan**

An OPA Application is required to amend the current designation of the property to Rural Co-op. I have reviewed the applicable policy provisions of the Township Official Plan, particularly Section 4.4.

While this particular land use designation forms part of the Official Plan, it does not necessarily equate into a land use application approval. There is no vehicular access secured for the proposed development, and this is a matter addressed by the Official Plan.

## **Township Zoning By-law**

Several amendments of the Zoning By-Law are required to permit the proposed development. Collectively, some represent a fundamental and significant change in how this waterfront property might otherwise except to be used.

For example, the following require zoning approvals:

- four waterfront docks;
- four accessory structures, within the required 30 metre building setback from the shoreline;
- Walk paths leading to water-front amenity areas;
- Four waterfront amenity areas ;
- A recreational vehicle; and
- Three sleeping cabins.

The forgoing, combined with the existing cottage and the proposed new cottages, represent an over-development of land. The magnitude of development is typical of a tourism commercial – resort use.

## **Conclusion**

**It is my professional planning opinion that the Official Plan and Zoning By-law Amendment Applications are not representative of Good Planning and should not be approved.**

**Additionally, it is my professional planning opinion that the Official Plan and Zoning By-law Amendment Applications are:**

1. Inconsistent with the policy directives of the 2020 Provincial Policy Statement (2020 PPS);
2. Not in conformity with the policy directives of the County of Frontenac and the Township Official Plans; and
3. Not in conformity with the general purpose and intent of the regulatory provisions of the Township Zoning By-law.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "K. M. Duguay", with a stylized flourish at the end.

Kevin M. Duguay, MCIP, RPP

## Site-Area Photographs Drone Footage – Lafolia Lane



**Width of existing Lafolia Lane, creek feature**



**Width of existing Lafolia Lane creek**

## Site-Area Photographs Drone Footage – Lafolia Lane



**1099A Lafolia Lane – north east view**



**1099A Lafolia Lane**

## Site-Area Photographs Drone Footage – Lafolia Lane



## Site-Area Photographs Drone Footage – Lafolia Lane



**Wetland feature/East bay area of  
Palmerston Lake**



**Wetland feature/creek connected to east  
bay of Palmerston Lake**

## Site-Area Photographs Drone Footage – Lafolia Lane



**1099B Lafolia Lane – west view**



**1099B Lafolia Lane – north east view**

## Site-Area Photographs Drone Footage – Lafolia Lane



**Gravel Point Bay shoreline**



**Gravel Point Bay**

January 15, 2023

Tara Mieske

Clerk/Planning Manager

Township of North Frontenac

6648 Road 506, Plevna Ont

K0H2M0

REF: Application for Plan Amendment 1099 A and B Lafolia Lane which is referred to as Gravel Point (Jan 13 meeting to receive comments from the public

(Without Prejudice)

[REDACTED] I would like this letter to be recorded and put against this file.

I am also partial owner of a camp [REDACTED] which backs Palmerston. Although there are multiple owners the camp is not considered a "Cooperative".

My late sister also had owned a cottage on Palmerston and I had a cottage on Mosque Lake at one time.

We have fished Lake Trout and enjoyed the water on Palmerston for years. Thus, we are very concerned about the future of Palmerston Lake as we would like to see it enjoyed by our family in the future.

I am very knowledgeable about Palmerston Lake. My family started renting cottages [REDACTED] [REDACTED] back in around the late 50's and early 60's. Dee had set up a business to own and operate a cottage rental company (I think he had about 8-10 cottages in all). It's a business. The cottages would never be allowed today to build that close to the water and are grandfathered as they would not meet today's standard.

My family eventually bought a trailer and put it in the Palmerston Lake Trailer Park. That Trailer Park had one well and eventually had independent septic systems installed for each trailer. Again, this is a business. The Trailer Park is also grandfathered it would never be allowed in today's environment. The

trailer park has one well and now has a separate septic tank for each trailer (pumped out every year or as required). They also have separate hydro meters.

Other close by examples to what “the Cooperative” is proposing include the Mosque Lake Camp (1950’s) which had numerous log cabins scattered on a peninsula on Mosque Lake. This “camp” had many cottages spread over a large area. It was old and has had numerous septic issues over the years. When it was sold and broken up and there was a lot of issues on how to sell cabins separately. Again, this Camp would not have been approved under the existing laws today.

Then we also have Barnes Island (commonly referred to as Burnt Island by the locals) on Palmerston Lake. This “Fishing Resort” was used to bring in Americans to fish Lake Trout back in the 40’s. It has under water hydro lines, one septic system (not being used as it was connected to building which burnt down say 3 years ago. There are maybe 5 cabins which were built but I think only one is being used today.

I bring this up because all these properties (resorts) are very similar in both in size and purpose as to what “The Cooperative” is proposing on Gravel Point and these resorts/camps would never pass muster today to get built because of the new laws. The proposal that the “The Cooperative” on Gravel Point put forward does not meet the existing Plan/Laws.

The Township and the County has developed plans and there are laws to help protect the lake, environment and prevent neighbors from getting upset about uncontrolled development.

We believe that this new development (Cooperative/business) is trying to circumvent the existing Plan and in doing so they get around having to put in for a Plan for a proper subdivision. They are trying to enrich themselves by growing a property that should only have maybe 2- 3 cottages on it to one with 8 or more plus bunkies. What they are trying to change includes:

Not having to install a proper access road to the property and be built to proper standards for a subdivision to protect the lake and allow access to snow plows, propane trucks and last but not least would be emergency vehicles including fire trucks. Fire truck access is very important if your plan is to have trailers and campsites on your property.

Not installing a proper road thus not protecting from damage to any of the wetlands that could cause erosion of the land.

Other issues include:

- 1) Having said road (without owners' permission) go over neighbor's property to access 8 cottages, community centre, and numerous "bunkies".
- 2) And not having to utilize existing Township Plans
- 3) And having more than 8 cottages plus bunkies and a community Centre in stead of maybe 2-3.
- 4) Docks that are over the size limit.

Also, it was pointed out during the meeting that in the early 90's someone else tried to make more lots out of this property only to have it turned down by the OMB and I imagine by the Township council of the day. Anyway, it wasn't allowed back then and it should not be allowed now.

I attended the meeting January 13<sup>th</sup>. I was lucky to find out about this meeting. I'm sure many of the cottage owners on/or surrounding Palmerston are not aware of this large resort development and probably (maybe will find out this summer). Many of the owners reside outside of the Ontario and many winter in the USA. I request that this proposal be pushed back until the fall to give adequate time for the owners to respond in kind. I further request that the township send out a letter to all cottage owners on Palmerston and on Canonto to notify them of the biggest proposed change to the Lake in years.

I say that because one of the points made by "The Cooperative" was that they said Palmerston was not at Capacity. Thank God for that. We never want to see it at capacity and that's one of the many reasons we are responding to the application. I really think that "The Cooperative" development does have a large impact not only on Palmerston Lake but on Canonto Lake even more. Palmerston is a cold-water Lake (naturally supports lake trout) while Canonto is a warm water lake which is at capacity and is seeing issues with water quality. Palmerston flows into Canonto.

I hate to say this but the old saying that "shit runs downhill" really applies to what "The Cooperative is doing by trying to circumvent the existing Plan. Any sites located on the gravel point peninsula (especially the trailer and camp sites) will maybe have outhouses or not. So "The Cooperative" will pump water from lake to the sites and then use that water to drink, wash dishes, have showers and flush toilets with. The effluent coming from each site will then be ran onto the ground from the trailers/sites and then run down the side of Gravel point back into protected wetlands and then eventually into Palmerston Lake and Canonto (does your coffee taste a little soapy yet?). The soap and detergents will go into the lake. It will then flow from Palmerston down to Canonto causing more issues with their over capacity lake. This combined with the other resorts on the lake will have a dramatic impact on the lake over time.

Another concern (with so many "family and friends" with dogs) is that because of the lack of proper sanitary facilities (built over time trust us?), visitors won't follow the rules and will bath and wash their hair in the lake. It happens today on the lake from campers coming into Palmerston (at both beaches).

At “the Cooperatives presentation” they started off by saying we love the lake and its natural beauty and cleanliness. They said they were concerned with the environment. All good key words to make friends and influence people.

Yet:

Once the public started to comment on the presentation in a negative way “The Cooperative went on the offensive and started almost attacking their neighbors (not friends I guess).

The issue of their road going across neighbor’s property (without permission by the owners to approve an additional 7 cottages using their road) was on full display and when “the Cooperative” said when they drove by their neighbors in the summer and they said at the meeting there was hardly anyone ever there, inferring that added traffic would never be noticed. All that this demonstrated was that “the Cooperative” should mind their own business and not publicly state the owners are not there as this would bring become a beacon for criminals to rob someone. It was uncalled for.

Then when talking about emergency access they used as an example the death of another neighbor to demonstrate their property does meet emergency access. This again was totally uncalled for.

On environmental issues they talked about bringing in a mill to clear cut up trees from the roads they are building. They need the roads for the additional cottage lots and they need the wood to build these very large (not approved) docks. I must assume they think this “Cooperative” is almost a “done deal” and that their Plan will be approved?

This from the same people (or should I say “Cooperative”), concerned about shoreline erosion, and that wants to protect wildlife habitat. These same people/”cooperative” that also have the biggest heavy Wake Rider boat on the lake that for sure causes erosion and effects the nesting of birds and wildlife! (So much for the Loons and going for a quiet kayak ride). It looks like they think they have found a loophole so they can circumvent the existing plans that the township has. So, from a piece of property that maybe could have 2- 3 cottages they want 8 plus out buildings to sleep even more people. They will do this by going over landowner rights by trespassing on their property with a road. Granted their existing “cabin road” may be grandfathered by the good intentions of their neighbors but now they are using this foot in the door to have 7 more cottages build (and outbuildings) for their “family and friends” to use and drive on for access (and how many people/cars is that ????)

Also, this “Cooperative” (which is owned by a husband and wife or numbered company) sounds more like a business or business opportunity (to make money) than it does a family buying a cottage. This should not be allowed on our lake or any lake in the township for that matter. Nothing wrong with making money but don’t try to twist things by calling it a Cooperative to do so. And then compare their “Cooperative” to a coffee shop franchise. Well, I for one are not buying what they are serving!

If this is approved what's to stop other "Wannabe Cooperatives" from forming on other properties around the lake or in the township to circumvent the official plan, in order to make more lots, circumvent the existing rules in order to make money on the back of our Lake. The impact of development on the lake will destroy it. The cottagers on the lake recognize this but "the Cooperative" doesn't care. They are trying to put lipstick on this pig that they call a Cooperative instead of a subdivision!

The following are some other additional points that need to be considered:

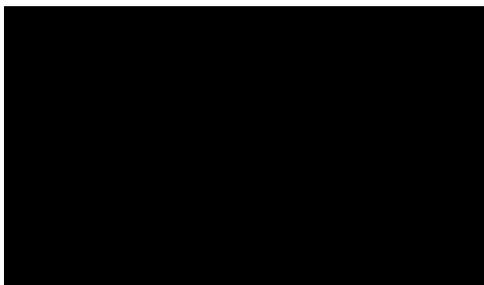
- 1) If (heaven forbid or even better the Township forbids) the issues of taxes (for the Cooperative) should be based upon the same premises as everyone else. There are what would be considered 8 separate lots/building (on waterfront property).
- 2) All of these "family and friends" are going to be using the existing bathrooms and septic systems that are on the property (must be an older septic system not designed for this many people)? Does the first trailer that's there connected to a septic system? What about other future trailers? Will they have septic systems?
- 3) The existing septic at the existing cabin is probably too small and close to lake and should have a new to code for say 30 plus people?
- 4) The "Community Centre" in the Cooperative (Resort) should also have a large septic system and public washrooms for the "family and friends"
- 5) Since clear cutting for the road has already started (ahead of Plan Approval) where in the plan have you described how many trees and vegetation you are removing since erosion seems to be a concern to "The Cooperative".
- 6) There is a trailer already on the site. Does this trailer have water already from the lake and does it have its own septic system to control human waste and the grey water from dish washing or showering or are you just having the gray water run onto the ground?
- 7) What are your plans for "future use" of the extra lots being added onto the property. Are you putting more trailers on subject lots and if so, for how long? Will they become permanent? How are you going to manage sewage in this resort/trailer park?
- 8) We understand there is one trailer possibly 2 today. Again, how many trailers are you bring in (only one is allowed in the existing plan)
- 9) Gravel Point is a major spawning area for Lake Trout in Palmerston. In fact, I believe eggs and sperm were harvested from the Lake Trout were captured at Gravel Point and then transported to the fish hatchery located at the other end of Palmerston. How do you plan to protect this environmentally sensitive area of the lake that "The Cooperative" borders?
- 10) Are you going to install septic systems for each and every "Bunkie" you are constructing on the property to house all the "family and friends".
- 11) You said you are going to make these cottages "year-round" so just how much usage do you see for these cottages in "The Cooperative"/resort)
- 12) Are you going to rent cottages and bunkies out?
- 13) Please explain the ownership of "The Cooperative" and how said ownership is planning to assume ownership of each individual cottage?

- 14) There are concerns about boating on the lake. You already have a large Wake Boat (your planned docks may not fit that boat by the way). Are you planning on having Seadoos as well (in the narrowest section of the lake)
- 15) How are you going to control the noise and pollution on such a large Cooperative/Resort?
- 16) Who do we talk to if a neighbor has issues with noise, pollution and boating events? Who is in charge and responsible?
- 17) Will there be individual title and deed for each cottage/Bunkie?
- 18) The docks being planned are quite large and protrude out at a minimum 24 feet not counting and ramps leading to the docks. They will not meet code. You say this is all the docks but what's to stop someone building more in the future to access the water (in the bay and on the main lake? Will it end up looking like all the other docks on the resorts? (all the stairs built and coming down side of the peninsula)
- 19) The township does not have (nor should it) the resources necessary to control noise, dock building, so how is the cooperative going to mitigate these issues?
- 20) Erosion is a very big concern for this sensitive area on the lake. What's to stop people from installing steps and trails down to the water from these lots/trailers/cottages/Bunkies etc. in the future?"
- 21) Just the impact of having so many "family and friends" using the property with have a big impact on the erosion of Gravel point (its eroding today). How is "The Cooperative" going to control this?
- 22) Since "The Cooperative" seems more like a business, what happens in the future if it's sold? Is it sold as one thing or 8?
- 23) If it's approved what's to stop the Cooperative from doing more applications and trying to get more changes done in the future?

I'm not a NIMBY. I have no problem with anything being built, as long as it as per the existing Plan and meets all existing laws that are in place. But what I don't want to see is the zoning (and other amendments) changed for this property.

How they try and access that property across a neighbors property is another problem that should stop this property from being rezoned.

Thank you for the time and opportunity to respond to this major file. I trust the council will also see through this deception and not approve this application. The people I know on the lake have all said that they do not want this approved.



January 24, 2023

Tara Mieske

Clerk/Planning Manager

Township of North Frontenac

6648 Road 506, Plevna, ON K0H 2M0

My wife [REDACTED] and I and have a cottage on Palmerston Lake [REDACTED]. We are also members of the Palmerston Lake Association and recently became aware that an application has been made to develop land at and around the area of Gravel Point on Palmerston Lake.

I am writing this letter to the township because my wife and I are adamantly opposed to this development.

We purchased our property in 2014. In 2019 we began the permitting and planning for the construction of our cottage. It began with a well and an approved septic system in 2019 while construction of the cottage began in 2020. The cottage was completed and fully inspected in 2021. This was a challenging and expensive process. We had planned for a 2-bedroom cottage but because it had a walkout basement with future plans for an additional bedroom on that level, the township insisted that the septic system be constructed to accept that additional but future bedroom. In this process we also had to agree that our bunkie or temporary sleeping cabin, be turned permanently into a storage shed. This was all in an effort to ensure that our new septic system did not get used to over its capacity and risk polluting the lake.

I have some real concerns about what I have read regarding the development of said property:

1. The formation of a "Co-operative" raises a number of reds flags for us. What does that mean? They appear to be planning several cottages and many out-buildings. Why form a Co-operative and not just purchase the property as everyone else has on the lake?

I believe that using the term "co-operative" is really just a loophole that hides the real intent; which is to build a resort or rental business without commercial zoning, rules and guidelines, brick and mortar and the expenses of everything else that goes with the development of such a commercial resort.

2. The "co-operative" has applied to construct 7 new cottages, 2 new bunkies, 1 Studio, 1 Community Building, 1 Boathouse, 1 Trailer site and 1 Workshop as well as a number of gazebos and docks. It currently also has an existing cottage, a bunkie and out-buildings. 5 of these new cottages, 1 of the bunkies, the Community Building, the Boathouse and the Trailer site are all concentrated on the south-west end of Gravel Point on the narrow peninsula.

When taking into consideration the 30m setback from the high water mark on both sides of this peninsula, there is barely 30m left in order to build everything on the list as well as the proposed access road. The density of this development in this area of the property is something that should be looked at more closely.

3. This proposed development and its density bring other concerns to mind; the first of which is its septic capacity. I can assume that each cottage will have an approved and inspected septic system but what about the bunkies? By their definition, they are sleeping cabins and will contain additional people that cannot fit in one of the other 8 cottages on the property. These inhabitants will also be using the plumbing and will need to be considered when building septic systems.

Does the proposal have plans for washrooms and approved and inspected septic systems at the Community Building, the Boathouse, the Trailer site, the Studio and the Workshop. Any Commercial business would have guidelines around these components and structures. If people are around them and possibly even living in them, then there would need to be proper washrooms and septic provisions.

4. Gravel Point is just that. It is an elevated peninsula consisting of loose gravel aggregate surrounded by water. I frequently kayak in close proximity to Gravel Point early on summer mornings. On any calm morning before the lake is busy you will see a family of mergansers and/or loons in this area. I have also seen schools containing thousands of minnows at the same point. This is all part of a sensitive ecosystem that we all enjoy and want to continue to enjoy for the future.

Based on what I see in this "Co-operative's" proposal, if developed, the steep loose gravel slopes of the peninsula have a great risk of creating erosion. This erosion threatens the vegetation that secures the slopes which in turn threatens the riparian zone and water quality in close proximity to Gravel Point. Ultimately this threatens water quality and fish and wildlife habitat throughout the lake.

5. The road into this site is also a major concern. I have driven this road, having looked at the property in question when it was for sale several years ago. It begins by following the bottom of a steep slope heading upwards away from the property. It then proceeds well inside the 30m setback and for some time comes in very close proximity to both other cottages and the sensitive wetlands at the back of the bay.

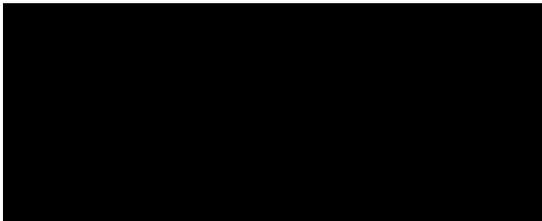
We considered this property when it was for sale and were informed by the township that a road built to municipal road standards would be required before the township would allow development to occur here. I am hoping that this is still the case. Whether it is called a "Co-operative" or not Gravel Point is looking like a resort or a real estate development and regardless will need a road to get large numbers of people and emergency services in and out of this area on a road that does not threaten the environmental well-being of the area.

As you can see we are very much opposed to the formation of a "Co-operative" on Palmerston Lake.

Municipalities have developed rules regarding building codes etc. to protect the health and well-being of each of its citizens and the environment in which we live. We are asking that they continue to be followed in this instance.

Palmerston Lake, Ompah and North Frontenac Township in general have become very important to myself and my family and we plan for that to continue for the foreseeable future.

We thank-you for the opportunity to weigh in on this proposal.



To: Tera Mieske and Council of North Frontenac

January 25, 2023

Re: Public input to proposed Official Plan Amendment Application # OP 02/22 and Zoning By-Law Amendment Application #Z08/22 (known as proposed Rural Co-Operative at Gravel Point area / Lafolia Lane of Palmerston Lake, Ompah)

Tara and Council,

Thank you for the opportunity to provide public input to the subject proposal. I attended the January 13, 2023 public meeting on this proposal via Zoom. I thought it was well organized and run and I made input several times during that meeting. This is now my follow up input for myself and my wife.

My wife and I bought a cottage on Palmerston Lake [REDACTED] in August 2018. We are members of the Palmerston Lake Association.

My wife and I are totally against the subject proposal.

We absolutely love every aspect of our Palmerston Lake experience and hope to do so for many years in the future. It is a beautiful, clean, clear, small lake. We have family on the lake and have made some good friends in our lake community. It is a very special place for us in every sense of the word. When we pontoon boat on the lake we love the shoreline view of a combination of natural Crown Land and cottages. My wife loves to kayak very early in the AM while the water is calm and no one else is out yet. One of her favourite routes is to go along our shoreline to Lafolia Lane then across the lake and back. She always has wonderful stories of loons, blue herons, ducks often with their ducklings and other wildlife she regularly sees close up along the shoreline. My point of this background is that when you have a special and unique place like Palmerston Lake, that you value it and take very special and thoughtful care of it.

Our reading between the lines so to speak is that this proposal is a blatant attempt to get around North Frontenac zoning, building and development guidelines to make a commercial venture, not a "family and friends co-operative". The following factors lead us to this assumption that a commercial venture has been well thought out and planned:

- Property was purchased under the name of Ompah Palmerston Cottage Co-Operative Ltd, not under the owners names.
- One of the background proposal docs provided to the public had an initial plan of 10 additional cottages...ie thinking BIG from the get go. The paring back to still a huge resort type development proposal of 7 new cottages, 2 new bunkies, 1 studio, 1 community building, 1 boathouse, 1 trailer site and 1 workshop as well as a number of gazebos and docks seems to have been due to wanting to get just under the 10,000 L/day daily sewage flow rate so that the septic designs are governed by the Ontario Building Code and the septic permit applications will be made with the Township of North Frontenac.

- The North Frontenac Township has defined a trimmed down but very broad list of co-operative “uses” for this property...single dwelling, mobile home dwelling, private school, bed and breakfast (aka Airbnb) , place of worship, place of assembly, kennel, personal services, live / work setting, office, swimming pool, maple syrup operation, studio. In the January 13th public meeting the owners said “the only uses of co-operative we plan for is as seen on our submitted sties map and in future we may want to have orchard at back of property”. But the North Frontenac Township definition of co-operative “uses” allow them and future owners (if and when the property is sold to someone else) to have a broad range of commercial ventures to develop.

The following are our specific issues with the proposal:

1. Safe road into the site that does not put lives at risk

As we learnt in the January 13<sup>th</sup> meeting from the Robert’s lawyer, a 1993 application for same Lafolia property to be split into 4 lots and 4 cottages was not approved by the OMB due to the “right of way (road) was inadequate”. I have driven down the road into the site in the winter several years ago and found it to be treacherous. In the January 13<sup>th</sup> meeting the owners said they already have road access sign off from one of the Township emergency services, it was not clear which one. It was also not clear if that was some form of verbal input or a written approval / sign off? If it indeed is in writing I suggest that doc be made public. Is the road to municipal standards ? Heaven forbid that an emergency vehicle is not able to get to and save someone if needed in this proposed large resort style site / village of possibly many people from the total of 8 cottages, 3 bunkies, 1 studio, 1 community building, 1 boathouse, 1 trailer site and 1 workshop.

2.Inadequate septic capacity that results in leakage into and damage to Palmerston Lake

The current proposed plan for the total of 8 cottages is:

*“The total daily design sewage flow rate of the property is 9,450 L/day, which is less than 10,000 L/day, therefore the septic system designs are governed by the Ontario Building Code and the septic permit applications will be made with the Township of North Frontenac.”*

But this current septic plan does not include the 3 bunkies / sleep cabins /. If included, they would put the flow rate above the 10,000 L/day level. Further the current septic plan does not include the proposed community building, boathouse, trailer site or studio. The reality is that the overall proposal would be well above the 10,000 L/day level.

Importantly, 5 of the proposed new cottages and their respective septic systems are extremely close to each other – all in the very narrow peninsula on the south-west end of Gravel Point. What are the guidelines of how close just 2 let alone 5 septic tanks can be to each other ? My pragmatic gut feel is that if 5 septic tanks were ever allowed to be as close to each other as they are in the proposed site plan, that they should be much farther back than the normal 30 metres from the shoreline high water mark.

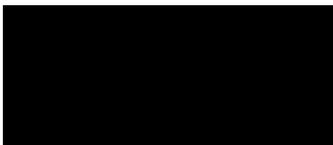
3.A commercial venture of this magnitude will have a significant negative impact on wildlife and our lake

It is difficult to fathom the impact of just one season of weekend “full houses” of an Airbnb or resort complex of 8 cottages and 3 bunkies of people who may have little regard for preserving our beautiful, clean, clear lake and wildlife.... because they may be here only as “short term weekend” residents.

Given our above concerns of this proposal, we have the following next step asks:

1. Can this written input be distributed to and read by all North Frontenac decision makers for this proposal ? I am not sure if this is the current process or if the current process is for the Planning Department to summarize total inputs into a simple number for and number against?
2. Can a representative number of North Frontenac decision makers for this proposal make a site visit to “walk the property”? I realize this is a big ask. My thinking is that this proposal is so unique – the access road, the large swamp area in the centre of the site, the very narrow peninsula to potential house so may cottages and septic tanks that it may be extremely useful to physically see the site. I am assuming the current process may be to just evaluate the site based on looking at the paper site plans and not do a “site visit”?
3. What would be the impact on this proposal if 50% of Palmerston Lake cottage owners opposed the proposal ? My anticipation is that the “oppose” rate would be 50% +. The second part of this ask is to request that a final decision on the proposal is not made before September 30, 2023. This will allow me the time to canvass all Palmerston Lake cottage owners over the summer and ask them to sign a petition to oppose the proposal.

Again, thank you for this opportunity to present our view and for considering our proposed next steps. They are made out of the sincerity of Palmerston Lake being an extremely special and unique place for us.



Palmerston Lake Association  
Ompah, Ontario

January 26, 2023

Dear Ms. Mieske:

re: Official Plan Amendment Application #OP 02/22 and Zoning By-law Amendment Application #Z08/22

We are writing on behalf of the Palmerston Lake Association (PLA) and the North Frontenac Lake Association Alliance (NFLAA) concerning the above application. The PLA represents property owners with shoreline on the lake and others who share our interest in responsible stewardship of the lake. The primary objective of our Association is to "promote the preservation of the quality and character of the lake and the surrounding environment". The NFLAA represents the interests of 16 lake associations in North Frontenac and wishes to assess the potential impact of this proposed change in the Official Plan on all lakes in the Township. We attended with interest the Public Meeting on January 13, 2023. Our interest in this application concerns solely the health of our lake, a designated Lake Trout Lake. We understand that the County Planner has requested that questions regarding the application be submitted before February 3. We have received answers to a number of our questions to date and have the following additional questions:

1. We would like to understand why the applicants have chosen to seek this change in zoning versus seeking severances using the Waterfront Area designation (4.10) in the Official Plan? Is it because the minimum lot size restriction in the Limited Service Waterfront (LSW) area would not be satisfied for the five cottages on the peninsula portion of the property? Are there specific uses the applicants intend for the property that are not permitted uses in the LSW area? What other features of the Rural Cooperative zone do they desire that could not be accomplished by leaving the property as a Waterfront Area?
2. At the meeting, mention was made of an OMB hearing that disallowed an application from previous owners to build four cottages on the property. We believe it is important to understand fully the details surrounding this hearing and the extent to which the findings can be brought to bear on decisions concerning this application. Can the Township provide us with those details?
3. We understand that Mississippi Valley Conservation Authority will only be permitted to report on the natural hazards and regulated wetlands on the site due to Bill 23. Does the Township have a plan to retain an independent consultant to provide a report on natural heritage, lake protection and water quality matters?
4. The 2018 Official Plan was developed using an inclusive community-based process. It identifies Palmerston Lake as a Lake Trout Lake, and, unlike some others in the watershed, as "under capacity". Can the Township provide us with the data sets that were used to determine that Palmerston Lake was under capacity in 2018? Years have passed since the Official Plan was approved and substantial development of lake front properties has occurred since that time. We have not located any information about the present risk status or carrying capacity of the lake. A solid understanding of the status of this sensitive lake in 2023 is critical before a fully informed decision can be made by Council. Is the Township aware of any current information that would assist in determining the carrying capacity at the present time?

5. The protection and enhancement of lake trout spawning beds is of a critical importance. Apart from lake carrying capacity, what measures can be used to assess the current state and associated risk to spawning beds at gravel point?

We would appreciate the opportunity to comment further on the application once we have answers to these questions.

Thank you for your consideration.

Yours truly,

Andrew Waywell  
President  
Palmerston Lake Association

Bruce Moore  
President  
North Frontenac Lake Association Alliance

To: Mayor Gerry Lichty and members of the North Frontenac Township Council (c/o Tara Mieske)

Date: February 1, 2023

Re: Public input to proposed Official Plan Amendment Application # OP 02/22 and Zoning By-Law Amendment Application #Z08/22 (known as proposed Rural Co-Operative at Gravel Point area / Lafolia Lane of Palmerston Lake, Ompah – the “Proposal”)

Mayor Lichty, Ms. Mieske and Council Members:

We are opposed to the granting of the zoning change sought in the Proposal.

Thanks to the foresight and altruism of family long passed, we’ve had the privilege of property on Palmerston Lake in all our collective 179 years, as our land was purchased in 1936 and is still seasonally enjoyed by a 5<sup>th</sup> generation of our family. To say our eyes have seen changes to the lake over these years would be farcical understatement. Change is inevitable of course, whether positive or otherwise, but the Proposal in question is, to us, an inexplicable mutation of the change one should come to expect or understand on the shores of Palmerston Lake.

Our hope is that you and Council will consider the following:

- The Proposal appears to be a, perhaps surreptitious, mechanism in which to develop the subject property for what could be commercial reasons. Other than to skirt existing lake building requirements, why are the applicants seeking this zoning change? Zoning laws and their requirements have evolved over time to protect the lake and are the rules we all adhere to. We do not understand why this Proposal would even be considered given the litany of building and environmental accommodations it would provide to the benefit of one landowner and to the detriment of the rest of the Palmerston Lake community, even if the applicants have no commercial intention. They’ve represented the Proposal is to accommodate “friends & family”. That is merely that - a representation that may or may not be true and is not objectively verifiable as part of the Proposal assessment in any case. If they sell the property, perhaps the next owners will seek commercial use. Their representation is irrelevant.
- The negative environmental impacts, including:
  - Gravel Point is a known Lake Trout spawning area, Palmerston Lake is a designated Trout Lake, and the run-off and other ancillary impacts of such building density<sup>1</sup> on a narrow strip of severely sloped land can have nothing but a negative impact on the resident trout population.
  - The inherent risk of five septic tanks on the narrow strip of Gravel Point.

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<sup>1</sup> We understand the proposal includes 7 new cottages, 2 new bunkies, 1 studio, 1 community building, 1 boathouse, 1 trailer site and 1 workshop as well as a number of gazebos and docks, in addition to existing structures.

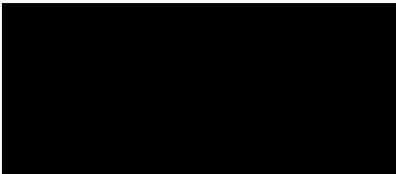
- Due to Bill 23, we understand the MVCA will only be allowed to report on limited matters such as regulated wetlands and natural hazards. Is the Township itself intending to perform its own diligence in regard to natural heritage, lake protection and water quality concerns?
- The long-term impacts and precedent that a zoning change such as this would have. If the Proposal is accepted, then precedent has been set for others. The nature of things is that invariably, this will be used in the future by others, to the detriment of Palmerston Lake.

Lastly, we note that the Proposal applicants have been working on this proposal for years and we, as members of the affected lake public, have been given 30 days to submit questions and concerns. The consultants and other parties hired to support the Proposal have been paid to offer specific points of view on many matters that are, by definition, subjective and not objective. We hope that the Council allows “equal time” for parties in opposition (which we expect to be the entirety of the rest of the Palmerston Lake community who is aware of the Proposal) to engage similar professionals & consultants to offer different perspectives on what is currently a one-sided analysis for which the concluded “impacts” were likely determined before the analysis was done.

The protocol for how these matters are judged or determinations are made is not clear to the general public, and we hope that this will be a contemplative, transparent process which allows for the opposing constituencies to fully develop their objections and concerns. In that regard, we respectfully request that the Council please provide the community with the following information:

- What exactly is the timeline or process to adjudicate this Proposal?
- What are the factors the Council is weighing to make a determination?
- Is this process defined somewhere in township/county/provincial rules? If so, would it be possible to share those with the Palmerston Lake community so that all interested parties have a thorough understanding and can react accordingly?
- When can we expect to have a status report as to where evaluation of the Proposal stands?

We thank you for the opportunity to share our perspectives, which we believe are echoed by the broader Palmerston Lake community.



To: Mayor Gerry Lichty and Members of Council, North Frontenac Township  
Tara Mieske, Clerk/Planning Manager,



Re: Official Plan Amendment Application #OP 02/22 and Zoning By-law Amendment Application #Z08/22

Date: February 2, 2023

Dear Mayor Lichty, Members of Council, and Ms. Mieske:

We are waterfront property owners on Palmerston Lake who are writing to express our strong opposition to the above-referenced application. We feel that this application is an attempt to circumvent the rules that the rest of us abide by and that are in place to protect the environmental quality of the valuable natural resource that is Palmerston Lake. We believe there is no reason that these rules should be changed to favour one property owner to the detriment of others. On the contrary, there are many reasons the rules should not be changed. In what follows, we outline these reasons. We conclude with an appeal to members of Council to reject this application.

## 1. Scale and density of cottage development

We believe the proposed development is inconsistent with the intent of the Official Plan for North Frontenac regarding the density of new detached dwelling developments on Palmerston Lake. The Official Plan states that “limiting the density of buildings and structures in the Waterfront Area is an important part in protecting the character of the lakes and rivers in North Frontenac. ... A strong vision through the policies in this Plan to limit density related to these factors is fundamental.” (Section 4.10.3)

The application suggests that a density of 8 cottages on a 34-acre property is consistent with the Plan. However, we believe it makes no sense to consider the average density of 8 cottages spread over 34 acres when 5 of the proposed cottages are concentrated on the smallest part of the property, the peninsula area we estimate to have a size somewhere between 5 and 7 acres.<sup>1</sup> Thus, the proposal would create the equivalent of lot sizes somewhere between 1 acre and 1.4 acres on

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<sup>1</sup> This estimate was obtained from the Government of Ontario’s mapping tool available at <https://www.lioapplications.lrc.gov.on.ca/CLUPA/index.html?viewer=CLUPA.CLUPA&locale=en-CA>

average on this portion of the property. (We use the term ‘equivalent’ because the application is not, strictly speaking, creating new lots, a fact that is irrelevant when it comes to density considerations.) This would clearly violate the 2-acre minimum requirement set out in the zoning by-law, but we would argue that the minimum permissible lot size on this peninsula should be much larger, given the environmentally sensitive nature of the peninsula as outlined below, and should permit 1 or at most 2 detached dwellings on the peninsula, conditional on acquiring suitable road access and satisfying the water-quality and aquatic habitat-impacts that we also outline below.

Gravel point peninsula has steep slopes that are at risk of erosion from any disturbances such as those that would occur during construction and during the occupation and use of the proposed cottages, bunkies, trailer site, communal areas and waterfront clearings. The Environmental Impact Assessment (EIA) commissioned by the applicants points out that “...the slopes are considered unstable under “worst case” conditions. The results of the stability analyses agree with our field observations on May 26, 2021, where a previous slope failure was observed ...”.

The peninsula has an average width of about 100 metres which, after the 30-metre setback on both sides, leaves a 40-metre strip, on average, along the top of the slopes for the development of 5 cottages, 5 septic beds, a new road, a community building and at least 2 bunkies. A substantial number of soil-retaining trees would have to be felled on this narrow strip to accommodate these structures. The peninsula consists of Pre-Cambrian bedrock according to the EIA completed by Gemtec and is covered with gravel and a thin layer of soil at the top. All of these factors make the risk of erosion high. Erosion carries with it phosphorus and silt that negatively impact spawning beds. The additional 3-metre setback proposed in the EIA to mitigate the risks caused by the very steep slope at the point of the peninsula seems wholly inadequate.

## 2. The potential phosphorus impacts on the lake given the scale and density of septic beds on the property cannot be eliminated.

As one of the pristine Lake Trout lakes in North Frontenac, Palmerston Lake, and its Lake Trout population are particularly vulnerable to the effects of human activities, including the effects of increased nutrients from septic systems. The developers’ application proposes the installation of 5 densely-spaced septic systems on the peninsula of Gravel Point. As we have emphasized, this is a steeply-sloped piece of bedrock covered with a thin layer of soil. Even the best septic systems, as they age, do not contain 100% of the phosphorus 100% of the time, particularly during heavy rain events. Thus, the risk of significant nutrient export to the lake is material. As we are sure members of Council are aware, Lake Trout populations are particularly sensitive to increases in phosphorus concentrations.

We feel it is important to keep in mind that the potential for increased nutrient loading to the lake occurs in the context of rising lake temperatures due to global warming. There is strong evidence that rising lake temperatures make them more susceptible to algae growth and make Lake Trout populations more sensitive to changes in their natural ecosystem. There is troubling evidence that this warming may be related to recent outbreaks of toxic blue-green algae in a number of otherwise pristine lakes in Ontario that have never experienced them before. Examples are Dickson Lake, Lake Leveille, and Ryan Lake in Algonquin Park

(<https://www.algonquinpark.on.ca/news/2017/2017-03-14-algae-bloom-dickson-lavieille-ryan-lakes.php>) and Ramsey Lake and Long Lake in the Sudbury area (<https://www.phsd.ca/health-topics-programs/water/blue-green-algae-cyanobacteria/>). The science underlying the cause of these outbreaks is nascent, but the conjecture among some scientists is that global warming is heightening the sensitivity of these lakes to changes in nutrient loadings to the extent that even a minor increase in nutrients is enough to push them over the threshold, leading to blue-green algae blooms. Global warming is happening, our lake is warming, and we have serious concerns that the scale and density of septic systems in this proposal pose an additional risk that could push us over the threshold. This is especially relevant for the relatively shallow bay and wetland behind gravel point.

### 3. Sewage Flow Rates

The application calculates the flow rate from 8 septic systems based on the number of bedrooms in the proposed 8 cottages to be 9450 litres per day. However, this calculation excludes the 3 bunkies and one trailer site that are also proposed. The 3 sleeping bunkies should surely be considered as 3 additional bedrooms. Adding these to the calculation puts the sewage flow well over the 10,000 litres per day threshold, which we believe means that Ministry of the Environment approval would be required, and that approval would involve a far more detailed assessment of the capacity of the property to assimilate and contain a high-volume flow of sewage into the septic beds.

### 4. The Potential for a Rental Business

We are concerned that the nature of the proposed development creates an opportunity for the current or future owners to run the development as a rental business. There are obvious reasons for suspecting this is a likely future use of the property given the density of dwellings and the nature of the accessory buildings, public areas, and docks. Our concerns are magnified by a comment made by applicant Amber Hall at the public meeting on January 13, 2023. Although the comment was probably meant to appease the concerns raised by a community member voicing opposition to the proposal on the grounds that it could lead to an Airbnb operation, it had the opposite effect. She responded by saying they have no intention to operate the property as an Airbnb “at this point” (the words in quotation marks are verbatim). She may have just mis-spoken but it certainly reinforces the concern over the future use of the development.

If the proposed development were operated as a rental business, the potential number of people present on the site at any one time is staggering: 17 cottage bedrooms plus 3 sleeping cabins and 1 trailer site could easily accommodate 40 people or more. The potential negative impacts of this density on increased erosion of the gravel slopes, increased phosphorus runoff, increased noise levels, and increased damage to shorelines from a significant increase in boat traffic should be given careful consideration in evaluating this proposal.

## 5. Negative Impact on Neighbours

Whether the property is run as a commercial rental business or not, we are very concerned that the sheer volume of people, boat traffic, and noise associated with 7 additional cottages, 3 bunkies, and community buildings would significantly diminish the enjoyment, and market value, of neighbouring properties such as our own property which is directly across the narrowest part of the lake from Gravel Point.

## 6. Independent Assessments of Lake Capacity, Spawning Beds, Hydrogeological Conditions, and Environmental Impact

To the best of our knowledge, there has not been an independent environmental impact assessment of this proposal. We do not question the integrity of the Gemtec consultants but given that they were hired to support the application, we believe it is important to have an independent assessment. Likewise, we are not aware of any assessment of the impact of the proposal on Lake Trout spawning beds or the impact of the proposal on the “not-at-capacity” status of this Lake Trout lake. Finally, our understanding is that a hydrogeological report may be required where more than four residential lots are proposed and which would produce an effluent flow of greater than 4500 litres per day. (Section 4.19.6 (U) of the Official Plan). We believe there is ample reason to reject the application without needing all of these additional studies. However, given the scale and location of development in this proposal, we believe that it should not be given any serious consideration for approval without first completing these additional studies so that a clear understanding of its likely impacts are documented.

## 7. Setting a Precedent

Approval of this application would set a precedent for future development on the lake that would, without question, have significant negative and irreversible consequences for water quality and the ability of current property owners to enjoy the use of their properties. The precedent that would be set by allowing this application would make it possible for any property owner with sufficient shoreline and acreage, of which there are many, to apply for any of the many exemptions requested in this application and to develop their properties in a way that is not, in our view, consistent with the long-term sustainability of this valuable natural resource.

## 8. Conditions have not changed

Finally, we believe there have been no fundamental changes to the conditions on the lake and in the community that would warrant making the proposed amendments to the Official Plan or zoning by-law.

## 9. Conclusion

We would like to request that Council remain open to further input from concerned citizens in the future about this proposal given the little time we have had to assess the application. We know from speaking with other property owners on the lake that there is strong and widespread opposition to the application but that there has not been sufficient time to discuss the possibility of engaging in collective actions, if necessary, such as seeking expert advice that would level the playing field in responding to the developers' application.

We would like to conclude by thanking members of Council and township planners for your service to the community and for providing the opportunity for input from the public on this issue. And we thank you for taking the time to consider our concerns. We implore you to reject this application.



February 2, 2023

North Frontenac Council

I am the Father/Grandfather of the Hall family applying for Re-zoning for the Ompah Palmerston Cottage Co-operative. We have lived in Carleton Place since 1983 on a farm which we purchased with four other families. Our sons all went to local schools until university and maintain good relationships with old friends.

My wife and I formerly were members of the North Shore Estates Cottage Association through our ownership of an offshore lot which was part of that cottage development. We were preparing to build a cottage when the death of our son broke our hearts and our plans. We subsequently sold the lot and the young couple who bought it have now built a beautiful cottage on the site. We subsequently bought a cottage on Turtle Lake near Plevna and were there from 2012 to 2020. All to say that we have been residents in North Frontenac for nearly twenty years.

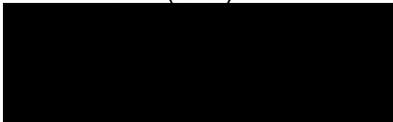
Craig Hall is our youngest son and is the moving force in the development of this imaginative plan for a family co-operative. His inspiration for co-operatives comes from his involvement with third world coffee co-operatives which supply Fair Trade Coffee for Equator Coffee. That vision came from a short term humanitarian trip to Latin America when he was a high school student. He moved toward fulfilling that vision by obtaining a degree in international development. That foundation moved him to form Equator Coffee with his wife Amber. Amber was a high school teacher specializing in Math and Computer Science. She taught in Deep River and Arnprior high schools prior to becoming the CFO of Equator. They generously support School Box, providing supplies and schools to communities in Nicaragua and north west Ontario.

It is important for you to realize that a Co-operative conserves much more land than developments such as North Shore Estates. Craig has laid out a chart showing exactly how this is accomplished. Co-operatives are grass roots democracies and require personal commitment and co-operation beyond any typical development.

I realize that there are people who see more development on the lake as a threat to the environment. You will observe that this plan has been developed with regard to all the guidelines required. I appreciate your concern to protect this beautiful lake from degradation. We share that concern and believe this plan meets all the requirements of the various levels of government and is more conservation friendly than even the other cottage lots that exist.

I request your impartial and wise consideration of our application.

Yours sincerely,  
Ken Hall (Rev.)



February 1<sup>st</sup>, 2023

Tara Mieske – Clerk/Planning Manager  
C/O Township of North Frontenac  
6648 Road 506  
Plevna, Ontario K0H2M0

RE: Official Plan Amendment Application #OP 02/22 and Zoning By-law Amendment Application #Z08/22

[REDACTED] I am writing this letter to oppose the proposed Gravel Point Official Plan and Zoning By-Law Amendments referred above.

I am a third-generation family member of waterfront property owners on Palmerston Lake, which my grandparents originally purchased as 100 acres in 1937 and hand-built a small cabin on it. In 1988, the property was severed into 2.5 acres and 97.5 and my parents built a second cabin just down the shore on the smaller lot. In 2013, my parents applied for, financed a land survey and were approved for a 'lot extension' to reconfigure the property into two separate parcels – one 22-acre lot, which included both buildings and one 78-acre completely wooded lot, which we are proud to say has been virtually undisturbed and in its natural state for well over 85 years. The 'lot extension' did not involve any new structures or change of any kind to the property.

To ease the ever-increasing financial cost of maintaining the property for many decades, my parents made the very difficult decision to sell the 78 acres in 2022. We were extremely fortunate enough to sell within our family, thus allowing our precious property to continue to remain 'intact' as a legacy to our children, just as my grandparents / parents had always intended.

At the last minute of the finalization of the sale last summer, my parents were informed that they could not have two structures on a 'lot extension'. This - the 'lot extension' which was approved, signed off and completed with the Town (9 years earlier) in 2013. Since the 'lot extension' was now viewed as invalid, we were forced to separate the buildings back onto the original two separate parcels – 2.5 acres and 97.5 acres. Thankfully, we were still able to keep both properties within the family, but at an extremely emotional and financial cost in all aspects to all our family members involved. Needless to say, Palmerston Lake and Ompah have been the absolute heart and soul of our family for over 85 years.

I'm only explaining our particular situation to make this point in relation to the Gravel Point Co-Op development: How is it that we wished to simply make a quiet land transfer and sale of property within our own family, complied with all the rules and regulations that were approved by the Town and then later learned were not allowed to have two structures – (mind you, that's *two long-existing already established structures*) on a 'lot extension', BUT the Gravel Point project proposal consisting of seven (7) new cottages, a workshop, studio, two (2) additional sleep cabins, a communal building, storage building, three (3) gazebos, a boat house, trailer site, as well as three (3) communal docks and water access points on basically a quarter of the

size of our property – is even given ANY consideration? I understand that as time passes and families expand, it's likely that a new cottage or two will be added to properties. That's natural. But that's something that I would think happens gradually over time. I'm wondering why there are essentially 13+ new buildings, docks, trailer site, etc., being proposed at one time and how big of a family and friends is this Co-Op going to accommodate? My biggest concern (barring the obvious visible scars on the land and negative impact to the flora and fauna) is what kind of a precedence will this set for potential future 'Co-Ops' on the lake? I just hope that we don't get to a point of no return only to realize it after the damage is done.

This doesn't even account for the environmental and physical damages that, in my mind, will likely result from the project development. I personally have been fortunate enough to actually see the magic of the renowned Palmerstown Lake indigenous Trout literally spawning in the clear-water shallows at the tip of Gravel Point in the Fall months. There's no doubt (in my mind) that those spawning beds would be disturbed or even disappear with the magnitude of construction/destruction of the proposed 'Co-Op Colony' on Gravel Point.

There is a palpable, inexplicable, magical essence that Palmerston Lake has. We, as the temporary care-takers of the Lake, have a responsibility and owe it to protect and preserve it the best way we can.

Thank you for your time and consideration of my thoughts.



March 10, 2023

County of Frontenac  
2069 Battersea Road  
Glenburnie, ON  
K0H 1S0

Township of North Frontenac  
6648 Road 506  
Plevna, ON  
K0H 2M0

**RE: Official Plan Amendment and Zoning By-law Amendment  
1099B Lafolia Lane  
Township of North Frontenac  
Applicants: Ompah Palmerston Cottage Co-operative**

In response to the public and agency comments received to date on the above-noted applications, we are providing the following responses, based on the general categories of comments received.

#### **Environment**

The environment is of vital importance to the applicants. They have been and will continue to work with all advising and approval bodies to implement their plan with the lowest environmental impact possible.

- Lake Capacity and Impact including Trout/Wildlife – the intent is to minimize waterfront zones/access points compared to severances or a subdivision by having several common/shared access points only conservation experts advise not to “over-use” one waterfront access point but to manage access points to mitigate impact on a single site. The proposal would avoid water access and includes increased setbacks at Gravel Point.
- Impacts of construction on the lake – all appropriate precautions would be used to mitigate erosion or damage to waterfront vegetation. Construction can be done to minimize disruptions to the soil (i.e. limit size of cottages to 1600 square ft. footprint, use helical posts vs. foundations, increase setbacks at sensitive areas, silt fencing or

similar protective measures during construction, etc) These measures and others will be used to minimize environmental impact.

- An Environmental Impact Study was required and completed to assess the natural heritage features on and abutting the subject property; a peer review will be conducted to evaluate and recommend any further mitigation of impacts to the lake and land.
- With the exception of the shared water access points shown on the site plan, all development will be *at least* 30 metres back from the high water mark, protecting the ribbon of life corridor along the Lake. The intent is to share waterfront access points and reduce impact by spreading out development over 15 acres and only access the waterfront at points without a steep hill or sandy soil. There will be NO water access points at the **end** of the peninsula known as Gravel Point.
- Erosion/Gravel Point protection - See above as well; the owners are also seeking input into how to prevent further erosion at Gravel Point through discussion with the Conservation Authority
- Density on Narrow Peninsula – concern has been raised regarding the “small area” and density of development; this confusion may have occurred due to incorrect addressing in the North Frontenac mapping tools. The area that is proposed for cottages is at least **15 acres** and not “small”. The site drawing is to scale and if reviewed carefully will clearly show the size of the property. The rationale in the site plan regarding proximity of cottages to each other is to provide individual privacy for shareholder cottages. This means that each cottage is spaced out generously from each other; this plan represents a LOW-DENSITY residential project.
- Forest/Wetlands Preservation – at the time the property was purchased, it was severely overgrown; the intent is to properly manage the forest and improve areas that are exposed to erosion using Conservation Authority recommended practices. The site plan has been devised to avoid development near the wetlands entirely.

### **Servicing**

All required studies to demonstrate appropriate servicing have been completed and are being peer reviewed. The owners will comply with all recommendations and limitations.

- Septic – multiple onsite reviews have been conducted and a servicing report has been produced; it has been determined that there is more than adequate soil, drainage and room to create onsite septic systems, which have been proposed; all are located greater than 30 metres from the high water mark of the Lake. Capacity, proximity, servicing of

trailers, bunkies and accessory buildings have been addressed in the servicing report which is being reviewed by the septic office. Not all structures require septic and water; outbuildings, garages and the community building do not have bathrooms proposed. Members can use facilities that are near by in their cottages.

- Trailer site – this is intended for a short-term visitor and not for long term trailering; the trailer will dispose of their own septic at an appropriate facility off site.
- Water – fresh water for household use is proposed to be drawn from the lake vs. drilling wells.
- Hydro – the goal is to be off-grid with roof panel solar power and propane appliances.

### **Access/Lane**

An existing agreement is in place to maintain the lane to Township minimum standards. Currently it has been agreed that all parties will share the cost of lane maintenance. The owners are also willing to contribute to the cost of any required upgrades but as they are not proposing anything more than continued residential use, it is not expected that that would be needed. The primary use of the subject land is not changing (waterfront residential - not commercial – and single ownership). Additional traffic is recognized, but typical traffic would be expected to be once in and once out on a weekend, not constant coming and going.

- Lane conditions can be evaluated and owners will contribute to any necessary improvements
- Additional Traffic is not expected to be significant, as property is for family and member use only
- Emergency/Large Vehicle Access has been considered by the Township’s Fire staff and can be discussed further if needed

### **Land Use/Purpose**

The proposal for the site is waterfront residential use through a single owner; no land division or lot creation is taking place. A subdivision would result in the creation of separate lots; this is intended to be a single ownership structure on one large parcel of land, with the sharing of some onsite amenities and common water access points, for family/member use only, and therefore a subdivision is not appropriate and is not proposed on the site. The Official Plan and Zoning By-law Amendments will define the uses that would be permitted on the property. Commercial uses will be excluded from the site specific Rural Cooperative zoning that is proposed on the site. There is no intention for AirBnBs or any commercial-type

accommodation. Known friends and family members may visit the site with cooperative members, the same as friends and family may visit any other waterfront lot, but no commercial rental is proposed or would be permitted. At least a few of the cottages will be suitable to year-round retirement living, not just seasonal use.

- Business/Commercial uses will be excluded from the site-specific zone
- AirBnB, resort and rental accommodation is not part of the proposal
- Year-round usage will result in the future for at least some of the cabins
- The permitted uses on the site would be scoped in the site-specific zone

### **Site Plan**

Site Plan Control is no longer a tool that can be used to regulate development by the Municipality, for housing developments under ten units; however, site specific Zoning will regulate the use, setbacks, etc. Further, the Cooperative has voluntarily agreed to enter into a development agreement with the Township to help regulate development on the site. Cottage sizes will be kept to a maximum 1600 sq ft. The proposed dock sizes meet current bylaws (ie they are not oversized). Three additional waterfront access areas and the proposed accessory buildings, to be shared by the 8 cabins across the 34 acre property, are minimal compared to what would be allowed if the property were severed into individual lots. This is a 20-year plan, if fully implemented, and no additional development is proposed.

- Waterfront Area size and features can be controlled through the site-specific Zone
- Dock Size/Quantity can be controlled through the zoning
- Cottage maximum size and quantity can be controlled through the zoning
- Owners have voluntarily agreed to enter into a Development Agreement to regulate development on the site

### **Official Plan**

Rural Cooperatives are identified as a potential land use in North Frontenac, in areas designated for Rural Cooperative on the Schedules to the Plan. Where they don't already exist, property owners can apply for an amendment to the Official Plan to permit this use. The Official Plan policies do not prohibit the creation of co-operatives on waterfront properties. The intent of the Official Plan policies is a "single planned development on property owned in common, such as an incorporated co-operative or non-profit organization, land trust or family farm where the

ownership and responsibility for the maintenance of all land uses, buildings, services and general management rests with the members.”

- The proposed Official Plan Amendment would establish a coop as a permitted use on the subject property, with access via a private road, and a single ownership structure
- A detailed, scaled plan has been provided to show how the site is proposed to be used
- Uses will be further regulated through the Zoning By-law
- Setbacks to protect the water have been considered in the site layout
- The Official Plan does contemplate the use of a Development Agreement to regulate the site; the owners have voluntarily agreed to enter into a Development Agreement to regulate development on the site

### **Co-operative Questions**

A summary of the Cooperative plan is included in a separate document.

- Subdivision and severances result in the creation of new lots. This proposal is intended to use the entire property as one lot under one ownership structure which is the co-operative.
- Ownership Succession is built into the co-op’s policies and bylaws.
- Bylaws/Operating Guidelines are managed by the co-operative.
- The cooperative is prepared to enter into a Development Agreement with the Township to regulate development.

### **Process**

The project is following the process under the *Planning Act*, and as prescribed by the County and Township policies. It takes time and investment. A lot of background work and analysis was required by the property owners and their project team prior to filing the application forms. Any work done on the site to date has been to deal with falling trees, maintenance of existing property, improving lanes and safety, as well as clearing of space for a future garage/workshop and mill area in back section of lot zoned Rural (which is allowed within current zoning). Space was also cleared for one grandparent's trailer (also allowed within current bylaws).

- Requests for Additional Time/Notification are at the discretion of the Township and County

- Any work done on the property was to clean up the site and establish a spot for a single trailer to locate

### **Lake Life**

The owners have already been on the lake for 3 years and hosting friends and family who will be a part of the co-op. Seven additional cottages does not mean 7 additional power boats, as they will be sharing their existing boats with other coop members, and sharing common water access points. They do not own a wake boat, nor do they intend to purchase one. The overall goal of the co-operative is quiet, respectful enjoyment of the land and lake and this will be a requirement of membership.

- Boating traffic and noise are not anticipated to be any different than any other waterfront family property

### **Proposed land uses**

The following are the proposed uses for the site-specific Rural Cooperative zone (with the uses to be removed struck out).

#### **4.10 Rural Co-operative – CO – Exception (RC – Exception)**

*No person shall use any land or erect, alter or use any building or structure in the Rural Co-operative Zone except in accordance with the provisions of this Section and any other relevant sections of this By-law.*

##### **4.10.1 Permitted Uses – Principal**

- ~~Agricultural Use~~ – except possible orchard – on area in previously designated LSR
- ~~Commercial Greenhouse~~
- ~~Construction Yard/Contractor’s Yard~~
- ~~Continuum of Care Facility~~
- Day Nursery
- ~~Dwelling – Apartment~~
- ~~Dwelling – Duplex~~
- Dwelling – Mobile Home
- ~~Dwelling Row~~
- Dwelling – Single Detached
- ~~Industrial Use – Class I~~
- Live/Work Unit
- Maple Syrup Processing and Sales Establishment
- ~~Market~~

- Office
- Personal Service Establishment
- ~~Place of Assembly~~
- ~~Place of Worship~~
- ~~Printing and Publishing Establishment~~
- ~~Retail Store~~
- ~~School – Private~~
- Studio
- ~~Wayside Pit~~

**4.10.2 Permitted Uses – Accessory**

*The following accessory uses are permitted subject to the General Provisions in Section 3.*

- Accessory Buildings and Structures
- Backyard Chickens
- ~~Bed and Breakfast~~
- Garden Suite
- ~~Hobby Farm~~
- Home Based Business
- Kennel
- Secondary Dwelling
- Swimming Pool

We look forward to continued discussion with the County and Township, as well as the public, to bring this project to reality.

Respectfully,

Craig and Amber Hall on behalf of the applicants

Tracy Zander, ZanderPlan Inc.



1099B LAFOLIA LANE

Ompah Palmerston Cottage Co-operative

A FAMILY  
LEGACY

Our co-operative is a multi-generational organization that is an intentional community for sharing the best of cottage and family life.  
This is about family.





2023

## THE DREAM

An opportunity to build a family legacy in a beautiful place.

## NOT A BUSINESS

The main function of the co-op zoning is to allow for more cottages and to provide a governance structure, not to add business uses. In effect, the land uses will remain the same as regular waterfront zoning.

## SUSTAINABLE PLAN

It will likely be 20 plus years for the structures to be built- but it is about the dream and a place to do it

A CO-OPERATIVE - GOOD IDEA!

When we decided to purchase this property, we immediately formed a co-operative for the purpose of shared ownership of the land in the future.

It was very exciting to us that the zoning for a co-operative was in place in North Frontenac. We visited the Lothlorien Co-operative to learn about their experience as a co-op for the last 40 some years.

Co-ops have different values than private ownership.

They value:

- sharing
- community
- education
- good governance
- democracy

WE CHOOSE A CO-OP



FOUNDING MEMBERS ARE ALL FAMILY

The co-op founders are Ken Hall, Lois Hall, Craig Hall, Amber Hall, Joel Hall and Sam Hall.

Amber and Craig Hall have a fair trade organic B-Corp Certified coffee company called Equator Coffee Roasters. They daily live out their values of ethical, environmental and social responsibility.

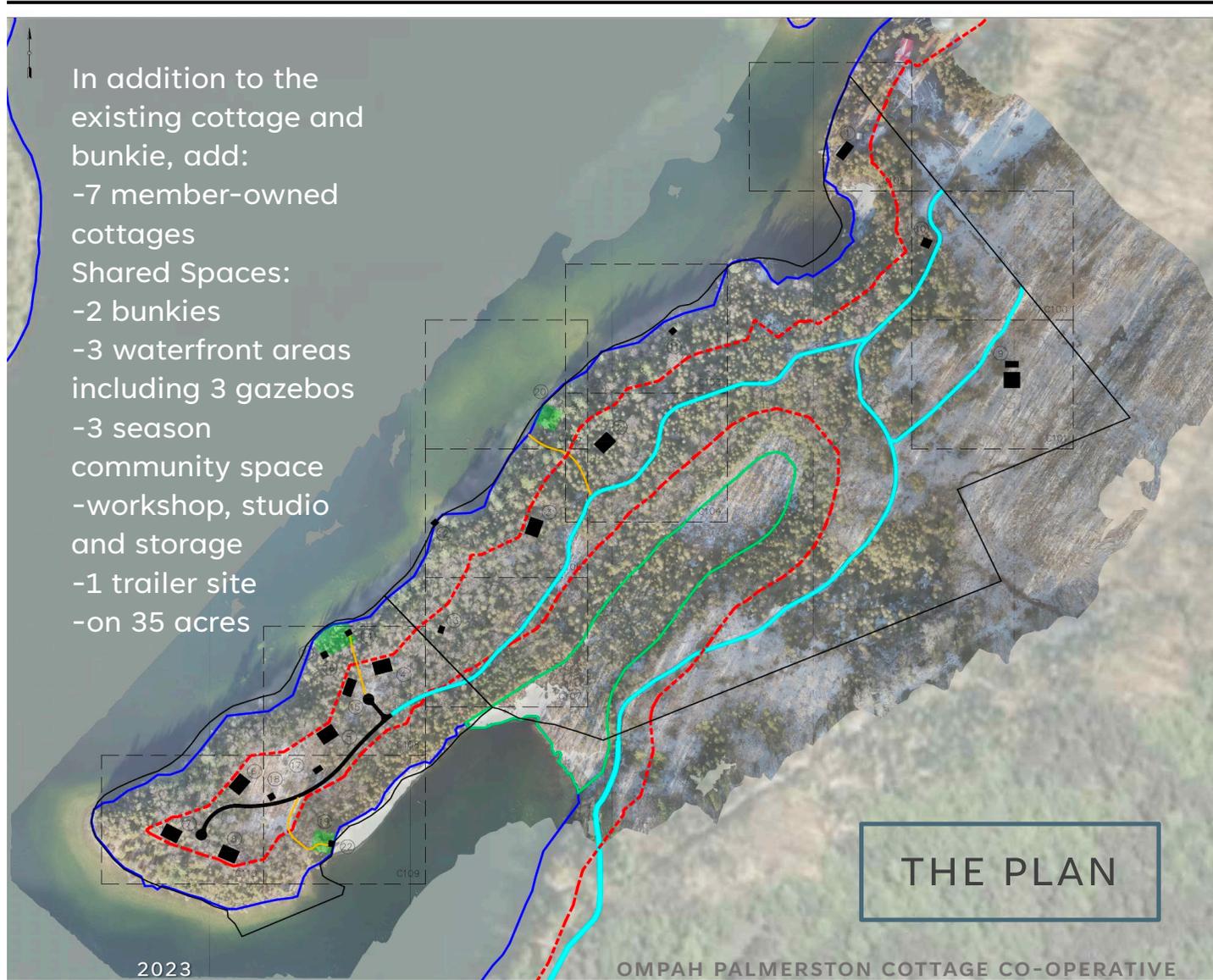
Ken and Lois Hall are retired pastors but are still active at their Church. Joel Hall is 22 years old and attends Algonquin College, Sam Hall works at Equator and is recently engaged.

This is not a commercial project and will not be in the future.

HALL  
FAMILY

Amber, Sam, Ella, Micah, Joel and Craig





In addition to the existing cottage and bunkie, add:

- 7 member-owned cottages

Shared Spaces:

- 2 bunkies
- 3 waterfront areas including 3 gazebos
- 3 season community space
- workshop, studio and storage
- 1 trailer site
- on 35 acres

General Notes

1.0 COORDINATE SYSTEM  
 CODE: WGS84.PSEUDOMERCATOR  
 EPSG CODE: 3857  
 DATUM: WGS84 (WORLD GEODETIC SYSTEM OF 1984)

2.0 REFER TO SHEET C200 FOR POINTS DESCRIPTION, EASTING, NORTHING, AND ELEVATION.

3.0 LEGENDS:

- MAJOR CONTOUR ELEVATION
- MINOR CONTOUR ELEVATION
- PARCEL BOUNDARY
- HIGH WATER MARK
- SWAMP REGION
- SETBACK (30M)
- EXISTING ROAD
- PROPOSED ROAD/STRUCTURE
- MEANDERING WITH PERMEABLE SURFACE
- LOT BOUNDARIES
- WATERFRONT ZONES
- ORIGINAL COTTAGE
- COTTAGE SITE #1-2 BDR
- COTTAGE SITE #2-1 BDR
- COTTAGE SITE #3-3 BDR
- COTTAGE SITE #4-2 BDR
- COTTAGE SITE #5-2 BDR
- COTTAGE SITE #6-3 BDR
- COTTAGE SITE #7-2 BDR
- WORKSHOP MEADOW
- STUDIO
- GAZEBO
- GAZEBO
- BUNKIE
- GAZEBO
- COMMUNITY BUILDING
- WATERFRONT STORAGE
- TRAILER SITE
- BUNKIE
- BOAT HOUSE
- SMALL SWM DOCK
- MAIN WATERFRONT
- BOAT DOCKS

DATE: 2023/03/14  
 DRAWN BY: NTS

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- SETBACK (30M)
- EXISTING ROAD
- PROPOSED ROAD/STRUCTURE
- MEANDERING WITH PERMEABLE SURFACE
- LOT BOUNDARIES
- WATERFRONT ZONES
- 1 ORIGINAL COTTAGE
- 2 COTTAGE SITE #1-2 BDR
- 3 COTTAGE SITE #2-1 BDR
- 4 COTTAGE SITE #3-3 BDR
- 5 COTTAGE SITE #4-2 BDR
- 6 COTTAGE SITE #5-2 BDR
- 7 COTTAGE SITE #6-3 BDR
- 8 COTTAGE SITE #7-2 BDR
- 9 WORKSHOP MEADOW
- 10 STUDIO
- 11 GAZEBO
- 12 GAZEBO
- 13 BUNKIE
- 14 GAZEBO
- 15 COMMUNITY BUILDING
- 16 WATERFRONT STORAGE
- 17 TRAILER SITE
- 18 BUNKIE
- 19 BOAT HOUSE
- 20 SMALL SWM DOCK
- 21 MAIN WATERFRONT
- 22 BOAT DOCKS

# SITE PLAN



2023

## COTTAGES

Each Cottage has a 100 x 100 ft plot of land (1/4 acre) – under 2 acres total for all 7 cottages with maximum size allowance of 1600 sq ft each.

## WATERFRONT AREAS

Rather than each cottage having its own water access, there will be 3 shared – 1 for active boating, 1 for quiet swimming and 1 for boat parking. Dock and gazebo sizes meet current bylaw requirements. There will be no water access at Gravel Point.

## BUNKIES & TRAILER SITE

In order to keep cottage sizes smaller, we have allowed for 2 bunkies and one trailer site to accommodate visiting guests rather than needing extra bedrooms in cottages.

## CO-OP BUILDING

The co-op building on the peninsula will be a 3-season shelter. It is meant as a common room where we play a game or bring a meal to share together.

OMPAH PALMERSTON COTTAGE CO-OPERATIVE

## WORKSHOP AND WOOD WORKING, STORAGE

The workshop area is located far from the water behind a hill. Our intent was to keep noise and any potential impacts of vehicle storage, etc.as far from the lake as possible.

## LANE WAYS

We intend to keep lanes to a minimum in size and length. They will all be safe to travel at all times of year and maintained to allow emergency vehicles access.

## SETBACK FROM WETLAND AND CLOSEST NEIGHBORS

The layout of the site plan has been thoughtfully curated from many hours of walking on the property and seeing the natural barriers and limitations. We have purposefully avoided any cottage locations on the eastern side of the peninsula. In this way, we are minimizing impact to our neighbours and protecting the shallow bay’s wetlands to the east of the peninsula.

7



## CO-OP DETAILS

### BYLAWS

All co-ops have bylaws that govern behavioural expectations. These explain how we use the shared property and resources, and how members enter and exit.

### SHARED WORK AND EXPENSE

All members will share maintenance tasks and expenses.

### SHAREHOLDERS

Each shareholder will have a  $\frac{1}{4}$  acre plot of land set back a minimum of 30m from the shoreline for their own cottage and share access to the other spaces with all members.

### NOT AN AIRBNB

The co-op exists to share the land, not to make money. Bylaws will allow members to share cottages with known friends and family, but not commercially rent their spaces.

### LIMITED USES

We have limited allowable uses on the peninsula to only those which are appropriate for waterfront areas and have removed the typical commercial uses allowed in the usual Rural Co-operative zoning.

### MORE INFO:

Please checkout these sources for more information:

- <https://ontario.coop/what-co-operative>
- <https://www.ic.org/>

# OMPAH PALMERSTON COTTAGE CO-OPERATIVE



## LEGACY

Our plan is to allow our family members and trusted friends, over time, to have an opportunity to join in the legacy we are hoping for at the lake.



## SHARING

The intent of this project is to create meaningful, affordable community. Relaxation, enjoyment, shared work and decision making.



## OUTSIDE

Enjoying nature and protecting the environment are primary goals and responsibilities for our family and our members.



## RENEW

We want to enjoy this place for generations. We will design plans to renew woodland resources, curb erosion and reduce our impact on the land and the lake.



## FAMILY CO-OP

Our Co-operative is NOT for Business

Future members may not all be immediate family,  
but they will be friends who are like family.

## THIS CO-OP ZONE IS VERY SIMILAR TO OTHER WATERFRONT ZONES

EXCLUDE  
COMMERCIAL  
USES

### Exception Zone CO-X1

North Frontenac has drafted a document and REDUCING official commercial uses to a limited set of uses more appropriate for our location.

KNOWN &  
TRUSTED  
NEIGHBOURS

### This is Not a Resort

Commercial cottage rental will not be allowed in the co-operative bylaws. As with our lake neighbours, we do not want to allow untrusted people on our land or in our shared spaces.

PROTECT  
LAKE  
CHARACTER

### Privacy and Community

Our desire is to combine peace and privacy in our cottages with intentional respectful community in our shared spaces and on this beautiful shared lake.



## WHAT ARE THE MAJOR DIFFERENCES BETWEEN A CO-OP AND PRIVATE LAND?

### LAND VALUE

Land held in a co-op almost FREEZES the effect of appreciation on real-estate. Land in a co-op is not a good investment. That is why affordable housing uses co-operative models.

### REDUCED IMPACT

Small plots of land per individual member on this large parcel means less disruption to the land. Shared water access means less impact on the lake.

### ATTITUDE

Sharing is hard. It is a challenge to live, work and make decisions together. Most people want “my Land” and are very reticent to share.

### AFFORDABILITY

Members willing to accept these limitations gain access to a much greater space and set of resources than they would otherwise attain for a similar investment.

2023



OMPAH PALMERSTON COTTAGE  
CO-OPERATIVE

12

## SUSTAINABLE FUTURE



### ROBUST SETBACKS

Please review the environmental reports. We have complied with all the recommendations that have been provided.

We are aware of slope erosion and have increased setbacks and eliminated water access at sensitive areas.

This project does not overburden the site and is a better option than subdividing the land.

Any reasonable recommendations provided to us will be adhered to.

### BUILDING SUSTAINABLY

We hope to build small, modern and efficient cottages (over time, as we are able). We will consult with professionals utilizing low-impact methods to make times of construction as clean and non-disruptive to the land, lake and neighbors as we can reasonably manage.

Our desire is to protect and enjoy this property for generations.

## A SUBDIVISION INSTEAD OF A CO-OP?

More Land Clearing

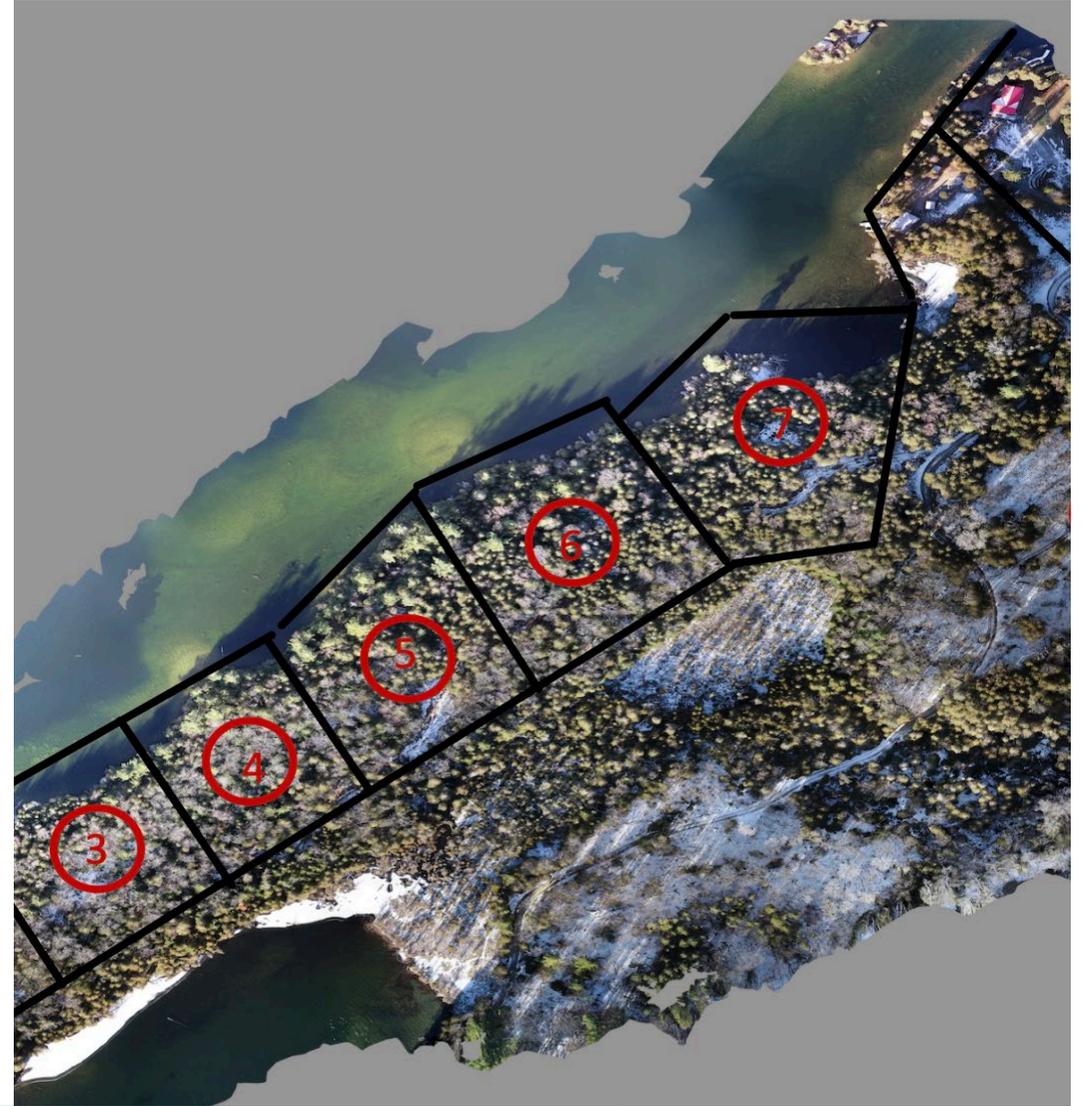
More waterfront disruption

More Buildings

More Boats

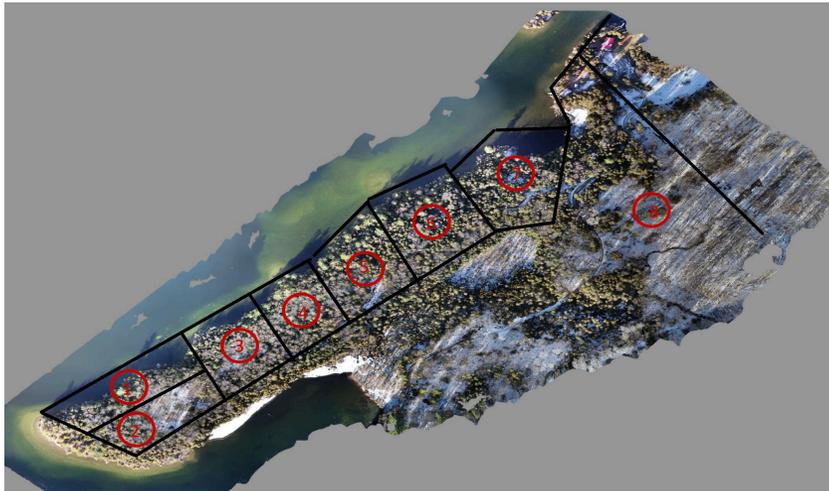
More Septic

Less Restrictions

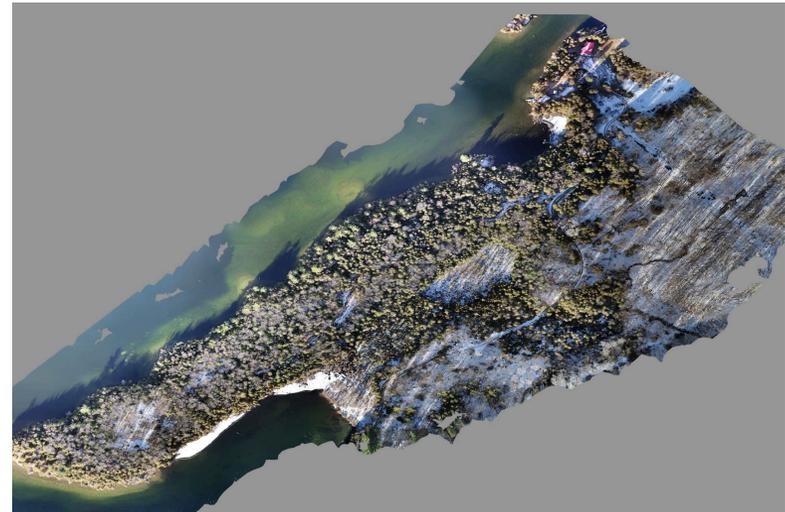


# COMPARE Impact

Sever 8 Lots



One Co-op

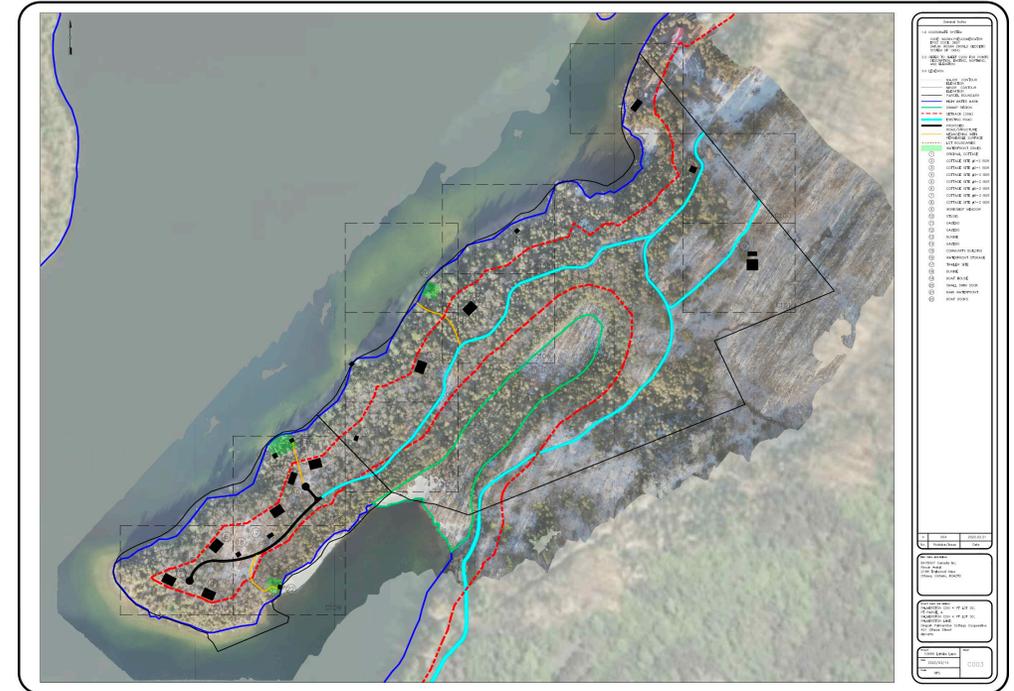


# COMPARE Impact

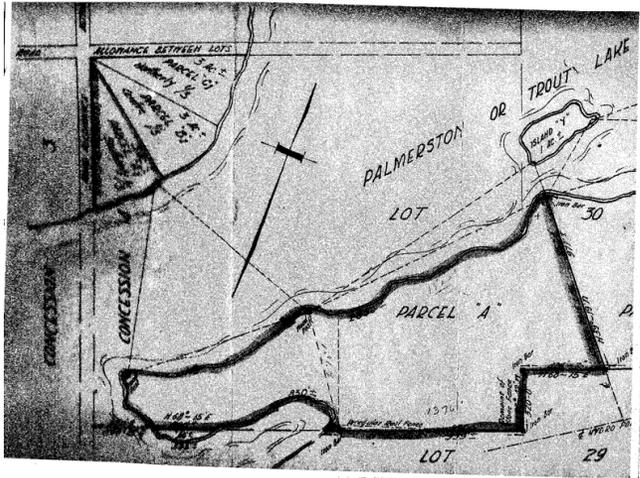
## Metrics

Standard Allowable Infrastructure	8 Lots	One Coop
Cottages possible	24*	8
# of Lots	8	1
# Structures	40	20
# of Docks	8	4
# of septic systems	8	8
L capacity of septic	80,000L	10,000L
Allowable bedrooms	64 +	20
House Size	Could be Huge	Limited to 1600 square foot
Waterfront Structure Area	160 sq m	85 sq m

\*The Ontario government just made it possible for 3 dwellings on a single lot.



# ZONE CHANGE PROCESS



## OFFICIAL PLAN AMENDMENT AND ZONING CHANGE

The process of a zoning change is daunting. It requires a lot of time to prepare and an equally hefty price tag. The consultation with the Township Staff gave us this list to accomplish:

- Hire a Planning Consultant
- Create a Planning Justification Report / Planning Rationale
  - Create a Site Plan Drawing
  - Lot Grading and Drainage Plan
  - Septic Assessment / Servicing Plan
    - Archaeological Assessment
    - Environmental Impact Assessment
  - Minimum Distance Separation (MDS) Calculations
    - Geo-technical Analysis
    - Slope Stability Study
- Review by MVCA (Mississippi Valley Conservation Authority)

Getting all this together has taken 2 years. There still will be adjustments to make.

## SUMMARY – A PROPERTY TOO BEAUTIFUL NOT TO SHARE



THANK YOU

**Questions?**

Craig Hall

1-613-880-7476

[craig@equator.ca](mailto:craig@equator.ca)

2023



Date March 17, 2023



Resolution # 141-23

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

**Moved By:**  
Councillor Fowler

**Seconded By:**  
Councillor Huetl

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposed 2023 Council Meeting Dates – June to December";

**And That** Council instructs the Clerk to bring back a proposed schedule to the April 6, 2023 Council meeting including four evening meetings in the summer.

**Carried**

Mayor

Based on Council's Resolution #141-23, the following dates and times are proposed for Council Meetings for the remainder of 2023:

Friday, June 9, 2023 at 9:00 a.m.  
Thursday, June 29, 2023 at 5:00 p.m.  
Thursday, July 20, 2023 at 5:00 p.m.  
Thursday, August 17, 2023 at 5:00 p.m.  
Thursday, September 7, 2023 at 5:00 p.m.  
Friday, September 22, 2023 at 9:00 a.m.  
Friday, October 13, 2023 at 9:00 a.m.  
Friday, November 3, 2023 at 9:00 a.m.  
Friday, November 24, 2023 at 9:00 a.m.  
Friday, December 15, 2023 at 9:00 a.m.

This schedule allows for one meeting through July and August and a three week rotation excluding two weeks between September 7<sup>th</sup> and September 22<sup>nd</sup>. Starting the three week rotation from September 22<sup>nd</sup> avoids a meeting the first two weeks of November and allows for one meeting in the middle of December.

**Date** September 2, 2022



**Resolution #** 343-22

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

**Moved By:**  
Councillor Inglis

**Seconded By:**  
Councillor Fowler

**Be It Resolved That** Council receives for information the Treasurer’s Administrative Report entitled “May 2022 Derecho Wind Event – Municipal Disaster Recovery Assistance Claim”;

**And That** the Township of North Frontenac experienced a sudden, unexpected and extraordinary wind event on May 21, 2022 and has experienced incremental operating and capital costs. The Council of the Township of North Frontenac hereby requests the Minister of Municipal Affairs and Housing to activate the Municipal Disaster Recovery Assistance (MDRA) program;

**And That** Council authorizes the CAO to sign the MDRA Grant Agreement on behalf of the Township;

**And That** Council authorizes staff to continue with the cleanup efforts;

**And That** Council authorizes the Treasurer to transfer the amounts not covered by MDRA funding from the Contingency Reserve Fund.

**Carried**

Mayor

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-7000



March 20, 2023

234-2023-1180

Your Worship  
Mayor Gerry Lichty  
Corporation of the Township of North Frontenac  
6648 Road 506  
Plevna, ON, K0H 2M0

Dear Mayor Lichty:

Thank you for your municipality's application to the Municipal Disaster Recovery Assistance program for the May 21, 2022 windstorm.

First of all, I would like to commend the residents, staff and first responders for their hard work and dedication during the extraordinary windstorm in May 2022. The Government of Ontario recognizes the impact this event had on your community.

I am pleased to inform you that the Government of Ontario will provide financial support through the Municipal Disaster Recovery Assistance program to help the Township of North Frontenac with costs related to the windstorm. Costs eligible under the program are **up to \$193,000**, primarily for operating and/or capital costs related to the May 2022 windstorm. Final payments will be based on your municipality's actual costs.

I know how hard your community has been working, and I am making a commitment to transfer initial funds as quickly as possible. Staff from the ministry's Municipal Services Office - East will be working with your municipality to finalize a grant agreement. If you have any questions, please feel free to contact Lisa Harvey at [lisa.harvey@ontario.ca](mailto:lisa.harvey@ontario.ca).

The province is committed to helping to support your community. Please accept my best wishes as you continue the work of recovering from the disaster event in 2022.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark  
Minister

c: Corey Klatt, Chief Administrative Officer  
Kelly Watkins, Treasurer

From: Kelly Watkins  
Sent: March 22, 2023 5:00 PM  
To: Corey Klatt  
Subject: RE: Letter from the Honourable Steve Clark, Minister of Municipal Affairs and Housing

We have been approved for our full claim. We claimed \$241,656 but because of the funding model, MDRA will be covering \$193,000, with the remainder Township responsibility.

The funding model is as follows:

	MDRA	Township	Total
75% funding based on 3% own purpose taxation levy from FIR	\$139,763	\$46,587	\$186,350
95% funding over 3% based on own purpose taxation levy from FIR	\$52,541	\$2,765	\$55,306
Total	\$192,304	\$49,352	\$241,656

This funding will be received in 2023, and transferred back to the Contingency Reserve Fund. I have attached Resolution #343-22 that approved the claim and any amounts not covered by MDRA funding to come from Contingency Reserve Fund. There is still about \$27,000 in Road side cleanup to be completed to finalize the claim.

You can provide this email to Council under Business Arising, if you wish to give them an update.

Thank you,  
Kelly Watkins, Dipl.M.A., M.M.

**From:** [Tara Mieske](#)  
**To:** [Brooke Drechsler](#)  
**Cc:** [Corey Klatt](#)  
**Subject:** Business Arising - Fence Viewer Appointments  
**Date:** March 30, 2023 2:43:21 PM

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### Fence Viewer Appointment

In the past Members of the Committee of Adjustment have been appointed as Fence Viewers. As directed by Council in Closed Session, the position was offered to Jim Ogilvie, Alternate Member of the Committee of Adjustments and he has agreed to fulfill the role. A By-law has been included in the Agenda to repeal the current By-law and appoint the Fence Viewers to include Mr. Ogilvie.

Thanks Tara

**Tara Mieske, Dipl.M.A., Dipl.M.M.**

Clerk /Planning Manager

**Township of North Frontenac**

6648 Road 506, Plevna, ON, K0H 2M0

1-800-234-3953 or 613-479-2231 Ext. 225

[clerkplanning@northfrontenac.ca](mailto:clerkplanning@northfrontenac.ca)



## 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 6, 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](mailto: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. Municipality of North Perth re: Request for Support School Bus Stop Arm Cameras;
2. Municipal Engineers Association re: 2023 Bursary Program;
3. County of Frontenac re: Township of North Frontenac OPA 1 - Declaration of No Appeals;
4. Township of Calvin re: Request for Support - Moratorium on Pupil Accommodation;
5. Frontenac Ontario Provincial Police (OPP) re: Detachment Commander;
6. Essex County re: Request for Support - Short-Term Rental Tax Classification;
7. File #A05/23 - 1547A Hydro Lane - Request for Permission;
8. File #A04/23 - 2629 Road 506 - Minor Variance – Hunt;
9. Mississippi Valley Conservation Authority (MVCA) re: Board Summary Report from Meeting on March 13, 2023;
10. Attorney General re: Update on POA Modernization and Streamlining Initiatives;
11. Association of Ontario Road Supervisors re: Proposed Fee by Enbridge Gas;
12. County of Frontenac re: Request for Support - MTO for 2 Ferry System to Wolfe Island;
13. Town of Essex re: Request for Support - Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales;
14. File #A06/23 - 2161 South Kash Lake Lane – Minor Variance & Permission.

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Clerk/Planning Manager Administrative Report  
Communications  
April 6, 2023  
Page 1 of 2

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

**Previously Provided B Section:**

1. Cure Foundation re: National Denim Day for Breast Cancer;
2. BMO re: Notice of Closure of Northbrook Branch;
3. Paul Thiel re: Dedication of Clar-Mill Hall Kitchen to Ed Schlievert.

**From:** Patricia Greenwood  
**Sent:** March 17, 2023 1:31 PM  
**To:** Brooke Hawley  
**Subject:** Thank you for your continued support

Hi Brooke,

We are so happy that you have committed to be a part of the 27th edition of our annual fundraiser, National Denim Day on Tuesday, May 16th, 2023.

If you decide to not to create an on line fundraiser, please let me know how many pink ribbons you will require.

Your involvement will help us bridge the gap between healthcare and breast cancer patients in the Canadian breast cancer community.

Attached please find our virtual poster, as well as our donation sheet and other information that you can share with your team.

I have also attached a copy of a Proclamation letter that we are asking Municipalities, Townships and Cities to consider including as part of their NDD 2023 fundraiser.

Please don't hesitate to contact me, if you need any help setting up your team or if there is anything else I can help you with.

With gratitude,

Patricia Greenwood  
Events Coordinator



**- P R O C L A M A T I O N -**

- WHEREAS** breast cancer is the most frequently diagnosed cancer in Canadian women – it can be completely cured if caught in time.
- AND WHEREAS** 28,600 Canadian women were diagnosed with breast cancer in 2022; this represents 25% of all new cancer cases. 270 were men.
- AND WHEREAS** 5,500 women died of this disease in 2022; 14% of all cancer deaths
- AND WHEREAS** On average, 78 Canadian women will be diagnosed with breast cancer every day, and 15 will die every day.
- AND WHEREAS** 1 in 8 Canadian women will develop breast cancer in her lifetime, and 1 in 31 will die from it!
- AND WHEREAS** by proclaiming Tuesday, May 16<sup>th</sup>, 2023, **National Denim Day**, Corporation of the Township of North Frontenac assists the CURE Foundation for breast cancer in raising awareness about the seriousness of this women’s disease.
- NOW THEREFORE BE IT RESOLVED THAT I, \_\_\_\_\_, MAYOR** of the Township of North Frontenac do hereby proclaim that Tuesday, May 16<sup>th</sup>, 2023, to be:

**“NATIONAL DENIM DAY”**

in The Township of North Frontenac in the province of Ontario, and in issuing this proclamation, ask our citizens to recognize this day.

Dated this \_\_\_<sup>th</sup> day of the month of \_\_\_\_\_ 2023 at Corporation of the Township of North Frontenac province of Ontario.

\_\_\_\_\_  
XXXX



## We're making a move.

Your BMO Bank of Montreal branch is moving.

Dear Valued Customer,

We are writing to let you know that your Northbrook branch located at 12265 Highway 41, Northbrook will be moving. We want to share details about this change and to help you prepare for the branch closure and the transfer of your account(s) to your new branch.

We are committed to making this move as easy as possible for you and ensure that you continue to receive the same great BMO service you have always received. Here is what you can expect:

- On September 29th, 2023, beginning at 5 p.m., the Northbrook branch will close. Your new Tweed Branch located at 225 Victoria Street North, Ontario is already open, and you can begin using it at any time. Business hours are highlighted on the right. At this location, you will enjoy the same great service BMO has to offer, and, of course, you can continue to bank at any BMO branch you choose.
- All of your bank accounts, loans and investments will be automatically transferred to the new branch. This includes lines of credit, mortgages, guaranteed investment certificates and registered retirement products.
- Your account numbers and cheques will remain unchanged. You can continue using the cheques you already have. The new branch information will be included on your next cheque order.
- Any direct deposits or pre-authorized payments will continue without interruption.
- For our senior customers, more information on available banking products and services can be found at <https://www.bmo.com/main/personal/seniors-banking/>

For your reference, we have enclosed some regulatory information related to branch moves and closures. For more information about these requirements, please call the Financial Consumer Agency of Canada at 1-866-FCAC (3222).

Thank you for banking with us. We value your business and we're here to help make this transition as easy for you as possible. If you have any questions, please call us or come see us at your branch to speak to one of our team members.

Sincerely,

Julie Sehl  
Regional Vice President

0002172

RECEIVED

MAR 23 2023

Twp. of North Frontenac  
Per.....

Your information will be moved to your new BMO branch on September 29th, 2023, where you can continue to enjoy full-service banking:

Tweed Branch  
225 Victoria Street,  
Tweed, Ontario  
K0K 3J0

613-478-4715

Hours of operation are:  
Mon: 9:30 a.m. to 5:00 p.m.  
Tue: 9:30 a.m. to 5:00 p.m.  
Wed: 9:30 a.m. to 5:00 p.m.  
Thu: 9:30 a.m. to 5:00 p.m.  
Fri: 9:30 a.m. to 5:00 p.m.

Please note, if you or another member of your household have multiple accounts with us, you may receive more than one letter.

Continued



### Public Meeting

Please joining us for a public meeting to discuss our upcoming move.

<b>Date:</b>	Wednesday, May 31st, 2023
<b>Time:</b>	6:00pm - 8:00pm
<b>Location:</b>	Lions Club of Land O Lake 12 Firehall Road Northbrook, Ontario, K0H 2G0

We hope you'll join us to learn more about this move and discuss our plans and how we propose to help you through the transition. Our team is looking forward to meeting you and answering your questions.

February 27, 2023

To Council of North Frontenac Township

We would like to propose to Council that the kitchen at the Clar-Mill Community Hall be dedicated to Ed Schlievert for all the volunteer work he has done at the hall and throughout our Township. Being the president of the Clar-Mill Volunteers he has brought about many a change to the Hall especially in the kitchen that have been a cost to the Township but has made it safer for all to use and all the other community halls under the townships umbrella.

We have been apart of the volunteer group and myself a member of the executive. My wife and I have helped Ed at his request over the past years right up to preparations for his last luncheon back in January of this year.

We have submitted a dedication along with this letter that gives a brief, but accurate, account of Ed's accomplishments and feel it only appropriate he be given this recognition.

We would also like to cover the cost of this plaque as to not cause any situations that may arise with the council.

Sincerely

Paul & Sandy Thiel

# **ED'S KITCHEN**

**Dedicated to the memory of Ed Schlievert whose culinary knowledge, along with his staff of volunteers, over the years have catered luncheons, breakfasts, special occasion dinners, potlucks, music events and a lot more here in this hall and throughout North Frontenac Twp.**



## 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 6, 2023

Re: Road Allowance Closure for Approval in Principle – Levere

### Background

Richard Levere submitted an Application for Council's consideration to sell part of the Road Allowance described as the Road Allowance between Lot 26, Range 2, East of the Addington Road and Lot 32, Concession 10 (known as Levere Road, Cloyne) in the years of 2012, 2019 and 2023.

On October 24, 2012 Mr. Levere submitted the original Application for Council's consideration. The Application was provided to Council on April 8, 2013. The Municipal Road Inspector completed the inspection of the property on November 30, 2012. The Inspector noted that the Road Allowance did lead to a body of water (Mazinaw Lake) and the Applicant's cottage was located on the Road Allowance. It was determined by the Survey that half of the Road Allowance was deemed unusable due to the Applicant's cottage being located on it. It was also noted that there would then be approximately thirty-three (33) feet of the Road Allowance available to allow public access to Mazinaw Lake.

Council approved closing half of the Road Allowance where the Applicants cottage was located. The By-law was passed on July 22, 2013 to close half of the Road Allowance. The other thirty-three (33) feet would remain open for public use.

In 2019, the Applicant submitted an Application to purchase the adjacent thirty-three (33) feet. A report was presented to Council and the following Resolution was passed:

**Moved by Councillor Martin, Seconded by Councillor Inglis #425-19**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager Administrative Report entitled "Road Allowance Closure for Approval in Principle – Levere";

**And That** based on the Road Closing Policies not to sell Road Allowances which lead to water, the Municipal Inspectors Report and the previous Application, Council denies the Application to close, stop up and sell this Road Allowance.

**Carried**

---

Clerk/Planning Manager's Administrative Report – Road Allowance Closure for Approval in Principle –Levere  
April 6, 2023  
Page 1 of 3



**Research By**

Tara Mieske, Clerk/Planning Manager  
 Sonia McLuckie, Assistant to the Clerk/Planning Manager

**Comments**

Mr. Levere’s Application submitted in 2019 was denied. The Municipal Inspector provided his report on June 7, 2019, where he advised that the closure and sale of part of the Road Allowance would land lock neighbouring properties and the neighbouring properties would be restricted to accessing the Road Allowance. He also advised that the Road Allowance leads to water, where public can access the lake if needed. Also, Levere Road is maintained by the Township both in the winter and the summer for 350m, which ends at the Levere residence.

The Municipal Road Inspector was circulated with the Applicants Application on March 9, 2023. The Road Inspector advised he recommends that we stay with the previous decision and not sell the road allowance leading to water.

**Financial Implications**

Nil.

**Recommendation**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager Administrative Report entitled “Road Allowance Closure for Approval in Principle – Levere”;

**And That** based on the Road Closing Policies not to sell Road Allowances which lead to water, the Municipal Inspectors recommendations and the previous Applications, Council denies the Application to close, stop up and sell this Road Allowance.



## 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: March 17, 2023

Re: Senior of the Year Award – 2023 Nominations

### Background

The Minister of Seniors and Accessibility invites the Township to submit a nomination for the Senior of the Year Award on an annual basis. This award is given by the Municipality, through nomination, and resolution, to recognize an outstanding senior who, after the age of sixty-five (65), enriches the social cultural or civic life of the community.

The Township of North Frontenac has been honoring seniors in our community since 2013. Previous Award recipients were:

- 2022 – Brenda Martin
- 2019 – No Nominee
- 2018 – Terry Good
- 2017 – Barbara Sproule
- 2016 – Eileen Flieler
- 2015 – No Nominee
- 2014 – Marie White
- 2013 – Edith Beaulieu

Awards were not presented in the years 2020 & 2021 due to the onset of the Covid-19 Pandemic.

### Research By

Tara Mieske, Clerk/Planning Manager

Sonia McLuckie, Administrative Assistant to Clerk/Planning Manager

### Comments

Nominations are now open for the 2023 senior of the Year Award and will close on April 30, 2023.

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Clerk/Planning Manager  
Senior of the Year Award – 2023 Nominations  
April 6, 2023  
Page 1 of 2

Council is to consider those in our community who would fall into this category (see eligibility requirement below) and provide nominations to the Clerk. The Clerk's Department will submit an Application to the Minister of Seniors and Accessibility on behalf of Council. Upon receiving the submission, the Minister of Seniors and Accessibility will contact us regarding our submission and provide, by email, a certificate. The Certificate is to be presented to the nominated individual at a Public Meeting of Council.

Eligibility requirements for nominations are as follows:

The person you nominate (the nominee) must be:

- at least 65 years of age
- a resident of Ontario
- a living person who has made their community a better place to live
- nominated by a municipality in Ontario

You cannot nominate:

- yourself
- someone who has passed away
- elected federal, provincial, municipal representatives or political appointees

#### **Financial Implications**

There is no cost to submit a nomination. There is usually refreshments provided at this meeting with an approximate cost of one-hundred (\$100) dollars. Also, the Township provides flowers and/or a gift basket to the recipient with an approximate cost of thirty (\$30) dollars which is included in the Sundry Budget.

#### **Recommendation**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Senior of the Year Award – 2023 Nominations";

**And That** this award gives the municipality the opportunity to honour one of our outstanding local seniors for the contributions they've made to enrich the social, cultural and civic life of our community;

**And That** Council nominates \_\_\_\_\_ as Senior of the Year; and instructs the Clerk to submit the Application prior to the April 30, 2023 deadline.



## 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 6, 2023

Re: Policy for Commemoration of Current and Former Members of Council, and Community Members

### Background

Due to the recent passing of members of North Frontenac Council and within the community at large, Township staff are recommending the establishment of a policy to commemorate current and former members of Council, as well as residents who have contributed through public service, charitable works, or volunteering to improve the North Frontenac community.

### Researched By

Tara Mieske, Clerk/Planning Manager  
Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager  
Corey Klatt, Chief Administrative Officer  
Brooke Hawley, Manager of Community Development  
Kelly Watkins, Treasurer

### Comments

The objective of this policy is to provide a consistent and timely process with guidelines set out for Township staff and Council for the remembrance of a current Council member; a former Council member; and a member of the community.

A draft policy has been provided for consideration. It is recommended this Policy come into effect for January 1<sup>st</sup> of 2022.

If Council chooses to have a Policy including fees, the fees will need to be included in the Fees and Charges By-law.

Deputy Clerk's Administrative Report  
Policy for Commemoration of Current and Former Members of Council;  
And Community Members  
April 6, 2023  
Page 1 of 2

**Financial Implications**

It is recommended that the cost for commemoration of current and former Council Members be covered by the Township. The fee for other commemorations are intended as cost recovery. The fees have been established to cover the cost of the purchase, design and installation of the Commemorative tree, bench or plaque.

**Proposed Fees**

Commemorative Tree Fee - \$600 + applicable tax (includes purchase of tree, planting, plaque and maintenance)

Commemorative Tree Fee where tree is donated by the Applicant - \$300 + applicable tax (includes planting, plaque and maintenance)

Commemorative Bench Fee - \$2000 + applicable tax (includes purchase of bench, cement pad, installation, plaque and maintenance)

Commemorative Plaque - \$300 + applicable tax (includes purchase and engraving of plaque, installation and maintenance)

**Recommendation**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Policy for Commemoration of Current and Former Members of Council, and Community members”;

**And That** Council approves the draft policy with the following amendments:

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**And That** Council instructs the Clerk to draft a By-law to adopt the proposed policy for consideration at the April 28, 2023 Regular Council meeting;

**And That** Council approves in principle the proposed fees as follows:

- Commemorative Tree - \$600 plus applicable tax
- Commemorative Bench - \$2,000 plus applicable tax
- Commemorative Plaque - \$300 plus applicable tax

**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)

1. Draft Commemorative Policy

Deputy Clerk’s Administrative Report  
Policy for Commemoration of Current and Former Members of Council;  
And Community Members  
April 6, 2023  
Page 2 of 2



## **Commemoration Policy**

### **Policy Statement**

It is important for the Township to recognize the important contribution to public service provided by elected officials who have served on North Frontenac Council, and members of the community who made a significant contribution to public service, charitable works, or volunteering within and on behalf of North Frontenac, upon the occasion of their passing. The implementation of this policy gives direction for suitable recognition of a deceased person for their contributions to civic society in the Township.

### **Purpose**

The purpose of this policy is to establish a clear and consistent procedure for commemorations of current and former Members of Council, and members of the community upon their death. This policy will come into effect January 1, 2022.

### **Current Sitting Member of Council**

To commemorate current Members of Council upon the occasion of their passing:

- Flags will be lowered to half-mast at the Township Office and a formal tribute will be posted on the Township's website.
- The name plate of the Council Member shall be draped in black at the first meeting of Council following the passing of the member and the Mayor shall make an appropriate acknowledgement of the Member's passing.
- The Chief Administrative Officer (CAO) will provide a sympathy card and a flower arrangement; or donation to a charity of preference on behalf of Council and Township staff.
- Where appropriate, official representation from Council and the Administration shall be present at the funeral or memorial service for the Member.
- A commemorative bench will be placed in honour of the Member on Township property (i.e. community hall, beaches, boat launch, cemetery, etc.). In the case of the Mayor, the commemorative bench will be placed within the Township and for Councillors, within the Ward in which they served. The cost for the commemoration for a current Member of Council will be covered by the Township.

### **Former North Frontenac Member of Council (Post Amalgamation)**

To commemorate former Members of Council upon the occasion of their passing:

- Flags will be lowered to half-mast at the Township Office.
- The CAO will provide a sympathy card and a donation to a charity of preference on behalf of Council and Township staff.
- Where appropriate, official representation from Council and the Administration shall be present at the funeral or memorial service for the former Member.
- A commemorative tree will be planted in honour of the Member on Township property (i.e. community hall, beaches, boat launch, cemetery, etc.). In the case of a former Mayor, the commemorative tree will be placed within in the Township and for Councillors, within the Ward in which they served. The cost for the commemoration for a former North Frontenac Member of Council will be covered by the Township.

### **Other Requests for Commemoration**

To commemorate members of the community who made a significant contribution to public service, charitable work, or volunteering within and on behalf of North Frontenac, upon the occasion of their passing:

- Flags will be lowered to half-mast at the Township Office
- The CAO will provide a sympathy card on behalf of Council and Township staff
- Upon receiving the application from a resident or community group, Council will consider the planting of a commemorative tree; the placement of a commemorative bench; the installation of a plaque in a Township facility; or an alternative suggestion from the applicant. The cost of the commemoration shall be paid by the applicant.

### **Approval Process for Commemorative Tree, Bench, or Plaque**

If a resident or community group would like Council to consider the planting of a commemorative tree; the placement of a commemorative bench; or the installation of a plaque for a Council Member of a Former Township; a Committee/Task Force Member; or a member of the community who made a significant contribution to public service, charitable work, or volunteering within and on behalf of North Frontenac an application shall be submitted to Council for consideration, including the proposed location. Council will consider these requests in a closed session.

If the request is approved by Council, the applicant will provide the required fee to cover all costs prior to the installation of the commemorative tree, bench or plaque by Township staff.

The Township reserves the right to relocate a bench or plaque, in the eventuality that such a move is necessary. The Township will attempt to contact the donor prior to re-location.

### **Commemorative Tree Planting**

The Manager of Community Development will determine the location and type of tree.

The maintenance of a commemorative tree will be the responsibility of the Township for the first two years following planting. During this time the commemorative tree will be monitored, watered and cared for. The Township cannot guarantee the survivability of the tree due to external impacts (i.e. climate, wildlife).

The Township shall use best management practices to assist the memorial tree so it survives and thrives. In the case, where the Township purchases the tree, if the tree dies, is knocked over, vandalized or otherwise damaged or removed within the two years, the Township will replace the tree. In the case, where the tree is donated, if the tree dies, is knocked over, vandalized or otherwise damaged or removed within the two years, the Applicant will need to donate another tree if they would like it replaced.

Placement of mementos (i.e. wreathes, flowers, vases, statues, etc.) in the vicinity of the memorial tree are not permitted.

Planting of trees will be between the months of April and October. Trees shall be locally sourced (if possible) and be a native species that will add the natural habitat of the planting location.

### **Memorial Benches**

The Manager of Community Development will determine the location of the memorial bench. The bench model and material will be determined by the Manager of Community Development, in compliance with Accessibility Standards.

Applications will be received and reviewed throughout the year. Memorial benches will be installed between May and October of the current or subsequent year.

The upkeep and maintenance of the bench will be the responsibility of the Township until they have significantly deteriorated or are deemed unsafe for use. Placement of mementos (i.e. wreathes, flowers, vases, statues, etc.) in the vicinity of the memorial bench are not permitted.

If the bench is knocked over, vandalized or otherwise damaged or removed within the two years, the Township will replace the bench.

### **Plaque**

A plaque may be installed on Municipal property recognizing the contributions of a significant local individual who made a significant contribution to public service, charitable work, or volunteering within and on behalf of North Frontenac. Any individual

to be commemorated shall be easily recognizable to the majority of those likely to view the plaque and significant enough to merit such an honour.

The Manager of Community Development will determine the messaging, location and size of the proposed plaque.

It is recognized that a particular location may reach a saturation point and it would then be appropriate to consider limitations or a moratorium of future memorial or monument installations at a particular location or area.

Maintenance concerns should be a primary consideration, with adequate provision made for continued future maintenance. Plaques should be made from durable material that will stand up over time. If the plaque is knocked over, vandalized or otherwise damaged or removed within two years, the Township will replace the plaque.



## 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 6, 2023

Re: Recreational Vehicles (RVs) – Survey and Public Comments

### Background

Council received an Administrative Report from the Clerk/Planning Manager and Chief Administrative Officer regarding Recreational Vehicles at their Meeting on December 16, 2022 and passed the following Resolution:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager and Chief Administrative Officer's Administrative Report entitled "Proposed Amendments to By-law #28-22 - To Regulate and Licence Recreational Vehicles";

**And That** Council approves amending the Recreational Vehicle By-law to permit one shipping container up to 15 square metres on a lot with an Recreational Vehicle Licence or one built shed and approves an increase to the permitted size of a deck; gazebo; viewing platform and storage shed to 15 square metres (an increase of 5 square metres);

**And That** Council approves of removing the requirement for a licence plate on a stored trailer;

**And That** Council approves of changing the wording in the Penalty/Notice of Violation section of the Recreational Vehicle By-law, as provided by the Township's Solicitor to ensure that potential enforcement of the By-law is appropriate, should the Township ever be challenged;

**And That** Council will consider a By-law later in the meeting to amend the By-law to Regulate and Licence Recreational Vehicles and Repeal By-law #28-22;

**And That** Council instructs the CAO and Clerk to prepare a survey to gather public opinion on the RV By-law and prepare a report to Council for March 17, 2023;

**And That** Council instructs the Clerk to prepare further communication documents to provide plain language documents with input from Councillor Inglis and Councillor Fowler.

**Carried**

**Researched By**

Tara Mieske, Clerk/Planning Manager

Sonia McLuckie, Administrative Assistant to Clerk/Planning Manager

**Comments**

A copy of By-law #85-22 being the By-law to Regulate and Licence Recreational Vehicles is attached for Council's information (Attachment #1)

Staff prepared information to be included on the Bang the Table platform, Engage Frontenac, using a survey and comment section to receive feedback from the public on their thoughts regarding Recreational Vehicles in the Township.

The survey went live to the public on February 7, 2023 and was scheduled to close on February 24, 2022. The original deadline for the results to be presented to Council was originally set for March 17, 2023, however this date was extended to provide notice of the survey in the Frontenac News, therefore the survey closed on March 20, 2023 with the results being provided to Council at the April 6, 2023 Meeting.

The community showed a lot of interest in the survey, it saw a maximum of five-hundred and ninety-two (592) visitors in one day; one-thousand three-hundred and twenty-four (1,324) visits in total; and total response was four-hundred and eighty-nine (489).

The results from the survey are contained in the Survey on Recreational Vehicles in North Frontenac Report (Attachment #2).

Also attached is an amended plain language document which was provided to Councillor Inglis and Councillor Fowler (Attachment #3), per Council Resolution.

**Financial Implications**

None.

**Recommendation**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Recreational Vehicles (RVs) – Survey and Public Comments".

**Attachment(s):**

1. By-law #85-22;
2. Survey Analysis and Comment;
3. Overview of Recreational Vehicles.

The Corporation of the Township of North Frontenac

**By-Law #85-22**

**Being a By-law to Regulate and Licence Recreational Vehicles in the Municipality and to Repeal By-law #42-20**

**Whereas** Section 164 of the Municipal Act, S.O. 2001, as amended authorizes the Municipality to prohibit or licence Recreational Vehicles located in the Municipality;

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

**1. Title and Application**

- a) This By-law shall be cited as the “Recreational Vehicle Licence” By-law.
- b) This By-law does not apply to:
  - i) Assessed Recreational Vehicles which are legally located on a property and that are assessed under the *Assessment Act*, as amended.
  - ii) Recreational Vehicles located in an approved Tourist Establishment.
  - iii) A Recreational Vehicle placed on a property as a temporary use if approved by the Chief Building Official in accordance with the provisions of the Zoning By-law and with a Building Permit issued for a dwelling.
- c) With the exception of section 1(b) above, this By-law applies to all Recreational Vehicles and all properties in the Township. Section 34(9) of the Planning Act (legal non-conforming/complying) is not applicable to this By-law and no person shall replace a Recreational Vehicle on any property unless the replacement Recreational Vehicle complies with this Bylaw.
- d) Property owners with a current Licensed Recreational Vehicle will have until January 1, 2024 to comply with the provisions of this By-law.

**2. Definitions**

For the purpose of this By-law the following definitions shall apply:

**Recreational Vehicle** means any contrivance so constructed that is suitable for being attached to a motor vehicle for the purposes of being drawn or is propelled by the motor vehicle or self-propelled. A Recreational Vehicle includes a travel trailer, motor home, or camper but does not include a Park Model Trailer, Tiny Home or Tent Trailer.

**Shipping Container** means a container with strength suitable to withstand shipment, storage and handling. Shipping containers include large reusable steel boxes used for intermodal shipments. This definition also includes sea cans.

**Stored Recreational Vehicle** means a Recreational Vehicle located on a lot which is not connected to hydro, water or sewage hook-up and the stabilizers shall not be used or in accordance with manufacturer’s recommendations.

**Tourist Establishment** means any parcel of land which is used to provide temporary accommodation for the public or members of an organization in tents, trailers, tourist cabins, tourist trailers or recreational vehicles. This definition also includes a campground and a lodge, and may include common buildings for dining, showers and washroom facilities in accordance with the Zoning By-law.

**Township** means the Corporation of the Township of North Frontenac.

**Use or Occupy** means to inhabit or utilize for any purpose.

**Zoning By-law** means the Township’s Zoning By-law, as amended.

### 3. Scope

- a) No person shall locate a Recreational Vehicle or construct or place any accessory structures associated with a Recreational Vehicle on any property without a site placement approval issued by the Chief Building Official in advance.
- b) No person shall occupy, use or store a Recreational Vehicle except in accordance with this By-law.

### 4. Licensing of Recreational Vehicles

- a) The owner of the land upon which a Recreational Vehicle is located, shall be responsible for obtaining a Licence from the Township. A Licence issued pursuant to this By-law authorizes the use and maintenance of one Recreational Vehicle on existing lots for temporary accommodations only. The issuance of a Licence does not grant the Licencee the authority to occupy the Recreational Vehicle on a permanent basis. The issuance of a Licence is not intended and shall not be construed as permission or consent by the Township for the holder of the Licence to contravene or to fail to observe or comply with any law of Canada, Ontario or any By-law of the Township.
- b) The Township may impose conditions on any Licence issued for a Recreational Vehicle, including without limitation any or all of the following. Where any of the following conditions cannot be met, the Township may refuse to issue a Licence for the Recreational Vehicle:
  - i) A maximum of one (1) Recreational Vehicle only, may be occupied or used on a vacant lot zoned Residential Waterfront, Rural, Limited Service Waterfront, Limited Service Rural or Hamlet.
  - ii) For lots where a Recreational Vehicle is currently licensed the reduced setback for the Recreational Vehicle shall be permitted until the current Recreational Vehicle is being replaced. For Recreational Vehicles being placed (replacement of a licensed Recreational Vehicle or a new Recreational Vehicle being proposed to be placed on a lot) setbacks shall be in accordance with this By-law.
  - iii) A Recreational Vehicle shall be setback a minimum of:
    - a. 10 metres from all easements, rights-of-way, and roads;
    - b. 30 metres from high water mark of a waterbody or wetland;
    - c. 5 metres from the rear yard on a non-waterfront lot and 10 metres from the rear yard on a waterfront lot;
    - d. 5 metres from a side yard;
    - e. 3 metres from all other Recreational Vehicles, buildings or structures;
    - f. In compliance with Hydro One and Bell required setbacks.
  - iv) A Recreational Vehicle shall also be setback in accordance with Minimum Distance Separation, Influence Areas and Special Setbacks for Livestock Facility, Manure Storage or Aerobic Digester; Waste Management Facilities; Licensed Pits or Quarries; Industrial Uses; Water Bodies; Wetlands and Provincial Highways as set out in the Zoning By-law.
  - v) A Recreational Vehicle shall be adequately serviced with a potable water supply (may include bottled water).
  - vi) A Recreational Vehicle shall be serviced with an onsite Class 1 sewage disposal system and Class 2 sewage disposal system or an onsite Class 4 sewage disposal system approved under the Ontario Building Code.
  - vii) The owner of the land shall first obtain a Civic Address in accordance with the Civic Addressing Policy.
- c) An unattached deck not exceeding 15 square metres and a maximum of 60 centimetres above grade may be permitted to be constructed as an accessory use to a Licensed Recreational Vehicle provided the deck complies with the Zoning By-law and the Ontario Building Code.

- d) One gazebo, viewing platform, storage shed, and/or shipping container with a total area not exceeding 15 square metres and a maximum height of 8 metres are permitted as accessory buildings to a Licensed Recreational Vehicle provided they comply with the Zoning By-law and the Ontario Building Code.
- e) A dock and pump house are permitted as accessory structures to a Licensed Recreational Vehicle provided they comply with the Zoning By-law.
- f) No person shall construct enclosures, overhangs, porches, roof-overs, expansions, or additions on or abutting a Recreational Vehicle, with the exception of pre-engineered and removable add-a-room manufactured specifically for the purpose of adding additional space to a Recreational Vehicle, subject to obtaining a building permit.

#### **5. Temporary Use**

- a) Temporary use of one (1) Recreational Vehicle is permitted on a lot zoned Residential Waterfront, Rural, Limited Service Waterfront, Limited Service Rural or Hamlet with a dwelling for a maximum of 28 days per visit.
- b) Temporary use of Recreational Vehicles shall be permitted from the first Monday in November to the second following Sunday in November, in any year subject to the setback requirements in Sections 4 b ii) and 4 b iii) being met

#### **6. Storage**

- a) Non-commercial storage of a Recreational Vehicle is permitted on a property as follows:
  - i) One (1) Recreational Vehicle on a property may be stored on a property with less than 2 acres that does not have a Recreational Vehicle Licence issued.
  - ii) Two (2) Recreational Vehicles may be stored on a property with more than 2 acres that does not have a Recreational Vehicle Licence issued.
  - iii) One additional Recreational Vehicle may be stored from October 15<sup>th</sup> to May 15<sup>th</sup> on a property greater than 2 acres with a Recreational Vehicle Licence.
- b) The setback of a Stored Recreational Vehicle shall be:
  - i) 30 metres from a waterbody and/or wetland;
  - ii) 5 metres front yard (non-waterfront);
  - iii) 5 metres rear yard (waterfront) and 3 metres rear yard (non-waterfront);
  - iv) 3 metres side yard.

#### **7. Exemptions**

- a) One (1) Recreational Vehicle per acre, to a maximum of 25 Recreational Vehicles, for a maximum of seven (7) days, three (3) times per year is permitted for special event/personal gatherings, subject to the setback requirements in Sections b ii) and 4 b iii) being met. Despite Section 4 b ii) e. the separation distance between other Recreational Vehicles, building, and structures shall be 6 metres.
- b) Property owners shall inform the Director of Emergency Services/Fire Chief in writing a minimum of fourteen (14) days prior to the special event/personal gathering of the details (i.e. dates, number of attendees, number of Recreational Vehicles, property description, RV location and layout to ensure separation distances, etc.) for Emergency Services purposes.
- c) Recreational Vehicles shall be permitted without a Recreational Vehicle Placement for any third-party temporary construction project (i.e. roads, cell towers, etc.)
- d) Recreational Vehicles and attendees exceeding the permitted amount in Section 7 b) for larger events shall request permission from the Township Council in advance of the event.

## **8. Licence Fees**

- a) All Applications submitted for consideration shall be subject to an Application Fee (non-refundable deposit) as set out in the Township's Fees and Charges By-law. If the Licence is refused the fee is non-refundable. This fee covers the review of the Application, initial location inspection and placement inspection.
- b) The Licence Fees for every Recreational Vehicle to which this By-law applies shall be as set out in the Township's Fees and Charges By-law.
- c) No Licence shall be issued unless the prescribed fee has been paid. The annual licence fee will be pro-rated at \$25 per month for a new Recreational Vehicle Licence issued from the first day of the month if the placement occurs mid-year.
- d) The Annual Licences issued under this By-law shall come into effect on January 1<sup>st</sup> and shall expire on December 31<sup>st</sup>. Annual Licence Fees payable under this By-law will be invoiced by January 15<sup>th</sup> of each year and shall be payable by February 28<sup>th</sup>.
- e) Interest on the Annual Licence Fee not paid when due shall accrue at the rate 1.25% per month (15% per annum from the due date to the date of payment.
- f) A refund may be obtained by submitting a request in writing to the Chief Building Official indicating a Recreational Vehicle will no longer be located on a property and specifying the date on which it is going to be removed and the proposed Removal Inspection Fee as set out in the Township's Fees and Charges By-law. The CBO or designate will complete an inspection within fourteen (14) days after the actual date it is to be removed, to confirm removal. The amount of the refund will be calculated from the first day of the month following the date on which the property owner advised the Recreational Vehicle will be remove and it is confirmed by the CBO that the Recreational Vehicle is no longer located on the property.
- g) The Chief Building Official will issue a Licence for a Recreational Vehicle provided that a complete application is submitted to the Township, all pre-conditions as specified in this By-law are satisfied, the Licence fee is paid in full and the use of the property for a Recreational Vehicle conforms with all other applicable law, including the Zoning By-law.
- h) Applications to annually renew a Recreational Vehicle license or applications for a license for a new Recreational Vehicle in the location where a license for a previous Recreational Vehicle had been issued will be refused where any terms or conditions of a previous license were breached or if the provisions of this By-law cannot be met.

## **9. Penalty:**

- a) Any person who contravenes this By-law is guilty of an offence and upon conviction is liable to payment of a fine.

## **10. Notice of Violation:**

- a) If the Township is satisfied a contravention of this By-law has occurred, the Township may make an order requiring the person who contravened the By-law or who caused or permitted the contravention or the Owner or Occupier of the land on which the contravention occurred to discontinue the contravention.
- b) An order under this section shall identify:
  - i) The location where the contravention occurred;
  - ii) The reasonable particulars of the contravention;
  - iii) The actions necessary to correct the contravention; and
  - iv) The date and time by which there must be compliance with the order.
- c) If a person fails to comply with an order under this By-law the Township may:
  - i) Revoke the license granted under this by-law upon written notice of revocation being served on the owner of the property or such notice being posted conspicuously on the property for which the Licence was issued;
  - ii) Correct the contravention at the person's expense; and
  - iii) Remove the trailer at the person's expense.

- d) All costs incurred by the Township pursuant to section 9(c) may be recovered from the owner and/or Licence holder by action or placed on the tax roll for the property where the contravention occurred and collected in the same manner as municipal property taxes in accordance with Section 446 of the *Municipal Act, 2001*

**10. Application**

- a) Any section, subsection or part thereof of this By-law be declared by any Court of Law to be illegal or ultra vires, such section or subsection or part thereof shall be severable and all parts hereof are declared to be separate and independent.
- b) This By-law shall come into force and take effect immediately upon the date of passing.
- c) By-law #28-22 is hereby repealed.

**Read** a first and second time this 16<sup>th</sup> day of December, 2022

**Read** a third time and passed this 16<sup>th</sup> day of December, 2022

  
Mayor

  
Clerk

# Survey regarding Recreational Vehicles in North Frontenac

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## **SURVEY RESPONSE REPORT**

07 February 2023 - 20 March 2023

### **PROJECT NAME:**

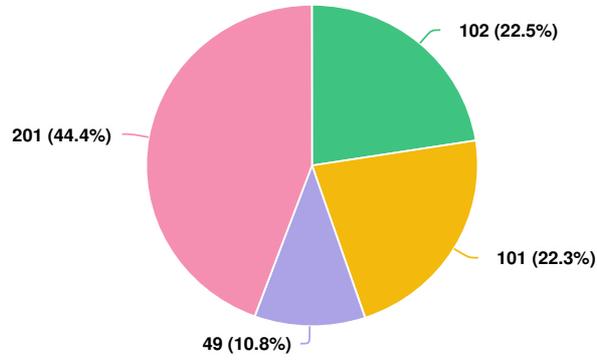
Have your say on Recreational Vehicles (RVs)





SURVEY QUESTIONS

**Q1** Which Ward is your property in?

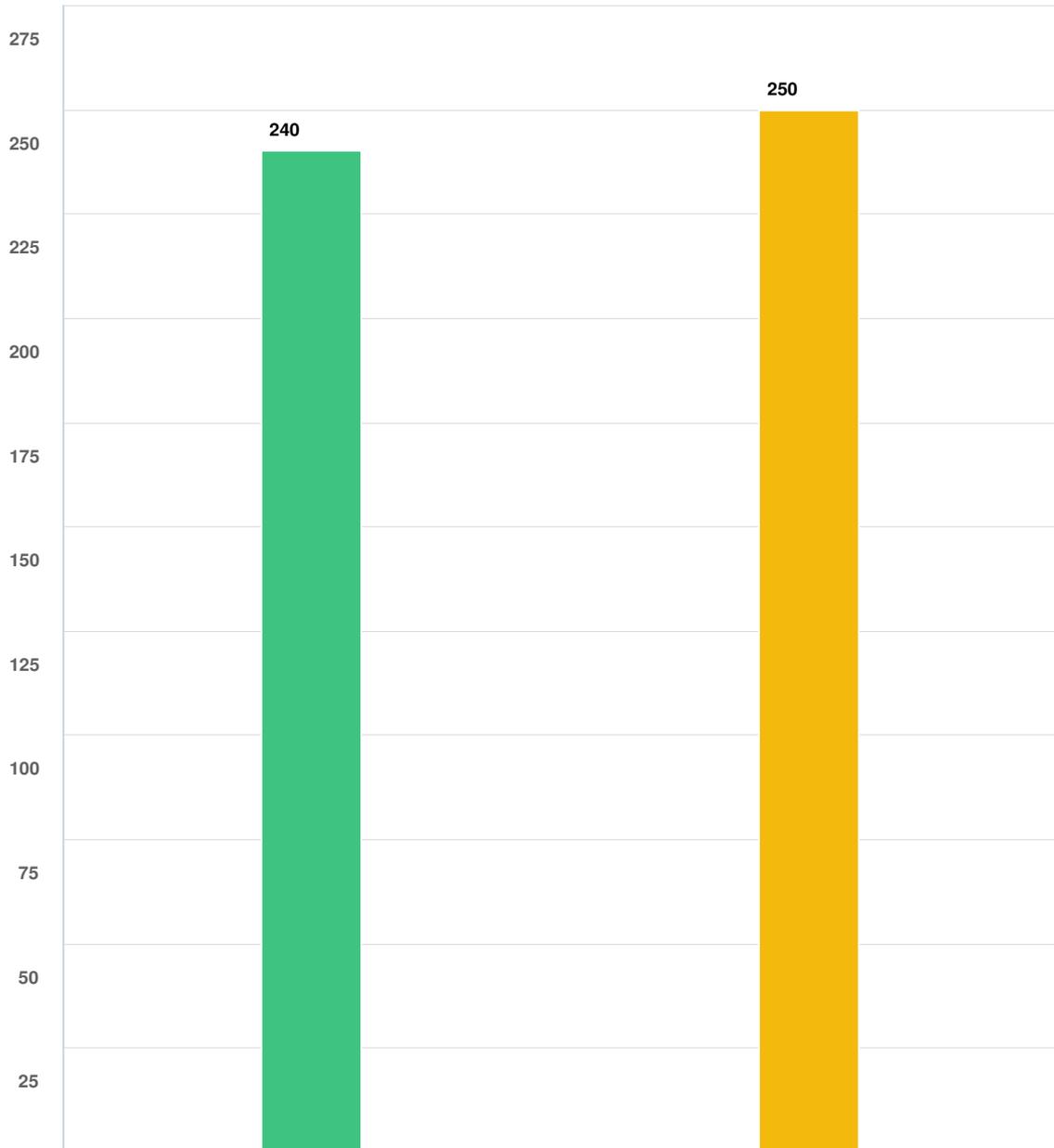


**Question options**

- Ward 1
- Ward 2
- Ward 3
- Unknown / Don't wish to answer

*Optional question (453 response(s), 36 skipped)*  
*Question type: Dropdown Question*

**Q2** In the past 5 years, have you used an RV on a property in North Frontenac and/or allowed someone to place an RV on your property in North Frontenac?

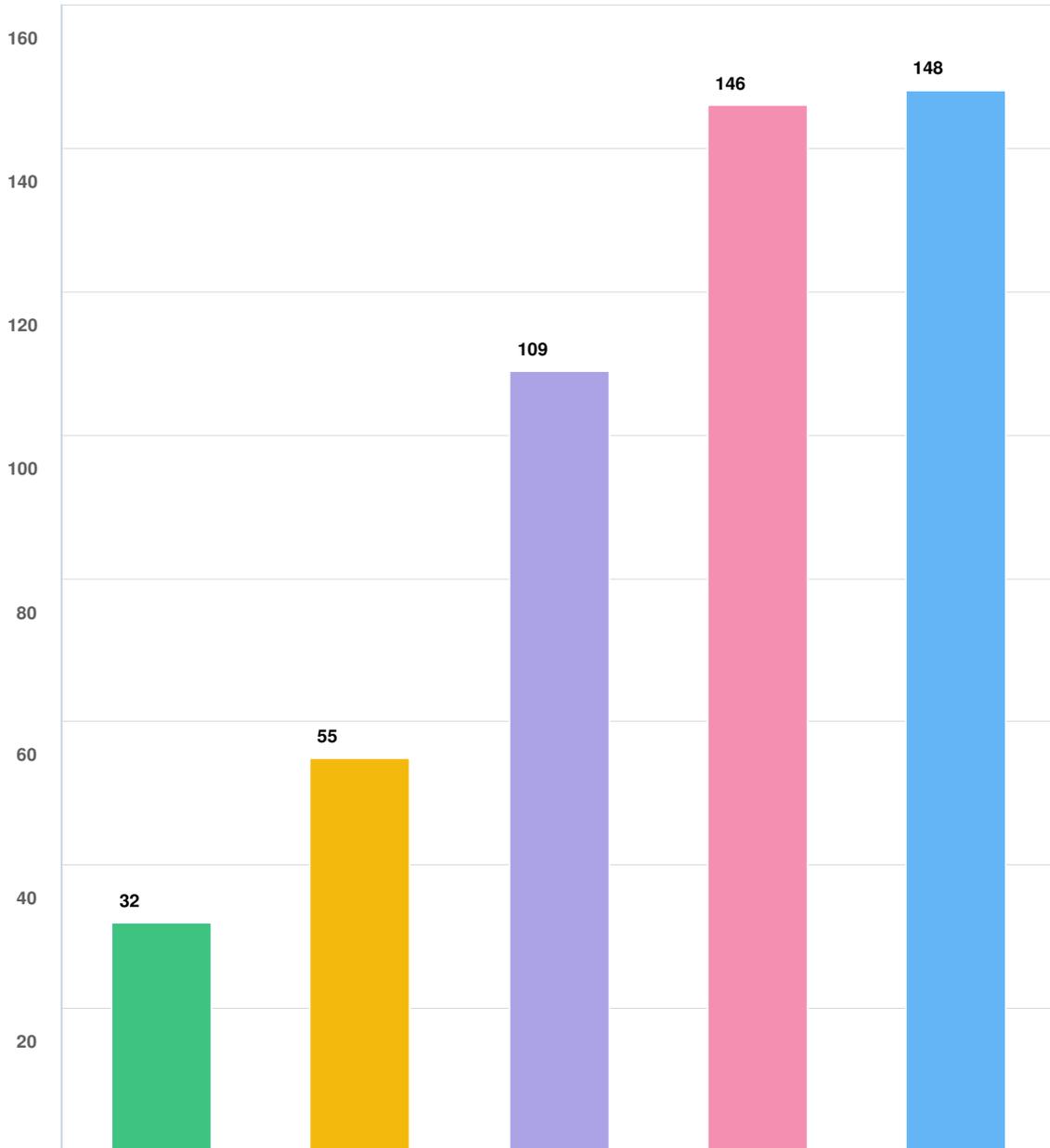


**Question options**

- Yes
- No

*Mandatory Question (489 response(s))  
Question type: Checkbox Question*

**Q3** How important is the subject of Recreational Vehicle use in the Township?



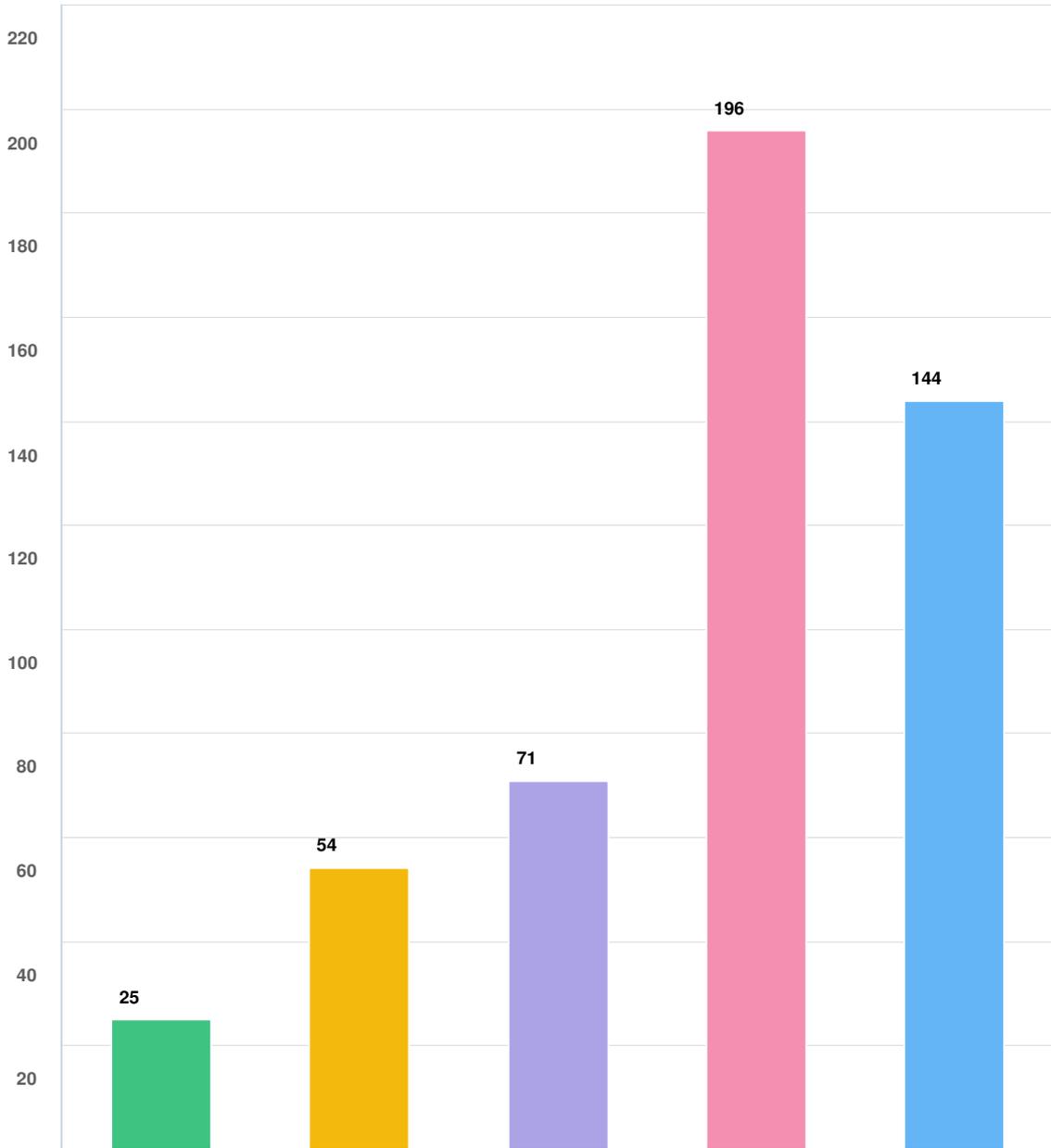
**Question options**

- Not at All
- Little Importance
- Somewhat Important
- Very Important
- Extremely Important

Mandatory Question (489 response(s))

Question type: Checkbox Question

**Q4** What impact does the use of RVs by residents and visitors have on the local economy?

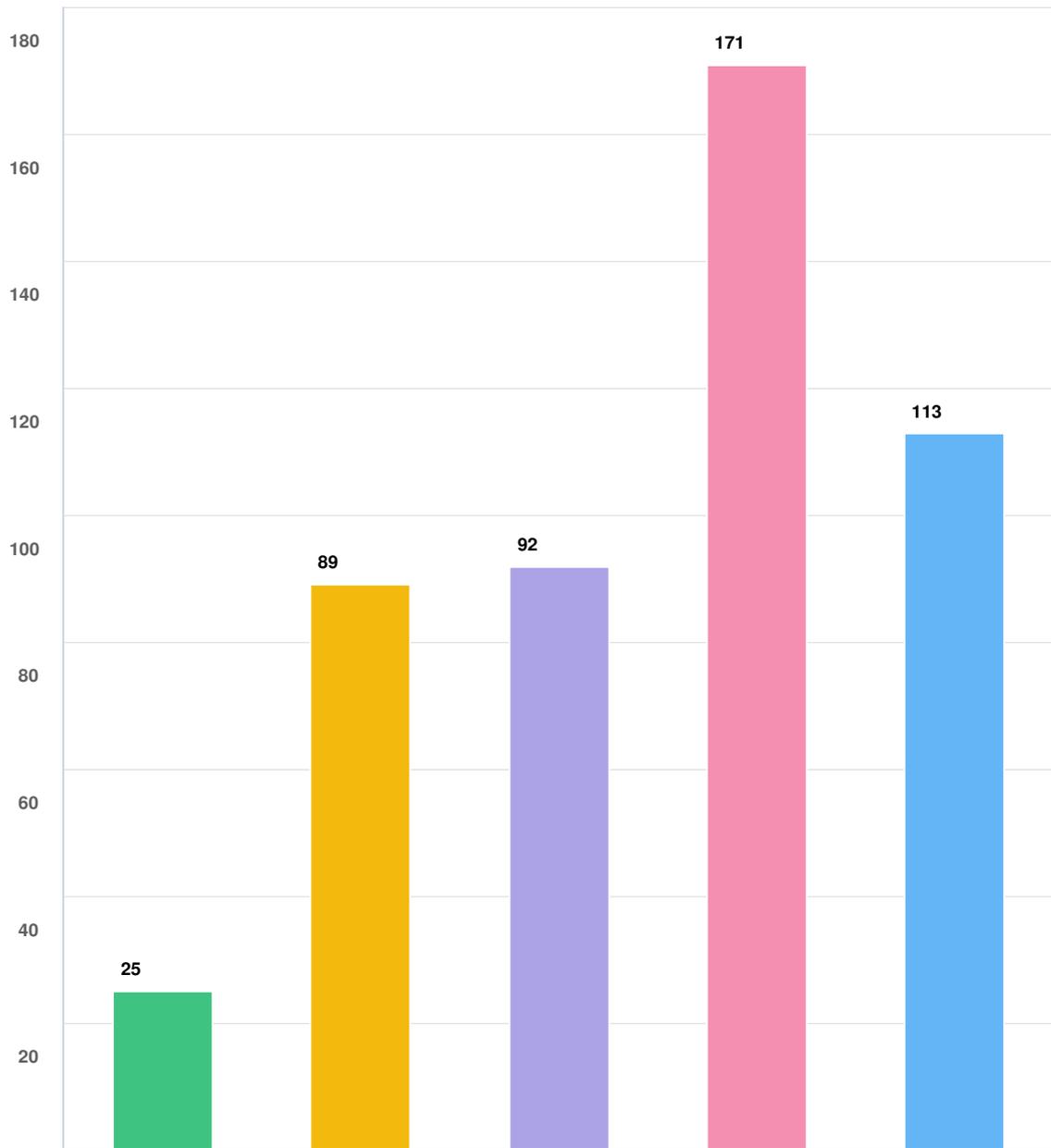


**Question options**

- Very Negative
- Negative
- No Impact
- Positive
- Very Positive

Mandatory Question (489 response(s))  
Question type: Checkbox Question

**Q5 | What impact does the use of RVs by residents and visitors have on the overall community?**

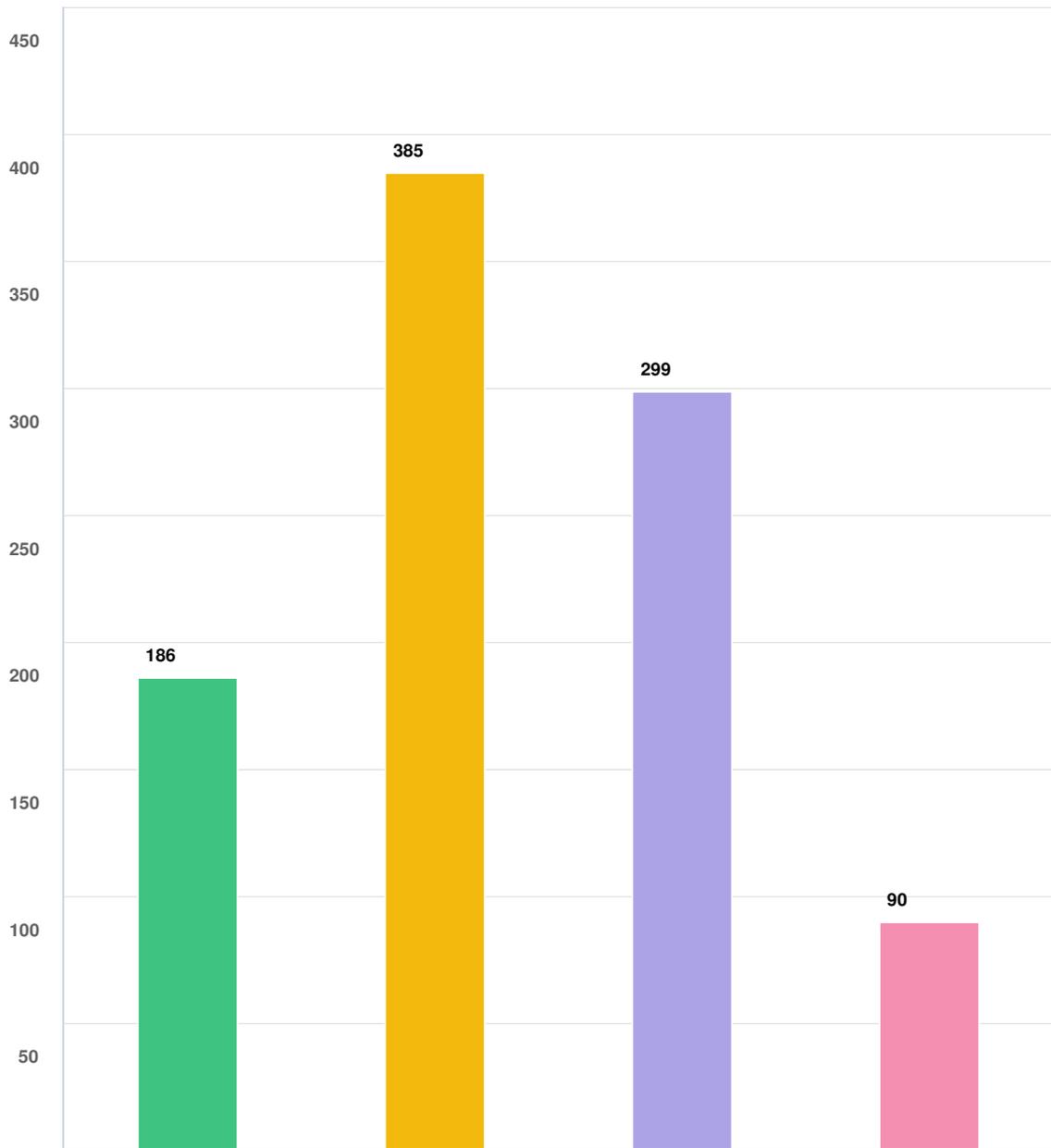


**Question options**

- Very Negative
- Negative
- No Impact
- Positive
- Very Positive

Mandatory Question (489 response(s))  
Question type: Checkbox Question

**Q6 | In which areas should Recreational Vehicles be permitted on vacant land for accommodation purposes? (select all that apply)**



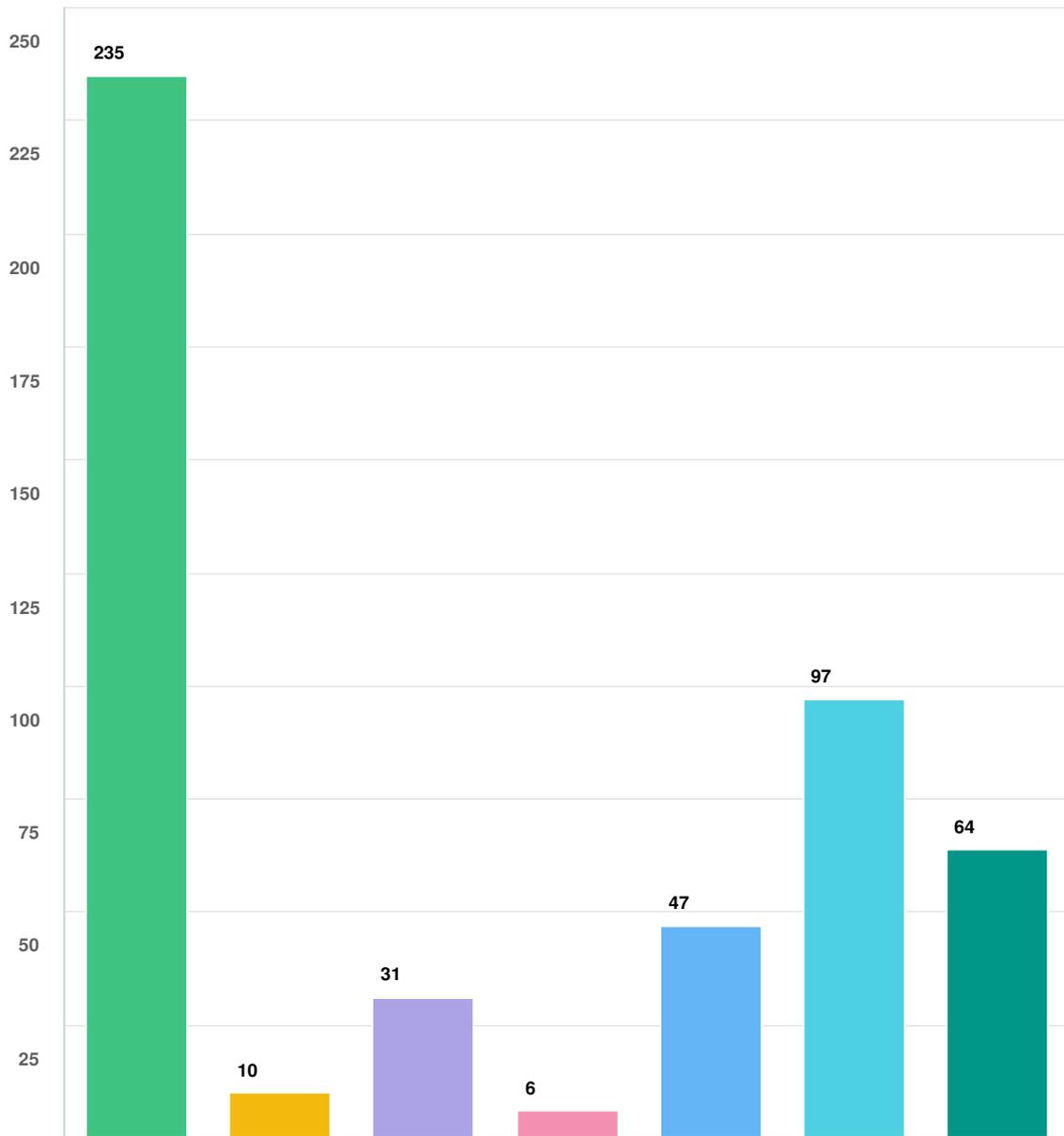
**Question options**

- Hamlet (villages)
- Rural Lots
- Waterfront Lots
- Recreational Vehicles should not be permitted on vacant land

*Mandatory Question (489 response(s))*

*Question type: Checkbox Question*

**Q7 | What is the maximum number of days per year a Recreational Vehicle should be permitted on vacant land for accommodation purposes?**

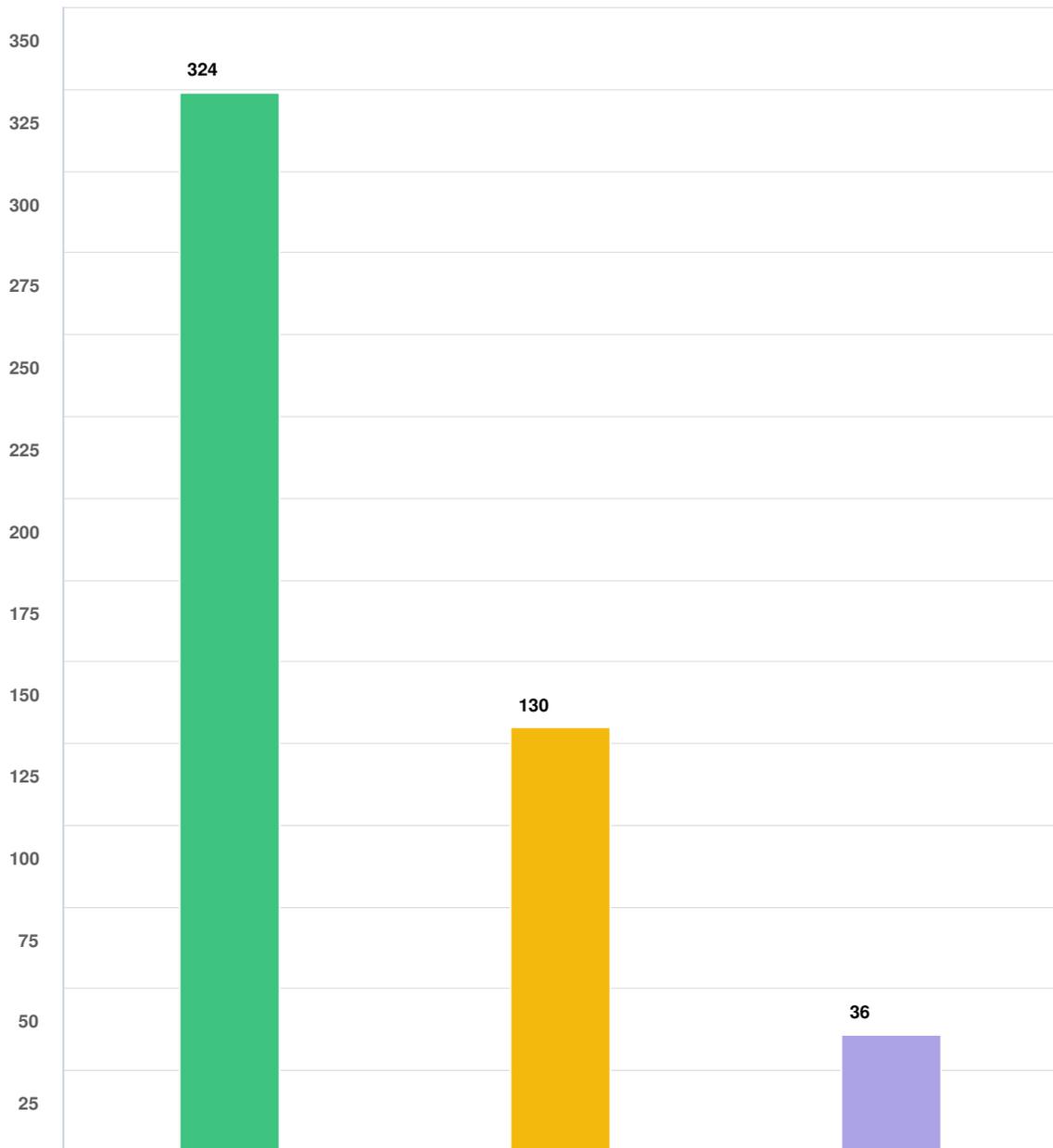


**Question options**

- No Restrictions
- 7 days or less
- 14 days or less
- 21 days or less
- 28 days or less
- 28 days or more
- Recreational Vehicles should not be permitted on vacant land

*Mandatory Question (489 response(s))  
Question type: Checkbox Question*

**Q8** Should the number of Recreational Vehicles permitted on a vacant lot for accommodation purposes depend on the size of the lot?

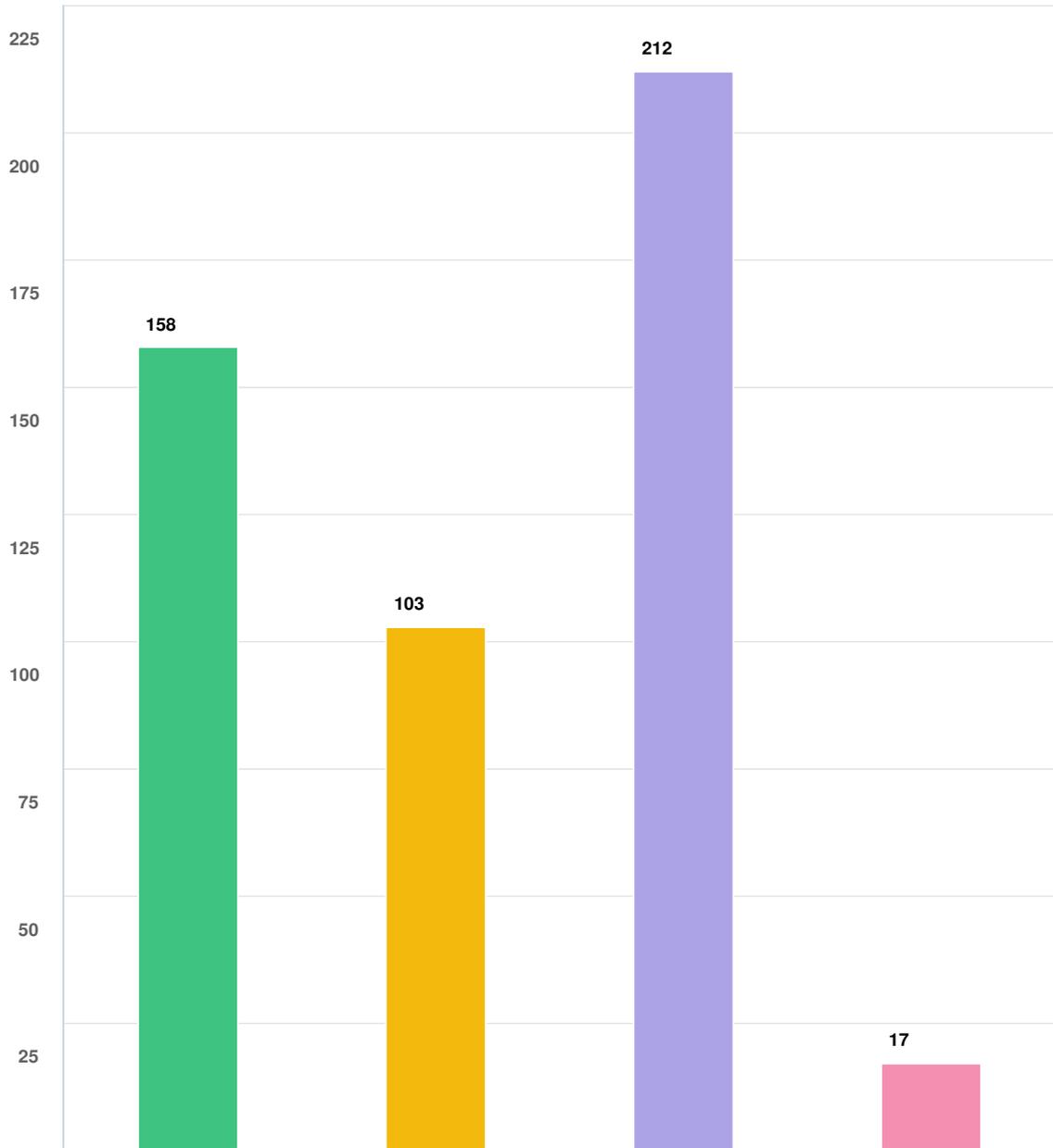


**Question options**

- Yes
- No
- I don't know

Mandatory Question (489 response(s))  
Question type: Checkbox Question

**Q9** Should a license be required to place a Recreational Vehicle on a vacant lot for accommodation purposes?

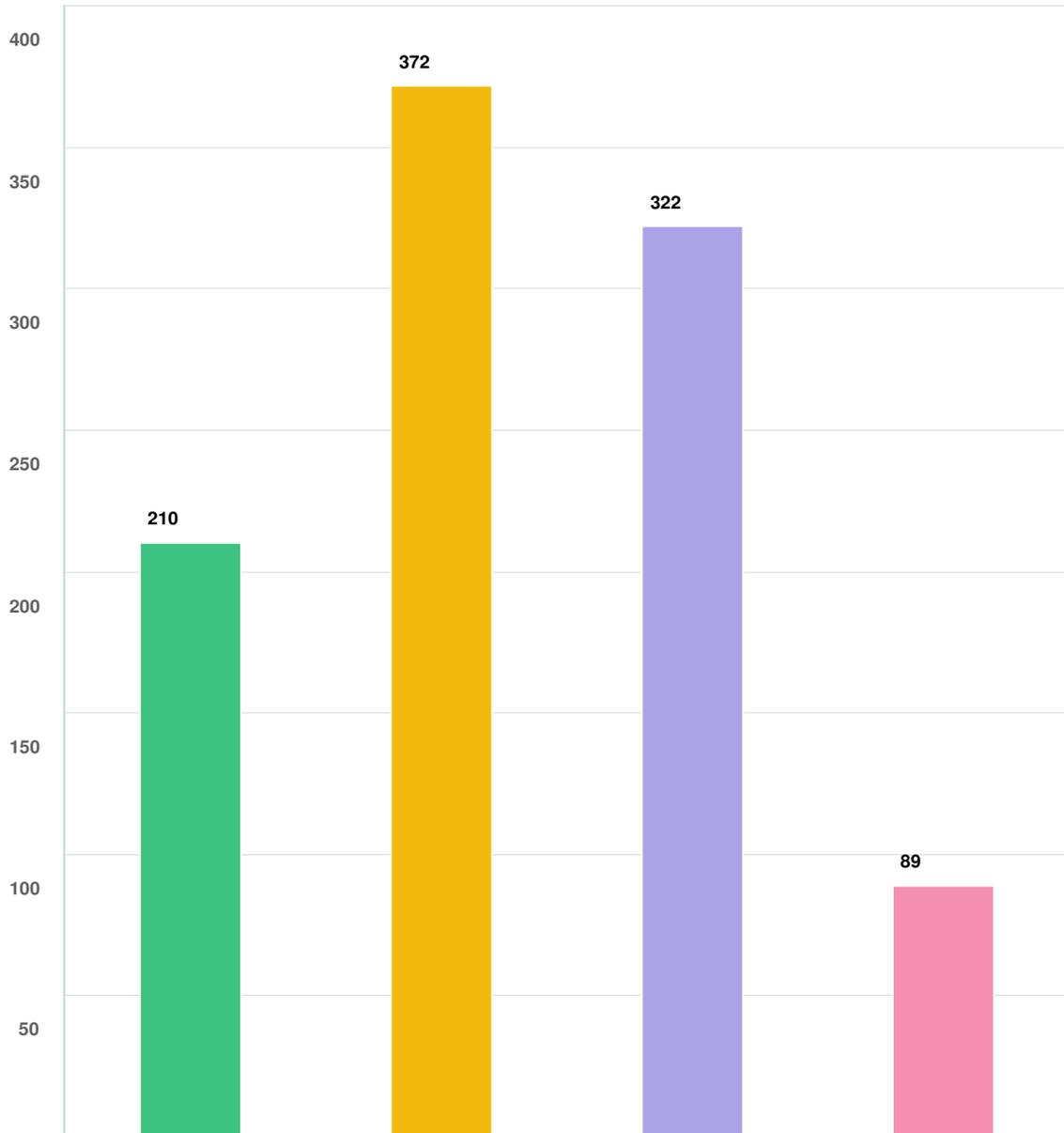


**Question options**

- Yes - At all times
- Yes - For extended periods
- No
- I don't know

Mandatory Question (489 response(s))  
Question type: Checkbox Question

**Q10** Which areas should Recreational Vehicles be permitted for accommodation purposes on properties with existing dwellings/cottages? (select all that apply)

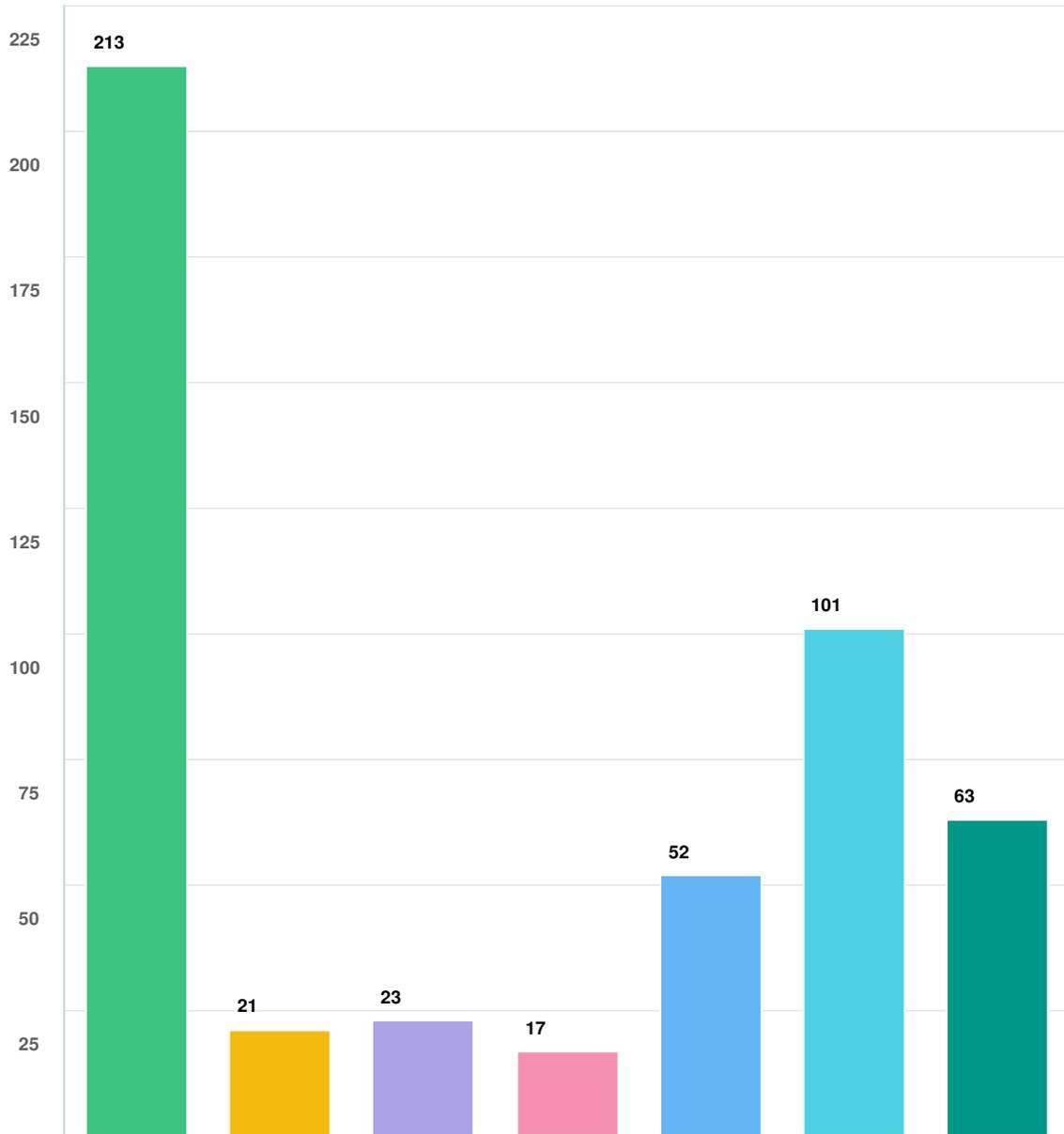


**Question options**

- Hamlet (villages)
- Rural Lots
- Waterfront Lots
- Recreational Vehicles should not be permitted on land with an existing dwelling/cottage

Mandatory Question (489 response(s))  
Question type: Checkbox Question

**Q11** What is the maximum number of days per year a Recreational Vehicle should be permitted for accommodation purposes on properties with an existing dwelling/cottage?

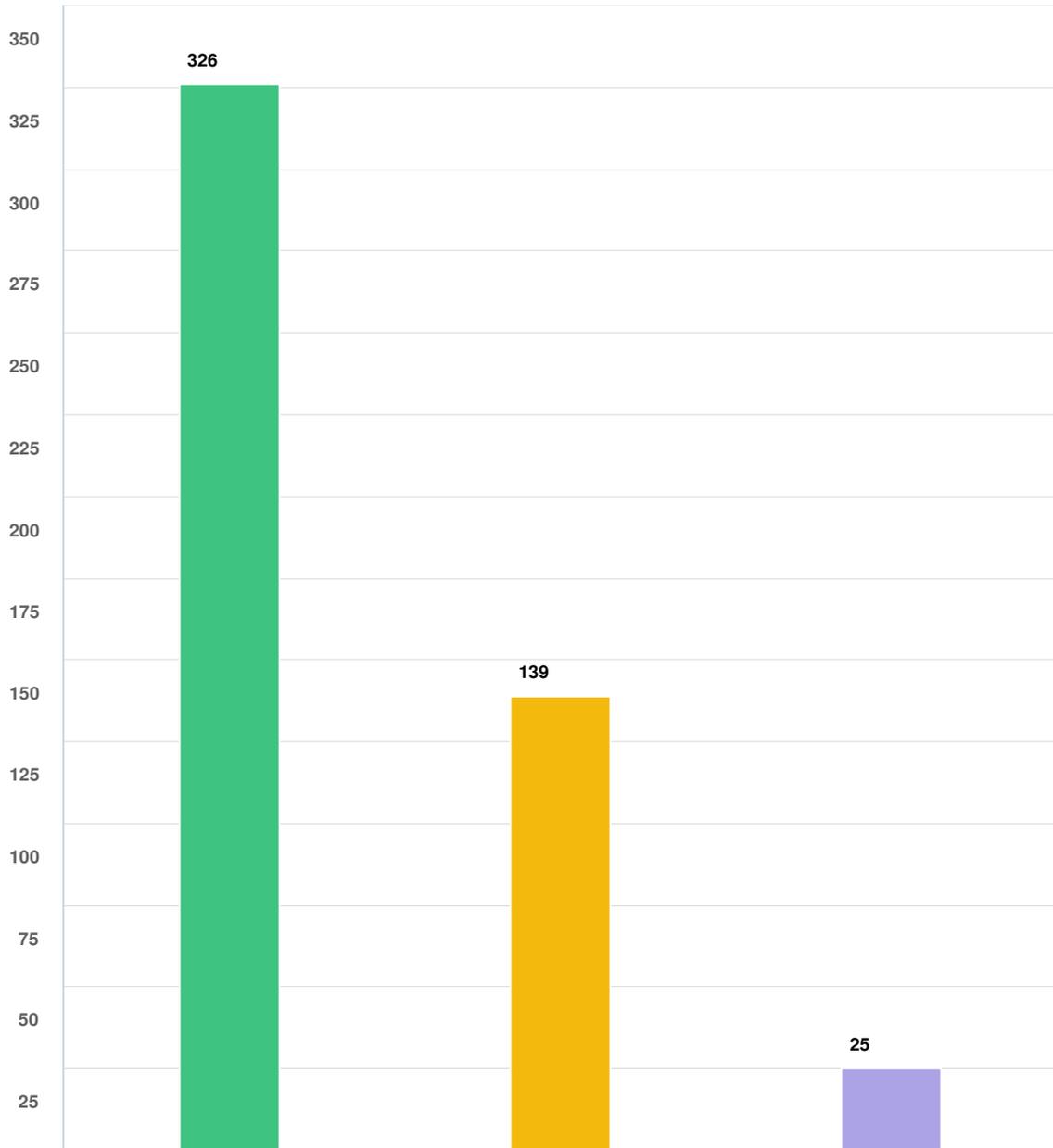


**Question options**

- No Restrictions
- 7 days or less
- 14 days or less
- 21 days or less
- 28 days or less
- 28 days or more
- Recreational Vehicles should not be permitted on vacant land

Mandatory Question (489 response(s))  
Question type: Checkbox Question

**Q12** Should the number of Recreational Vehicles permitted for accommodation purposes on a lot with a dwelling/cottage be dependent on the size of the lot?



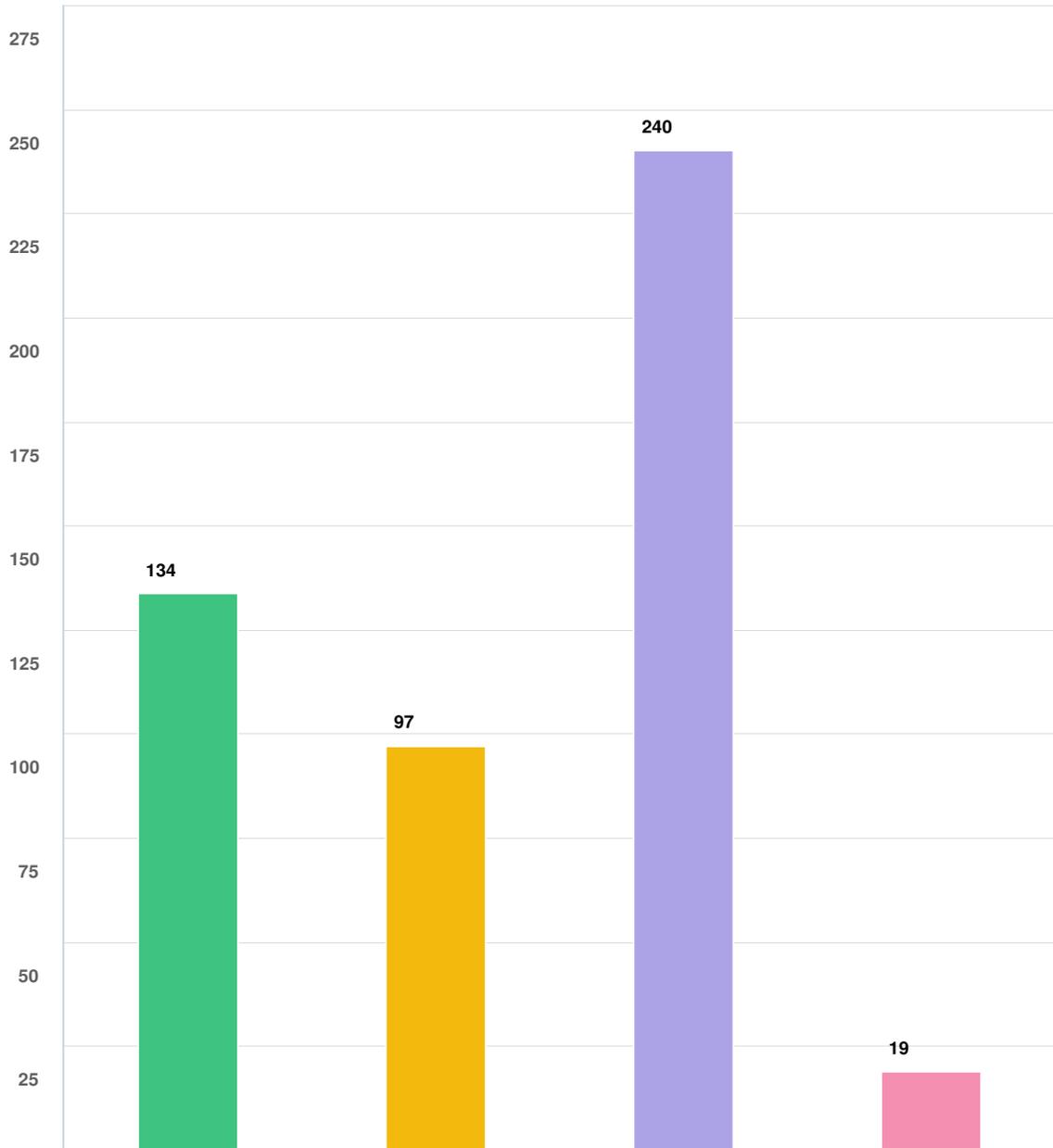
**Question options**

● Yes ● No ● I don't know

*Mandatory Question (489 response(s))*

*Question type: Checkbox Question*

**Q13** Should a license be required to place a Recreational Vehicle on lot with a dwelling/cottage for accommodation purposes?



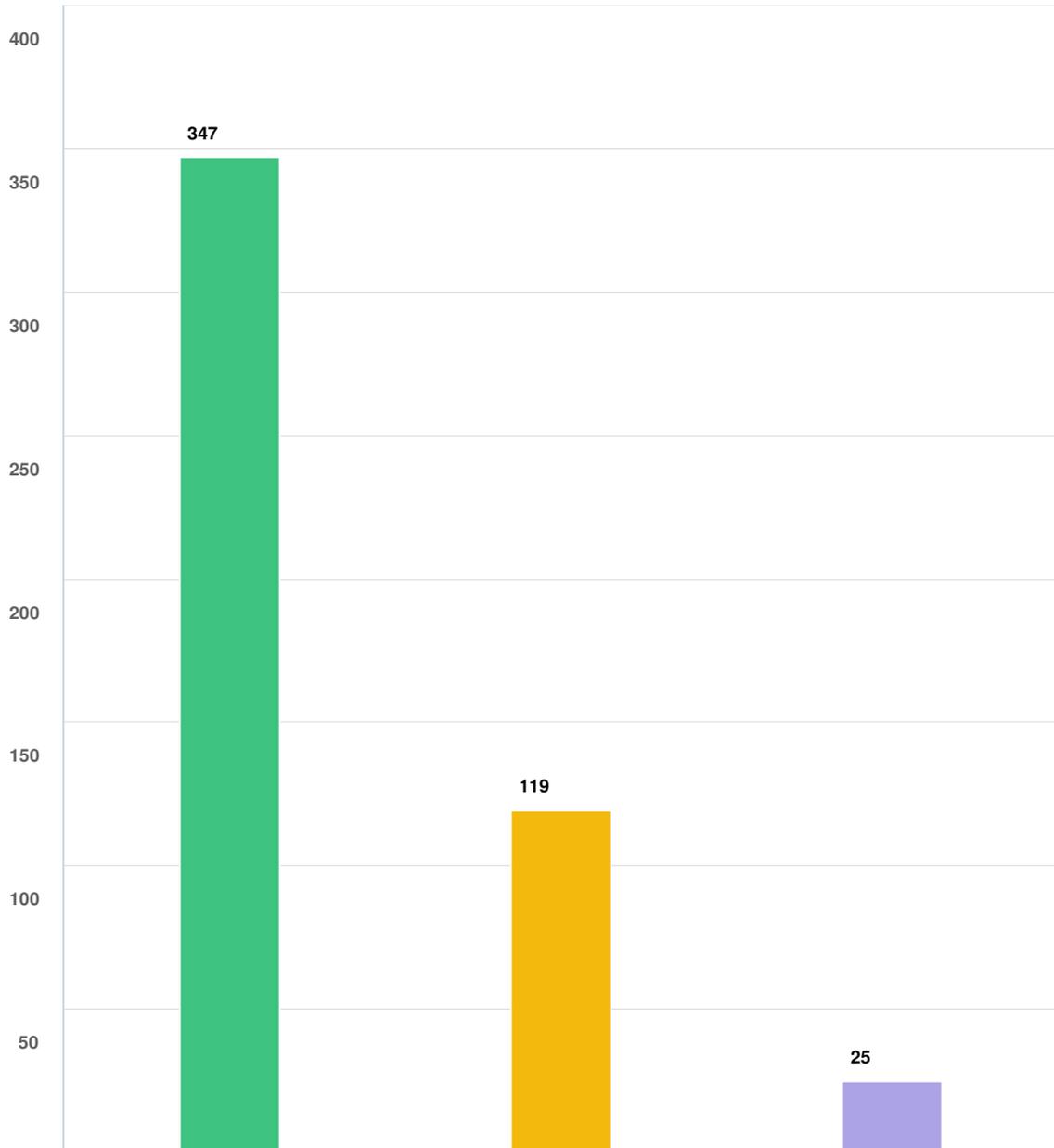
**Question options**

- Yes - At all times
- Yes - For extended periods
- No
- I don't know

Mandatory Question (489 response(s))

Question type: Checkbox Question

**Q14** Should the required setback for the placement of a Recreational Vehicle from a waterbody be the same as required for a home or cottage?



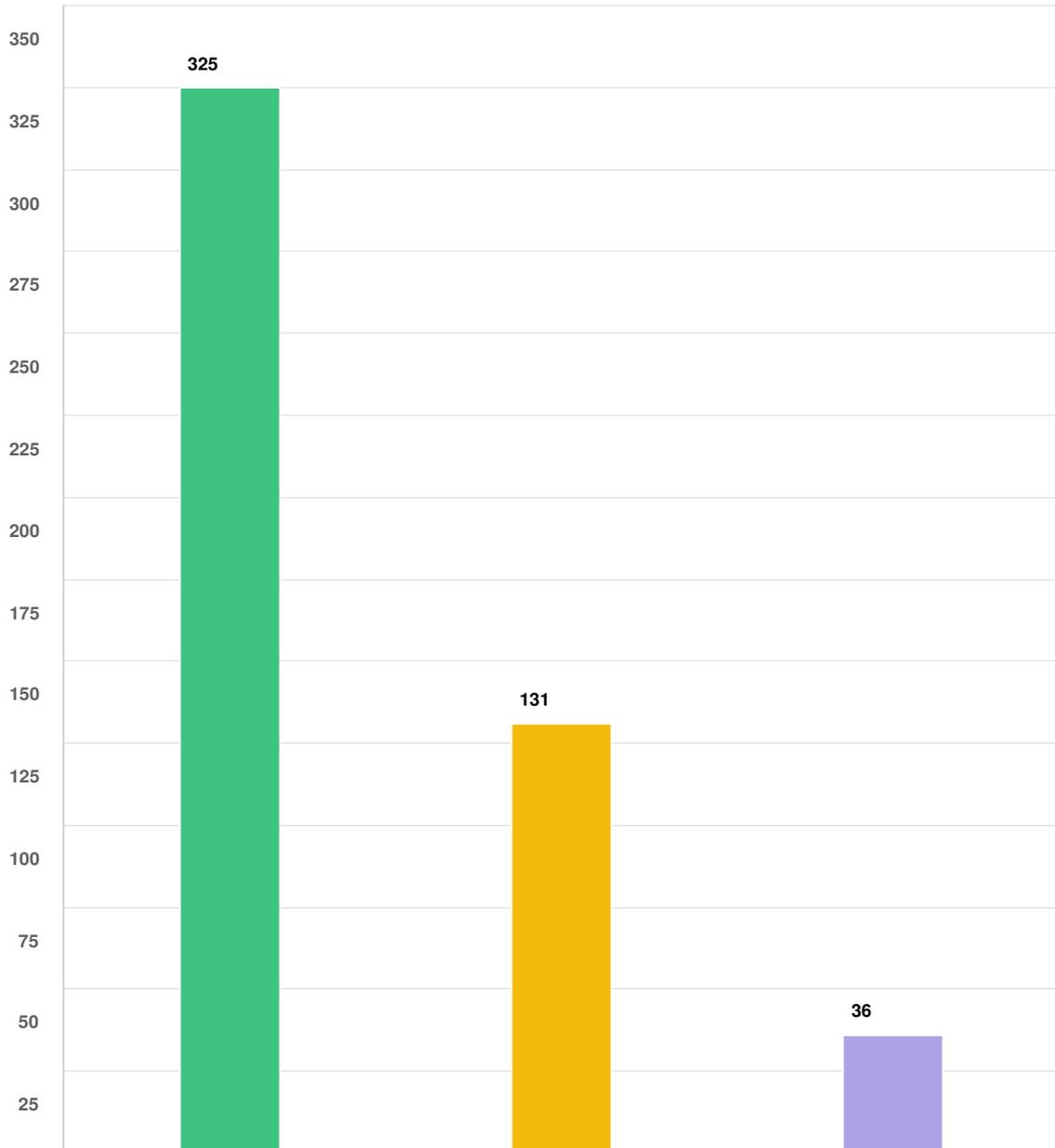
**Question options**

- Yes
- No
- I don't know

Mandatory Question (489 response(s))

Question type: Checkbox Question

**Q15** Should it be mandatory that a Recreational Vehicle used for accommodations for an extended period be serviced by an appropriate septic system (such as a septic tank or an approved grey water pit and a privy)?



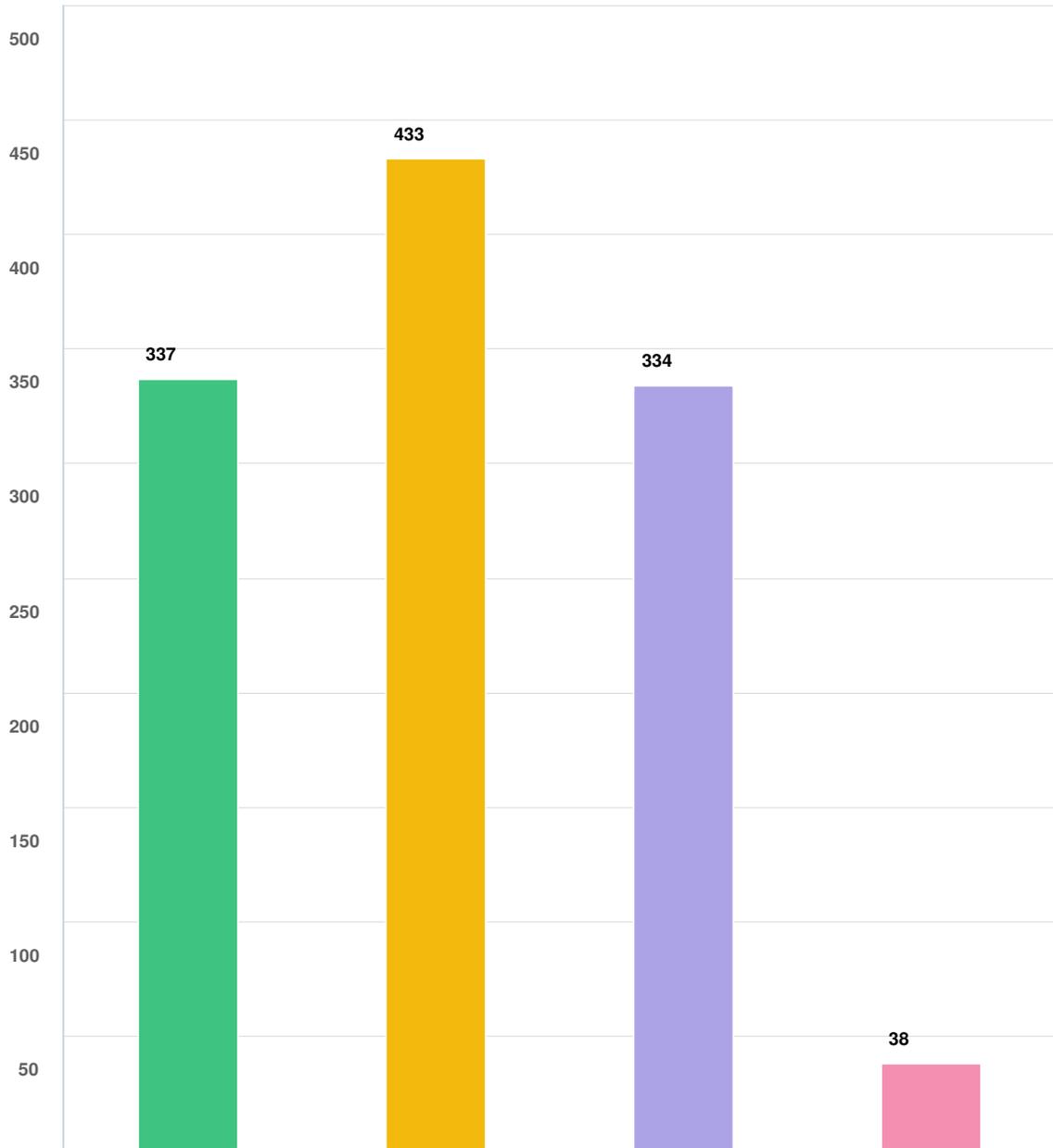
**Question options**

Yes  No  I don't know

Mandatory Question (489 response(s))

Question type: Checkbox Question

**Q16** In which areas should a property owner be permitted to store a Recreational Vehicle?  
(select all that apply)

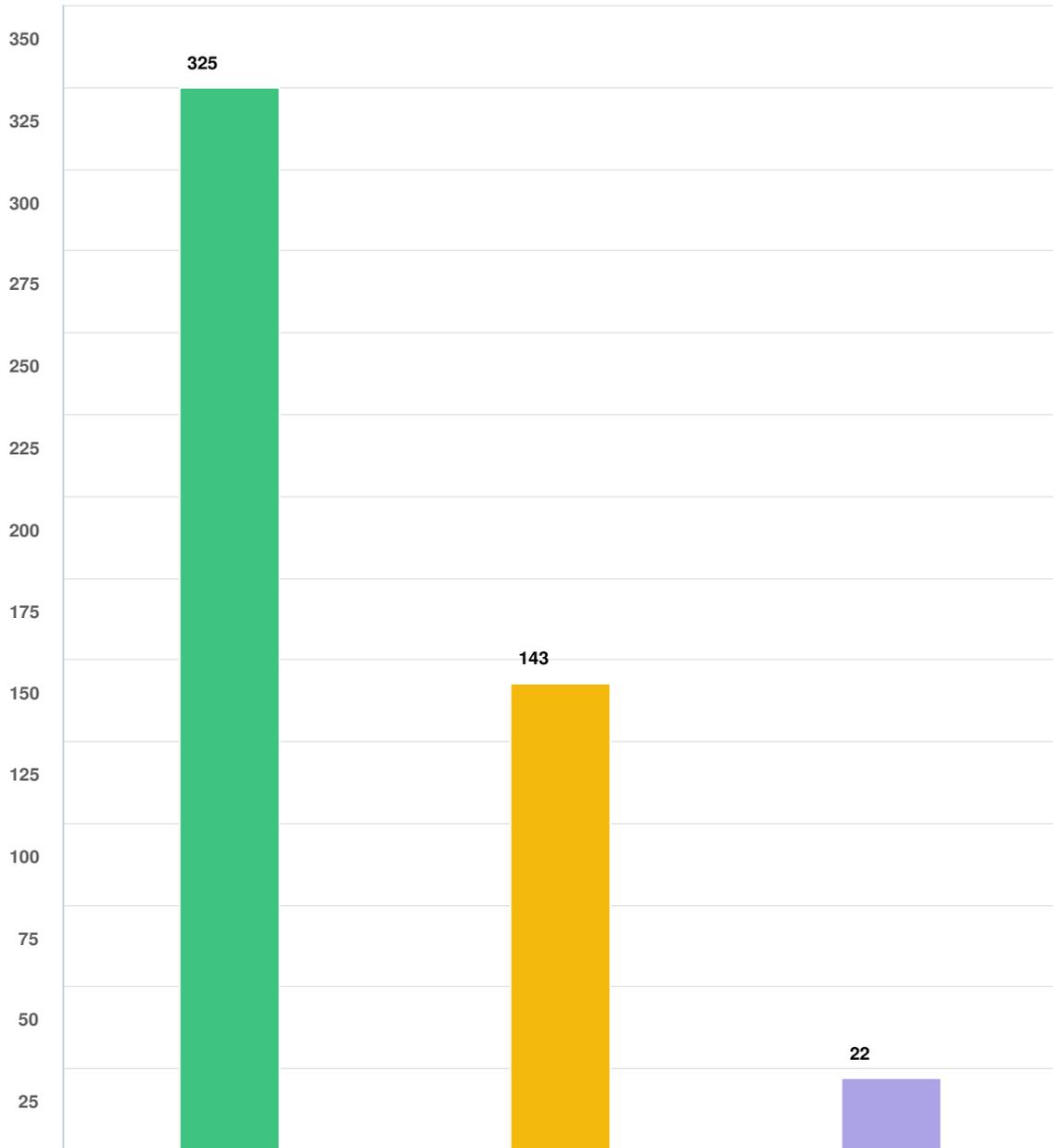


**Question options**

- Hamlet (villages)
- Rural Lots
- Waterfront Lots
- Storage of Recreational Vehicles should not be permitted

Mandatory Question (489 response(s))  
Question type: Checkbox Question

**Q17** Should the number of Recreational Vehicles permitted for storage on a lot be dependent on the size of the lot?

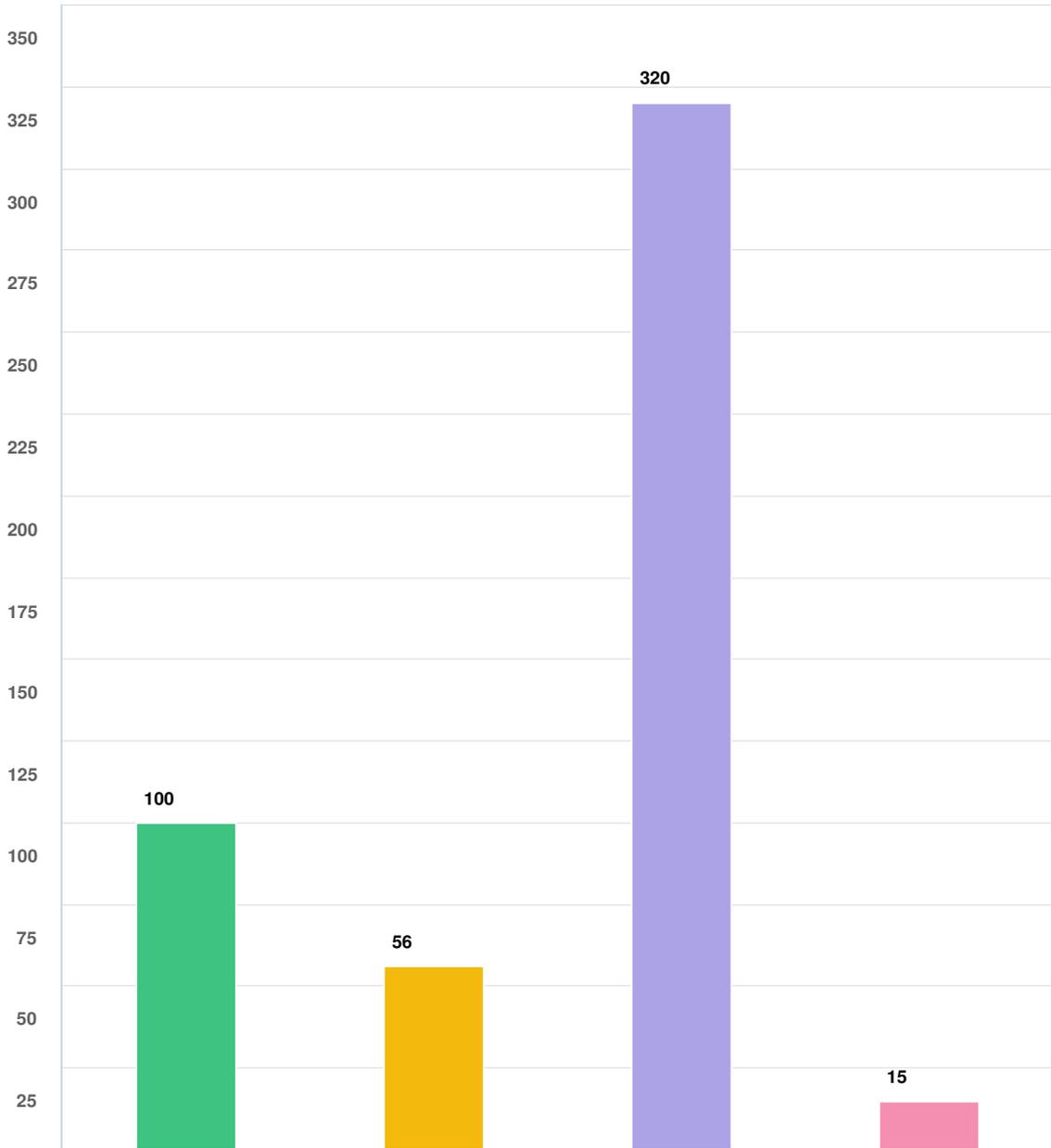


**Question options**

- Yes
- No
- I don't know

Mandatory Question (489 response(s))  
Question type: Checkbox Question

**Q18** Should a license be required to store a Recreational Vehicle on a lot?



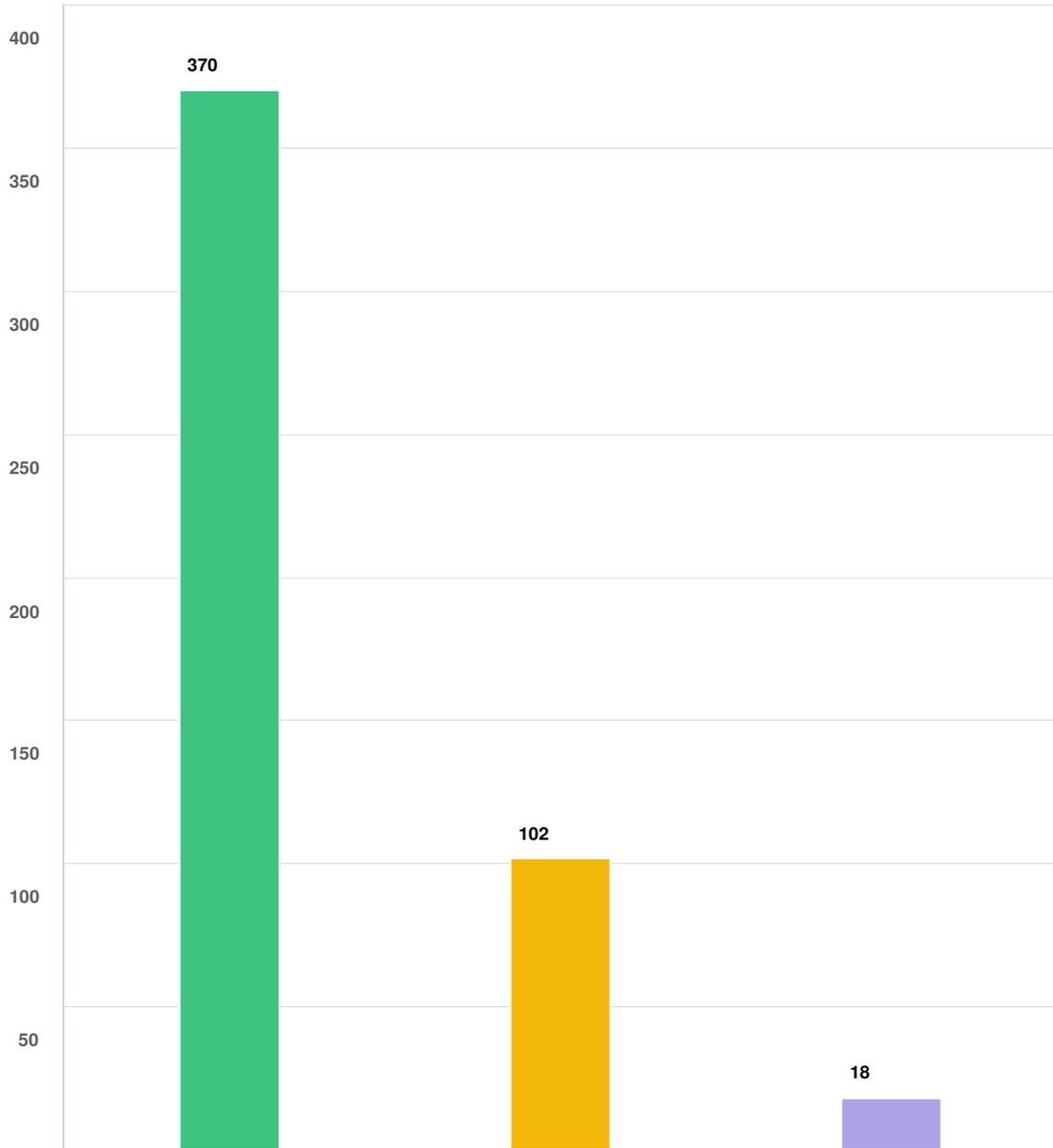
**Question options**

- Yes - At all times
- Yes - For certain durations
- No
- I don't know

Mandatory Question (489 response(s))

Question type: Checkbox Question

**Q19** Should Recreational Vehicles be permitted to be stored on a vacant lot?



**Question options**

● Yes ● No ● I don't know

*Mandatory Question (489 response(s))  
Question type: Checkbox Question*

**Q20 | Please provide any additional comments you feel are relevant regarding Recreational Vehicles in the Township of North Frontenac.**

Anonymous  
2/07/2023 08:56 AM

Lots should have appropriate buffer for storage of trailers (especially in hamlet) - some hamlet lots are large and should not be categorized in with small hamlet lots right in town.

Anonymous  
2/07/2023 09:32 AM

Once again the residual [REDACTED] /hitler regime is interfering with the use of "purchased" lands and anxious to sue local residents for property enjoyment I thought we threw out the last bunch of babies with the bath water for their irresponsible behaviour and shafting of the local residents If a person wants to have company that use a rv for accommodation as long as septic rules are adhered to get lost township! You've always got your hand out for more permits and fees to justify the overstaffing of the administration office. Council needs to get the office under control before you once again interfere with tourism. The advise of the uneducated staffers is attempting to have job security and look impressive without understanding of the consequences. We as ratepayers do not need more red tape to enjoy company or the property we pay taxes on Write all the by laws you want, but your predecessors hired an economic officer to waste our money instead of a by law enforcement officer. Another highlight of the mismanagement of the former council and cao You should be ashamed that you have no regard for private use of property. How about charging for false complaints from manipulators that attempt to get revenge on neighbours I'll be your first resident you'll drag through the courts regarding using a rv as a bunkie. Someday staffers will realize there are some Residents that have deep pockets and will push back against your round table decisions. I thought we elected a forward thinking council Don't give me reason to disbelieve this

Anonymous  
2/07/2023 09:05 AM

as accommodations are very sparse in NF it would be prudent to allow recreational vehicles to be used for affordable housing including rentals for those who require these accommodations for affordability as long as there is no negative impact to the Township as a whole.

Anonymous  
2/07/2023 09:05 AM

We live in cottage country, recreational vehicles are part of what cottage country represents. There are many lakes in the area and campers. Those living in the areas should be allowed to have RVs as they seem fit.

Anonymous

The township should have a mandatory inspection program for all

Survey regarding Recreational Vehicles in North Frontenac : Survey Report for 07 February 2023 to 20 March 2023

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2/07/2023 09:09 AM

waterfront cottages and recreational vehicles parked on waterfront lots.

Anonymous

2/07/2023 09:19 AM

Pay the same tax rate as property owners or don't give them any Township services

Anonymous

2/07/2023 09:16 AM

Recreational vehicles should not be allowed.

Anonymous

2/07/2023 09:23 AM

As homes for seniors are limited, to allow a recreational vehicle for a senior on a lot with family just makes sense as it permits independence for the senior but allows them to have a caregiver/family close by in case of emergency or just to give aid. If seniors are not required the cost and effort to "keep" up a home, I believe they could remain independent longer....improving their health and saving costs. So my answers to this survey take this into mind...I don't necessarily believe rec vehicles should be used as permanent housing or cottages unless on approved septic systems. Certainly, no more than one on any given lot.

Anonymous

2/07/2023 09:18 AM

I think it is absurd that the township has restricted individuals and property owners to the point that it is driving them off of their property The townships are making it impossible for your average person to be able to afford to enjoy their property causing them to sell to only the wealthy who can come in and build a new cottage at a large expense

Anonymous

2/07/2023 09:22 AM

The only place a recreational vehicle be permitted is on an existing trailer park

Anonymous

2/07/2023 09:21 AM

We are in a terrible housing situation all over Canada. People are having to choose between housing and food. If someone can for the time being be allowed to live in a trailer and still contribute to the community isn't that a better option than homelessness.

Anonymous

2/07/2023 09:21 AM

I feel the landowner should be held responsible for his/her property, and can put whatever they want on it. That being said, as long as it doesn't break any existing bylaws.

Anonymous

2/07/2023 09:33 AM

There should be no license required to park RV on any lot. If you wanted to set a maximum number of RV per lot to 10units that would seem reasonable otherwise they would need a trailer Park license

Anonymous

2/07/2023 09:30 AM

I believe that if addressed properly that allowing RV's on properties is a step toward permanent residence

Anonymous

2/07/2023 09:51 AM

We have cottage on Palmerston but don't know ward. House trailers should be ok for 2 weeks on a lot but no longer unless they have an approved septic system. I recommend a licence if longer than 2 weeks. Also they should pay taxes as all the cottages do which would include the trailer, shed and garage. No Bunkies should be allowed. Fees from licence and money from taxes could go toward inspections. The employees who do the camp ground inspections today could also inspect trailers and report back trailers that have no licence or septic systems. We are no NIMBYs but we are very concerned about human waste and grey water from showers and sinks flowing out from the trailers or being out in pits that will flow back into the lakes and waterways no matter where the trailer is kept or stored. We dont want to see trailers on Gravel point for example. Gravel point is one lot and should only allow one trailer with septic. And again anywhere a trailer is being used more than 2 weeks they need to be taxed the same as a cottage is taxed. They should be taxed more on waterfront lot. No free rides and everyone should pay their share. A trailer in the Palmerston trailer park pays a fee. That same fee should apply to someone who puts a trailer on the lot and should be paid to the township! I think it's around 1200-1500 dollars per year. Trailers are using same services as cottages so they should pay same fees and taxes Thx you [REDACTED]

Anonymous

2/07/2023 09:34 AM

The environmental impact of the extra RV's being used for vacation purposes should be determined and if its a negative result, then licensing should be required.

Anonymous

2/07/2023 09:36 AM

none

Anonymous

2/07/2023 09:36 AM

It will set a poor president. It also parked occupied trailers to not pay the tax base

Anonymous

2/07/2023 09:36 AM

There are always certain circumstances

Anonymous

2/07/2023 10:03 AM

RVs can help solve the affordable housing issues in the township and beyond. Shelter is a human right and to prevent a landowner from

having what could be the only shelter they can afford (on their own property! would be a violation of this right. Old RVs can be improved and renovated to create more aesthetically pleasing and more full-time accommodations. Septic solutions could include incinerating and/or composting toilets. The environmental footprint of an RV is much smaller than a permanent dwelling. It feels as though the current guidelines are meant to target and "push out" low income landowners who may not be able to afford the luxury of building a permanent dwelling or may not have the knowledge or resources to navigate the complicated bylaws.

Anonymous

2/07/2023 10:04 AM

I think it is important for people to have a place to go to in the summers. Not everyone can afford to build a cottage. And yes do up keeps and clean area.i don't see it being a problem. Thank you

Anonymous

2/07/2023 09:56 AM

Strict adherence & enforcement, especially re: sanitary & set backs, would have to be maintained.

Anonymous

2/07/2023 10:23 AM

Recreational vehicles, or the proper term mobile home, should be used as such. Therefore, they should be 'moved' regularly after short periods of time. By allowing them to sit anywhere for longer than a month or less, they should be deemed a permanent residence, subject to all bylaws and taxes, as such. For example, there are currently bylaws pertaining to the number of residences allowed on a lot, the size of a septic system based on the size, number of bathrooms, etc. required for the building on that lot. Recreational vehicles which are allowed to be 'stored' on a vacant lot for long term are usually left to rot, polluting water systems, and devalues the potential for tourism dollars in the township. Again if a recreational vehicle is being used every fall as a hunting camp on privately owned property then it should be deemed permanent and be subject to the same rules and regulations as other permanent hunting camps. I understand that tourists visiting our area support our local businesses and I totally see this as a necessary revenue for the township. However RV's which still on vacant land, avoiding the taxes, etc. are a drain on the local economy. Please encourage people with recreational vehicles to come visit, play in and enjoy our natural resources but those using RV's as permanent homes need to be considered residents, not tourists, and 'stored' or abandoned RV's are simply a means of avoiding disposing of them properly.

Anonymous

2/07/2023 10:14 AM

I think it would be beneficial do to the shortage of housing in the Frontenac country

Survey regarding Recreational Vehicles in North Frontenac : Survey Report for 07 February 2023 to 20 March 2023

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Anonymous

2/07/2023 10:19 AM

Recreational vehicles can become unsightly and/or unsafe if allowed to deteriorate over many years. As with derelict buildings, the township needs to be able to order repairs or removal particularly if no annual maintenance is visible.

Anonymous

2/07/2023 10:25 AM

Recreation is very important to our local economy and is essential

Anonymous

2/07/2023 10:43 AM

I wish the septic question had been earlier in the survey, some of the answers might have possibly been different. Biggest concern is the disposal of grey water and the environmental impact.

Anonymous

2/07/2023 10:29 AM

Unless the rv is dilapidated and or leaking fluid it should be no one's business

Anonymous

2/07/2023 10:32 AM

Allowing recreational vehicles in this township brings tourism and in turns supports local business keeping the community thriving. By pushing this away will have people loose summer employment maybe shutting businesses down and pushing people away from the township to find employment

Anonymous

2/07/2023 10:40 AM

With Woodcrest Park getting bigger all the time , I don't think we need to let more recreational trailer on Kashwakamak Lk. There are too many trailers there now and do they have a proper septic system for all their trailers .

Anonymous

2/07/2023 10:47 AM

When the cottage was built to accommodate up to 5 people and they have grown and gotten married, now there are grandchildren so extra sleeping quarters are necessary. An RV suits that purpose of and on from perhaps Easter til Thanksgiving.

Anonymous

2/07/2023 10:44 AM

Rvs should be subjected to the same scrutiny and laws as new dwellings being built on a property if they are to be used as long term dwellings not short holiday vehicles.

Anonymous

2/07/2023 11:03 AM

rv should be allowed on empty lots. they don't dispose of garage or septic properly. using rvs for extra accommodations should be permit based.

Anonymous

If a recreational vehicle is being used as a cottage, or seasonal

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Survey regarding Recreational Vehicles in North Frontenac : Survey Report for 07 February 2023 to 20 March 2023

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2/07/2023 11:15 AM

residence it should be taxed, I live on lake lot and store my rv here for the summer, no one uses it here, it is just more convenient. By laws are all ready on the township books regarding this.

Anonymous

2/07/2023 11:08 AM

RVs are a valid housing alternative. They can be installed and used immediately, unlike conventional housing. They can help with the shortage/lack of housing. They can be removed when no longer desired, or changed to meet the needs of the consumer, unlike regular housing.

Anonymous

2/07/2023 11:29 AM

If they are accepted then they should be hidden from view. The township currently looks more and more like a giant trailer park.

Anonymous

2/07/2023 11:27 AM

When a RV is being used for permanent residence like it is al over North Frontenac the Township along with bylaw officer need to start doing their job. Start on Skootamatta lake road if you need help with a starting point. You are welcome Signed by Taxpayer

Anonymous

2/07/2023 02:00 PM

As a land owner and tax payer I was very disappointed to learn that our township was one of the very few that required an extremely expensive Class II septic system in order to have an RV on our own property. We had purchased a new RV with the intent of moving full time into the community and building a permanent residence. Our experience with the septic requirements and it's costs have caused us to reconsider investing in this area. I hope you will strongly consider the results of this survey and adjust accordingly. Thank you for the opportunity to provide input.

Anonymous

2/07/2023 11:33 AM

dangerous nuisance often driven by irresponsible people drunk people y their children, pose unacceptable risk to riders, children, the community y the environment. should be licensed y prohibited except as service vehicles, especially in populated or environmentally sensitive areas. Let folks ride golf carts instead, in clearly designated areas, like in Florida tetirement towns.

Anonymous

2/07/2023 11:56 AM

When and where permitted (if permitted) no more than one recreational vehicle per lot regardless of loot size. Applies to storage as well.

Anonymous

2/07/2023 11:57 AM

This is a rural area with limited resources. As long as people do things safely without harm to their environment or neighbours, leave

them be.

Anonymous

2/07/2023 12:21 PM

-There should be an age restriction on the RV units being used to keep townships aesthetics. Removing the dozens of run down units setting on lots for years that are never used. - license fees should be charged per foot length of RV if deemed a permanent residence. - if no permanent septic system is being used a receipt of service to "pump out" or remove all waste water should be issued upon possible inspection.

Anonymous

2/07/2023 12:17 PM

If the Recreational Vehicle is being used as extended accommodations (especially if overhead roofs have been constructed, porches have been added, chimneys have been installed into the RV's for heating purposes), they should be charged taxes the same as cottages and applicable laws should be the same (i.e.. septic's, setbacks, etc...). These people are using these as houses/cottages and are permanent in nature. They are using the roads with all their associated costs, using the dumps, and all municipal services so they too should pay for this just the same as trailer parks have to pay taxes.

Anonymous

2/07/2023 12:09 PM

Trailer's should follow the same rules as a cottage and be placed in a licensed trailer park

Anonymous

2/07/2023 12:19 PM

Need to be carefully regulated due to owners tendency to bend the rules that govern them to their own advantage.

Anonymous

2/07/2023 12:22 PM

look at the cost of cottages and housing.... why are you picking on the trailer sites that support the township during warm weather? i think its beneficial for the township to have more trailer sites, creates more revenue and brings more people during the summer.

Anonymous

2/07/2023 12:27 PM

For people coming and camping with RVs will help stores etc. but they should not let said RV get run down and making an eye sore also should be pumped out according to laws etc

Anonymous

2/07/2023 12:31 PM

Any campground owner, large or small, should be mandated to provide septic disposal areas for the RV renters at their own cost.

Anonymous

If you own a property and pay taxes on that property, you should be

2/07/2023 12:44 PM

able to store and/or use an RV with no restrictions. The thought of having restrictions on land you own is silly

Anonymous

2/07/2023 12:54 PM

All RV's being stored or placed on a lot must be in good state of repair

Anonymous

2/07/2023 12:53 PM

Recreational Vehicles should Not be allowed on any waterfront lots.

Anonymous

2/07/2023 01:05 PM

If rv's are to be used as a seasonal residence, then all septic requirements should be met, and the rv should be taxed same as a fixed structure

Anonymous

2/07/2023 01:10 PM

We need less governing and more attention to proper infrastructure in our township.

Anonymous

2/07/2023 01:23 PM

Recreational vehicles should not be occupied during the winter months on any lot.

Anonymous

2/07/2023 01:27 PM

RV's and trailers for living in pose environmental hazards , don't contribute appropriately to the tax base and generally put a negative view it placed near waterfront.

Anonymous

2/07/2023 01:32 PM

I was surprised to read these bylaws and see zoning map as realize the campground ( east end of Lake Kashwakamak) that I have had my trailer at for the past 7 years isnt zoned for campground and in violation of many of the bylaws. I am one of six trailer sites and the property also has dwellings. Im curious how bylaws in the area are enforced to allow this to occur when it has clearly been a violation for so long. I also worry now that if there are not changes to the bylaw I will be forced to vacate.

Anonymous

2/07/2023 01:32 PM

Will curb homelessness and help people in housing crisis

Anonymous

2/07/2023 02:17 PM

The only time a recreational vehicle should be allowed to be used for accommodation is if the property owner has a building permit for a dwelling and has installed the required septic system. The RV should meet all setback requirements and is connected to the septic system. The building inspector must approve the installation before it can be

occupied and it must be removed within one year (NO EXCEPTIONS unless an existing dwelling was destroyed by fire or natural disaster). A permit fee should be required to cover all expenses and a fine for non compliance large enough to encourage compliance.

Anonymous

2/07/2023 01:57 PM

I think those with recreational vehicles should be given a fair chance at owning one much like a cottage owner provided they are licensed and they must be ordered to keep them maintained and used regularly during the summer season. The last thing we need is abandoned RVs scattered around the lake or surrounding areas.

Anonymous

2/07/2023 01:56 PM

Thanks for putting out the survey.

Anonymous

2/07/2023 02:07 PM

Survey speaks of licences for recreational vehicles. If these are the same as placement fees, I would change my answers to 'yes' in all cases. One or the other. Not both.

Anonymous

2/07/2023 02:26 PM

Free the RV from being taxed to death . scoundrels !

Anonymous

2/07/2023 02:27 PM

Leave well enough alone and stop trying to introduce another tax. Remember, you don't pay the mortgage or hold the insurance, we do.

Anonymous

2/07/2023 02:44 PM

I find this survey very vague on some the terms used e.g -,vacant land. Are you referring to private vacant land or crown land?? I believe trespassing on private land using RVs is all ready a violation under the petty trespass act. It is unclear what your questionnaire is trying to accomplish.

Anonymous

2/07/2023 02:48 PM

I worry about them dumping sewage into the bush. Also to become eye sore if they are run down.

Anonymous

2/07/2023 02:57 PM

Many residents own an RV and keep them on their own property when not traveling with them. They are also often used as extra bedrooms when company arrives or for kids to "camp out" in while still at home. These uses are part and parcel of RV ownership and should not be restricted. Rv's used as permanent or semi permanent structures should be required to conform to bylaws similar to comparable permanent structures. My personal belief is that it is not enough of an issue to require the time, effort and costs associated

with trying to regulate RVs at this time.

Anonymous

2/07/2023 02:57 PM

When we bought our property there were restrictions that did not allow the use of a recreational vehicle as a dwelling. Also the setback from the waterfront was 100ft. Let's protect our lake and properties and keep the rules. Too many trailers will increase the load on the lakes.

Anonymous

2/07/2023 03:12 PM

Polution laws fire laws all bilaws and taxes should be applied to rvs aand rvs should be liscenced

Anonymous

2/07/2023 03:23 PM

With the way homelessness is I don't think it would hurt for people to live in a trailer and support local businesses.As long as they don't cause trouble I can't see why not

Anonymous

2/07/2023 03:37 PM

By using recreational vehicles in the township will be better for local businesses. However scrap or multiple rec vehicles should not be allowed

Anonymous

2/07/2023 03:40 PM

Recreational Vehicles serve as an entry point for many to be able to have a secondary property and enjoy the region. Typical process of upgrading, adding additional services all employ locals. This does not include what they spend while here. It would be a shame to adopt a socialist philosophy on this subject.

Anonymous

2/07/2023 03:48 PM

There should be a license for long term use of recreational vehicles on any lots. This license should also be for all recreational rentals including Airbnb.

Anonymous

2/07/2023 04:22 PM

There is a recreational vehicle deposited on vacant land abutting my property, probably around 15 years ago. It was to remain there for a max of 21 days (crown land rule as it was parked bordering crown land line with a private lot. The owner of the trailer parked it there as he was renting the vacant property to hunt. It has been used as a w/e retreat on occasion but more so as a permanent hunting camp, not used in last few years. Township was notified through a complaint years ago the trailer was parked on crown/vacant land property beyond its allowed time. The trailer is in a decrepit state and remains on the vacant land today, its an eyesore! My fear if this survey as it relates to a potential project is not managed right, we will have trash trailers all over North Frontenac. If the township resources are not

there to manage this properly, it will look much worse than parts of NF look today as we have abandoned junk trucks, boats, buses and trailers that already reside and rust throughout the North Frontenac landscape today.

Anonymous

2/07/2023 04:07 PM

If you are going to regulate RVs on vacant property, you better make sure you have staff to enforce any rules. No RV should be allowed to be parked on vacant land for extended periods of time. Unless being used to live in while building a home/cottage/dwelling.

Anonymous

2/07/2023 04:17 PM

I understand the need to regulate RV's. They need to be maintained in good condition with proper water and sewage treatment. If not regulated, everyone and their brother will live in them. I do not agree that the fee should be \$300.00 a year though.

Anonymous

2/07/2023 04:18 PM

There should be limits to how many RV's can be on a lot at a time especially on a lake. I have seen damage to the environment on lakes to accommodate more RVs right at the water front and also no pump out stations or servicing which will have negative effects on the lake.

Anonymous

2/07/2023 04:50 PM

Recreational Vehicles, should be allowed on landowner's property no exceptions. Landowner's should not have to provide an explanation to the township as land taxes are paid.

Anonymous

2/07/2023 04:54 PM

These accommodations should be for family not for rental services

Anonymous

2/07/2023 05:07 PM

Only law should be they are kept clean and tidy

Anonymous

2/07/2023 05:16 PM

RV are sometimes used as a stepping stone to having a cottage or new home, I believe they are necessary but require minimal controls to eliminate multiple trailers on small lots that impact our lakes in a negative way

Anonymous

2/07/2023 05:23 PM

This is not an urban township and should remain a place where people can enjoy nature in their Rv without the red tape and any fees and or taxes you are trying to impose. We pay enough property Tax without the township adding opportunities to limit RVs.

Survey regarding Recreational Vehicles in North Frontenac : Survey Report for 07 February 2023 to 20 March 2023

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Anonymous

2/07/2023 05:35 PM

Major concern is that proper septic be required especially for all RV use longer than a few weeks. People will not wish to overload their holding tanks and will simply dump grey water polluting the water table. Should RVs be permitted for longer use they should be taxed exactly the same as permanent dwellings.

Anonymous

2/07/2023 05:32 PM

We love camping we need our rv

Anonymous

2/07/2023 06:09 PM

I believe that the RV's should be road worthy as well.

Anonymous

2/07/2023 05:43 PM

I see no reason why RV's shouldn't be allowed for use in the township. It would bring more people to our area. Therefore bringing more money to our area.

Anonymous

2/07/2023 05:50 PM

This adds revenue, tourism and attracts people to this township, why not let people do it, we do own the land we purchased after all

Anonymous

2/07/2023 06:00 PM

The municipality of North Frontenac should not concern itself with what happens on private property. Instead put resources towards fighting provincial overreach and protecting the rights of property owners to use their land as they see fit.

Anonymous

2/07/2023 06:01 PM

People who use RV's on a rural/waterfront property, which use a grey water tank and privy, pose no concern to the environment. However, the people using the RV, shop in the area and frequent the local restaurants. Leave them alone to come here and spend their money. They purchase a lot and set up their RV to use while they build their recreational property. If you must regulate, give them a permit which expires over time (2 - 3 years), so they're motivated to prioritize the build of their permanent dwelling.

Anonymous

2/07/2023 06:59 PM

We are over regulated.

Anonymous

2/07/2023 07:06 PM

If storage of an RV is for personal use and needs to be stored by the land owner, it should be possible to simply store it.

Anonymous

2/07/2023 07:29 PM

RV's have their own septic and grey water tanks. They should have permission to be closer to water - as long as they have an approved

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dump site in the township to properly empty tanks. The township needs to step back from wanting so much control on private property when you need to focus on recycling improvements, supporting the local school, and talking care of our seniors

Anonymous

2/07/2023 07:29 PM

North Frontenac should be focused on the current challenges they have and not get distracted by creating new Bylaws or restrictions on this issue.

Anonymous

2/07/2023 07:37 PM

I understand that the concern is that if it is hooked into the septic it may overwhelm the system in the case of recreational vehicles hooked in when there is already a cottage then it should be mandatory for the septic system to be pumped at least once possible twice a year

Anonymous

2/07/2023 08:27 PM

We don't need to pay any more fees as we are taxed to death now. A few trailers ain't hurting anyone

Anonymous

2/07/2023 08:37 PM

Nothing else at this time.

Anonymous

2/07/2023 10:05 PM

Exempt recreational vehicles on local resorts. Should not be burdened with more licenses and expenses, or the struggling resort business will suffer.

Anonymous

2/08/2023 03:01 AM

If the township wants more people in the area and help the economy then they need to be for flexible and open to change

Anonymous

2/08/2023 04:33 AM

Our township has permits for everything it's beyond crazy. It's time they stop permitting us to death amongst everything else.

Anonymous

2/08/2023 05:00 AM

going to be taking money out of our towns. We are a tourist area and many people have land that they use for camping in the summer on water fronts.

Anonymous

2/08/2023 05:16 AM

no more than one per lot

Anonymous

No trailer parks unless they are allowed by the code.

2/08/2023 05:29 AM

Anonymous

2/08/2023 05:46 AM

Recreational Vehicles are important to this area, as they add much needed recreational accommodations. RV owners provide income to local businesses.

Anonymous

2/08/2023 06:01 AM

Lot owners should be able to house recreational vehicles on their own lot as they see fit. What is the harm to anyone? None.

Anonymous

2/08/2023 06:26 AM

What is this all about , more rules , more taxes , and more over reach of twsp

Anonymous

2/08/2023 07:14 AM

Many people own recreational vehicles and keep on the property for purposes of travel and or visiting guests for brief periods and I feel this should be allowed with no permit or repercussions. Those who purchase a recreational vehicle for the sole purpose of renting out on a seasonal basis should have to have permits, rules and regulations set out to minimize the negative impact to the environment, safety and respect for the community around them. Under no circumstances should outhouses be allowed anywhere near a water body. Any toilet facilities should require either a contained, safe storage and removal system for waste not in the ground at site or a septic system installed where it is safe to do so.

Anonymous

2/08/2023 07:18 AM

Let people live their lives. Let them park their RVs on their property

Anonymous

2/08/2023 07:40 AM

Reasonable exceptions should be allowed eg1 - short stays of a few weeks for visitors etc eg2 - storage for snowbirds for limited number of months if it is being used for rentals (short or long term) must meet some waste disposal regulations, especially on any waterfront (ie. - no outhouses at flood plain)

Anonymous

2/08/2023 08:00 AM

As with anything like this, the issue of RVs effectively being dumped is a consideration. I think a fair use model is reasonable and expected. Good luck!

Anonymous

2/08/2023 08:05 AM

No need for restrictions of any kind

Anonymous

Question No. 9 is unclear - do you mean MTO licence or Twsp RV

2/08/2023 08:33 AM

Licence?

Anonymous

2/08/2023 09:36 AM

Recreational vehicles are not our enemy. Brings valuable tourism to our region, however when used for accommodation or rental - should be on a commercial property - which is controlled and monitored. It is the last affordable accommodations for businesses with rising costs of construction and rental. Unrestricted and uncontrolled use of RVs on private vacant property can be detrimental to the environment and community. Okay for short periods of time while building. Better to find a way to build year round accommodations economically.

Anonymous

2/08/2023 09:12 AM

RV owners buy local and this is important to the local economy.

Anonymous

2/08/2023 09:40 AM

Any properties that have one or more RVs on site that become derelict and a eye sore then the community would want some ability to enforce a code/bylaw and be able to enforce a reasonable solution.

Anonymous

2/08/2023 10:03 AM

many of the survey questions are laid out such that the answers will give erroneous results. For example: should the setback for RV from the water be the same as for a dwelling. It only gives a Yes or No or Don't Know. The response should include Not Applicable as should not be RVs on waterfront properties. The answers to these questions cannot be used as the survey as designed because the answer gives a false positive answer. Respondents have no recourse but to answer yes. When the reality is the setback question is irrelevant if don't support RVs on waterfront properties. Strongly urge you to correct the survey questions and reissue otherwise the results on these types of questions will need to be voided as they are not representative.  
Thank you

Anonymous

2/08/2023 10:16 AM

Really don't have a problem with RV use except when they become permanent on a site as is the case in some places in our area.

Anonymous

2/08/2023 10:43 AM

Whatever gets decided should also apply to crown land campsites. For example if you expect trailers to need septic systems, are there going to be septic systems put it at drive up/rv accessible sites.

Anonymous

2/08/2023 11:06 AM

I feel that only RVs that are still able to be mobile be considered for accommodation on a property. i.e. No park model trailers or any other trailer or motor home with their tires or wheels removed should be considered. If permitted, such vehicles "permanently" situated on a

regulations.

Anonymous

2/08/2023 11:35 AM

Own should be allowed to have trailer on there land

Anonymous

2/08/2023 12:24 PM

Most RVs that are made with grey water and sceptic holding tanks that are approved. RVs that done have them should have a privy at minimum. The current restrictions are embarrassing because not everyone can afford the cost that is associated with owning a trailer in north frontenac. And many people are pushed away by the very aggressive approach your planning department( that isn't planners at all) uses in their threatening letters that show up out of the blue. One major step in moving forward in any fashion is communication. And that means actually answering email and calls on questions about these by laws not ignoring and ruling with iron fists. A little off topic yes but that's where change is needed. With all that said rules are needed to keep our lakes as natural as possible which is agreed on by most. But if North Frontenac wants people on board with this they need to show that they are not above their own law. Through the summer months thousands of people come through their crown land stewardship program with trailers and tents and they are not required to have any grey water systems just an old fashioned out house like most regular folk. . And ALL of their sights are closer then any cottage with septic would be allowed.

Anonymous

2/08/2023 12:08 PM

If you pay property taxes you should be able to have an rv on your property

Anonymous

2/08/2023 12:56 PM

If the taxes are paid stay the [REDACTED] outta everyone's business

Anonymous

2/08/2023 02:10 PM

Please consider the MYOB movement

Anonymous

2/08/2023 02:30 PM

The problem with recreational vehicles is they deteriorate quickly and become real eyesores as people let them rot and decline. They often become derelict and forgotten. Then the community gets stuck looking at them. The back country is littered with them. That being said it is an economical way for people to enjoy country living. The township already has an issue with building and property standards...abandoned buildings and vehicles can be found throughout the township. It is a beautiful place but scared by human waste and decay.

Anonymous

2/08/2023 03:17 PM

it is getting harder for people to help their own family, it would certainly provide extra shelter . people should take pride in their township, and they do not need to be eye sores.

Anonymous

2/08/2023 03:46 PM

There are no places homes to rent so trailers is a form of home

Anonymous

2/08/2023 03:51 PM

Consider limit on number of RVs that can be stored before it turns into a commercial business

Anonymous

2/08/2023 04:13 PM

Recreational vehicles just adds more people therefore more noise etc

Anonymous

2/08/2023 05:29 PM

Property owners should be able to use and store their recreational vehicles on their property vacant or otherwise. If the vehicle is used for accommodation it must comply to appropriate setbacks and septic management.

Anonymous

2/08/2023 07:31 PM

Current in place rules are perfect, leave them alone.

Anonymous

2/08/2023 07:42 PM

Council needs to stop listening to all the whining rich city people al that are complaining [REDACTED] and tell them NO or tell them to mind their own business. If they don't like that tell the complaints to go back to the city where they came from. Council needs to quit catering to the people from the city that look or act like they have money they are no different then the rest of us so quit kissing their [REDACTED] and doing everything they want and making stupid rules

Anonymous

2/08/2023 09:38 PM

Some of these questions are ambiguous. I don't agree that more than one Rv should be permitted on a waterfront property. A lot could look like a trailer park. RV's should have to have the same rigorous permitting that a cottage owner must have. Enforcement of the rules must be monitored as well.

Anonymous

2/09/2023 04:11 AM

What can b done about RV's parked on Crown land and left there for indefinite period of time.

Survey regarding Recreational Vehicles in North Frontenac : Survey Report for 07 February 2023 to 20 March 2023

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Anonymous

2/09/2023 04:36 AM

With current housing shortages, this may be the only option for some. If I own my property and I have room to store my RV on my land without impeding anyone's view I should be allowed. Why so we need to regulate this?

Anonymous

2/09/2023 08:11 AM

Accommodations taxes need to be levied not just licensed.

Anonymous

2/09/2023 08:32 AM

It would be helpful for citizen to have an overview about the current status of recreational vehicles and better understanding about what motivates this survey. I responded but do not feel well informed on the issues (e.g., density, waterfront encroachment, sewage, etc.)

Anonymous

2/09/2023 08:51 AM

An RV should be viewed the same as a cottage with the same requirements and restrictions regarding density, sanitation, setbacks etc.

Anonymous

2/09/2023 09:54 AM

The current cost of new construction and the increased cost of housing in general (both rental and ownership) may prompt more people to use RVs as an alternative. It is a sad situation but certain rules should still be in place to ensure that RVs are used properly.

Anonymous

2/09/2023 10:21 AM

Existing property owners are best served by restricting Recreational Vehicles to proper commercial licensed trailer/RV parks and storage areas. A proliferation of randomly placed RVs on properties substantially reduces the aesthetics and valuation of neighboring property owners is negatively impacted. Waterfront property owners are especially impacted adding to overcrowding and misuse of the inland waterways.

Anonymous

2/09/2023 10:57 AM

There should be a time limit that a RV can be used on a lot before a permanent dwelling needs to be built. (4 years max)

Anonymous

2/09/2023 11:47 AM

Questions are poorly worded. I don't believe rv's should be placed or stored on residential lots whatsoever, be they vacant, rural, etc. They are not a safe or appropriate substitute for housing, be it long term or cottage, whether serviced or not. They belong on commercial sites developed for that purpose.

Anonymous

2/09/2023 02:22 PM

Recreational vehicles are by their nature, not permanent dwellings. Thus the commitment to preserving the quality of the land and water

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is not as strong as the commitment of an owner of a permanent dwelling who has invested considerable monies in the location. If the lake or land gets polluted, the recreational owner can just move on. Permanent dwellings mean that the owner has made a commitment to and investment in the surrounding land and water. Second, the impact on the township of recreational vehicle dwellers is the same as for permanent dwellers. That is, township amenities such as roads, plowing, waste sites, etc. are used by both, but the tax burden is not shared in the same way. Recreational vehicles do not contribute as much in taxes, but enjoy the same township amenities. This doesn't seem fair. Third, many recreational vehicles are abandoned after the end of their usefulness and they are left to deteriorate in place. After years in place, recreational vehicles are difficult to move and be disposed of. They are not only a blight on the rural landscape, but pose a threat to ground water as they rot away. The township has more to gain by encouraging residents to invest in their properties long term by building permanent dwellings.and discouraging/disallowing the use of recreational vehicles as long term dwellings.. Thank you for the opportunity to comment on this important issue.

Anonymous

2/09/2023 02:18 PM

I feel that RV's are being rented ie: Airbnb.

Anonymous

2/09/2023 03:24 PM

More people being welcomed to the area will help the economy which is depressed. However we do not want to add eyesores and we do not want the area to look like a dumpy trailer park. [REDACTED]

Anonymous

2/09/2023 03:23 PM

With the inflation at an all time, recreation vehicles should be allowed. Some families may have to use them as housing.

Anonymous

2/09/2023 03:30 PM

No rvs for accommodation. They should only be permitted in designated parks.

Anonymous

2/09/2023 04:26 PM

Recreational vehicles should only be allowed at licensed trailer parks, and provincial/federal parks. Further, the number of trailer parks, especially near bodies of water, needs to be carefully managed to avoid environmental damage and public disturbances.

Anonymous

2/09/2023 06:12 PM

RVs should be temporary on non commercial permitted properties. Should be always in transport and road worthy condition.

Anonymous

2/09/2023 07:15 PM

It is disappointing that someone can't camp on land they bought. Worse yet that neighbours can complain about a trailer and the inconsistent and unfair application of the law.

Anonymous

2/10/2023 06:59 AM

Sometimes you need extra sleeping space only so the need for a septic on the property for that rv is unnecessary.

Anonymous

2/10/2023 07:49 AM

if you are using a RV as a cottage it should be taxed the same as a cottage. Some RVs are nicer than some of the existing cottages. If you remove RV from property let twp know and they can adjust tax. RV's are like small homes with all the up to date appliances and furniture.

Anonymous

2/10/2023 08:59 AM

Allowing RV's on land gives people a chance to build. Also, gives non residents an opportunity to become residents, therefore increasing the tax base

Anonymous

2/10/2023 12:21 PM

RVs can be stored on properties but are not to be used as long term accommodation

Anonymous

2/10/2023 02:37 PM

Some restrictions and guidelines are necessary for storage and use of RV's on vacant or developed properties. Otherwise, a campground/trailer park could easily evolve with no standards or guidelines. Not good for property value and privacy/tranquility. Take time on this.

Anonymous

2/10/2023 04:23 PM

You do not want trailer trash on vacant property, lake front property. Year round homestead with trailer trash yard.

Anonymous

2/10/2023 06:32 PM

Undocumented trailer parks are in the area, without the "proprietors" paying taxes on a business level vs. a normal residential /seasonal dwelling. If the owner is renting space, land plots or as an airbnb, the township should be exacting a tax on these, or enforcing expensive permits and for non-compliance, fines. The wear and tear on local infrastructure (roads, waste sites, etc) by these extra 'visitors' is shouldered by legitimate business operators and taxpayers. There are huge impacts on our lakes and local ecosystems with these under the radar businesses. If it's legitimate and ecologically safe, then a permit and tax form should be enacted. The increase of motorized

watercraft, the almost constant fireworks at night on some lakes and noise pollution from short term rentals is having an impact environmentally, and societally. Not suggesting we ban tourism, but there must be mechanisms in place to foster responsible and respectful (environmentally and socially) solutions.

Anonymous  
2/10/2023 06:19 PM

Given that we are in a severe housing crisis, both locally and nationally, we absolutely need to make sure people can legally live in Recreational Vehicles, but we do need to make sure environmental issues (septic, waterfront setbacks) are properly managed.

Anonymous  
2/11/2023 07:28 AM

I think if a landowner has a recreational vehicle they shouldn't need any restrictions when parked on their own property.

Anonymous  
2/11/2023 07:29 AM

A land owner shouldn't have any conditions applied to his/her property for any reason.

Anonymous  
2/11/2023 09:51 AM

I know with the rising costs of building materials more people are using RV's more so there is some concern about this. I feel that having an RV license is the best solution. Speaking from experience, I pay the RV fee, the township needs to get out there and locate properties with RV's and not rely on the public reporting it. I do not know how many are paying the license fee but I can almost guarantee that there more than double that amount that don't. That is money that the township is losing out on.

Anonymous  
2/11/2023 03:39 PM

My wife and I moved to the area to be able to use and live a life to use recreational vehicles or we would have stayed in a city. To reduce the use of recreational vehicles in the area will mean people will move out of the area and go to areas that will allow their use, which also means less taxes being paid to the township. There is so much potential to generate more \$\$ in the area if managed properly, hopefully this mayor sees this.

Anonymous  
2/12/2023 04:24 PM

RV's that permanently reside on township lots should be subject to the same property tax criteria as "permanent" buildings. We have residents on our lake who choose RV's vs. permanent buildings primarily due to reduced property taxes. On our lake, we have several RV's on lakefront lots and these are usually a visual blight as viewed from the water. As property taxes are substantially lower on lots with an RV vs. those with permanent buildings, township services for RV owners are essentially subsidized by owners with permanent

Anonymous

2/13/2023 07:11 AM

out of sight, out of mind.

Anonymous

2/13/2023 08:06 AM

People should be allowed to do what they want with their own property. My RV should be able to be parked on my own land, period.

Anonymous

2/13/2023 12:33 PM

Recreational vehicles should not be anyone's business other than the land owner. Municipal governments have far more important things to do than the regulate recreational vehicles when trailers, boats, campers are already governed by other authorities (eg. federal and provincial licensing). Storage and operation on private lands, regardless of lot size should not be controlled by the municipality other than for already established by-laws -example - for excessive noise at certain hours of day.

Anonymous

2/13/2023 03:59 PM

Some of the questions are too vague. Does this survey encompasses RV from member of family who are here on vacation or even prolonged vacation or are you asking as a owner of a lot if such owner can use the lot as a commercial venture to provide camping or parking.

Anonymous

2/13/2023 07:53 PM

There are lovely communities with Mobile Homes and trailers around the country.

Anonymous

2/14/2023 10:57 AM

RVs, as personal & family property, should be accommodated on lots with existing buildings to enable family visits (e.g., summer holidays, hunting season) for periods of time up to 28 days. Our major concern is grey water and septage, which is why we do not approve of RVs on vacant waterfront lots. If the Township does permit RVs on vacant or occupied lots the same setbacks for permanent dwellings, bunkies and garages should be applied. Lot size should not be a consideration as to how many RVs may be present; large lots should not be permitted to become 'parking yards'.

Anonymous

2/14/2023 05:44 PM

-RV's should not be used as B and B's under any circumstances -RV's should only be used on private property for short term use by family and friends

Anonymous

Recreational Vehicles is not a permanent structure and should be

Anonymous

2/17/2023 09:45 AM

We have a RV on our mainland property! It has its own holding tank which we have pumped out when we empty the portapotty which is on property! We spent \$5000. to bring in hydro. It is used as a bunkie and when we can't get across to our island!

Anonymous

2/17/2023 11:08 AM

The problem with Rec. vehicles is that owners say they are temporary until they get a wooden house/cottage built and the house/cottage never gets built and the Rec. vehicle stays there until it falls apart. They are often eyesores and left in woods to decay. Cheapens the whole area. Not fair for neighbours at all.

Anonymous

2/17/2023 11:20 AM

RV's that are NOT being used as PERMANENT dwellings should not be restricted if they are not causing a problem environmentally or aesthetically. Not everyone can afford the luxury of having a permanent dwelling to enjoy North Frontenac; or they are just using them for a special event due to lack of hotel accommodations in North Frontenac; etc.

Anonymous

2/17/2023 11:17 AM

We feel that recreation vehicles are a great way to enjoy your rural property, or waterfront property. Permanent park trailers are a great option. They provide all the comforts, and sometimes more than a 3 or 4 season cottage.

Anonymous

2/17/2023 11:52 AM

I have a trailer on Green Forest Way on Malcolm Lake and appreciate the ability to keep using it.

Anonymous

2/17/2023 01:50 PM

If vacant waterfront lots are allowed to have RV's in place for long term accommodation the tax rate applied should be the same as that for lots that have permanent cottages or homes.

Anonymous

2/17/2023 02:34 PM

Recreational vehicles should be welcomed in area to help improve the areas economy of the few bussiness in area for better food / supply services /grocers in area.

Anonymous

2/18/2023 05:45 AM

.dumping of grey/black locations .excess noise .pet feces and pet control .garbage disposal and recycling..filling up the waste sites .more people may lead to more crime

Anonymous

2/18/2023 05:47 AM

These are the foreseen problems that would have to be addressed. - Dumping of grey, and black water Holding tanks. - pet feces. -garbage disposal, recycling, no permits provided unless you are a resident. - increased thefts, crime. -increased property tax due to Possibility more services to provide. -Monitoring system. -strongly disagree with strangers Being here as I pay taxes. -I need more information on these vacant lots to properly assess an accurate opinion. These are a few of my concerns.

Anonymous

2/18/2023 08:51 AM

RV should be welcomed into the Townships, they help the few businesses stay in business, i.e. groceries, gas, hardware store, restaurants.

Anonymous

2/20/2023 10:21 AM

I feel that RVs should not be used for extended times to replace cottages on lakes. It is ok to use them as temporary accommodations while the cottage is being built as long as they are not close to the lake and have adequate sewage control. There should be a diffident time restriction for this to happen. No longer then 2 years.

Anonymous

2/20/2023 05:14 PM

The questions in this survey are skewed and do not permit some obvious responses. For example, the questions about whether the number of RVs on a lot should depend on the size of the lot do not permit the answer that regardless of the size of the lot, only one RV should be allowed on certain types of sites and perhaps none at all should be allowed on other types of sites. Because your survey does not allow such questions to be skipped, any answer a survey respondent makes might lead the survey interpreter to interpret that the respondent approves of RVs on sites and is happy with multiple RVs on a site when this is not the case at all. This survey also does not allow for what might be a proper way to store an RV on a site and what might be an improper way. For example, visibility and state of repair of an RV on a site is relevant to whether it should be allowed on a site. In addition, your question about numbers of RVs on a site with a dwelling/cottage has an incorrect option as the last option. The last option on this question presents the option that no RVs should be allowed on "Vacant Land" when it should read not allowed on a site with a "dwelling/cottage". Thus it seems to me that this survey, in its totality, has a bias towards allowing multiple RVs on both vacant lots and lots with dwelling/cottages. This survey needs to be completely re-written both to eliminate bias and to allow for more detailed and comprehensive responses. And throwing in a catch-all question for comments at the end does not solve this problem when we all know that survey results depend very much on statistical analysis. thank you.

Survey regarding Recreational Vehicles in North Frontenac : Survey Report for 07 February 2023 to 20 March 2023

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Anonymous

2/20/2023 06:00 PM

Stop trying to change by laws to suit the needs of the few , especially relatives. Recreational vehicles left on properties devalue all of the surrounding areas. It makes Cloyne look backward and cheap. They are an eyesore and make it look like people's lawns are dumping grounds.

Anonymous

2/21/2023 06:51 AM

RV's should be treated as any other residence, thereby requiring an approved and inspected septic system connection before anyone can use it for accommodation of any length of time. These septic systems need to be built to modern standards, built at 30m setbacks from water and inspected before use as any other new build in the township. Otherwise the water quality our lakes and rivers are at risk. Air BNB has allowed our lakes and rivers to be put at risk from over use and abuse. The use of RV's provides a way to increase use intensity and I would like to see their use eliminated other than in approved campgrounds with approved septic systems.

Anonymous

2/21/2023 09:13 AM

There are too many factors involved with this survey. Other than RV for accomodation, what about snow machines, seadoos, etc. ?

Anonymous

2/21/2023 04:57 PM

Less fees and bylaws

Anonymous

2/21/2023 05:52 PM

Recreational vehicles if not maintained can be a real eye sore in communities. They can take away from the beauty of a community comprised of homes and cottages. The risk of allowing recreational vehicles is that some people will turn communities into run down trailer parks.

Anonymous

2/22/2023 07:38 AM

The survey is too vague, you need to consider the application of the RV of a designated site. For examples is the RV on a site used a permanent home then in this case sewer, water and hydro standards would apply but if I have family residing with me for the Summer and their RV is parked at my cottage and they are using my water and sewage then there is no need to have special rtequirements.

Anonymous

2/22/2023 08:18 AM

Use of recreational vehicles on parkland property needs to be better monitored. Individuals camping for extended periods need to be held accountable for damage, environmental cleanup, and messes left behind.

Anonymous

Recreational vehicles can serve valuable purposes for short-term

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Survey regarding Recreational Vehicles in North Frontenac : Survey Report for 07 February 2023 to 20 March 2023

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2/22/2023 08:54 AM

usage or during the period of time when a vacant property has plans for building a permanent structure. They should not be permitted as permanent or long term extra accommodations for properties where an existing house or cottage exists. Should RV's be permitted without proper parameters set for them, surrounding property values would depreciate, resulting in lower property tax revenue from them. The depreciation of surrounding properties would discourage new people from purchasing here, thus stagnating growth and the tax base. Making up the shortfall would prove difficult.

Anonymous

2/22/2023 08:46 AM

Lotta people are living in trailer with kids cause no homes available for ther income. Getting ☹ sad

Anonymous

2/22/2023 08:58 AM

Keep them off permanent waterfronts as the single available building....as in only allowed on lots with residential permanent dwelling approval

Anonymous

2/22/2023 10:55 AM

Let's not be elitist and allow RV's to be used to enjoy our great township natural offerings

Anonymous

2/22/2023 10:58 AM

RV's should be allowed while the land owner is building a permanent structure. Using RV's as a bunky should not be allowed unless hooked up to the sceptic system. The occasional use of RV's for visitors...they bring their own, should be allowed for a short time.

Anonymous

2/22/2023 11:25 AM

RVs should not be tarped! That adds to their unsightliness and if they are that decrepit, they should be dismantled.

Anonymous

2/22/2023 12:31 PM

Although I do not own one of these vehicles, consideration should be made in these times of forced poverty. I see these vehicles and trailers as a relief for people in need and if our township could provide a simple solution like these rv's placed without costly guidelines we should do so.

Anonymous

2/22/2023 04:51 PM

RVs should not be allowed as the only accomodations for waterfront properties unless it's temporary while a permanent house/cottage is currently being built

Anonymous

2/22/2023 05:24 PM

Cottage lots are already crowded. Additional people staying in RV's only adds to water and noise pollution. Water quality and cottage

owners rights need to be considered.

Anonymous

2/22/2023 05:58 PM

No RV use of vacant lots [REDACTED]  
[REDACTED]

Anonymous

2/22/2023 06:15 PM

Increased usage of RVS I feel can only contribute to the economic health of the region.

Anonymous

2/22/2023 09:15 PM

Hi although I'm sure this survey is well intentioned, I think the wording of the questions is such that the results will be questionable/misleading.

Anonymous

2/23/2023 06:38 AM

The survey results are important & then additional opportunity for feed back. The condition of the recreational vehicles has not been addressed. Such as tires, condition, as in road worthy , licensed for road, paint.

Anonymous

2/23/2023 08:23 AM

Not exactly sure where this is going however I would rather see a more stringent municipal policy on RVs that are currently used/stored on "resort" properties such as [REDACTED] Big Gull Lake where septic practices are questionable as well as the upkeep of the vehicle is lacking. Modern individually owned vehicles are not a big worry as long as proper facilities are available to deal with effluence etc.

Anonymous

2/23/2023 08:54 AM

Short term use of RVs for accommodation on a water front property should only be allowed while construction of a permanent dwelling is in progress

Anonymous

2/23/2023 12:56 PM

Wheels should not be removed and no skirting allowed around the perimeter of the recreational vehicle. If an outside privy is to be used it should have a permit, an inspection and a maximum life time of 2 years before a new or renewal permit and inspection is required. No attached structure such as steps, additions or roof coverings should be allowed.

Anonymous

2/23/2023 01:59 PM

only available to provide accommodation during a new build or extensive renovation with a valid building permit. RV to be removed once the occupancy permit is issued

Survey regarding Recreational Vehicles in North Frontenac : Survey Report for 07 February 2023 to 20 March 2023

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Anonymous

2/23/2023 06:07 PM

Disagree with over regulation of RVs. Address setbacks and septic requirements but otherwise limit the scope of regulations. RVs are often used in transition to building a cottage or residence once funds permit.

Anonymous

2/24/2023 05:31 PM

Portable generators should not be used for hydro source is Ontario hydro utilities is available. Too high noise factor for surrounding tax paying residents.

Anonymous

2/25/2023 06:16 AM

Since RVs are affordable living for some families we should be careful not to over regulate them. Affordable housing is very limited in rural areas.

Anonymous

2/25/2023 07:21 AM

Recreational vehicles should not be used as bunkies.

Anonymous

3/09/2023 07:31 AM

A point that was not covered in your survey was taxation. As soon as an RV is used as accommodation on a property it is, by definition, no longer vacant and must be subject to taxation as an occupied property.

Anonymous

3/10/2023 06:53 PM

What is it with everyone thinking they should dictate what others do with their property? Not everyone needs or wants a cottage. There is something to be said for simplicity.

Anonymous

3/13/2023 08:35 AM

I could not located this on any of the Township Web pages and we do not subscribe to twitter, facebook or other.

Anonymous

3/16/2023 08:49 AM

Important to have same rules apply to RVs as other dwellings for the health and safety of our local ecosystem

Anonymous

3/16/2023 09:22 AM

Very concerned about the potential for RVs to ruin the health of the lake and surrounding area. Not to mention concern with noise pollution for residents. This survey was confusing in how it was presented and worded - there were a number of questions I would not answer given I do not think RVs should be permitted.

Anonymous

3/18/2023 11:32 AM

all vehicles should be registered so that any vehicles deemed to be abandoned should be removed at the registered owners expense

Anonymous

3/18/2023 01:22 PM

The condition of the RV should play a factor in this discussion. There's a huge difference between Recreational Vehicles that are well maintained, and those that are derelict, in terms of aesthetics as well as safety (leaking fluids, attracting unwanted wildlife, and so on).

Anonymous

3/20/2023 06:40 AM

I have had a very negative experience with campers on vacant land. I believe campers are attracted to this option for these reasons. There are NO limits on the number of persons occupying the site. There is NO supervision regulating noise, trespassing, litter, parking, vandalism, theft, etc. The rules set out by campgrounds and provincial parks Do not apply! All this make these sites very attractive to irresponsible persons. It is my experience the hosts choose vacant areas away from their own property. Then the issues become the problem of the adjoining property! If his privilege was allowed vacant land MUST be next to the HOSTS residence. I don't think having vacant land should allow you to make money, and take no responsibility during the campers stay. Allowing this, WILL create many problems and a nightmare for bylaw enforcement. And possible conflict between landowners.

Anonymous

3/20/2023 06:45 AM

Would you like to tax us for having a vehicle, lawn mower, utility tractor, etc. etc. on our property that we already pay taxes on? Where does it stop???

Anonymous

3/20/2023 03:22 PM

As long as they are not polluting the area and having restrictions of the number of recreational vehicles per lot should be regulated.

**Optional question** (219 response(s), 270 skipped)

**Question type:** Essay Question

Comments provided by Anonymous Person by Electronic Submission via email.  
Dated February 23, 2023

1. A number of questions are worded in such that the answers may falsely favour RVs on vacant lots and /or provide false results because of the way the questions are worded. I spoke with 2 other individuals on this issue, and not only did they both say the same thing, but one of them said that they in fact stopped filling in the survey because it didn't make sense "because they couldn't provide the feedback they intended." I appreciate that this bias is not intentional. A number of examples are provided below:
  - i. Question 8: # of RV's dependent on lot size? If I answer 'yes', 'no', or "I don't know", then it implies that I am willing to consider this question, when in fact an additional choice should be provided, such as the choice in Q7 i.e. n/a - recreational properties should not be permitted on vacant land.
  - ii. Q9 re licensing - same as in Q8, all the existing choices would infer that I am okay with RV's. Like Q7, there should be an additional choice i.e., n/a, recreational properties should not be permitted on vacant land.
  - iii. Q12, Q13, Q14, Q15, Q17 and Q18 same comments as above; another choice needs to be provided re RVs should not be permitted.
2. Unless the survey is mailed/mailed to all taxpayers, it is unlikely to represent the majority (cottagers) of the electorate. "*Bad data is worse than no data.*"

The "impact" of allowing RVs on vacant land is not so much on the "vacant land" - but rather the impact on the lakes (congestion, fishing, shoreline erosion etc.) and the cottagers. Given that most of the electorate (~75%) are cottagers, and that the biggest negative impact of allowing RVs on vacant land will be to the cottagers, I respectfully question if a random email survey such as the one distributed is in fact the best way to ensure you receive the input of the majority - the non-resident cottagers.

3. Integrity of Survey Results: Given that each survey is not attached to a roll number/ address (and there is no requirement to list your address), there is potential that some "motivated" (vocal minority?) people could fill out the survey numerous times. This lack of accountability relating to the survey responses is another reason that results may not represent the majority, be simply inaccurate and/or be erroneously skewed.
4. Airbnb/Short Term Rentals: there are no questions relating to using vacant land and RVs for Airbnb and/or short-term rentals Without addressing this issue head on (i.e., can you rent out your RV for short term rentals?), silence may well result in RV Airbnb's emerging on vacant land throughout the township. Should this not be a key strategic consideration in reviewing this By-law? Further – shouldn't all policy changes be aligned with the overall Vision for North Frontenac? e.g. RV Parks – designated commercial operations with appropriate septic services vs random RVs on vacant land/waterfront lots?

Based on the foregoing issues, I respectfully submit that this survey as designed and rolled out has such critical flaws that the survey results cannot be used to base decisions on in this key policy area. Based on the poor voter turnout of non-residents as outlined in the Frontenac news, I think it's a false hope/premise that a survey will in fact reflect cottagers opinions.

I appreciate how your campaign was based on transparency and good communication. We have the opportunity on this issue and other issues go forward to define more engaging, transparent processes for setting and/or changing key Bylaws that impact permanent and *non-permanent residents*.

The above is intended to provide constructive feedback. With respect to the RV survey specifically, I would suggest it is pulled and reissued once it has been redesigned to ensure that integrity can be authenticated and that the feedback is representative of the electorate. If this is not an option, I would suggest engaging NFLAA and Lake Associations in the next steps in determining a policy decision on this matter and that survey results be disregarded.

Go forward, if surveys are the way we are going to make significant policy decisions – I would suggest designing a robust survey process that can be authenticated and that engages and reflects the opinions of the majority of taxpayers. In addition, NFLAA/Lake Associations should be engaged in the process for policy decisions that impact cottagers.

Thank you for your consideration, and I look forward to your thoughts.



**Note: This information is provided as a reference only. Please refer to the Recreational Vehicle By-law for details.**

### **What is a Recreational Vehicle?**

A Recreational Vehicle (RV) includes a travel trailer, motor home, or camper.

An RV is **not** A Park Model Trailer, Tiny Home (on wheels) or Tent Trailer.

### **When is an RV Licence required?**

When an RV is placed on a vacant lot for accommodation purposes. A licence is not required for a RV placed on a lot with a dwelling.

### **What are the requirements for an RV Licence?**

- Lot must be not have a home or cottage
- Lot must be zoned Residential Waterfront, Limited Service Waterfront, Rural, Limited Service Rural or Hamlet
- RV must meet required setbacks
- RV must be serviced with either an outhouse and grey water pit; or a septic system
- The property must have a 911 number

### **Are accessory structures allowed with an RV?**

You are allowed to have an unattached deck; a gazebo, viewing platform, storage shed and/or shipping container; a dock and pump house. Accessory structures must meet the provisions in the RV By-law.

### **Can an RV be placed for a temporary period without a licence?**

An RV is permitted on a lot with a dwelling for a maximum of 28 days per visit; and is also permitted from the first Monday in November to the second following Sunday in November, in any year.

Any RV placed for temporary use does not require a licence but must meet the required setbacks.

### **Can an RV be stored on a property?**

Storage is permitted on a property as follows:

- One RV on a property with less than 2 acres
- Two RVs on a property with more than 2 acres
- One additional RV may be stored from October 15<sup>th</sup> to May 15<sup>th</sup> on a property greater than 2 acres with a Recreational Vehicle Licence.

Any stored RV must meet the required setbacks.

#### **What are the fees for an RV Licence?**

The annual licence fee for an RV is \$300.00 (\$25.00 per month). Please see the Township's Fees and Charges By-law for further details.

#### **Contact Us**

For further information regarding RV placement and licencing, please contact Don Reed, Chief Building Official, at (613) 479-2231 ext. 224 or at [cbo@northfrontenac.ca](mailto:cbo@northfrontenac.ca)



## Administrative Report

To: Mayor and Members of Council

From: Eric Korhonen, Community Emergency Management Coordinator

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

Date of Meeting: April 6, 2023

Re: Emergency Preparedness Week May 7-13, 2023

### Background

Emergency Preparedness Week (EP Week) is an annual event that takes place each year during the first full week of May and is an opportunity to encourage Canadians to take concrete actions to be better prepared to protect themselves and their families during emergencies.

Annually, the CEMC provides Council with an Administrative Report in April regarding Emergency Preparedness Week for information purposes with a Mayoral Declaration (Attachment #1) for consideration, to be posted on the Township's website and social media and included in the Frontenac News.

The Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, requires Municipalities to develop and implement an Emergency Management Program and Council of the Municipality shall adopt this program by By-Law. The program shall provide public education on the risks to public safety and on public preparedness for emergencies. North Frontenac adopted an Emergency Management Program on December 3, 2018, By-Law #104-18.

The North Frontenac Emergency Management Program Committee annually, joins forces with the Federal Government, and the Ontario Fire Marshall and Emergency Management to remind and educate local residents about the importance of being personally prepared.

### Researched By

Eric Korhonen, Community Emergency Management Coordinator (CEMC).

### Comments

This year the week of May 7-13, 2023, will be recognized as EP Week.

Community Emergency Management Coordinator's Administrative Report  
Emergency Preparedness Week, May 7-13, 2023  
April 6, 2023  
Page 1 of 3

This year's program will educate and promote public awareness during EP Week, through social media, the Township's website and the Frontenac News. Each day during the 2023 EP Week (Monday – Friday) the CEMC will post a different Public Service bulletin on the Township's social media and website giving residents safety tips for Emergency Preparedness. The five (5) topics will include:

1. Extreme Heat;
2. Wild Fires;
3. Severe Storms/Flooding;
4. Power Outages;
5. Pets during an Emergency.

Emergencies in our area such as floods, wild fires, wind events, heat events and other hazards can strike at any moment leaving us without life sustaining essentials such as drinking water, food, light, heat and shelter. It's critically important to be prepared before such events occur. The Canadian government recommends having an emergency kit on hand with enough supplies to last at least 72 hours.

The Canadian Safety Supplies designed a 72 hour emergency kit to meet Canadian government recommendations for emergency preparedness. In the event of an emergency you can grab it and go, knowing you have the necessary supplies to survive until help arrives.

The CEMC would like to campaign during EP Week 2023 to encourage residents of North Frontenac Township to be prepared for a disaster. The CEMC has designed a quiz that is proposed to be launched on May 7, 2023 and run until May 13, 2023 and all submissions will be entered into a draw to win a 2 Person 72 Hour Emergency Survival Kit with water



### **Financial Implications**

Monies to come from Protection and Emergency Services Budget – Emergency Plan.

Community Emergency Management Coordinator's Administrative Report  
Emergency Preparedness Week, May 7-13, 2023  
April 6, 2023  
Page 2 of 3

- Mayor's Declaration to be inserted in the Frontenac News - estimated cost of advertisement \$170.
- 2 Person 72 Hour Emergency Survival Kit with water \$170.00

Total Costs: Approximately \$340

**Recommendation**

**Be It Resolved That** Council receives for information the Community Emergency Management Coordinator's (CEMC) Administrative Report entitled "Emergency Preparedness Week May 7-13, 2023";

**And That** Council is joining with the Ontario Fire Marshall and Emergency Management to remind and educate local residents about the importance of being personally prepared;

**And That** Council declares May 7-13, 2023 as Emergency Preparedness Week;

**And That** Council approve the Mayor's Declaration;

**And That** Council instructs the CEMC to include a copy of the Mayoral Declaration on the Township's website and social media and in the Frontenac News.

**And That** Council instructs the CEMC to publish the quiz and approves the purchase of one (1) 2 Person 72 Hour Emergency Survival Kit with water as a draw prize;

**And That** Council instructs the CEMC to post daily (Monday-Friday) bulletins on the Township's website and social media regarding safety tips for Emergency Preparedness. The five (5) topics will include:

1. Extreme Heat;
2. Wild Fires;
3. Severe Storms/Flooding;
4. Power Outages;
5. Pets during an Emergency.

**Enclosures (1)**

1. Mayoral Declaration – Annual Emergency Preparedness Week.



**Mayor's Declaration Annual Emergency Preparedness Week  
"Unknown at this time"**

It's time for Emergency Preparedness Week, from May 7-13, 2023. North Frontenac Emergency Management Program Committee is joining forces with the Ontario Fire Marshal and Emergency Management (OFMEM) to remind local residents of the importance of having an emergency plan and a survival kit and building on the fundamentals of emergency preparedness.

The focus of this year's Emergency Preparedness (EP) Week campaign is "*unknown at this time.*"

The Provincial tag-line this year is "*unknown at this time*"

**THEREFORE**, I Gerry Lichty, Mayor of the Township of North Frontenac do hereby declare May 7-13, 2023, as Emergency Preparedness Week throughout the Township, and I urge all the people of North Frontenac to prepare an emergency plan and an emergency survival kit for their home and to support the efforts of North Frontenac's Emergency Management Program Committee during Emergency Preparedness Week 2023.



## 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 6, 2023

Re: Potential Donation of 10x12 roll-off observatory to the North Frontenac Township Dark Sky Pad

### Background

North Frontenac Township was the first municipality in Canada to receive Dark Sky Preserve status from the Royal Astronomical Society of Canada. Its public space at 5816 Road 506 (with electrical service, accessible washroom, and parking) is considered one of the darkest locations in southern Ontario for night sky observations. The location is easily reached by visitors from southern Ontario, eastern Quebec, northern New York, Toronto, Montreal, and Ottawa.

In September of 2017 Council accepted the Fred Lossing Telescope, as a donation from the Royal Astronomical Society of Canada which is currently in place at the Pad in a structure that was built specifically to house the Telescope.

On August 12, 2022 Council passed Resolution #321-22:

“Be It Resolved That Council receives for information the Manager of Community Development’s (MCD) Administrative Report entitled “Potential Donation of Telescopes to North Frontenac Township Dark Sky Pad”;

And That Council accepts the 1970’s Park Newtonian - manual 16” complete with a mount on wheels (valued at approximately \$6,000) and uses this at the Dark Sky Pad and stored in the 7’x7’ shed;

And That Council directs the MCD to send a thank you letter to the Ottawa Astronomer for the donation.”

On September 19, 2022, Gary Colwell advised the EDTF that a 10x12 observatory had been offered as a donation to the Dark Sky Preserve. The EDTF made a recommendation to Council for acceptance of the observatory but prior to the matter being considered by Council, the donation offer was rescinded due to availability of the observatory.

Potential Donation of 10x12 roll-off observatory to the North Frontenac Township Dark Sky Pad  
April 6, 2023  
Page 1 of 2

**Researched By**

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

**Comments**

The Dark Sky Pad has experienced significant visitor growth over the last few years. Scheduled events are increasingly popular and attract visitors from within the region and beyond. During these events, the Observatory is open allowing visitors eager to view the skies through the 16” Fred Lossing Telescope. Although visitor attendance growth is very much positive in nature and provides economic and community benefits, it results in longer wait times for telescope use.

A donor has offered to donate a 10x12 roll-off observatory structure to the North Frontenac Dark Sky Pad. It is proposed that the Township accept this donation and place the structure adjacent to the current North Frontenac Observatory. It is proposed that the Township’s manual 16” telescope (currently stored in the Dark Sky Pad’s on-site shed) be installed in this structure. The acceptance and installation of this donation would double viewing capacity and reduce wait times.

The North Frontenac Amateur Astronomy Club has offered to complete the transfer and installation of the structure along with their associated costs.

**Financial Implications**

The estimated replacement value is \$7,500. There is no intention at this time for Township resources to replace this structure in the event the structure becomes un-usable.

General maintenance and repairs to the structure will fall under current budget dollars.

**Recommendation**

**Be It Resolved That** Council receives for information the Manager of Community Development’s (MCD) Administrative Report entitled “Potential Donation of 10x12 roll-off observatory to the North Frontenac Township Dark Sky Pad”;

**And That** Council approves the acceptance of a donated Observatory for the Dark Sky Preserve and time and materials donated by the North Frontenac Amateur Astronomy Club and directs the Manager of Community Development (MCD) to arrange a location, in consultation with ORNGE.

**And That** Council directs the MCD to send a thank you letter to the donor.



## 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 6, 2023

Re: Action Plan (Kashwakamak Waste Site) Update

### Background

The Kashwakamak Waste Disposal Site (Site) operates under a Ministry of the Environment, Conservation and Parks (MECP) Environmental Compliance Approval. The site consists of an approved fill area of 0.8 ha within a total site area of 6.6 ha and a maximum waste disposal capacity of 26,200 m<sup>3</sup>.

Cambium Inc. (Cambium) complete the annual monitoring program for the Site. The 2021 Report identified the Site as being in general conformance with the November 2010 Ministry of the Environment Technical Guidance Document. The leachate plume continued to be generated beneath the waste mound; however, the strength of the leachate was naturally attenuated within the property boundary. The Site complied with the MECP Reasonable Use Concept.

On May 3, 2022 we received comments from MECP regarding the 2020 Annual Report for the Site prepared by Cambium and dated March 25, 2021. Based on the assessment of hydrogeology, groundwater, leachate monitoring and regulatory compliance, the following recommendations were provided by MECP:

- The list of leachate indicator parameters should be updated.
- Concerned with the conceptual interpretation of groundwater flow.
- Concerned with the assessment of background groundwater quality in the overburden.
- Extent of leachate impacts has not been delineated toward the east.
- Agreed that the site is not expected to pose a risk to domestic wells in the area.

In conclusion, the Site was identified as non-compliant with Guideline B-7 towards the east and compliance to the south was unknown. Identified issues must be addressed so the Site can be brought into compliance.

Public Works Manager's Administrative Report  
Action Plan (Kashwakamak Waste Site) Update  
April 6, 2023  
Page 1 of 3

Next steps included the preparation of an Action Plan for submission to MECP that outlined what actions would be taken and a timeline for their completion. Recommended action from MECP included additional monitoring wells, further investigation, sampling and testing of leachate indicator parameters.

On July 15, 2022 Council passed the following Resolution #284-22:

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Ministry of Environment, Conservation and Parks - Action Plan (Kashwakamak Waste Site)";

**And That** Council approves proceeding with new wells, enhanced sampling and testing to determine if there are any off-site impacts and the extent of any such impacts, at an estimated cost of \$40,000;

**And That** an Action Plan will be prepared and submitted to the Ministry of Environment, Conservation and Parks, and subsequent findings will be reported;

**And That** Council approve retaining Cambium Inc to complete the extra work required to address MECP requirements;

**And That** the Public Works Manager will report the findings and required next steps to Council at a future meeting;

**And That** Council instructs the Treasurer to transfer the estimated \$40,000 for the additional expenses from the Contingency Reserve Fund.

Following the above approval from Council, Cambium submitted a proposed supplementary monitoring program to the MECP in a letter dated July 22, 2022 that was subsequently approved on September 22, 2022.

### **Researched By**

Darwyn Sproule, Public Works Manager  
Stephanie Reader, Project Hydrogeologist, Cambium Inc.

### **Comments**

The supplemental monitoring program addressed MECP recommendations and involved two phases to assess potential offsite impacts.

#### Phase 1

Addressed determining the source of impacts south of the Site. A new overburden drivepoint and enhanced testing / analysis were required.

#### Phase 2

Installation of a new cluster well and based on enhanced testing / analysis perhaps a second well. The Township may need to acquire additional lands or groundwater rights for the additional wells.

Field work (including attempts) to collect samples was completed by Cambium on October 18, 2022 (see Attachment #1 for existing and proposed well / drivepoint locations).

Public Works Manager's Administrative Report  
Action Plan (Kashwakamak Waste Site) Update  
April 6, 2023  
Page 2 of 3

Results of the supplementary monitoring program were inconclusive regarding potential offsite impacts. Cambium submitted a report to MECP dated March 9, 2023 regarding the monitoring results and included the following proposed next steps for consideration by MECP:

- One multi-level monitoring well will be installed south/southwest and down-gradient of clustered wells, on Crown Land.
- One multi-level monitoring well will be installed down-gradient at the eastern property boundary.
- Drivepoint DP11 will no longer be used for overburden background water quality.
- Given an overburden background well location could not be found and no impacts were evident at MW106S, it is recommended to use this well for background overburden water quality.
- A summary of these results will be in the 2022 Annual Monitoring Report for the Site.

If MECP responds confirming the new well location south/southwest of the Site, discussions will be held with the Ministry of Natural Resources and Forestry to confirm this drilling can occur on the Crown Land.

### **Financial Implications**

Work to date is progressing within the previously approved budget for Phases 1 and 2 estimated at \$40,000.

If the groundwater impacts are leaving the Site to the south and or east then additional lands or groundwater rights may be required. There would be associated legal and property costs that have not been included in the costs identified to date. If it is determined there are no off-site impacts related to the Site then no further action would be required. Details regarding costs remain to be determined.

### **Recommendation**

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Ministry of Environment, Conservation and Parks – Action Plan (Kashwakamak Waste Site)";

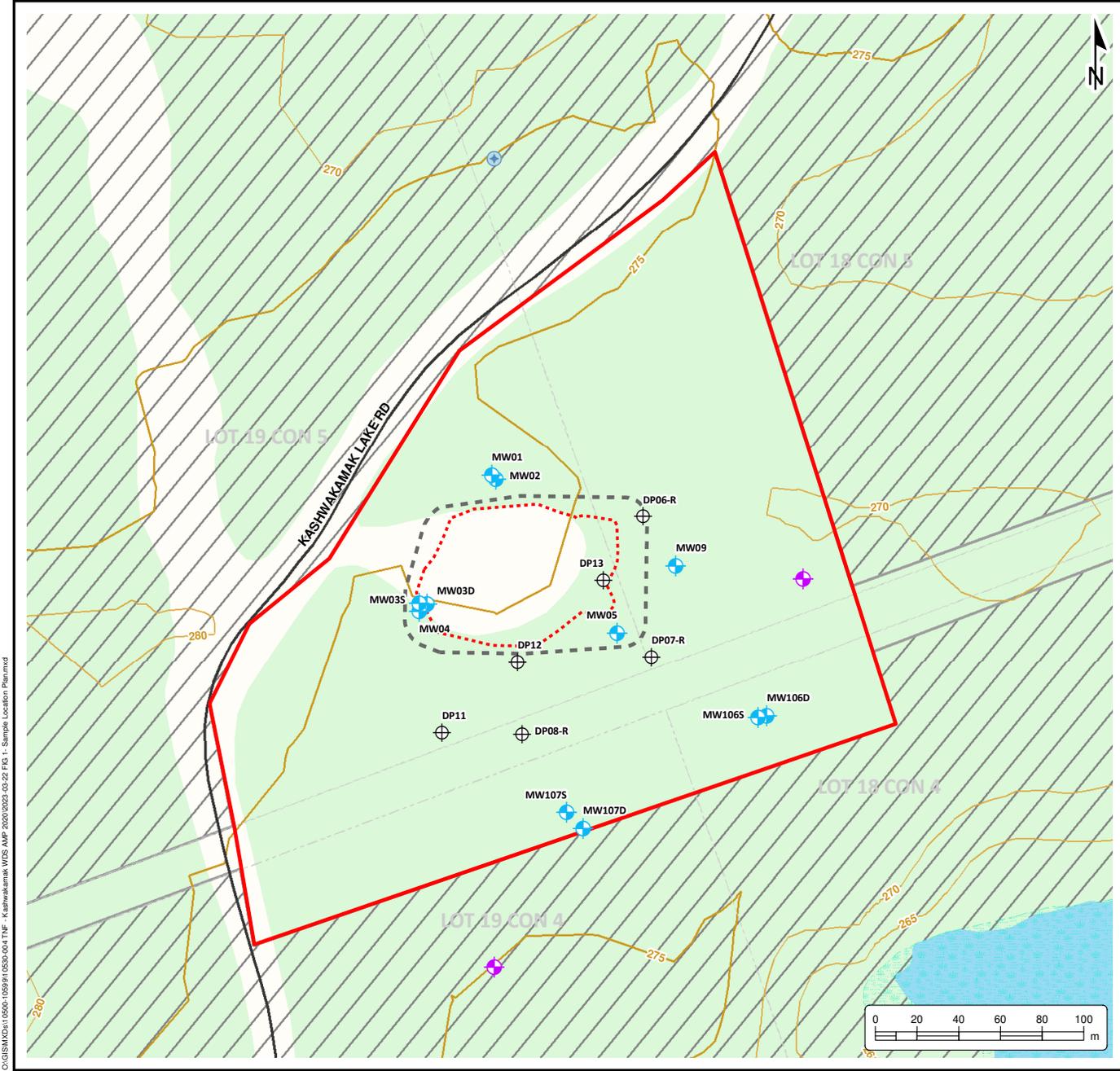
**And That** Council approves staff contacting and negotiating access to the crown land adjacent to the Waste Site;

**And That** the Public Works Manager will report the findings and required next steps from the site monitoring to Council at a future meeting;

### **Enclosures (1)**

1. Sample Location Plan, Cambium Inc. – February 2023.

Public Works Manager's Administrative Report  
Action Plan (Kashwakamak Waste Site) Update  
April 6, 2023  
Page 3 of 3



**KASHWAKAMAK WASTE DISPOSAL SITE**  
 1749 KASHWAKAMAK LAKE ROAD  
 North Frontenac, Ontario  
 Township of North Frontenac

**LEGEND**

- Monitoring Well
- Proposed Well Nests
- Drivepoint
- Ministry Well Records
- Minor Road
- Contour 5m Interval (Major)
- Contour 5m Interval (Minor)
- Lot / Concession
- Unevaluated Wetlands
- Water Area
- Wooded Area
- Crown Land
- Limit of Existing Waste (0.5 ha.)
- Approved Waste Disposal Area (0.8 ha.)
- Site (6.6 ha.)

**Notes:**

- Base mapping features are © Queen's Printer of Ontario, 2019 (this does not constitute an endorsement by the Ministry of Natural Resources or the Ontario Government).
- Distances on this plan are in metres and can be converted to feet by dividing by 0.3048.
- Cambium Inc. makes every effort to ensure this map is free from errors but cannot be held responsible for any damages due to error or omissions. This map should not be used for navigation or legal purposes. It is intended for general reference use only.

194 Sophia Street  
 Peterborough, Ontario, K9H 1E5  
 Tel: (705) 742.7900 Fax: (705) 742.7907  
 www.cambium-inc.com

**SAMPLE LOCATION PLAN**

Project No.: 10530-004	Date: February 2023
Scale: 1:2,500	Rev:
Created by: DBB	Checked by: SNR
Projection: NAD 1983 UTM Zone 18N	Figure: <b>1</b>

C:\GIS\KASHWAK WDS AMP 2020\2020-03-22 FIG 1- Sample Location Plan.mxd



## 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 6, 2023

Re: Request to Assume a Section of Arcol Road and Extend the Maintenance Limits

### Background

On March 9, 2023 the Township received the following email from Fedele Tremmaglia, a property owner on Gordie Lane:

"I am writing you to formally request an extension of snow plowing service on Arcol Rd from where the snow plow ends now to Gordie Lane, the snow maintenance ends about 150 yards from Gordie lane at my neighbour's property who lives in the area 12 months a year (Darwyn knows the situation very well). As I've read in the bylaw these changes can be made provided some planning and construction for a proper turn around for the plow truck.

My family and I are currently in the process of building a 4 season cottage at 1076 Gordie Lane. We did all the development and engineering for Gordie lane to meet all the townships requirements and am wondering what we can do to make the eight properties that inhabit Gordie Lane safer and more usable. Thanks and look forward to talking to you."

At the Council meeting on March 17, 2023 Council passed Resolution #136-23:

**Be It Resolved That** Council receives for information an email dated March 9, 2023 from Fedele Tremmaglia, Resident, requesting an extension of snow plowing service on Arcol Road from where the maintenance currently ends to Gordie Lane; And That Council instructs the Public Works Manager to review the request and provide recommendations to Council at an upcoming meeting.

Public Works Manager's Administrative Report  
Request to Assume a Section of Arcol Road  
April 6, 2023  
Page 1 of 3

## Researched By

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

## Comments

Currently the maintenance limits on Arcol Road end at Civic Address 1834. The request is to extend the limits for maintenance purposes to Gordie Lane (formerly Civic Address 1918) or a distance of 420m. With recent severances, Gordie Lane now services eight (8) additional new properties.

Arcol Road was a forced road in the vicinity of Gordie Lane, but was recently transferred to the Township (66' width) by the adjacent property owner. The transferred section of road is owned by the Township but was not assumed for maintenance purposes at that time.

By-law #123-13 provides the policy regarding the Assumption of Unmaintained Municipal Roads. Quoting the policy "Unless it is clearly in the public interest and for the general benefit of the Township as determined by Council, it is not intended that unmaintained municipal roads or private roads will be assumed by the Township and no responsibility for access, snow clearance, maintenance, ... or other obligation is acknowledged for such unassumed road. Council shall review each proposal to determine if the assumption of that road would best serve the Township and the residents therein."

The email received requests 'snow plowing' but the status required to include winter maintenance is 'year round' maintenance.

The road is currently well travelled by the public, accessing other private lands, Crown Land, a Mine and the Crown Land Stewardship Program campsites administered by the Township. Summer maintenance has been provided previously by the Ministry of Natural Resources and Forestry, the Crown Land Stewardship Program and the Mine.

Details for consideration by Council include:

- The length of road being considered for the assumption of year round maintenance is 420m, beyond the current maintenance limits.
- Ownership - owned by the Township and 66' wide.
- Municipal standards – the section of Arcol Road from the current limit to Gordie Lane is constructed to an acceptable standard, consistent with the condition of Arcol Road approaching the 420m section. I have not identified the need for improvements on Arcol Road associated with this request
- Summer maintenance costs – will consist of grading (twice annually) and gravel per the loose top road maintenance schedule.

Public Works Manager's Administrative Report  
Request to Assume a Section of Arcol Road  
April 6, 2023  
Page 2 of 3

- Grading – (\$185 /hr) estimated cost \$400 annually.
- Gravel - (250 tonnes) considered Capital work to be completed every 5 years at a cost of \$5,000., or an annual cost of \$1,000.
- Winter maintenance costs – the cost of plowing and sanding the additional 420m of Arcol Road is estimated at \$1,000 per season, priced as an extension to the existing contracted services.
- Turnaround – Arcol Road and Gordie Lane intersect at the proposed maintenance limit / turnaround. Minimum road construction standards require a 13m radius turnaround. The estimated cost to construct an appropriate turnaround within the limits of the Township’s property is \$3,500., including the required culvert.
- Signage – the Township will complete the required signage by relocating the existing signage to the new turnaround.

The assumption of year round maintenance will benefit all those using Arcol Road and is an example of how growth can impact our Community.

### **Financial Implications**

The annual cost of assuming year round maintenance on the additional 420m of Arcol Road is estimated at \$2,400.

There was discussion at the Council meeting on March 17, 2023 about the proponent being responsible for the cost of the turnaround (estimated at \$3,500). I suggest the Township should be responsible for the construction and associated cost. I am not aware of recent examples where a proponent has had to pay for improvements. In addition, Arcol Road services a large area and a significant number of users, in addition to the proponent.

The costs associated with the assumption can be incorporated within the budgeted dollars in the 2023 approved budget.

### **Recommendation**

**Be It Resolved That** Council receives for information the Public Works Manager’s (PWM) Administrative Report entitled “Request to Assume a Section of Arcol Road and Extend the Maintenance Limits”;

**And That** Council approves the request to assume an additional 420m section of Arcol Road for year round maintenance, beyond the existing maintenance limits to Gordie Lane;

**And That** the Township will construct the required turnaround at Arcol Road and Gordie Lane;

**And That** the Public Works Manager will provide the required amendment to By-law #89-13 (Schedule B) to the Clerk Planning Manager;

**And That** Council instructs the Clerk Planning Manager to prepare the By-law required to assume the road for a future meeting.

Public Works Manager’s Administrative Report  
Request to Assume a Section of Arcol Road  
April 6, 2023  
Page 3 of 3

Minutes of a Meeting of the Joint Health and Safety Committee (JHSC) of the Township of North Frontenac, held Tuesday February 21, 2023, in the Municipal Office, 6648 Road 506, Plevna, Ontario.

**Present:** Eric Korhonen, Occupational Health & Safety Coordinator (OH&SC)/Co-Chair; Katelyn Ronfeld, Chief Executive Assistant; Co-Chair; Gary Thompson, Waste & Recycling Lead Hand; Geoff Culp, Volunteer Firefighter; Alex Surra, Volunteer Firefighter (Electronic) and Sonia McLuckie, Administrative Assistant/Secretary.

### 1. Call to Order

Korhonen called the meeting to order at 9:05 a.m. as presiding Chair Person.

### 2. Adoption of Minutes

#### a) Minutes of the JHSC Meeting dated November 15, 2022

The JHSC Meeting Minutes dated November 15, 2022 were previously approved by the two (2) Co-Chairs, and were received for information by the JHSC. Minutes were received by Council at their Regular Meeting December 16, 2022 (Resolution #483-22).

### 3. Business Arising From Minutes

#### a) Section #006 – Workplace Harassment Policy

The JHSC reviewed the Health & Safety Policy & Program, Section #006.0 – Section #006.4 – Workplace Violence and Harassment Policy, and agreed that amendments were needed.

It was suggested to make workplace titles, as mentioned under Section 006.0 and Section 006.2, be consistent throughout the Policy. This change would include making sure that the titles such as: Full Time, Seasonal, Casual and Part Time are listed in both locations in the Policy.

It was also suggested that the context of the policy be changed from the he/she context to they/them.

*Recommendation: The JHSC recommends that the CAO amend the Municipal Health and Safety Program, Workplace Violence and Harassment Policy, Section #006, Responsibility, paragraph (1) one as follows: The Workplace Violence and Harassment Policy applies to all Township Employees including Council members, Chief Administrative Officer (CAO), Committee members, Managers, Supervisors, Lead hands, Full Time Employees, Part Time Employees, Temporary Employees, Casual Employees, Seasonal Employees, Firefighters, Volunteers, Students, Contractors, Sub-contractors and members of the Public.*

*Recommendation: The JHSC recommends that the CAO amend the Municipal Health and Safety Program, Workplace Violence and Harassment Policy, Section #006.2, paragraph (1) one as follows: The Workplace Violence and Harassment Policy applies to all Township Employees including Council members, Chief Administrative Officer (CAO), Committee members, Managers, Supervisors, Lead hands, Full Time Employees, Part Time Employees, Temporary Employees, Casual Employees,*

*Seasonal Employees, Firefighters, Volunteers, Students, Contractors, Sub-contractors and members of the Public.*

*Recommendation: The JHSC recommends that the CAO amend the Municipal Health and Safety Program, to change reference to he/she to he/she/him/her//they/them.*

**b) Section #026 – Working Alone**

The JHSC reviewed the Health & Safety Policy & Program, Section #026.0 – Working Alone, and agreed that amendments were needed.

Due the nature of Municipal Government, this Policy is written as a General Policy for the entire Municipality. The Committee agreed that it would be best practice if specific Manager's had their own Standard Operating Guidelines (SOGs) pertaining to Working Alone, following the steps as outlined in the Health & Safety Policy & Program.

*Recommendation: The JHSC recommend to the CAO, that the Managers are instructed to develop Standard Operating Guidelines (SOG), specific to their Departments, regarding Working Alone to provide procedures and direction specific to the workplace. The Employees should receive workplace specific training regarding the implementation of the SOG's and protocols.*

**c) Section #030 – Naloxone in the Workplace**

The JHSC reviewed a new Section to the Health & Safety Policy & Program, Section #030.0 – Section #030.1 and no changes were made to the draft policy regarding Naloxone in the Workplace. The Committee recommended that this new Policy be provided to the CAO for inclusion in the Health & Safety Policy & Program.

*Recommendation: the JHSC recommends to the CAO that the new Policy for Naloxone in the Workplace be included in the Municipal Health & Safety Policy & Program as Sections #0030.0 (Naloxone in the Workplace ) and #0030.1 (Naloxone in the Workplace – Use Report Form).*

**4. New Business**

**a) Key Dates re: Municipal Employee Annual Training**

Currently all Health and Safety Training commences annually in the fall. It was brought to the attention of the Occupational Health and Safety Coordinator (OH&SC) that the Training be split up throughout the year.

It was commented that it may be best practice to have Occupational Health and Safety refresher training take place in the spring, prior to the busy season for the Municipality and its Employees, that being before May 1.

*Recommendation: The JHSC recommends to the CAO, that the attached Section #030 and #30.1 be added to the Municipal Health and Safety Program.*

## 5. Communication

### a) Discussion regarding the JHSC Agenda format

It was brought to the attention of the OH&SC from the Secretary that the formatting of the JHSC Agendas were taking up a considerable amount of time when being put together. After thorough research by the OH&SC, it was determined that the Agendas do not have to contain inspections reports that do not state any discrepancies. Those inspections reports that have discrepancies are to be included in the Agenda, along with correspondence on how the discrepancies were rectified. It was also brought to the attention of the OH&SC that the JHSC members are not being circulated when hazards are identified.

The Committee suggested that a recommendation be brought forward to the CAO in regards to how JHSC Agendas are being constructed, as well to look at the proper process in circulation and timelines regarding the rectification on any hazards found.

*Recommendation: The JHSC recommends to the CAO that the Monthly/Annual Workplace Inspection Reports identifying a Safety or Health Hazard, be provided to the JHS Committee for review and recommendations. And that the OH&S Coordinator shall summarize the Monthly/Annual Workplace Inspection Reports and provide the Summary to the CAO and the JHS Committee for review. The Committee shall consider all identified hazards in a reasonable period of time.*

### b) General Monthly Inspection Checklists for 506, Cloyne, Kashwakamak, Mississippi, Ompah and Plevna Waste Sites (November 1, 2022 – January 31, 2023)

The JHSC received this for information purposes.

All inspections have been reviewed:

- i. No Concerns:
  - 506, Cloyne, Kashwakamak, Mississippi and Plevna Waste Sites.
- ii. Concerns Addressed:
  - Ompah Waste Site – December 2022 Inspection:
    - Email (January 9, 2022) from Corey Klatt, CAO stating: “Could you please have these items repaired as soon as possible and let me know when complete?”
    - Email (January 26, 2022) from Darwyn Sproule, PWM stating: “The following item has been address: Waste Site Facilitiles, Ompah Waste Site – First Aid Kit to be refilled - Addressed.”
- iii. Pending Concerns:
  - None.

### c) General Monthly Inspection Checklists for Community Halls, Fire Halls, MNR Office, Garage and Municipal Office (November 1, 2022 – January 31, 2023)

The JHSC received this for information purposes.

All inspections have been reviewed:

- i. No Concerns:
  - November 2022 Inspections:

- Community Halls (Clar-Mill, Ompah, Snow Road, Barrie, Harlowe), Fire Halls (Ompah, Snow Road, Clar-Mill), Garages (Ward 1, Ward 2, Ward 2), Municipal Office, MNR Office/Garage.
  - December 2022 Inspections:
    - Community Halls (Ompah, Snow Road), Garages (Ward 1), Municipal Office, MNR Office.
  - January 2023 Inspections:
    - Community Halls (Clar-Mill, Ompah, Snow Road, Barrie, Harlowe), Fire Halls (Ompah, Snow Road, Clar-Mill) Garages (Ward 1, Ward 2, Ward 3), Municipal Office, MNR Office.
- ii. Pending Concerns:
- Garages:
- iii. Concerns Addressed:
- **December 2022 Inspections:**
    - Community Halls:
      - Email (January 9, 2023) from Corey Klatt, CAO stating: *“Could you please have these items repaired as soon as possible and let me know when complete?”*
      - Email (January 9, 2022) from Brooke Hawley, MCD stating:
 

**Barrie:**  
*First Aid Kit – tabs are broken and will not close; however, the kit itself is in fine condition – do you want this replaced?*  
*Lights not working near stage: Light switch for these are separate from the main switches – Jason confirmed all lights are working (switch behind the piano)*  
*Water light on yellow – error “water temperature high” – resolved.”*

**Harlowe:**  
*Lights not working in stage area – Light switch for these are separate from main switches – Jason confirmed all lights are working.”*

**Clar-Mill:**  
*Light not working near bathroom – light bulb has been changed.”*
    - E-mail (January 9, 2023) from Corey Klatt, CAO stating, *“Hi Brooke. Thanks for the update. Yes please replace the first aid kit in case ever needed in an emergency.”*
    - E-mail (January 10, 2023) from Brooke Hawley, MCD stating, *“The First Aid Kit has been replaced.”*
  - Fire Stations (Ompah, Snow Road, Clar-Mill):
    - Email (January 9, 2023) from Corey Klatt, CAO stating: *“Hi Eric, could you also please let me know when issues listed are complete at the Fire halls?”*
    - Email (January 11, 2023) from Eric Korhonen, DESFC stating, *“The deficiencies as identified in the Monthly Workplace Inspections for December 2022 have been corrected at Clarendon Miller Fire Station and Snow Road Fire Station. An electrician has been contacted and parts have been ordered to address the exterior and interior lighting at Ompah Fire*

*Station. I will provide an update on the lighting when the electrician has completed repairs.”*

- E-mail (January 25, 2023) from Eric Korhonen, DESFC stating, *“Good Afternoon Corey Clancy Electric has replaced the lights at the Ompah Fire Hall. All deficiencies have been addressed.”*
- Garages (Ward 2, Ward 3)
  - Email (January 9, 2023) from Corey Klatt, CAO stating: *“Could you please have these items repaired as soon as possible and let me know when complete?”*
  - Email (January 26, 2023) from Darwyn Sproule, PWM stating, *“Corey, the following items have been addressed:*  
**Ward 2 Garage:**  
*“Spill on lower shelf near flammable cabinet – addressed.”*  
**Ward 3 Garage:**  
*“Bench grinder needs service – serviceable.”*
- **January 2023 Inspections:**
  - MNR Garage:
    - Email (January 17, 2023) from Corey Klatt, CAO stating: *“Hi Brooke. It you haven’t already could you please have Jason take care of this asap and get back to Eric and I?”*
    - Email (January 17, 2023) from Brooke Hawley, MCD stating: *“This has been completed.”*
- iv. Pending Concerns:
  - None.

**d) General Monthly Inspection Checklists for Barrie Fire Hall in Cloyne (November 1, 2022 – January 31, 2023)**

The JHSC received this for information purposes.

- i. No Concerns;
  - Barrie Fire Hall.
- ii. Concerns Addressed;
  - None.
- iii. Pending Concerns;
  - None.

**e) 2022 Annual Workplace Inspection Checklist**

- i. No Concerns;
  - 506, Cloyne, Kashwakamak, Mississippi, Ompah and Plevna Waste Sites, Fire Halls (Barrie), Community Halls (Clar-Mill and Harlowe), MNR Office and MNR Garage.
- ii. Concerns Addressed;
  - Community Halls (Ompah, Snow Road, Barrie)
    - E-mail (December 20, 2022) from Corey Klatt, CAO stating, *“Hi Brooke. Could you please have the deficiencies corrected at the Community Halls and provide me with an update?”*
    - E-mail (January 5, 2023) from Brooke Hawley, MCD stating, *“Hi Corey, all issues at Community Halls have been rectified.”*
  - Fire Halls (Clar-Mill, Ompah and Snow Road)

- E-mail (December 20, 2022) from Corey Klatt, CAO stating, *“Hi Eric. Thanks for the report. Could you please have the deficiencies corrected at the Fire halls and let me know once completed?”*
- E-mail (February 13, 2023) from Eric Korhonen, DESFC stating, *“The following deficiencies have been addressed at the Fire Stations as identified during the 2022 Annual workplace inspections:*

**Clarendon Miller Fire Hall:**

Aisles and Passageways – clutter noted between several isles which would constitute a tripping hazard, wild fire hose and portable pumps. *“The pumps have been moved to either the storage room or placed on vehicles, hose rolls have been placed on the storage racks, wild fire hose has been bagged and stored on the storage racks.”*

**Snow Road Fire Hall:**

Exits – All exit signage require battery replacement. *“The Exit signs are now working as designed. All batteries were replaced.”*

**Ompah Fire Hall:**

Electrical – The Generator Transfer Switch access is obstructed by the recycle center.

*“The generator transfer switch access is no longer obstructed. The recycle center has been relocated to the other side of the room clearing access to the transfer switch.”*

- Garages (Ward 1, Ward 2, Ward 3)
  - E-mail (December 20, 2022) from Corey Klatt, CAO stating, *“Hi Darwyn. Please have the issues corrected at the Public Works Garages and provide me with an update. Please contact the Chief re: assistance with Fire Safety Plans for the Garages.”*
  - E-mail (January 13, 2023) from Darwyn Sproule, PWM stating, *“Corey – following update provided:*

**Ward One Garage:**

Aisles and Passageways – Hand Jack blocking main aisles as end of bay, a potential trip or fall hazard. *“Jack moved.”*

Fire Safety Plan – *“not present. In progress with Laura.”*

**Ward Two:**

Stacking and Storage - Steel shelving in truck bay top shelf stacked high and irregular so as to create a hazard. *“Top shelf will be enclosed with plywood (by Roads staff) along front and ends to address hazard.”*

Fire Safety Plan – *“not present. In progress with Laura.”*

**Ward Three:**

Fire Safety Plan – *“not present. In progress with Laura.”*

- Municipal Office
  - E-mail (December 20, 2022) from Corey Klatt, CAO stating, *“Hi Brooke. Could you please have the deficiencies corrected and provide me with an update?”*

- E-mail (January 10, 2023) from Brooke Hawley, MCD stating, “Hi Corey and Eric – the shelf extenders have been installed in the back storage room as discussed.”
- iii. Pending Concerns;
  - Garages (Ward 1, Ward 2 and Ward 3).
    - E-mail (January 13, 2023) from Darwyn Sproule, PWM stating, “Corey – following update provided:
      - Ward One Garage:**  
Fire Safety Plan – “not present. In progress with Laura.”
      - Ward Two:**  
Stacking and Storage - Steel shelving in truck bay top shelf stacked high and irregular so as to create a hazard. “Top shelf will be enclosed with plywood (by Roads staff) along front and ends to address hazard.”  
Fire Safety Plan – “not present. In progress with Laura.”
      - Ward Three:**  
Fire Safety Plan – “not present. In progress with Laura.”

*Note: Agenda was amended to include other business.*

## 6. Other Business

### a) **Municipal Complex Front Entrance re: Ice Build-up**

Staff brought attention to the hazard of ice build-up when entering the main municipal complex. This situation was brought forward to the Committee in 2020 where a recommendation was sent to the CAO and was addressed by the following statement:

*Email (February 18, 2020) from Cheryl Robson, CAO stating, “Please be advised that Darwyn Sproule, P. Eng., Public Works Manager, Corey Klatt, Manager of Community Development and Gregg Wise, CRS, Foreman looked into options. The best option at this time is to continue with regular maintenance to address concerns with any ice buildup. Both Public Works’ staff and the Manager of Community Development’s staff are salting the area, and removing the ice buildup on a regular basis. There is also a container of de-icer just inside the door with a small container that anyone could use to apply some additional material. Jason Lemke, Facilities/Recreation Supervisor keeps this container well stocked. It is winter and conditions can change on short notice during storm events – so similar to driving – we should exercise caution in accordance with conditions at the time.”*

Staff feel that this is an on-going safety issue and the hazard is still present. Water comes off of the main roof and pools in front of the main doors and has the potential in the winter months to freeze. The hazard is rectified by applying salt, however, the application of salt is still not addressing the on-going hazardous issue.

*Recommendation: The JHSC recommends to the CAO that the main entrance of the Municipal Complex has an identified Safety Hazard, and that measures to control and deflect the subsequent runoff be considered*

## 7. Adjournment

The Meeting was adjourned by Eric Korhonen, Co-Chair at 10:30 a.m. until Tuesday May 9, 2023 at 9:00 a.m.; to be chaired by Katelyn Ronfeld, Co-Chair, or at the call of the Co-Chairs.

## 8. Recommendations to CAO

1. The JHSC recommends that the CAO amend the Municipal Health and Safety Program, Workplace Violence and Harassment Policy, Section #006, Responsibility, paragraph (1) one as follows: The Workplace Violence and Harassment Policy applies to all Township Employees including Council members, Chief Administrative Officer (CAO), Committee members, Managers, Supervisors, Lead hands, Full Time Employees, Part Time Employees, Temporary Employees, Casual Employees, Seasonal Employees, Firefighters, Volunteers, Students, Contractors, Sub-contractors and members of the Public.
2. The JHSC recommends that the CAO amend the Municipal Health and Safety Program, Workplace Violence and Harassment Policy, Section #006.2, paragraph (1) one as follows: The Workplace Violence and Harassment Policy applies to all Township Employees including Council members, Chief Administrative Officer (CAO), Committee members, Managers, Supervisors, Lead hands, Full Time Employees, Part Time Employees, Temporary Employees, Casual Employees, Seasonal Employees, Firefighters, Volunteers, Students, Contractors, Sub-contractors and members of the Public.
3. The JHSC recommends that the CAO amend the Municipal Health and Safety Program, to change reference to he/she to he/she/him/her//they/them.
4. The JHSC recommend to the CAO, that the Managers are instructed to develop Standard Operating Guidelines (SOG), specific to their Departments, regarding Working Alone to provide procedures and direction specific to the workplace. The Employees should receive workplace specific training regarding the implementation of the SOG's and protocols.
5. The JHSC recommends to the CAO, that the attached Section #030 and #30.1 be added to the Municipal Health and Safety Program.
6. The JHSC recommend to the CAO, the annual Health and Safety Training be provided in late April, to accommodate all Departments and as many Employees and returning Employees as possible, relative to hiring and scheduling.
7. The JHSC recommends to the CAO that the Monthly/Annual Workplace Inspection Reports identifying a Safety or Health Hazard, be provided to the JHS Committee for review and recommendations. And that the OH&S Coordinator shall summarize the Monthly/Annual Workplace Inspection Reports and provide the Summary to the CAO and the JHS Committee for review. The Committee shall consider all identified hazards in a reasonable period of time.

8. The JHSC recommends to the CAO that the main entrance of the Municipal Complex has an identified Safety Hazard, and that measures to control and deflect the subsequent runoff be considered

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Eric Korhonen  
Co-Chair

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Katelyn Ronfeld  
Co-Chair

Approved Minutes received by Council for information purposes on: April 6, 2023

**Notes of the Economic Development Task Force (EDTF) Meeting Held on Monday, March 20, 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, Paul Thiel, Dan Vaillancourt, Jennifer Hunter, Danielle Kecso, 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.

The EDTF welcomed new members Danielle Kecso and Jennifer Hunter and thanked them for volunteering to be part of the Task Force.

**2. Disclosures of Pecuniary Interest & General Nature Thereof:**

None.

**3. Delegations:**

None.

**4. Economic Development Task Force Notes:**

Notes of the February 21, 2023 EDTF Meeting as approved via email and received for information at the March 17, 2023 Regular Meeting of Council.

**5. Business Arising:**

**a) Research feasibility of a Municipal Campground**

**a. Establish general ideas**

The EDTF discussed the feasibility of a Municipal Campground as well as potential locations. This will continue to be discussed at upcoming EDTF meetings as the research progresses.

**b. Establish working group & timelines**

The EDTF established a working group (Dan Vaillancourt, Betty Hunter, Cyndy Bonello and Danielle Kesco) to research the feasibility of this project. The group will bring their first report back to the EDTF in 2 months, for discussion.

Notes of a Meeting of the Economic Development Task Force

March 20, 2023

1 of 4

**b) 2023 Mural Project**

**a. Pick Five (5) locations**

The EDTF discussed potential locations for the next Mural Project. These locations include Mississagagon Lake Boat Launch, Shabomeka Lake Boat Launch, Palmerston Lake Boat Launch, the Municipal Office and the 506 Waste Site.

**b. Review advertisement**

The EDTF reviewed the Art Mural Project advertisement for Round 8. It was also discussed that the artist's names and a brief statement about the Murals content be affixed to the back of each mural on waterproof paper. The EDO will complete this.

**c) North Frontenac Information booth/kiosk**

**a. Establish general ideas**

The EDTF discussed potential locations for information booths/kiosks in the Township.

**b. Establish working group & timelines**

The EDTF established a working group (Councillor Regent & Paul Thiel) to research locations, structures and costs to bring back for discussion at the next EDTF meeting.

**d) Business Profiles**

**a. update & consideration to who is completing these**

The EDTF would like to continue with the monthly Business Profiles that have been added to the Township's Website and Social Media Accounts. Paul Thiel and Councillor Huetl will alternate completing these. The EDO will assist in providing contact information for interested Businesses.

**e) Bus Tour**

**a. Establish working group & timeline**

The EDO will work on establishing a draft plan for the next Bus Tour and will bring back information to an upcoming EDTF meeting for further discussion.

Notes of a Meeting of the Economic Development Task Force

March 20, 2023

2 of 4

**f) Research feasibility of a small-scale commercial office space with a focus on attracting health care and other professionals**

**a. Establish general ideas**

The EDTF discussed ideas regarding the feasibility of a small-scale commercial office space with a focus on attracting health care and other professionals.

**b. Establish working group & timelines**

Councillor Roy Huetl, Councillor Stephanie Regent and Matt Walker - Economic Development Officer (EDO) volunteered to be part of the working group and will gather information to bring back to the EDTF, for future discussion.

**g) Summer Event**

**a. Establish general ideas**

The EDTF discussed general ideas for a 2023 Summer Event.

**b. Establish working group & timelines**

The EDTF established a working group (Matt Walker, Betty Hunter, Cyndy Bonello & Jennifer) to facilitate and organize the event. The group will bring information back to the EDTF at the next EDTF meeting.

**6. Communications:**

**7. New Business:**

**8. Adjournment:**

Meeting adjourned at 10:20 a.m.

**NOTE : The next meeting of the EDTF will take place on Monday, April 17, 2023 at 9:00 a.m. at the Municipal Council Chambers located at 6648 Road 506, Plevna.**

Notes of a Meeting of the Economic Development Task Force

March 20, 2023

3 of 4

**Recommendations to Council**

**Be It Resolved That** Council receives for information the March 20, 2023 Notes of the Economic Development Task Force (EDTF);

Received by Council on April 6, 2023.

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

Notes of a Meeting of the Economic Development Task Force  
March 20, 2023  
4 of 4



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

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

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

**Councillor Roy Huetl**

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

**Councillor Vernon Hermer**

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

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

**Deputy Mayor John Inglis**

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

**By-law #26-23**

**Being a By-law to Establish a Procedural Policy for Members of Council, Committees and Task Forces and repeal By-law #21-22**

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

**And Whereas** Section 238 (2.1) of the *Municipal Act* provides that the procedure by-law shall provide for public notice of Meetings;

**Now Therefore** the Council of The Corporation of the Township of North Frontenac deems it expedient to enact a by-law to adopt a Procedural Policy for the Council and Committee Members of the Corporation of the Township of North Frontenac;

**And That** the Council of The Corporation of the Township of North Frontenac does hereby adopt the Procedural Policy for the Council and Committee Members of the Corporation of the Township of North Frontenac attached hereto as Schedule 'A';

**And That** this "Procedural Policy" applies to and binds all Members of Council/Committees of the Township of North Frontenac;

**And That** should any sections of this By-law, including any section or part of any Schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining Sections shall nevertheless remain valid and binding;

**And That** By-law #21-22 is hereby repealed in its entirety;

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

**And That** this By-law shall come into force and take effect on the date of final passing;

**Read** a first and second time this 6<sup>th</sup> day of April, 2023.

**Read** a third time and passed this 6<sup>th</sup> day of April, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Schedule "A"**  
**To By-law #26-23**

**Table of Contents**

<b>1.0</b>	<b>Introduction</b>	1
<b>2.0</b>	<b>Definitions</b>	1
<b>3.0</b>	<b>Meetings</b>	3
3.1	Meeting Location	3
3.2	Open to the Public	3
3.3	Notice Requirements	3
3.4	Inaugural Meeting of Council	5
3.5	Regular Meetings	6
3.6	Special Meetings	6
3.7	Public Meetings	6
3.8	Joint Councils Meetings	7
3.9	Closed Sessions	7
3.10	Recording of Meetings	9
<b>4.0</b>	<b>Responsibilities of Members and Conduct during Meetings</b>	9
4.1	Presiding Officer	9
4.2	Absence of the Presiding Officer	10
4.3	Inappropriate Behaviour	10
4.4	Declarations of Conflict of Interest/Pecuniary Interest	11
4.5	Curfew	11
4.6	Rules of Debate	11
4.7	Voting	12
4.8	Point of Order	13
4.9	Suspending Rules of Procedure	14
4.10	Reconsideration	14
<b>5.0</b>	<b>Agendas</b>	14
5.1	Regular Meetings	15
5.2	Special Meetings	15
5.3	Public Meetings	16
5.4	Business Profile	16

5.5	Presentations .....	16
5.6	Delegations .....	17
5.7	Public Forum .....	18
5.8	Minutes of Meetings .....	18
5.9	Business Arising Out of Minutes .....	18
5.10	Communications .....	18
5.11	Members, CAO and Managers' Administrative Reports.....	19
5.12	External Committee/Local Boards/Task Force Notes and Reports .....	19
5.13	Giving Notice of Motion .....	19
5.14	Motions, Notice of Which Have Been Given.....	19
5.15	Council Portfolio Positions .....	19
5.16	Adjournment.....	19
<b>6.0</b>	<b>Quorum .....</b>	<b>19</b>
6.1	Quorum .....	19
6.2	Early Departure and/or Absence from Meetings .....	20
6.3	Electronic Participation.....	20
6.4	Meetings .....	20
6.5	Time Limit.....	20
6.6	Loss of Quorum during a Meeting .....	20
6.7	No Quorum Possible .....	20
6.8	Conflict of Interest .....	21
<b>7.0</b>	<b>Motions.....</b>	<b>21</b>
7.1	General .....	21
7.2	Refer/Defer.....	21
7.3	Amendment.....	21
<b>8.0</b>	<b>By-laws.....</b>	<b>22</b>
<b>9.0</b>	<b>External Committees.....</b>	<b>22</b>
<b>10.0</b>	<b>Committees of Council .....</b>	<b>22</b>
10.1	Establishment.....	22
10.2	Composition and Appointment of Members .....	22
10.3	Ex-officio .....	23
10.4	Roles and Responsibilities .....	23
10.5	Role of the Chair .....	23
<b>11.0</b>	<b>Local Boards.....</b>	<b>24</b>

<b>12.0 Emergency Management Program Committee</b> .....	24
12.1 General .....	24
12.2 Composition .....	24
12.3 Appointment .....	24
12.4 Meetings of EMPC .....	24
12.5 Operating Principles .....	24
<b>13.0 Task Forces</b> .....	26
13.1 General .....	26
13.2 Composition .....	26
13.3 Appointment .....	27
13.4 Procedural Matters .....	27
13.5 Operating Principles .....	28
13.6 Voluntary Sector Members .....	29
13.7 Sub-Committees .....	29
13.8 Disbandment .....	29
<b>14.0 General</b> .....	29
14.1 Appointment of County Council Members .....	29
14.2 Appointment of Deputy Mayor .....	30
14.3 Council Portfolio Positions .....	30
14.4 Town Hall Information Sessions .....	30
<b>15.0 Council Vacancies</b> .....	31
15.2 Filling Vacant Position .....	31
15.3 Advertise Vacancy .....	32
15.4 Submission of Applications and Declaration of Qualifications .....	32
15.5 Applicants' Resumes .....	32
15.6 Applicant's Presentation .....	32
15.7 Nominations .....	32
15.8 Nomination Consideration and Vote by Council .....	32
15.9 No Nominations .....	32
15.10 Tally of Votes .....	32
15.11 Majority Vote .....	33
15.12 Multiple Majority Vote .....	33
15.13 Tie Vote .....	33
15.14 No Majority Vote .....	33

15.15 Motion to Appoint Member ..... 33  
15.16 Swearing In of New Member of Council ..... 33  
**16.0 Policy Review** ..... 33

## **1.0 Introduction**

These procedures and rules address both basic procedural items and other more complex questions and issues that might arise in Council or Committee Meetings. Well documented procedures and rules result in more productive Meetings and lessen the amount of extraneous debate on unrelated topics.

This Policy will provide the rules of conduct for Members of Council and Committees in order to govern the affairs of the Township of North Frontenac in an accountable and transparent manner, and sets the minimum standard for the behavior of Members in carrying out their functions. It has been developed to assist Members to:

- a) Understand the standards of conduct that are expected of them;
- b) Fulfill their duty to act honestly and exercise reasonable care and diligence; and
- c) Act in a way that enhances public confidence in local government.

In all matters and under all circumstances, the Members of Council/Committees shall be guided by and shall have regard to the Municipal Conflict of Interest Act, 1990 c.50, or its successor, and amendments thereto and the Code of Conduct for Members of Council.

## **2.0 Definitions**

In this By-law:

**Agenda** means the Orders of the Day. (See Section 5)

**CAO** means the Chief Administrative Officer of the Corporation of the Township of North Frontenac appointed by Council in accordance with Section 229 of the Municipal Act. The Manager appointed as the CAO Back-up shall fulfill the duties of the CAO in their absence.

**Clerk** means the Clerk, Deputy Clerk or Acting Clerk appointed by Council or such person designated in writing by the Clerk in accordance with Section 228 of the Municipal Act.

**Closed Session** means a Meeting or a part of a Meeting, which is closed to the public when the subject matter being considered complies with Section 239 of the Municipal Act.

**Committee of Council** means any advisory Committee, appointed by Council of which at least 50 per cent of the Members are also Members of Council per Section 238(1) of the Municipal Act.

**Committee – External** shall be appointed by Council By-law in accordance with Legislation or an Agreement for a specific function and shall have its own Procedural Policy.

**Council** means the Council of the Corporation of the Township of North Frontenac.

**Council Chambers** means the room in which the proceedings of Council takes place, excluding those areas where members of the public and the media may listen to proceedings.

**Defer** means to delay or postpone to a future Meeting.

**Deputy Mayor** means a Member appointed at the Inaugural Meeting of Council to serve as the Deputy Mayor.

**Ex-Officio** shall refer to the Mayor who is permitted to act by virtue of office.

**Holiday** means a Holiday as set out in the Employment Standards Act, 2000, and/or the Township's Personnel and Employment Policies and Procedures Manual, as amended.

**Manager** as defined in the Personnel and Employment Policies and Procedure Manual.

**Mayor** is the Member of Council who is elected at large by general vote and shall perform the duties of Head of Council, as set out in the Municipal Act or any other Act, as amended.

**Member** means a Member of Council duly elected or appointed to serve on the Council or a Committee of Council.

**Motion** means a formal written proposal for action, drafted by staff or a member, and presented for consideration, discussion and a vote by Council or a Committee of Council.

**Municipal Act** means the Municipal Act S.O.2001, c.25, as amended.

**Point of Order** means a question affecting an error in procedure or the rights or privileges of the Council or Committee of Council collectively or the position and conduct of Members as elected or appointed representatives where the Chair is asked to immediately consider and take action to remedy a situation which has negative effects, despite other pending business currently before the body.

**Presiding Officer** means the person chairing the meeting. For Council it is the Mayor and in their absence is the Deputy Mayor. For a Committee of Council, it is the person appointed as the Chair.

**Refer** means to direct a matter under discussion back to staff, a Committee, agent or organization for further consideration or to obtain additional information.

**Resolution** a written Motion adopted or defeated by a majority of Council and shall include the original Motion or an amendment to the original Motion.

**Rules of Order** means the rules of procedure and order established by this By-law to regulate conduct during a Meeting of Council/Committees. In the event of a question of procedure arising from this By-law, "The Everything Robert's Rules Book, Adams Media, 2004" as amended, shall be referenced for clarification.

**Time Sensitive** means a situation in which the timing to initiate and/or complete a matter is paramount, but the time available to follow normal procedures or processes is insufficient.

**Town Hall Information Session** means Information Sessions that are designed to allow the Township to communicate its activities to the ratepayers and to allow the ratepayers the opportunity to provide input for items on the Mayor's agenda.

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

**Website** means the official Website of the Corporation of the Township of North Frontenac – [www.northfrontenac.com](http://www.northfrontenac.com).

### **3.0 Meetings**

#### **3.1 Meeting Location**

All Meetings shall be held in the Council Chambers at the Municipal Office, 6648 Road 506, Plevna Ontario unless otherwise stipulated in a Resolution of Council.

#### **3.2 Open to the Public**

All Council, Committee and Task Force Meetings shall be open to the public, unless authorized to be a Closed Meeting for reasons allowed under the Municipal Act. Members of the public will be permitted to attend open Meetings electronically, provided the venue where the Meeting is held is able to accommodate an electronic meeting.

When electronic participation is permitted, the Clerk will include the login details with the Agenda on the Township's website.

While there is a Declared Emergency and/or any Provincial restrictions on public gatherings (regardless of the number), public shall only be permitted to participate in Regular, Inaugural and Special Meetings through electronic participation. The participation of the public at a Public Meeting during these times shall be determined by Council when the Meeting is scheduled (i.e. in-person and/or electronic).

#### **3.3 Notice Requirements**

##### **a) To the Members**

##### **i. Regular Council Meetings**

The Clerk shall provide notice by email of all Regular Council Meetings to Members of Council by means of an electronic Agenda. Any supporting documentation regarding matters to be addressed at the Meeting will be included in the Agenda. For Public or Regular Council Meetings, Members of Council generally shall receive notice at least five (5) calendar days before the day of the Regular Meeting.

##### **ii. Special Council Meetings**

Members of Council shall receive notice at least two (2) calendar days' before the day of the Special Meeting. The Clerk will attempt to provide more notice.

However, failure to receive the notice will not affect the Meeting itself, including the timing of or any actions taken thereat.

iii. **Public Council Meetings**

The Clerk shall provide notice by email of all Public Council Meetings to Members of Council by means of an electronic Agenda. Any supporting documentation regarding matters to be addressed at the Meeting will be included in the Agenda. For Public Council Meetings, Members of Council generally shall receive notice at least five (5) calendar days before the day of the Public Meeting.

iv. **Emergency Council Meetings**

Notwithstanding any other provision of this By-law, an Emergency Meeting may be held without notice, to deal with a time sensitive or extraordinary situation, provided an attempt has been made by the Clerk to notify the Members about the Meeting as soon as possible and in the most expedient manner. No business except business dealing directly with the time sensitive or extraordinary situation shall be transacted at the meeting.

v. **Committee of Council Meetings**

The Clerk shall provide written notice by email of all Committee Meetings to Members of the Committee. The notice shall be in the form of an electronic Agenda with all supporting documentation regarding matters to be addressed at the Meeting. The Agenda will also be provided to other Members of Council for information purposes.

Members of the Committee, generally shall receive notice at least five (5) calendar days before the day of the Meeting. For Special Meetings, Members will receive notice at least two (2) calendar days' before the day of the Special Meeting. However, failure to receive the notice will not affect the Meeting itself, including the timing of or any actions taken thereat.

b) **To the Public**

i. **Regular Meetings**

The Clerk shall give annual Notice to the public of all Regular Meetings of Council by posting a schedule of Meeting dates on the Township's Website; at the Community Halls and Municipal Office front lobby, at the beginning of each calendar year.

The Clerk shall give Notice to the public of all Regular Committee of Council Meetings by adding the Notice to the Township Website's Calendar. The date and time of the Committee meeting will be displayed on the Municipal Office's Electronic Sign at least forty eight (48) hours in advance of the Meeting.

Council/Committee Agendas shall be posted on the Township's Website not later than forty-eight (48) hours preceding the date of the Regular Meetings.

The Clerk shall give notice to the public of any changes to Regular Council and Committee Meeting dates by posting a notice on the Township's website.

ii. **Special Meetings**

The Clerk shall give notice to the public of any Special Meetings of Council by posting a notice on the Township's Website as soon as possible after the date of the Special Meeting has been confirmed, but notice shall be no later than forty-eight (48) hours prior to the Meeting date. The date and time of the Special meeting will be displayed on the Municipal Office's Electronic Sign at least forty eight (48) hours in advance of the Meeting.

iii. **Public Meetings**

For Public Council Meetings, the Clerk shall provide notice in accordance with the Township's Notice Requirement Policy and/or applicable legislation.

iv. **Emergency Meetings**

The Clerk shall provide notice as soon as possible prior to the meeting. However, in some situations this may not be possible.

**3.4 Inaugural Meeting of Council**

The Inaugural Meeting of Council shall be held November 15<sup>th</sup> at 1:00 p.m. in the year of the Municipal Election in the Council Chambers. If November 15<sup>th</sup> is a Saturday, Sunday or holiday, Council shall meet on the following Monday.

The Clerk shall act as the Chair until the Mayor has taken the Oath of Office.

Members shall take the Oath of Office in the form prescribed by the Minister of Municipal Affairs and administered by the Clerk.

The Clerk shall determine the items to be included in the Inaugural Agenda, such as the playing of the National Anthem, greetings from Dignitaries, Dressing of Chain of Office, and the Mayor's Address.

Council shall set the date for the next Regular Meeting of Council at the Inaugural Meeting.

The following shall be appointed by Resolution at the Inaugural Meeting of Council:

- a) Deputy Mayor (Followed by an Appointing By-law);
- b) County Council Second Member (Followed by an Appointing By-law);
- c) Outside Agency Appointments (i.e. Mississippi Valley Conservation Authority and Quinte Conservation Authority); and
- d) External Committee (i.e. Committee of Adjustment/Planning Advisory Committee and Joint Fire Committee for the Kaladar/Barrie Fire Department).

The Clerk shall arrange for a small reception to follow the Inaugural Meeting.

Members are not permitted to participate electronically in the Inaugural Meeting, unless there is a Declared Emergency. Members of the public may attend the Inaugural Meeting electronically.

### **3.5 Regular Meetings**

At the beginning of the term at the first Regular Meeting of Council and in subsequent years at a regularly scheduled meeting in September or October, Council shall determine the Regular Meeting schedule for the upcoming year including the frequency of meetings, day of the week and time of commencement.

Upon receipt of a petition of the majority of the Members of Council or a Resolution of Council, the Clerk shall alter the date, time and/or place or dispense with a Meeting of Council, provided that forty-eight (48) hours' notice of the new meeting date is posted by the Clerk on the Township's website and social media sites.

### **3.6 Special Meetings**

At least seventy-two (72) hours prior to the proposed date of the Meeting, a Special Meeting may be called under the following circumstances to address a specific topic(s):

- a) The Presiding Officer may, at any time, summon a Special Meeting including the purpose time and date;
- b) Upon receipt of a petition of the majority of the Members, the Clerk shall call a Special Meeting for the purpose and at the time and date mentioned in the petition; or
- c) By Resolution of Council, including the purpose, date and time.

Upon receipt of the summons or petition the Clerk shall contact Members to ensure a quorum can be established for the Special Meeting. Such meeting shall be held as soon as practicable following receipt of the summons or petition. Notice shall be given to Members by email, telephone or in-person as determined by the Clerk.

### **3.7 Public Meetings**

A Public Meeting may be called by Resolution of Council, to seek public consultation/input from the public where required by legislation, policy or at the request of Council on a specific matter and shall include the date and time. Council shall determine if members of Council, staff or the public will be permitted to attend the Public Meeting electronically.

#### **Public Meetings Related to Planning Matters**

The date and time of Public Meetings under the Planning Act will be determined by the Clerk and in accordance with the Notice requirements as set out in the Planning Act.

During a statutory Public Meeting under the Planning Act, members of the public wishing to speak to the matter will be limited to ten (10) minutes. They will be encouraged to provide their comments in writing to be put on record and limit their

presentation to information that has not already been provided or addressed by another individual.

Council will be given sufficient time to consider public input prior to making a decision on the matter.

### **3.8 Joint Councils Meetings**

A Joint Councils Meeting may be called at the request of Council or another municipality's Council. The Mayor will work with the Head of Council of the other municipality to determine a date, time and place suitable for the Joint Councils Meeting. Joint Councils Meetings may be permitted to be held electronically.

The Clerk will work with the Clerk of the other municipality to prepare and circulate an Agenda for the Meeting.

Each Council shall consider an independent Motion at or following the Joint Meeting regarding any recommendation made during the Joint Councils Meeting which may be adopted by a majority of Council.

### **3.9 Closed Sessions**

A Meeting or part of a Meeting of Council or a Committee of Council may be closed to the public if the subject matter being considered is:

- a) The security of the property of the Municipality or local board.
- b) Personal matters about an identifiable individual, including Municipal or local board employees.
- c) A proposed or pending acquisition or disposition of land by the Municipality or local board.
- d) Labour relations or employee negotiations.
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board.
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- g) A matter in respect of which a Council, board or Committee of Council has authorized a Meeting to be closed under an *Act* of Legislature or an *Act* of Parliament.
- h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them.
- i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value.

- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- l) The meeting is held for the purpose of educating or training the members and at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of council or local board.

A Meeting shall be closed to the public if the subject matter being considered is:

- a) A request under the Municipal Freedom of Information and Protection of Privacy Act, if the Council is the head of an institution for the purposes of the Act.
- b) An ongoing investigation respecting the Municipality by the Ombudsman appointed under the Ombudsman Act.

Members shall receive a confidential copy of the electronic Closed Agenda package prior to the Meeting. All Closed Agenda packages shall be provided electronically by the Clerk to Members and the CAO only. The CAO may share appropriate confidential information and/or Resolutions with Managers at the CAO's discretion.

Prior to holding a Meeting or part of a Meeting that is to be closed to the public, Council or a Committee of Council shall state by Resolution the fact that a Closed Session is being held, quoting the section of the Municipal Act authorizing the Closed Session and the general nature of the matter to be considered, providing as much information as possible, without compromising the confidentiality of the matter.

A vote may be taken in a Closed Session only if it pertains to a procedural matter or for giving directions or instructions, by Resolution, to the CAO or a Manager. The CAO and Clerk may take confidential notes during the Closed Session. All other recordings by Members shall be provided to the Clerk for destruction or deleted if electronic prior to the closing of the Meeting.

On return to Open Session under the "Rise and Report" Section on the Agenda, the Presiding Officer shall provide an overview of the general nature of the Closed Session, with as much information as possible, without compromising the confidentiality of the matter. A Motion may be considered under the "Rise and Report" Section on the Agenda where Council's decision is to be made public.

Approval of the Closed Session Minutes shall be considered by Council or the Committee of Council at the next Closed Session by Closed Resolution or Motion of a Committee.

All information, including but not limited to Agendas, Reports and Minutes received, reviewed or taken in a Closed Session are confidential and once the final decision is made all confidential copies shall be returned to the Clerk or deleted if electronic.

The response of Members to inquiries about any matter dealt with at a Closed Session, prior to it being reported publicly, shall be “no comment”, or words to that effect. No Member shall release or make public any information provided for or considered at a Closed Session or discuss the content of such a Meeting with any other person excluding the CAO. Once the Presiding Officer has reported on the general nature of the Closed Session Agenda, this information only shall be considered to be public information and a Member may discuss only this information without being considered to be in violation of this Policy.

The obligation to keep information confidential applies even if the Member ceases to be a Member of Council/Committee.

If there are members participating electronically in the meeting, those members in the Chambers will use the microphones in Chambers to ensure all members will hear the meeting audio over the speakers in Chambers.

### **3.10 Recording of Meetings**

All Meetings of Council, with the exception of Closed Meetings, will be recorded, and published to a Township social media platform within one business day of the meeting for a period of one year as a service to the public. The Township shall not be responsible should technical difficulties prevent the recording of any meeting, or a portion thereof.

Recordings published to any social media platform are part of the public realm and as such are subject to alteration by individuals that access such recordings with no municipal control over such alterations. The Township assumes no liability associated with any alterations that are made to published recordings.

## **4.0 Responsibilities of Members and Conduct during Meetings**

### **4.1 Presiding Officer**

In the case of a Council Meeting, the presiding officer shall be the Mayor. In their absence the Deputy Mayor shall preside. The Deputy Mayor shall have all the powers of the Mayor when performing in that capacity. If neither the Mayor nor Deputy Mayor is present, the Council shall elect a presiding officer.

In the case of a Committee Meeting, the Presiding Officer shall be the Member of Council appointed by Council to be the Chair. In their absence the Committee shall elect a Presiding Officer.

The Presiding Officer is responsible for:

- a) The preservation of good order and decorum throughout Council/Committee meetings so that business can be carried out efficiently and effectively.

- b) Providing leadership.
- c) Ruling on Points of Order.
- d) Deciding all questions relating to the orderly procedure of the Meeting (subject to an appeal by any Member of Council/Committee from any ruling of the Presiding Officer).
- e) Open the Meeting by taking the Chair and calling the Members to order.
- f) Ensuring all Motions presented by the Members shall be received and submitted in the proper manner and acted upon in the order set out in the Meeting Agenda
- g) Put to a vote all Motions which are Moved and Seconded, or necessarily arise in the course of the proceedings, and to announce the result.
- h) Decline to put to vote Motions which infringe upon the Rules of Procedure.
- i) In the case of Council, authenticate by signature all By-laws, Resolutions and Minutes of Council/ Committee. In the case of a Committee, authenticate by signature all Motions.
- j) Represent and support Council/Committee, declaring their will and implicitly obeying its decisions in all things.
- k) Ensure the decisions of Council/Committee are in conformity with the laws and By-laws governing the activities of the Township.
- l) Adjourn the Meeting without question in the case of grave disorder arising in the Council Chamber/Meeting Room.
- m) Order any person or Member in attendance at the Meeting to cease and desist any behaviour which disrupts the order and decorum of the Meeting and to order the person or Member to vacate the Council Chamber/Meeting Room where such behaviour persists.
- n) The Presiding Officer should never allow anyone to publicly criticize identifiable individuals. It is the responsibility of the Presiding Officer to ensure that both parliamentary procedure and rules of etiquette are observed by those in attendance.

#### **4.2 Absence of the Presiding Officer**

##### Council Meetings

In the absence of the Mayor, the Deputy Mayor shall be the Presiding Officer and while doing so shall have all the rights, authorities and powers of the Mayor. If both the Mayor and Deputy Mayor are absent, the Members shall elect another Member to be the Presiding Officer. That Member of Council will discharge the duties of the Presiding Officer for that Meeting, or until the arrival of the Mayor or Deputy Mayor, and while doing so shall have all the rights, authorities and powers of the Mayor.

##### Committee Meetings

In the absence of the Chair, the Members present shall elect another Member to Chair the meeting.

#### **4.3 Inappropriate Behaviour**

Members of Council, Committees, staff, delegates or visitors shall not:

- a) Speak disrespectfully of the Reigning Sovereign, any Member of the Royal Family, the Governor-General or a Lieutenant-Governor.
- b) Use offensive words or unparliamentarily language in or against the Council/Committee or against any Member, staff and/or a Guest.
- c) Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or disability.
- d) Disobey the rules of the Council/Committee or decision of the Presiding Officer or of Council/Committee on questions of order or practice or upon the interpretation of the Rules of Order. In the case where a Member persists in any such disobedience, after having been called to order by the Presiding Officer, the Presiding Officer shall not recognize that Member, except for the purpose of receiving an apology from the Member tendered at the Meeting or subsequent Meeting.
- e) Leave their seat, make any noise or disturbance, or enter the Meeting while a vote is being taken and the result is declared.
- f) Interrupt a Member while speaking, except to raise a Point of Order.
- g) Pass between a Member who is speaking and the Presiding Officer.
- h) Disturb another Member, staff and/or a Guest, by any disorderly conduct disconcerting to the speaker.
- i) Speak on any subject other than the subject in the debate.

#### **4.4 Declarations of Conflict of Interest/Pecuniary Interest**

Members of Council and/or Committees shall at all times conduct themselves in accordance with the requirements of the *Municipal Conflict of Interest Act*, including any subsequent amendments, revisions and regulations thereto and the Council/Committee Code of Conduct.

At a meeting at which a member discloses a pecuniary interest, the member must file a written statement on the form provided by the Clerk of the member's interest at the meeting, or as soon as possible afterwards.

The Clerk shall establish and maintain a registry in which the following shall be kept:

- a) A copy of each statement filed;
- b) A copy of each declaration recorded.

The registry shall be available for public inspection on the Township's Website.

#### **4.5 Curfew**

Regular Council and Committee Meetings shall stand adjourned after five (5) consecutive hours, but business may be continued only upon a Council Resolution or Committee Motion passed by a majority vote. Curfew is not applicable to Special or Public Meetings.

#### **4.6 Rules of Debate**

The following rules of debate shall apply:

- a) Each Member of Council, Committee or a staff member shall be recognized by the Presiding Officer before speaking on any matter or Motion.
- b) Unless otherwise authorized by the Presiding Officer, all Members, staff and guests shall address Council/Committee through the Presiding Officer and only when recognized to do so. When two (2) or more persons seek to address Council/ Committee, the Presiding Officer shall designate the person who shall speak first.
- c) Through the Presiding Officer, a Member may ask for an explanation of any part of the previous speaker's remarks. A Member may also, through the Presiding Officer, ask questions to obtain information relating to the Minutes presented to Council/Committee. However, this shall be done at the commencement of the debate on the Minutes.
- d) The Presiding Officer is permitted to debate.
- e) Debate shall be germane to the issue or subject under debate.
- f) Debate shall be courteous and respectful.
- g) Members having conflicts of interest shall not debate the subject.
- h) Members shall not debate issues with the public, and/or ask questions of the public during a meeting unless leave to speak has been given by the Presiding Officer.

#### **4.7 Voting**

Prior to voting on a Motion, the Presiding Officer, or the Clerk if so directed to do so by the Presiding Officer, shall state the Motion in the precise form it is to be recorded in the Minutes, including any amendments to the Motion.

Where Members are participating electronically the Presiding Officer shall ask if there are any objections to the Motion; if any Member indicates an objection the Presiding Officer or Clerk shall poll each of the Members in the same manner as a Recorded Vote and announce the results. The vote will not be recorded in the Minutes, unless a Recorded Vote is requested. If there are no objections to the Motion the Presiding Officer will announce the result.

When a written Motion is read, it shall not be withdrawn without the consent of the majority of the Members.

All Motions shall be in writing and signed by the Mover and Second, if the Member is present at the meeting. If the Member is participating electronically, their name shall be written in by the Clerk and recorded in the Minutes.

When a Member makes a Motion that the vote now be taken, it shall be put to a vote without debate. If a majority of the Members agree to put a Motion to a vote, the Motion and any amendments thereto will be submitted to a vote immediately without further notice.

No Member shall speak or present another Motion once the vote commences on a Motion. A Member choosing not to vote on a matter, for which he/she is entitled to vote, shall be deemed to have voted in the negative. Any Motion on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act.

On an unrecorded vote, the manner for voting on a Motion shall be at the discretion of the Presiding Officer and may be by voice, show of hands, standing, or otherwise as clearly identified by the Presiding Officer.

No vote shall be taken by ballot or any other method of secret voting and each vote so taken is of no effect

**Recorded Vote:**

If a Member present at a Meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded, each Member present, except a Member who is disqualified from voting by any Act, shall vote in the following order when polled by the Clerk: Members in alphabetical order of surname followed by the Presiding Officer. The Clerk will note the names of those who voted for and against, and will include the results in the Minutes.

**4.8 Point of Order**

- a) The Presiding Officer shall preserve order and decide questions of order.
- b) A Member, the CAO or Clerk may raise a point of order at any time, including interrupting another Member who has the floor, to bring Council/Committee's attention to:
  - i. violating the rules of debate;
  - ii. a deviation from the matter under consideration noting that the current discussion is not within the scope of the Motion on the table;
  - iii. any other informality or irregularity in the proceedings of Council/Committee;
  - iv. when the integrity of the Council, or a Committee, or the integrity of anyone present at the meeting has been called into question by another Member or by anyone present at the meeting.
  - v. Non-compliance with this Policy.
- c) When a Member rises on a point of order, the Member shall ask leave of the Presiding Officer to raise the point of order, and the Presiding Officer shall grant such leave, following which the Member shall state the point of order, and the Presiding Officer shall decide on the point of order and state their ruling on the matter.
- d) Upon raising a point of order, no further discussion on the main issue shall be conducted until the Presiding Officer has decided and stated their ruling on the point of order.
- e) Where the Presiding Officer rules that a breach of order has taken place, he/she shall order that the offending Member or individual to cease the offending actions. Per Section 241(2) of the Municipal Act the Presiding Officer may expel any person for improper conduct at a Meeting.
- f) Upon hearing the point of order, a Member shall only address the Presiding Officer for the purpose of appealing the Presiding Officer's ruling.
- g) If no Member appeals, the ruling of the Presiding Officer shall be final.
- h) If a Member appeals the Presiding Officer's ruling on the point of order to the Council/Committee, the Member shall have the right to give reasons for the

appeal, following which the Presiding Officer shall have the right to reply with reasons, and the Council/Committee shall decide the question: “*Shall the ruling of the Chair be sustained?*” without further debate and the decision of Council/Committee shall be final.

#### **4.9 Suspending Rules of Procedure**

Council may decide by Resolution to suspend the operation of all or part of the rules of procedure, provided the suspension does not produce a result inconsistent with the requirements of statute or purport to suspend any statutory requirement. In the event of a conflict, statutory requirements always prevail over a By-law unless a statute provides otherwise.

Council may, by Resolution, “waive” or suspend a rule of procedure with a majority vote of the Members present.

#### **4.10 Reconsideration**

- a) A Motion for Reconsideration on a matter is not in order when the Resolution has been implemented, resulting in legally binding commitments that are in place on the date on which the motion to reconsider is to be debated.
- b) The purpose of a Motion for Reconsideration is to allow for fresh debate of a Resolution previously adopted by Council, where new information about a decided matter is being introduced.
- c) A Motion for Reconsideration applies only to a matter previously decided by the current Council. A new Council may review any matter decided by a previous Council, provided the contractual agreements or obligations have not been completed.
- d) A Motion for Reconsideration may only be introduced by a Member serving a Notice of Motion. The Mover of the Motion to reconsider may provide a concise statement outlining the reasons for proposing the amendment. However no debate on the matter to be reconsidered shall occur.
- e) A Motion to Reconsider a matter may be brought forward only once in a twelve month period from the date the matter was first decided, unless new information is brought forward that might have reasonably affected the debate or the decision.
- f) If a Motion to reconsider passes, reconsideration of the decided matter will be considered at a subsequent Meeting of Council. Debate on the matter being reconsidered proceeds as though it had never been previously considered.
- g) Any matter decided on by Council, may be reconsidered at the same meeting by a majority vote of the Council through a Notice of Motion.

#### **5.0 Agendas**

The Clerk will prepare an electronic Agenda for the use of staff Members and the public at Meetings.

All staff items of new business for the Agenda shall be presented in the form of an Administrative Report. All Member items of new business for the Agenda shall be

presented in the form of an Administrative Report or Notice of Motion. A Council/Committee Administrative Report or Notice of Motion shall be received in writing by the Clerk by 4:00 p.m., no later than ten (10) calendar days prior to the Meeting date.

Additions to the Agenda by individuals or groups will not be accepted by the Clerk after 4:00 p.m. ten (10) calendar days preceding a Regular Meeting.

The business of each Meeting shall follow the order in which it stands on the Agenda unless Council/Committee decides otherwise through a Resolution/Motion to amend the Agenda. Any indisposed matters will be placed on the Agenda for the next Regular Meeting.

The Agenda may be amended to permit a time sensitive matter to be considered by Council.

### **5.1 Regular Meetings**

The Agenda will contain the following:

1. Call to Order
2. Approval of Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof (Section 4.4)
4. Business Profile (Section 5.4)
5. Presentation(s) (Section 5.5)
6. Delegation(s) (Section 5.6)
7. Adoption of Minutes – Council and Committees of Council (Section 5.8)
8. Business Arising Out of Minutes (Section 5.9)
9. Communications – Clerk’s Administrative Report (Section 5.8)
10. Members, CAO and Managers’ Administrative Reports (Section 5.11)
  - Reports requiring Action
  - Reports received for Information Purposes Only
11. External Committee/Local Boards/Task Force Notes and Reports (Section 5.12)
12. Giving Notice of Motion (Section 5.9)
13. Motions, Written Notice of Which Have Been Given (Section 5.10)
14. Council Portfolio Verbal Reports (Section 5.11) (not applicable for Committees)
15. Introduction and Reading of By-Laws (Section 8.0) (not applicable for Committees)
16. Public Forum (Section 5.7)
17. Closed Session (Section 3.9)
18. Rise and Report – from the Presiding Officer (Section 4.1)
19. Confirming By-law (Section 8.0) (not applicable for Committees)
20. Adjournment (Section 5.12)

Note: The Clerk is required to add a Section at the beginning of the Meeting to include matters which were previously subject to a Public Meeting.

### **5.2 Special Meetings**

The Agenda for a Special Meeting may differ from a Regular Meeting Agenda, in that it shall only require the sections required to meet the purpose of the Special Meeting and shall be at the discretion of the Clerk.

However the following shall be included in the Special Meeting Agenda:

1. Call to Order and Purpose of the Meeting (including Chair's opening remarks)
2. Approval of Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof.
4. Public Forum (Re: Items on today's Agenda only)
5. Confirming By-law (not applicable for Committees)
6. Adjourn

### **5.3 Public Meetings**

The Agenda for a Public Meeting may differ from a Regular Meeting Agenda, in that it shall only require the Sections required to meet the purpose of the Public Meeting and shall be at the discretion of the Clerk.

However the following shall be included in the Special Meeting Agenda:

1. Call to Order and Purpose of the Meeting (including Chair's opening remarks)
2. Approval of Agenda
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. Public Comments
5. Adjourn

The matter discussed at a Public Meeting may be considered at the beginning of the next scheduled Regular Council Meeting or an upcoming Council Meeting.

### **5.4 Business Profile**

The Chair and/or member of the Economic Development Task Force (EDTF) may provide a Business Introduction to the Clerk at least ten (10) days prior to the meeting for inclusion in the meeting Agenda.

### **5.5 Presentations**

Presentations are given by Township staff, consultants, representatives of an organization agency, board or service partner including status reports on concerning projects, initiatives, programs or services. Presentations are subject to Council, CAO or Manager invitation.

The Presenter, CAO or Manager shall contact the Clerk to be scheduled for the appropriate Meeting. A copy of the presentation shall be provided to the Clerk by 4:00 p.m. ten (10) days prior to the meeting for inclusion in the meeting Agenda.

Presenters are permitted to attend the Meeting electronically.

While there is a Declared Emergency and/or any Provincial restrictions on Public gatherings (regardless of the number). Presentations shall not be held in-person and

shall be held using electronic participation, unless approved by the Presiding Officer and Clerk and ensuring compliance with all Provincial and/or Public Health Regulations.

Presenters are limited to thirty (30) minutes for their Presentation. The Presiding Officer may extend this time limit as deemed necessary. An additional ten (10) minute Council/Committee question period is permitted following each presentation. Time limits for Presentations do not apply to Presenters at a Special or Public Meeting that are set for that particular matter.

The number of Delegations and/or Presentations shall be limited to two (2) per Meeting. However, the Clerk may determine an exception, in relation to the amount of business for that particular Council/Committee Meeting when preparing the Meeting Agenda or the volume of requests being received.

### **5.6 Delegations**

Persons who wish to appear as delegations must make a request to the Clerk outlining the purpose of their delegation to appear before Council or a Committee of Council, at least fourteen (14) days prior to the meeting. The delegate shall provide the Clerk with a copy of their presentation by 4:00 p.m. ten (10) days prior to the meeting for inclusion in the meeting Agenda.

Delegates are permitted to attend the Meeting electronically.

While there is a Declared Emergency and/or any Provincial restrictions on Public gatherings (regardless of the number) presentations shall not be held in-person and shall be held using electronic participation, unless approved by the Presiding Officer and Clerk and ensuring compliance with all Provincial and/or Public Health Regulations.

Delegations are limited to ten (10) minutes. The Presiding Officer may extend this time limit as deemed necessary. An additional ten (10) minute Council/Committee question period is permitted following each presentation.

If a delegation is requesting information or a decision from Council this matter shall be deferred until the next Regular meeting to allow Council to obtain the necessary information to make an informed decision. Council may instruct the Chief Administrative Officer to provide additional information at the next Regular meeting.

The number of Delegations and/or Presentations shall be limited to two (2) per Meeting. However, the Clerk may determine an exception, in relation to the amount of business for that particular Council/Committee Meeting as determined by the Clerk in preparing the Meeting Agenda.

Note: No individual(s) marketing their products shall be permitted as a Delegation unless approved by Council in advance.

No person shall be permitted to speak at a Meeting unless the above delegation rules have been followed or permitted leave-to-speak is given by the Presiding Officer or by Resolution.

### **5.7 Public Forum**

The Presiding Officer shall invite questions from the gallery provided the question is pertinent to that Meeting's Agenda items only. These Public comments will not form part of the Council Minutes.

### **5.8 Minutes of Meetings**

The minutes of all Meetings of Council and Committees, whether it is open to the public or closed session shall record:

- a) The place, date and time of the meeting
- b) The name of the Chair, Members and staff in attendance
- c) Disclosure of pecuniary interest and the general nature thereof
- d) All other proceedings of the meeting without not or comment, with the exception of Public Meetings held in accordance with the *Municipal Act, Planning Act*, or any other Act.
- e) All motions considered by Council and Committees and the disposition of same including the motion number, whether the motion was carried or lost as well as any amendments or other procedural matters.
- f) In the case of a recorded vote, the names of the individual Members and their vote for and against the said motion.

The minutes of meeting(s) shall be placed on the next available agenda of the appropriate Council or Committee for adoption.

### **5.9 Business Arising Out of Minutes**

Any unfinished business of a previous Meeting or additional information on a matter shall be listed under Business Arising out of a Previous Meeting. Generally the Resolution of Council from the previous meeting will be included with the additional information in the Agenda package.

### **5.10 Communications**

The Communications package is made up of two Sections one being "A" items which are received for information only, the other being "B" items which require Council's consideration. The Clerk will circulate all communications received for the Communications package to the Members in advance of the Agenda being circulated. All Communications will be included in the "A" Section, excluding communications from residents or agencies which require a response these will be included by the Clerk in the "B" Section for Council's consideration.

If a Member wishes to have any item brought forward to the "B" section for action they shall notify the Clerk prior to the Agenda being circulated or by Resolution at the Council Meeting/Motion at the Committee Meeting. In order to assist with the preparation the

draft Motion, a brief explanation and/or direction shall be provided at the time of the request.

#### **5.11 Members, CAO and Managers' Administrative Reports**

Any staff report presented to Council for its consideration shall be listed on the agenda.

For Committee Meetings, reports may also include items for discussion without an associated report.

#### **5.12 External Committee/Local Boards/Task Force Notes and Reports**

Minutes of External Committees will be included for Council's information.

Recommendations to Council from External Committees requesting consideration of a matter may also be included.

Notes of a Task Force will be included for Council's information. The Notes may contain recommendations which shall be considered by Council.

#### **5.13 Giving Notice of Motion**

All Member new business shall be brought forward through a Notice of Motion or an Administrative Report.

A Notice of Motion shall be given in writing by a Member to the Clerk not later than 4:00 p.m. at least ten (10) calendar days preceding the next Meeting so the matter shall be included in the Agenda package or presented by a Member at the Meeting.

The Member is not required to be present during the reading of the Notice.

The Notice of Motion shall have a mover and a seconder and be voted on by the Members. If the Motion is passed the matter shall be brought before Council/Committee at the next Regular Council/ Committee Meeting.

#### **5.14 Motions, Notice of Which Have Been Given**

These include a Notice of Motion which was approved by Council/Committee at a prior Meeting.

#### **5.15 Council Portfolio Positions**

Generally no action shall be taken under Council Portfolios. If a Member would like action on an item with respect to a portfolio it should be presented to Council as an Administrative Report or Notice of Motion unless Council is agreeable to considering the matter at this time.

#### **5.16 Adjournment**

A Motion to Adjourn shall be put forward to adjourn all Meetings.

### **6.0 Quorum**

#### **6.1 Quorum**

Greater than fifty per cent (50%) of the Members of Council or a Committee of Council is required to achieve Quorum at a Council or Committee Meeting.

### **6.2 Early Departure and/or Absence from Meetings**

A Member who wishes to leave a Council or Committee Meeting prior to the adjournment shall advise the Presiding Officer. The Clerk shall note the Member's time of departure in the Minutes.

Any Member who will be absent from a Council or Committee Meeting shall notify the CAO prior to the Meeting and the Clerk shall make note of the absenteeism in the Minutes.

### **6.3 Electronic Participation**

Members may participate in Meetings electronically and when doing so shall be counted towards quorum and may participate in both Open and Closed Sessions.

Electronic participation will not be allowed at the following meetings:

- a) Inaugural Session of Council
- b) where a vote of the majority of Council requires it

A Member must give to the CAO a notice of at least 48 hours of their intent to participate electronically in a meeting, unless extraordinary circumstances apply, to which a member will advise the CAO as soon as possible.

### **6.4 Meetings**

As soon as there is a Quorum after the hour fixed for the Meeting, the Presiding Officer will call the Members to order. The Clerk shall then record attendance. If a Member of Council or Committee arrives late, or leaves before final adjournment, the Clerk/Secretary will note the time of arrival or departure in the Minutes.

### **6.5 Time Limit**

The time limit for a Quorum is thirty (30) minutes after the time appointed for the Meeting. If no Quorum is present after thirty (30) minutes, the Council or Committee shall stand adjourned and all business shall be carried forward to the next Meeting. The Clerk shall record the names of the Members present at the expiration of the time limit and append this record to the next Agenda.

### **6.6 Loss of Quorum during a Meeting**

If a Quorum is lost during the Meeting then the Meeting shall stand adjourned and all unfinished business shall be carried forward to the next Meeting.

### **6.7 No Quorum Possible**

Should it become known in advance of a regularly scheduled or Special Meeting that a Quorum of Members will not be present, or due to inclement weather, the Presiding Officer shall cancel the Meeting and all business will be carried forward to the next

Meeting. The Clerk will provide Notice of cancellation of the Meeting to all Members, the CAO, and the press and post it on the Township's website.

### **6.8 Conflict of Interest**

Notwithstanding Section 6.3, where the number of Members, who by reason of the provisions of the Municipal Conflict of Interest Act, are prohibited from participating in a Meeting is such that, at that Meeting, the remaining Members are not of sufficient number to constitute a Quorum, then the remaining number of Members shall be deemed to constitute a Quorum.

## **7.0 Motions**

### **7.1 General**

Every Motion, once presented to and read by the Clerk, becomes the property of the Township. A Member can withdraw a Motion only upon consent of the majority of the Members present. Motions shall be debated in the order of presentation to the Presiding Officer.

Any Member of Council or a Committee may request that the Clerk read the Motion under discussion at any time during the debate, except when another Member is speaking.

Any Member may request separation of a Motion. Each section of the Motion will be voted on separately.

When a matter is under debate, no Motions shall be in order other than:

- a) To refer/defer.
- b) To vote on the matter.
- c) To amend.

### **7.2 Refer/Defer**

A Motion to Refer or Defer takes precedence over any main Motion or amendment, except a Motion to Adjourn. A Motion to Refer requires direction as to the body to which it is being referred and the additional information required. A Motion to Defer shall include a reason for deferral and an estimated return date.

### **7.3 Amendment**

A Motion to amend proposes a formal change to the pending main Motion. The purpose of an Amendment is to make the main Motion more acceptable to Members and shall not introduce a new subject. An Amendment is designed to alter or vary the terms of the main Motion without materially changing the meaning. Any Member may recommend an Amendment to a main Motion. An Amendment shall be written on the main Motion by the Clerk. The Clerk shall read the Amended Motion for consideration and discussion and a vote shall be taken and the results declared.

## **8.0 By-laws**

All By-laws shall be presented to Council in their Agenda package. By-laws shall be introduced by a Motion specifying the number assigned and the title or nature of the By-laws; and in typewritten form and shall contain no blanks except as may be required to conform to accepted procedures or to comply with provisions of any Act.

By-laws shall be given three (3) readings prior to passage. A Motion may be considered for all three readings on the same day except when requested otherwise by Motion of the majority of the Members present or to comply with provisions of any Act. Upon passage, By-laws shall be signed by the Presiding Officer and Clerk and embossed with the Corporate Seal of the Township.

Any proposed By-law may be referred by Council to a Committee, staff, or the Municipal Solicitor for review and comment.

All By-laws shall be passed in Council Meetings that are open to the public.

Council shall employ a Confirming By-law immediately prior to adjournment for the purpose of validating decisions or direction given which is minor in nature and not set out in a By-law.

## **9.0 External Committees**

External Committees shall be appointed by By-law in accordance with Legislation, Township By-laws and/or Council Policies. Currently the external Committees include the Committee of Adjustment/Planning Advisory Committee and the Joint Fire Committee for the Kaladar/Barrie Fire Department.

External Committees are governed by their own Procedural Policy.

## **10.0 Committees of Council**

### **10.1 Establishment**

Council shall review the Council Committees which were in place during the previous term within three months of the beginning of the new term of Council. Council shall by Resolution either appoint Members to the Committee or disband the Committee.

Council may from time to time appoint, by Resolution, Committees of Council and the Committee Chair, for a special purpose as set out in the appointing Resolution.

The Committee shall have a Terms of Reference which is to be reviewed by the Committee and approved by Council.

### **10.2 Composition and Appointment of Members**

Committees of Council shall be made up of not more than three (3) Members of Council. In accordance with Section 238 of the Municipal Act, at least 50% of the Members of the Committee shall be Members of Council.

The Chair and Members shall be appointed by Council Resolution.

Any public representatives on Committees of Council shall be appointed by Council Resolution; excluding the Personnel and Audit Committee which shall have Council representation only.

The Clerk shall be the Secretary for Committee Meetings. Other staff including the CAO and Managers may be appointed to the Committee. Staff may be instructed by the Council and/or the CAO to attend Meetings.

### **10.3 Ex-officio**

The Mayor as ex-officio shall be permitted to attend Committee Meetings but shall not be permitted to vote and shall not form part of the quorum except in the absence of an appointed Member.

### **10.4 Roles and Responsibilities**

Committees of Council shall comply with all applicable Legislation, By-laws and Resolutions and are governed by this Policy. All Committees of Council are subject to the control and direction of Council and shall have a Terms of Reference approved by Council.

The Committee will be provided an Agenda in accordance with Section 5.0.

The Committee will pass motions at their Meeting which are recommendations to Council. These motions will be included in the Committee's Minutes.

Council will consider the Committee Minutes and can amend any Committee Motions prior to adopting the Minutes. Once adopted by Council it is understood that Council is approving the Committee's Motions that will now become Resolutions of Council.

### **10.5 Role of the Chair**

Refer to Section 4.1 - Presiding Officer.

### **10.6 Role of the Secretary**

The Secretary shall:

- a) Provide notice of the Meetings.
- b) Prepare the Agendas.
- c) Prepare the draft Minutes and provide them to Council in an upcoming Council Agenda.
- d) Be present at all Meetings to record the decisions of the Committee.

### **10.7 Participation**

Committee Members, staff and Members of the public will be permitted to attend Committee Meetings electronically.

All Committee Meetings shall be open to the public unless authorized to be Closed for reasons allowed under the Municipal Act.

A Committee Member may make a request to Council to be removed from a Committee. A Committee Member may confidentially report to Council any Committee Member who refuses or neglects to attend Meetings without just cause. Council may remove that Member from the Committee and appoint another Member in their place.

#### **10.8 Disbandment**

Council may disband a Committee at any time when determined the Committee's mandate has been met; or the Committee is no longer required.

#### **11.0 Local Boards**

Local Board Members shall be appointed by Council Resolution or By-law in accordance with Legislation, Township By-laws and/or Council Policies. Currently local boards include the Conservation Authorities. The Local Board shall act in accordance with the Local Board's mandate.

#### **12.0 Emergency Management Program Committee**

##### **12.1 General**

Council adopted an Emergency Management Program which includes the establishment of the Emergency Management Program Committee (EMPC).

##### **12.2 Composition**

The composition of the EMPC shall be as set out in the Emergency Management Program.

##### **12.3 Appointment**

As set out in the Emergency Management Program, the Community Emergency Management Coordinator (CEMC) is appointed as Chair of the EMPC. In the absence of the CEMC, the CAO shall assume the role of the Chair. The Clerk shall act as the Secretary of the EMPC.

##### **12.4 Meetings of EMPC**

The date of the next year's Meetings will be determined at the last meeting of the calendar year, except in the year of the Municipal Election. In the year of the Election, the dates shall be determined at the beginning of the new year.

##### **12.5 Operating Principles**

###### **a) Agenda and Notes**

- i. The CEMC shall prepare an electronic Agenda (with the assistance of the Clerk's Department) and circulate to all Committee Members seventy two (72) hours in advance of the meeting.

- ii. The Agenda shall contain the following:
  - Call to Order
  - Approval of the Agenda
  - Disclosures of Pecuniary Interest and General Nature Thereof
  - Delegations
  - Adoption of Notes
  - Business Arising Out of Notes
  - Communications
  - Administrative Reports
  - Adjournment.

The Notes of the EMPC shall be confidential. The Chair (CEMC) shall provide an Administrative Report summarizing the EMPC Meeting to be provided to Council following each Meeting. If any recommendations are required, the recommendations shall be included in the Administrative Report.

**b) Role of the Chair:**

The Chair of the EMPC is responsible for:

- i. The preservation of good order and decorum throughout Committee meetings so that business can be carried out efficiently and effectively, and to provide leadership;
- ii. Opening the Meeting by taking the Chair and calling the Members to order;
- iii. Ensure the decisions of the Committee are in conformity with all applicable Legislation and Municipal By-laws and Resolutions that govern the activities of the Township.
- iv. Provide an Administrative Report to Council following each Meeting, including recommendations.

**c) Role of the Committee**

- i. The Committee shall review the Emergency Management Program and shall advise Council on the development and implementation of the Township's Emergency Management Program. If amendments are recommended by the Committee these shall be provided to Council for consideration through an Administrative Report prepared by the CEMC.
- ii. The EMPC shall meet a minimum of three times annually to review the Program.
- iii. The EMPC shall comply with all applicable Legislation and Municipal By-laws and Resolutions.
- iv. Members may participate electronically.

**d) Conduct of Committee Members**

Members of the Committee, delegates and members of the public shall not:

- i. Use offensive words or language in or against the Council or the Committee or against any Member, staff and/or guest;
- ii. Speak in a manner that is discriminatory in nature on the basis of the individual's race, ancestry, place of origin, colour, ethnic origin, citizenship,

creed, sex, sexual orientation, age, marital status, family status or disability;

- iii. Interrupt a member while speaking, except to raise a point of order;
- iv. Speak on any subject other than the subject in the debate.

e) **Quorum**

In order to meet quorum, 50% of the Members must be in attendance and at least one of which shall be a Member of Council. Members participating electronically shall be counted towards Quorum.

Should it become known in advance of a regularly scheduled Meeting that a Quorum of Members will not be present, or due to inclement weather, the Chair shall cancel the meeting and all business will be carried forward to the next meeting. The Clerk will provide Notice of Cancellation of the Meeting to all Members and post it on the Township's Website.

f) **Advisory Persons**

The Committee may require members or representatives of Non-Government Agencies, Government Agencies, Voluntary Sector Representatives or other experts to attend meetings as presenters or advisors because of their knowledge of the subject. Such invitations will be agreed upon by the Committee and the Chair shall make the request.

## **13.0 Task Forces**

### **13.1 General**

Within three (3) months of the beginning of the term of Council, Council shall review each Task Force including the Terms of Reference which were in place during the previous term. Council shall by Resolution either appoint Members to the Task Force or disband the Task Force.

A Task Force is established for a special purpose or to address a specific task. A Task Force shall not be governed by this section of the Procedural Policy and the Terms of Reference approved by Council.

The draft Terms of Reference shall be established at the Inaugural Meeting of the Task Forces and shall include, but is not limited to, a Mission Statement; Membership; Tasks and Milestones; Time Frame and Meetings.

### **13.2 Composition**

The Task Force shall be made of:

- a) At least one (1) but not more than three (3) Members of Council;
- b) The CAO and/or at least one (1) Manager;
- c) Voluntary sector members whose knowledge of the Task Force's mandate would be an asset;
- d) A Secretary.

### **13.3 Appointment**

Council by Resolution shall appoint the Council Member(s) and CAO and/or Manager(s) who will be members of the Task Force. Council shall appoint the Chair of the Task Force from the Council Member(s) appointed.

Prior to the Inaugural Meeting of a new Task Force, the CAO/Manager appointed to the Task Force shall advertise for volunteer members in the local newspaper; on the Township's Website; and on the Township's Social Media accounts. In the case of a Task Force continuing from the previous term of Council, the volunteer members from the previous term shall be invited to continue as volunteer members and Council shall determine if an advertisement for new volunteer members is required.

The Chair will recommend individuals who responded to the advertisement, for the voluntary sector participants on the Task Force for approval by Council Resolution, prior to holding the Task Force Inaugural Meeting. Knowledge of the Task Force's mandate would be an asset.

The Clerk will prepare a letter to each of the voluntary sector participants following Council approval to be signed by the Chair thanking the voluntary sector participants and advising them of their appointment.

The CAO shall appoint a Secretary for the Task Force from staff.

### **13.4 Procedural Matters**

The CAO and/or Manager sitting on the Task Force shall prepare an electronic Agenda (with the assistance of the Clerk's Department) and circulate to all Task Force Members and post notice of the meetings on the Township's Website forty eight (48) hours in advance of the meeting. The date and time of the Task Force meeting shall be displayed on the Municipal Office's Electronic Sign at least forty eight (48) hours in advance of the meeting.

Members may participate in Meetings electronically.

The Task Force shall:

- a) Comply with all applicable legislation and Municipal By-laws and Resolutions.
- b) All Task Force Meetings shall be open to the public. The Task Force is not permitted to have a Closed Session.
- c) While there is a Declared Emergency and/or any Provincial restrictions on public gatherings (regardless of the number) Task Force Meetings shall not be held in-person and shall be held using electronic participation, unless approved by the Chair and Chief Administrative Officer/Manager appointed to the Task Force ensuring compliance with all Provincial and/or Public Health Regulations.
- d) Not make any decisions or expend any monies without Council approval by Resolution over \$500 annually.
- e) Task Force Notes shall, once approved in principle by the Task Force, be provided to the Clerk for inclusion in the next Council Agenda for information purposes. Task Force Notes shall provide written clear recommendations (i.e.

identifying options) in the conclusion of the Notes of the meeting, with supporting documentation. These recommendations, once approved in principle by the Task Force, shall be presented as Motions to Council for consideration.

- f) Once the Notes of a Task Force meeting have been received by Council, they shall be posted by the Clerk on the Township's Website.
- g) Disband in accordance with their Terms of Reference, unless otherwise approved by Council. (For housekeeping purposes only, the Clerk will have Council pass a Resolution to disband all Task Forces).

### **13.5 Operating Principles**

#### **a) Quorum**

Although Task Force membership is non-substituted, Council agrees that it is not necessary to establish the number of Members necessary for a Quorum; however, at least one (1) Member of Council and the CAO or Manager shall be present and careful consideration will be taken to ensure good representation from the voluntary sector when discussions on key issues take place or recommendations are formulated.

#### **b) Reaching Agreement**

Task Force Members will seek to reach consensus wherever possible. If for whatever reason, consensus cannot be achieved, the Task Force Members may agree to a recommendation, through another process, such as voting or permitting dissenting reports.

#### **c) Expert Members and Invited Guests**

The Task Force may require experts, academics or other government/voluntary sector Representatives to attend meetings as presenters, advisers or observers because of their knowledge of the subject, of the sector or as part of another existing Committee or Task Force of Council. Such invitations shall be agreed to in advance by the Task Force and the Chair or CAO shall make the requests.

#### **d) Expenses Incurred by Task Force Members**

Task Force Members' travel expenses to attend Task Force meetings and related business will be reimbursed by the Township. The Task Force Members shall be paid mileage expenses at the per kilometer rate as determined by Council.

#### **e) Resignation of Task Force Member**

If a Voluntary Sector Member resigns the Task Force, Council may appoint a member from the previous recruitment at the beginning of the term. The appropriate Manager will contact the selected former applicant(s) regarding their interest in serving on the Task Force and report back to Council in a Closed Meeting.

Council may direct the appropriate Manager to advertise the vacancy of the positions and report back with the applications.

#### **f) Indemnification of Voluntary Sector Members**

Voluntary sector Representatives serving as Members of the Task Force are extended the same risk management principles as Members of Council/Committees and staff when it comes to matters of liability and insurance; and would therefore be considered "volunteers" under this policy.

### **13.6 Voluntary Sector Members**

The Voluntary Sector Members shall:

- a) Be accountable for their accessibility and responsiveness, and to each other, as Members of a team, for participating, collaborating and doing their best to advance the joint process in good faith.
- b) act with honesty, integrity and openness in advancing the joint process.
- c) not use their position on the Task Force to benefit materially from the process or the outcomes.
- d) not be eligible on an individual basis for contracts or other paid work commissioned by the Task Force or Council, unless the Procurement By-law requirements are met.

### **13.7 Sub-Committees**

Sub Committee may be established to deal with a specific task/matter that is specific to a Task Force and shall:

- a) Be appointed by Council at the recommendation of the Task Force;
- b) Make recommendations to the Task Force.

### **13.8 Disbandment**

Council may disband a Sub-Committee at any time when determined the Committee's mandate has been met; or the Sub-Committee is no longer required.

## **14.0 General**

### **14.1 Appointment of County Council Members**

The County Council Second Member shall be appointed to serve on County Council along with the Mayor for the term of Council. At the Inaugural meeting of Council any member, excluding the Mayor may present their case to be selected as the County Council Second Member and once all presentations are complete Council will vote to select the County Council Second Member. The County Council Second Member shall be appointed by By-law.

The County Council Alternate Member appointed under Section 268 of the Municipal Act to act in place of a County Council Member when the County Council Member is unable to attend a meeting of County Council for any reason (excluding a temporary vacancy) shall be appointed at the Inaugural meeting of Council. Any member, excluding the Mayor or the Member appointed as the County Council Second Member may present their case to be selected as the County Council Alternate Member and once all presentations are complete Council will vote to select the Alternate Member. The County Council Alternate Member shall be appointed by By-law. When acting as

the Alternate Member the Member shall follow the requirements of the County Council's Procedural By-law.

Section 267 of the Municipal Act permits the appointment of a Member for a temporary vacancy. If a County Council Member is unable to act as a Member for a period exceeding one month or the seat becomes vacant and will not be filled for a period exceeding one month, the local Council may appoint one of its Members as an Alternate Member to act in place of the Member until the Member is able to resume acting as member of County Council. Council will consider the appointment of this Member by By-law as required. This Member is not permitted to represent a Member at the Inaugural Meeting of County Council and Council Liaison Meetings. When acting as the Alternate Member the Member shall follow the requirements of the County Council's Procedural By-law.

Per the County Council Procedural By-law the remuneration and/or reimbursement of appropriate costs incurred by the County Council Alternate Member or the County Council Temporary Vacancy Alternate Member while serving in this capacity shall be the responsibility of the Township. The Alternate or Temporary Vacancy Member shall be provided a per diem at the same rate as the County of Frontenac sets for members to attend special board meetings and/or Special Council meetings. It is also the responsibility of the County Council Member whose behalf an alternate will be serving to ensure a copy of the meeting agenda is provided to the alternate in advance of the Meeting.

#### **14.2 Appointment of Deputy Mayor**

The Deputy Mayor shall be nominated at the Inaugural Meeting of Council. Any Councillor may be nominated, or nominate themselves, for the position of Deputy Mayor and then present their case for being the Deputy Mayor for a one year term. Once all the presentations have been completed, Council will vote to select the Deputy Mayor. The Deputy Mayor position will be open for nomination on an annual basis every December. The incumbent is free to run for this position. If no other Councillor wishes to run for the position of Deputy Mayor, the incumbent may remain in the position.

#### **14.3 Council Portfolio Positions**

Council Portfolio positions provide a connection between Council and agencies or groups.

Council Portfolio Positions that are not discretionary shall be filled (i.e. Lakelands Family Health Team, County Task Forces, etc.) as recommended by the Mayor and appointed by Resolution within three months of taking office or within the timeframe required by the outside agency and/or legislation. Discretionary Council Portfolio positions shall be determined by Council and filled accordingly (i.e. liaison positions with community groups/organizations, etc.) as recommended by the Mayor and appointed by Resolution.

#### **14.4 Town Hall Information Sessions**

The Mayor may hold an Information Session in any Ward in accordance with the provisions of this Section.

The purpose of an Information Session is to allow the Township to communicate its activities to the ratepayers and to allow the ratepayers the opportunity to provide input for items on the Mayor's Agenda. The purpose of an Information Session is not to materially advance the decision-making of Council, but rather to allow Ward Councillors to become better informed of issues that are important to the public and to disseminate information of interest to the public. The Mayor shall advise Council, the Clerk, and the CAO of each information session at least ten (10) calendar dates in advance. The Clerk shall provide Notice.

The only Members of Council entitled to attend an Information Session are the Mayor and the two Ward Councillors representing the Ward where the Information Session is held. The Mayor shall be present and can hold the Meeting with or without the two Ward Councillors present. No staff are required to be in attendance.

In the event that the number of Councillors attending an Information Session constitutes a quorum of Council, the Mayor shall immediately adjourn the Information Session.

In no circumstance shall any vote be taken at an Information Session, nor shall any debate amongst Council Members occur related to the business of Council.

Prior to commencing any Information Session, the Mayor shall read out a statement to the public advising that the Information Session is not a Meeting of Council and that no new business of Council shall be discussed or debated, nor shall any vote be taken. The Mayor shall advise the public that the purpose of the Information Session is to provide an update to the public on decisions and actions that Council has previously taken and to listen to comments and/or concerns from members of the public. It will be a decision of individual Councillors as to whether any issues raised at the Information Session are brought forward at a regular Council Meeting by way of a Councillor's Administrative Report.

## **15.0 Council Vacancies**

### **15.1 Vacant Seat Declared**

Council shall declare the Council position vacant, and this position is to be filled within sixty (60) days of declaring the vacancy. (Subject to the Municipal Act, as amended).

### **15.2 Filling Vacant Position**

The Clerk shall provide Council with a report on the process to fill the vacant position based on the policies noted below and in accordance with the Municipal Act.

The vacant position of Mayor shall be filled through a Bi-election.

In the case of a Councillor, The position will be offered to the candidate from the vacant Ward who had the highest number of votes at the previous election, and if declined, to

the candidate with the next highest number of votes, etc., provided the candidate received at least fifteen percent (15%) of the votes at the previous election.

If no appropriate Candidate is available, the Clerk shall advertise the vacancy for public interest in filling the position, from the Ward in which the vacancy occurred.

### **15.3 Advertise Vacancy**

The Clerk shall advertise such vacancy with a response deadline, in a local newspaper for two (2) consecutive weeks, as well as having the advertisement placed on the Township's Website and social media accounts.

### **15.4 Submission of Applications and Declaration of Qualifications**

All Applicants submitting an application/resume to the Clerk shall also submit a signed Declaration of Qualifications to be witnessed by a Commissioner of Oaths, prior to nomination.

### **15.5 Applicants' Resumes**

The Clerk shall provide all resumes/applications received to Council in the Closed Council Agenda package. Applications/resumes shall remain confidential and once the final decision is made all confidential copies shall be deleted.

### **15.6 Applicant's Presentation**

The Clerk shall invite all Applicants to a Council Meeting after the application/ resume response deadline. At the end of the Meeting each Applicant, in alphabetical order, will be given an opportunity for a five (5) minute presentation to Council.

### **15.7 Nominations**

Following the Applicant presentations, the Presiding Officer shall call on Council for nominations from the Applicants who presented to fill the vacancy.

### **15.8 Nomination Consideration and Vote by Council**

All nomination Motions shall have a Mover and a Seconder to be placed on the table for consideration by Council. Each nomination Motion will be subject to a vote by Council. All Nominations approved by a majority of Council will be included in the vote.

### **15.9 No Nominations**

The Presiding Officer shall call three (3) times in a row for additional nominations and if they receive none, the Presiding Officer will close the nomination process.

### **15.10 Tally of Votes**

Each nomination will be voted on by Council individually in an open manner, in the order they were nominated. Each Member of Council may only vote for one Nominee. The votes will be tallied by the Clerk.

### **15.11 Majority Vote**

The nominees that receive the majority support of Council will continue in the process. If only one (1) nominee receives the majority support of Council, the nominee will be the one appointed to fill the vacancy.

### **15.12 Multiple Majority Vote**

In the event that two (2) or more nominees receive the majority support of Council, Council will again vote on each nominee who received majority support in the order of the nomination.

### **15.13 Tie Vote**

If a tie continues with two (2) or more nominees, the names will be placed in a 'hat' and the CAO will draw one (1) name from the hat and the name so drawn will be the individual appointed to fill the vacancy.

### **15.14 No Majority Vote**

In the first round, or any subsequent round, if no one receives a majority vote from Council, a second round of voting will occur for up to three (3) rounds. If the lack of majority continues, all names will be placed in a "hat" and the CAO will draw one (1) name from that hat and the name so drawn will be appointed to fill the vacancy.

### **15.15 Motion to Appoint Member**

Council will immediately thereafter, consider a Motion to appoint the successful nominee to the vacant Member of Council position.

### **15.16 Swearing In of New Member of Council**

The swearing in of the new Member of Council will be held immediately following the vote and at the end of the Meeting of Council.

## **16.0 Policy Review**

It is recommended Council review the Procedural Policy for Members of Council/Committees during each term of Council or as deemed necessary. No amendment or repeal of this Policy or any part thereof shall be considered at any Meeting of Council unless notice of the proposed amendment or repeal is given at a previous Meeting and the waiving of notice is prohibited.

This Procedural Policy will be included as part of an Orientation Workshop for each new term of Council. In addition, Members are expected to review this Policy themselves on a regular basis to assure compliance.

The Corporation of the Township of North Frontenac

**By-law #27-23**

**Being a By-law to establish a process for the application of the Line Fences Act; to establish a Fee Schedule to be included with all Applications; and to Appoint the Fence-viewers for the Township of North Frontenac and to repeal By-law #14-22**

**Whereas** per Section 2 of the Line Fences Act, R.S.O. 1990, Chapter L.17, as amended, (Line Fences Act) the Council of every local municipality shall by by-law appoint such number of fence-viewers as are required to carry out the provisions of this Act and the by-law shall fix the remuneration to be paid to the fence-viewers and the remuneration may be fixed on an hourly or daily rate or a rate for each attendance or re-attendance by the fence-viewers;

**And Whereas** per Section 17(1) of the Line Fences Act, authorizes Council to pass a by-law to fix reasonable administrative fees to be paid to the municipality in relation to proceedings under this Act;

**And Whereas** per Section 5(2) of the Line Fences Act, Council may provide by By-law that no arbitration or other proceedings requiring the attendance or re-attendance of Fence-viewers shall be scheduled between the 1<sup>st</sup> day of November and the 31<sup>st</sup> day of March in the next following year;

**And Whereas** the Council of the Township of North Frontenac deems it expedient to appoint Fence-viewers; set the rate of remuneration; and to establish Administrative Fees for Applications received under the Line Fences Act;

**Now Therefore the Council of the Corporation of the Township of North Frontenac Hereby Enacts as follows:**

1. **That** Barbara Sproule, Carl Tooley and Garry Wood are hereby appointed as Fence-viewers; and Jim Ogilvie is hereby appointed as the Alternate Fence-viewer in the absence of one of the Fence-viewers for the Corporation of the Township of North Frontenac.
2. **That** each Fence-viewer shall receive a fixed rate at the same rate as provided to Committee of Adjustment Members for attending a Meeting (adjusted annually to reflect the change in the Consumer Price Index) for every occurrence, plus mileage at the rate prescribed by Council.
3. **That** the duties of said Fence-viewers shall be set out in accordance with the Line Fences Act, as amended.
4. **That** no arbitration or other proceedings requiring the attendance or re-attendance of Fence-viewers shall be scheduled between the 1<sup>st</sup> day of November and the 31<sup>st</sup> day of March in the next following year.
5. **That** the Administration Fees to be paid to the Municipality for Applications made on the Line Fences Act shall be set out in the Township's Fees and Charges By-law, as amended.
6. **That** By-law #14-22 is hereby repealed.
7. **That** all resolutions, by-laws or parts of by-laws passed which are contrary to or inconsistent with this by-law are hereby repealed.

**Read** a first and second time this 6<sup>th</sup> day of April, 2023.

**Read** a third time and passed this 6<sup>th</sup> day of April, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**The Corporation of the Township of North Frontenac  
By-Law #28-23**

**Being a By-law to Impose Current Fees and Charges for Various Services Provided by the Township of North Frontenac and Provide for the Recovery of Applicable Costs, and to Repeal By-law #75-22**

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

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

**And Whereas** Section 398 (2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes the Treasurer of a Municipality to add fees and charges imposed by the Municipality to the tax roll for the following property in the Municipality and collect them in the same manner as Municipal taxes: 1) In the case of fees and charges for the supply of a public utility, the property to which the public utility was supplied; 2) In all other cases, any property for which all of the owners are responsible for paying the fees and charges;

**And Whereas** Section 444 (1) of the Municipal Act, 2001, S.O. 2001, as amended, authorizes a Municipality to make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to discontinue the contravening activity;

**And Whereas** Section 445 (1) of the Municipal Act, 2001, S.O. 2001, as amended, authorizes a Municipality to make an order requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to do work to correct the contravention;

**And Whereas** Section 446 (1) (3) and (5) of the Municipal Act, 2001, S.O. 2001, as amended, authorizes a Municipality who has the authority to direct or require a person to do a matter or thing, the Municipality may also provide that, in default of it being done by the Municipality or if the Municipality is required to do it, the matter or thing shall be done at the person's expense; the Municipality may recover the costs of doing a matter or thing by adding the costs to the tax roll and collecting them in the same manner as property taxes; and the costs include interest calculated at a rate of 15 per cent or such lesser rate as may be determined by the Municipality, calculated for the period commencing on the day the Municipality incurs the costs and ending on the day the costs, including the interest, are paid in full;

**And Whereas** Section 69 of the Planning Act, R.S.O. 1990, c. P.13, as amended, authorizes the Council of a Municipality, by by-law, may establish a tariff of fees for the processing of applications made in respect of planning matters;

**And Whereas** Section 7 (1) of the Building Code Act S.O, 1992, Chapter 23, authorizes the Council of a Municipality to pass by-laws requiring the payment of fees and prescribing the amount of fees for applications and issuance of permits;

**Now Therefore** Council of the Corporation of the Township of North Frontenac enacts this "Fees and Charges By-law" as follows:

**That** the fees and charges for various Municipal services as shown in the Schedules attached hereto and forming part of this By-law were previously adopted by Council and shall remain in effect unless Council adopts a By-law amending and/or repealing same:

Schedule 'A' – Administration and Finance  
Schedule 'B' – Dog Tags, Licence and Animal Control  
Schedule 'C' – Building  
Schedule 'D' – Crown Land Stewardship Program  
Schedule 'E' – Planning  
Schedule 'F' – Waste Management – Landfill Tipping Fees  
Schedule 'G' – Cemeteries  
Schedule 'H' – Fire Department  
Schedule 'I' – Roadside Ditch Alteration  
Schedule 'J' – Civic Addressing  
Schedule 'K' – Construction of Entrances  
Schedule 'L' – Community Hall Rentals  
Schedule 'M' – Recreational Vehicle License  
Schedule 'N' – Disposition of Land  
Schedule 'O' – Line Fence Viewings  
Schedule 'P' – Licence Agreements  
Schedule 'Q' – Part 8 – On Site Sewage Systems  
Schedule 'R' – Refreshment Vehicle Licence  
Schedule 'S' – Licence for Shipping Container  
Schedule 'T' – Use of Township Equipment

**And That** all fees and charges will be subject to applicable taxes unless otherwise noted;

**And That** payments made in U.S. funds shall be credited at par, meaning no exchange will be paid as payments are accepted in Canadian Funds only;

**And That** all fees and charges set out in this By-law shall be payable prior to the provision of the service unless an Agreement in writing is made to the contrary and approved by the Chief Administrative Officer (CAO);

**And That** any request for a reduction or waive of fees shall be in writing to the Clerk for Council's consideration, and include a staff report if required and be approved by Council Resolution;

**And That** in the event any fee or charge imposed herein remains unpaid after provision of the service or is otherwise in arrears, after a period of 30 days, such fees or charges may be added to the Tax Roll for any real property in the Township of North Frontenac, the property owner(s) of which is responsible for paying the fee or charge and shall be collected in like manner as Municipal Taxes;

**And That** Council does hereby delegate the Treasurer of the Township, in consultation with the CAO, the authority to administer such fees and charges and approve such forms and procedures as may be required for the efficient administration of the fees and charges;

**And That** the fees set out in the Fees and Charges in this By-law shall be reviewed on an annual basis by each applicable Manager and the Manager shall advise the CAO of any recommended changes to ensure the Township's Fees/Charges are fair, reasonable and are not greater than the actual cost to provide the service;

**And That** if there is a discrepancy in fee prices, the fees set out herein supersedes any fees listed in other By-laws;

**And That** any additions/amendments to the "Fees and Charges By-law" shall be authorized by By-law;

**And That** Notice of proposed additions/amendments shall be provided in accordance with the Notice By-law and/or applicable legislation;

**And That** should any sections of this By-law, including any section or part of any schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding;

**And That** this By-Law shall come into force and take effect on the date of its passing;

**And That** By-law #75-22 is hereby repealed;

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

**Read** a first and second time this 6<sup>th</sup> day of April, 2023.

**Read** a third time and passed this 6<sup>th</sup> day of April, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Township of North Frontenac  
By-law #28-23**

**Schedule 'A' – Administration and Finance – Page 1 of 2**

**Photocopies – Black and White (per page)**

- Letter \$0.25
- Legal \$0.30
- Ledger \$0.50
- Waterproof Paper \$1.00

**Photocopies – Coloured (per page)**

- Letter \$0.50
- Legal \$0.60
- Ledger \$1.00
- Waterproof Paper \$2.00

**Fax (per page)**

- Incoming (per page copy fee only) \$0.25
- Outgoing (local area or toll free - where no long distance charge apply) \$1.00
- Outgoing (Ontario/Canada - where long distance charges apply - \$0.50 per page after first page) \$1.75
- Outgoing (USA/ Overseas/ International - \$0.50 per page after first page) \$2.00

**Mapping (per page)**

- Small Maps - 8.5" x 11" - no customization, black/white or colour (print out from FrontenacMaps.ca, Township websites or internal GIS database - each) is \$1.00
- Medium Maps - 11" x 17" - no customization, black/white or colour (print out from FrontenacMaps.ca, Township websites or internal GIS database - each) is \$2.00
- Township Street Atlas (North Frontenac Portion of County Atlas) - printed and bound in a duo-tang, colour (requires advance notice) is \$12.00
- The Township will work with outside agencies (Bell 911, Public Health Unit, MNR etc.) by referring them to [www.frontenacmaps.ca](http://www.frontenacmaps.ca) and providing any necessary mapping materials free of charge.

**Commissioner of Oaths (Certified Copy)**

- Residents of North Frontenac No Charge
- Non-Residents of North Frontenac \$10.00

**Records Searches and Enquires**

- Archived File Retrieval (minor searches lasting less than one hour) is no charge
- Archived File Retrieval (complex searches lasting longer than one hour, then charged per hour after the first hour) is \$30.00 per hour.

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**Treasury / Misc.**

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- Dishonoured Cheques \$25.00
- Tax Certificate \$25.00
- Tax Certificate (if required with less than 48 hours' notice provided) \$50.00
- Tax Sale Packages no charge
- Copy of Audited Financial Statements, Approved Budget and or Agendas and or Approved Minutes (electronic version available on Township website) no charge
- Zoning Compliance Letters \$80.00
- Zoning Compliance Letters if required within 2 business days \$120.00
- Building Report Letters \$25.00
- Building Report Letters (if required with less than 48 hours' notice provided) \$50.00
- Other Misc. Letter Preparation as requested by Property Owner \$25.00
- Laminating (per page) \$3.00

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**Merchandise**

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- Township of North Frontenac Hats \$8.85

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**Township Branded Merchandise**

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- All Products will be sold at Cost + Consignment as determined by the CAO, in consultation with the Treasurer

**Note**

For Lottery Licenses and Municipal Freedom of Information and Protection Act Requests – refer to applicable legislation for fees

**Township of North Frontenac  
By-law #28-23**

**Schedule 'B' – Dog Tags, Licence and Animal Control Fees**

**Kennels**

- Kennel License (for persons owning 4 or more dogs; plus dog tag fee for each dog) \$30.00

**Dog Tags**

- Dog Tags – between January 1<sup>st</sup> and March 31<sup>st</sup> \$15.00
- Dog Tags – after March 31<sup>st</sup> \$25.00
- Lifetime Dog Tag \$100.00
- Replacement Tag \$7.50
- Pound Fee for impounded dog (Levied to the owner of any animal picked up and taken to the Humane Society by the Animal Control Officer. These fees are payable at the Humane Society upon the owner claiming such animal and made payable to the Township of North Frontenac) \$100.00

**Township of North Frontenac  
By-law #28-23**

**Schedule 'C' – Building Permit Fees**

The fees payable by the applicant or authorized agent for a construction, demolition, change of use of conditional permit, inspection or administration fees shall be as follows:

**Permit Fee Schedule**

- Class of Permit – Non- Refundable Deposit (Application/Plan Review)
  - Permit Fee \$80.00.
  - Additional Fee for water access and remote properties Not Applicable.
- Class of Permit – Building Permit (All Structures) Groups A, B, C, D, E or F.
  - Permit Fee \$14.00 to \$1,000.00 Construction Value – Construction Value based on Construction Index of Eastern Ontario. Note: There is a minimum fee of \$80.00 for all structure.
  - Additional Fee for water access and remote properties \$300.00 (Builds more than \$30,000.00 and \$150.00 (Builds \$30,000.00 or less)
- Class of Permit – Other:
  - Change of Use, Renewal, Moving \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Wood Stoves and or Fuel burning appliances \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Pool \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Retaining Wall \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - All signs (per sign basis) \$180.00
    - Additional Fee for water access and remote properties \$150.00
  - Change of ownership and or transfer of permit \$180.00
    - Additional Fee for water access and remote properties \$150.00
- Class of Permit – Non Refundable Deposit (Application and or Plan Review)
  - Permit Fee \$80.00
  - Additional Fee for water access and remote properties is not applicable.
- Class of Permit – Building Without a Permit Penalty Surcharge. The Chief Building Official is authorized to act on behalf of the Township of North Frontenac to charge a Building without a Permit Fee. This fee will be payable by person starting a construction project, which require a Building Permit, without first obtaining a Building Permit.
  - Permit Fee – 100% of the Building Permit Fee, with a maximum charge of \$5,000 plus cost if exceeds the maximum.
  - Additional Fee for water access and remote properties is not applicable.
- Class of Permit – Group “C” Residential Demolitions – All or Part of a building
  - Permit Fee \$180.00
  - Additional Fee for water access and remote properties \$150.00
- Class of Permit – Group ‘A, B, D, E, F’ Non-Residential Demolitions - All or Part of a building.
  - Permit Fee \$108.00
  - Additional Fee for water access and remote properties \$150.00

- Class of Permit – Group ‘A, B, D, E, F’ Non-Residential Demolitions - All or Part of a building
  - Permit Fee \$600.00
  - Additional Fee for water access and remote properties \$150.00
- Class of Permit – Additional Inspection Fee per the Building By-law
  - Permit Fee \$100.00 per inspection
  - Additional Fee for water access and remote properties \$60.00 per inspection.

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**Occupancy Classes**

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Group A Occupancy – Assembly Occupancy  
 Group B Occupancy – Care or Detention Occupancy  
 Group C Occupancy – Residential Occupancy  
 Group D Occupancy – Business and Personal Services Occupancy  
 Group E Occupancy – Mercantile Occupancy  
 Group F Occupancy – Industrial Occupancy

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**Discounts**

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All Registered Charities in the Township of North Frontenac shall receive a 25% discount on all applicable building permit fees effective as of the date of passage of the Building By-law.

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**Classes of Permits**

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The following classification of permits shall apply in the Township of North Frontenac:

1. Construction (Building) Permit: this permit applies to most forms of construction including new construction, repairs, renovation, under Parts 2, 3, 4, 7, 8, 9 and 11, respectively of the Building Code for Group A-F Occupancies and includes plumbing and farm buildings, moving buildings and signs governed under Section 3.14 of the Building Code.
2. Demolition Permit: this permit applies to govern the type and method of demolition under the Building Code. The applicant for a demolition permit is required to retain a professional engineer to undertake a general review of the project during demolition if the building meets certain criteria as outlined in Article 2.3.2.3 of the building Code.
3. Conditional Permit: this permit may be issued in the discretion of the chief building official to authorize any stage of construction, even though all of the requirements under subsection 8(2) of the Act have not been met (i.e. compliance with some applicable law). The requirements of clauses 8(3) (a), (b) and (c) of the Act must, however, be complied with before a conditional permit may be issued.
4. Change of Use Permit: this class of permit is used where a change in use would result in an increase in hazard (as determined under Sentence 2.4.1.2(1) of the Building Code) even though no construction may be proposed.

5. Partial Permit: this class of permit may be issued to expedite construction because of weather conditions, financing or other legitimate reasons.

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### Refunds

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1. Where a permit has been issued pursuant to this By-law and the applicable fees have been paid, fees may be refunded based on the following formula and to Section 6.1 of this By-law:
- 80% where the application is withdrawn or only administrative functions have been performed;
  - 60% where plan review and applicable law compliance has been completed or the permit has been issued and the application is withdrawn or construction does not commence;
  - 0% for permits or inspections valued at \$100 or less.

**Township of North Frontenac  
By-law #28-23**

**Schedule 'D' – Crown Land Stewardship Program**

**Campsite**

- Campsite per night \$22.50
- Non-Profit Group Camping per night \$17.50

**Road Pass**

- Daily \$9.50
- Weekly Road Pass \$22.50
- Resident – Seasonal Road Pass \$22.50
- Non-Resident – Seasonal Road Pass \$45.00
- Not for Profit Organization Daily Road Pass \$8.75
- Fundraising and or Organized Events Daily Road Pass \$8.75
  
- Plus \$3.00 Booking-Administrative Fee

Eligibility of these Not for Profit groups to be determined by the Manager of Community Development in consultation with Chief Administrative Officer.

**Township of North Frontenac  
By-law #28-23**

**Schedule 'E' – Planning**

**Reports**

**Zoning Compliance Reports**

- \$80.00
- \$120.00 – if required within 2 business days

**Type of Application**

- **Minor Variance**
  - Fee \$750.00
  - Pre Development Deposit – Not Applicable
- **Severance**
  - Fee \$750.00
  - Pre Development Deposit – Not Applicable
- **Concurrent Minor Variance and Severance Application**
  - Fee \$1,200.00
  - Pre Development Deposit – Not Applicable
- **Certificates of Validation**
  - Fee \$750.00
  - Pre Development Deposit – Not Applicable
- **Official Plan Amendments – Minor**
  - Fee \$1,000.00
  - Pre Development Deposit – Not Applicable
- **Official Plan Amendments – Major**
  - Fee \$2,000.00
  - Pre Development Deposit – Not Applicable
- **Zoning By-law Amendments**
  - Fee \$1,000.00
  - Pre Development Deposit – Not Applicable
- **Site Plan Approval – Minor**
  - Fee \$750.00
  - Pre Development Deposit – Not Applicable
- **Site Plan Approval – Major**
  - Fee \$1,500.00
  - Pre Development Deposit – Not Applicable
- **Plan of Subdivision Approval**
  - Fee \$1,000.00
  - Pre Development Deposit – \$1,000.00
- **Plan of Condominium Approval**
  - Fee \$1,000.00
  - Pre Development Deposit – \$1,000.00
- **Part Lot Control Exemption**
  - Fee \$750.00
  - Pre Development Deposit – Not Applicable
- **Deeming By-law**
  - Fee \$750.00
  - Pre Development Deposit – Not Applicable

A pre consultation fee of \$100.00 must be submitted which will be deducted from the application fee if the inquiry results in a complete planning application.

All of the foregoing Application Fees are non-refundable (exclusive of the Pre-Development Deposit) and include the fees charged by the Municipality's Contract Planner. They do not include any other external costs that the Municipality may incur in connection with its review of the application or additional fees charged by the Municipality's Contract Planner.

In addition to the Application Fee, the Applicant is required to enter into an Indemnity Agreement. Per the Indemnity Agreement, the Applicant shall pay all external costs incurred by the Municipality in respect of the Planning Application.

The Applicant is required to pay additional fees for peer evaluation reports to agencies including but not limited to Kingston Frontenac Lennox and Addington, Public Health, Conservation Authorities, etc.

A Pre-Development Deposit, as well as an Indemnity Agreement, must be submitted with an Application for Site Plan Approval for commercial projects (Major); Plan of Subdivision or Plan of Condominium, in the amount of \$1,000.00. The Pre-Development Deposit or any portion thereof shall be retained by the Municipality until all accounts, statements, invoices, etc. submitted to the Municipality and relating to the Application have been paid in full and all matters relating to the Application have been completed. Any balance remaining on completion shall be returned to the Applicant without interest.

**Township of North Frontenac  
By-law #28-23**

**Schedule 'F' – Waste Management – Landfill Tipping Fees**

**Landfill Tipping Fees**

- **Single Bag Tag** **\$2.00 each**
- **Waste Volume Fee** **\$20.00 / cubic yard**  
Includes household and commercial construction/demolition waste and shingles. Fee will be determined by the Waste Site Attendant or Official based on volume of the load.
- **Brush and Yard Waste** **\$10.00 / cubic yard**  
Fee will be determined by the Waste Site Attendant or Official based on volume of the load.
- **Box Spring or Mattress** **\$20.00 each**
- **Chair** **\$10.00 each**
- **Sofa** **\$20.00 each**
- **Sofa Bed** **\$30.00 each**
- **Carpet**
  - small = up to 50 square feet **\$5.00**
  - medium = 51 to 144 sq ft **\$15.00**
  - large = over 144 square feet **\$25.00**
- **Carpet Tile** **\$0.25 each**
- **Tent** **\$4.00 each**
- **Plastic Lawn Chair/ Misc. Plastic** **\$4.00 each**
- **Insulated Cooler** **\$6.00 each**
- **Miscellaneous Waste per Bag (Bulky Item Bin)** **\$4.00 each**
- **Rigid Plastic** **\$4.00 each**
- **Boat Tarp / Shrink Wrap** **\$10.00 each**
- **Artificial Christmas Tree** **\$10.00 each**
- **White Goods (Appliances containing "Freon" or any Ozone depleting refrigerant – Refrigerators, Freezers, Air Conditioners etc).**  
Fee Exempt if Freon has been removed by a Qualified Person.  
Unit must be properly tagged to qualify. **\$30.00 each**

**Bag Tag Fees**

- Bag or other acceptable container of waste equivalent to one standard 26"X36" garbage bag
- Oversized bags or other acceptable equivalent container of waste shall require additional tags or fee as may be determined by the Waste Site Attendant or Official based on the volume.

**Township of North Frontenac  
By-law #28-23**

**Schedule 'G' – Cemeteries**

**Tariff of Fees – Plots**

- **Lot**
  - Interment Rights \$175.00
  - Care and Maintenance \$290.00
  - Fee \$465.00 plus HST \$60.45, Total \$525.45
- **Cremation Lot**
  - Interment Rights \$84.00
  - Care and Maintenance \$175.00
  - Fee \$259.00 plus HST \$33.67, Total \$292.67
- **Lot (non-Resident)**
  - Interment Rights \$240.00
  - Care and Maintenance \$290.00
  - Fee \$530.00 plus HST \$68.90, Total \$598.90
- **Cremation Lot (non-Resident)**
  - Interment Rights \$147.00
  - Care and Maintenance \$175.00
  - Fee \$322.00 plus HST \$41.86, Total \$363.86
- **Repurchase Plot**
  - Administration Fee \$50.00, HST \$6.50, Total \$56.50
- **Transfer (no sales allowed)**
  - Administration Fee \$50.00, HST \$6.50, Total \$56.50

**Marker and or Monument**

- **Flat Marker** Less than 173 square inches
  - Care and Maintenance is \$0.00
- **Flat Marker** Greater than 173 square inches
  - Care and Maintenance is \$100.00, HST \$13.00, Total \$113.00
- **Upright Monument** Less than 4 feet in height or length
  - Care and Maintenance is \$200.00, HST \$26.00, Total \$226.00
- **Upright Monument** Greater than 4 feet in height or length
  - Care and Maintenance is \$400.00, HST \$52.00, Total \$452.00

**Fees for Interment and or Disinterment**

- **Casket Interment**
  - Proposed Fee \$650.00, HST \$84.50, Total \$734.50
- **Cremation Interment**
  - Proposed Fee \$300.00, HST \$39.00, Total \$339.00
- **Casket Disinterment**
  - Proposed Fee \$550.00, HST \$71.50, Total \$621.50
- **Cremation Disinterment**
  - Proposed Fee \$220.00, HST \$28.60, Total \$248.60

- **Additional Cost to Perform Interment and or Disinterment in Winter from December 1 to May 31**
  - Proposed Fee \$125.00 per foot, HST \$16.25 per foot, Total \$141.25 per foot.

**Note:** In order to sell a lot/plot back to the municipality the Interment Rights Holder must have an Interment Rights Certificate or another form of proof of purchase.

**Note:** In Accordance with the *Funeral, Burial and Cremation Services Act, 2002* which came into effect on July 1, 2012.

**Note: All fees are subject to any applicable Taxes**

**Township of North Frontenac  
By-law #28-23**

**Schedule 'H' – Fire Department**

**Fees for Services**

- Providing inspection reports to solicitors and insurance companies
  - Fee for Service – \$100.00
- Providing fire reports to solicitors and insurance companies
  - Fee for Service – \$100.00
- Performing special inspection requests (i.e. property resale, mortgage renewal for residential type buildings)
  - Fee for Service – \$60.00 per hour
- Inspection of private Home Day Care facilities or Group Homes with 3 or fewer residents
  - Fee for Service – No Charge
- Inspection of Group Homes with more than 3 residents
  - Fee for Service – No Charge
- Requested inspections for premises or buildings not mentioned elsewhere
  - Single occupancy up to 2,000 square meters
    - Fee for Service – No charge for residents of the municipality and \$60.00 per hour for non-residents
  - Multiple occupancy up to 2,000 square meters
    - Fee for Service – No charge for residents of the municipality and \$60.00 per hour for non-residents
- Two unit residential inspection for compliance with Section 9.8 of the Fire Code,
  - Fee for Service – \$60.00 per hour
- Institutional inspection
  - Fee for Service – \$60.00 per hour
- Residential inspection for compliance with Section 9.5 of the Fire Code
  - Fee for Service – \$60.00 per hour
- Liquor Licensing requests for:
  - Patios:
    - Fee for Service – \$60.00 per hour if inspection is required \$25.00 if no inspection is required
  - Special Occasions:
    - Fee for Service – \$60.00 per hour if inspection is required \$25.00 if no inspection is required
  - Premises:
    - Fee for Service – \$60.00 per hour if inspection is required \$25.00 if no inspection is required
- Motor Vehicle Incidents – Responding to and providing vehicle fire extinguishment and extrication services to owners and or drivers (Provincial Highways)
  - Fee for Service – Processed through the Ministry of Transportation Fire Response Criteria
- Motor Vehicle Incidents – For emergency response, collision, or motor vehicle fire on any property owned by or within the Municipality of North Frontenac, including Secondary Roads and Private Lanes, and provides firefighting, emergency service or other essential equipment

- Fee for Service – Based on the Ministry of Transportation, Fire Response Criteria, for non-resident and/or residents of the Municipality
- Fire Services for extinguishing fires set by persons for the purposes of burning grass, brush, rubbish or other such material or burning in barrels, drums, or wild land/forest fires etc.
  - Fee for Service – Per North Frontenac's Current Burning By-law
- Specialized equipment and/or resources to control or minimize loss (not provided by fire department)
  - Fee for Service – Total cost recovery for specialized equipment/resources plus administration fee
- Clean-up of spills as defined in the Environmental Protection Act, Part X, as amended
  - Fee for Service – Total cost recovery for specialized equipment/resources plus administration fee
- Equipment required to take down or make safe a scene for investigation or overhaul (not owned by Fire Department)
  - Fee for Service – Total cost recovery for specialized equipment and or resources plus administration fee
- Demolish, clean-up and make safe after a fire (if not completed by property owner)
  - Fee for Service – Total cost recovery for specialized equipment and or resources plus administration fee
- Where there has been more than 3 false fire alarms and or faulty equipment or more than 2 nuisance calls in a twelve month period to the same address
  - Fee for Service – \$100.00 per truck per response
- Administration Fee
  - Fee for Service – \$50.00

**Note:** Vehicle and firefighter hours to include refurbish of vehicles and equipment readied for the next incident or response.

### Criteria for Exemption or Reduction of Fees for Services

Non-Profit Organizations and Non-Profit Events

- Fee – No Charge

### Respecting fees associated with Fire Department responses for Outdoor Fires

- Pumper
  - Rate per hour – \$300.00
- Tanker
  - Rate per hour – \$300.00
- Wild Land (Pickup Truck)
  - Rate per hour – \$250.00
- Squad
  - Rate per hour – \$250.00
- Off Road Vehicles (ATV, Boat, etc.)
  - Rate per hour – \$100.00
- Fire Fighter
  - Rate per Firefighter per hour – \$25.00

- Site Inspection
  - Rate – \$30.00
- Investigation
  - Rate per hour – \$30.00

**Township of North Frontenac  
By-law #28-23**

**Schedule 'I' – Roadside Ditch Alteration**

**Roadside Ditch Alteration**

Permit

- Fee – \$100.00 plus Security Deposit of \$500.00

**Township of North Frontenac  
By-law #28-23**

**Schedule 'J' – Civic Addressing**

**Civic Address Signs**

- Purchase and installation of civic address number sign
  - Fee – \$100.00
- Purchase of civic address number sign and post only (water access and island properties – installation is the responsibility of the owner)
  - Fee – \$75.00
- Additional special civic sign installation charge (in the event drilling of rock is required to facilitate the installation of the sign as determined by the Public Works Manager)
  - Fee – \$100.00
- Purchase of replacement civic address number sign and post
  - Fee – \$40.00

**Private Lane Name Signs**

- Purchase and installation of Private Lane Name sign and post installed (new or amended lane names, or replacement sign)
  - Fee – \$400.00

**Township of North Frontenac  
By-law #28-23**

**Schedule 'K' – Construction of Entrances**

**Construction of Entrances**

Entrance Permit

- Fee – \$70.00

**Township of North Frontenac  
By-law #28-23**

**Schedule 'L' – Community Hall and Council Chambers Rentals**

**Community Hall**

- Full Day
  - Fee – \$70.00
- Half Day (6 hours or less)
  - Fee – \$35.00
- Rental with Liquor (Plus \$50.00 refundable deposit – mandatory)
  - Fee – \$150.00
- Community Groups (4 hours or less)
  - Fee – \$15.00
- Funeral Receptions and or Lunches
  - Fee – Donation
- Church Groups
  - Fee – Donation

**Council Chambers**

- Community Groups Half Day (4 to 6 hours)
  - Fee – \$35.00
- Community Groups (4 hours or less)
  - Fee – \$15.00
- Church Groups
  - Fee – Donation
- Civic Marriage Ceremony
  - Fee – No Charge

**Note:** All fees include taxes.

Additional Security Deposits at any or all events may be required at the discretion of the Township Representative (i.e. Community Hall Volunteers appointed by Council and in charge of the Community Hall Rentals)

**Township of North Frontenac  
By-law #28-23**

**Schedule 'M' – Recreational Vehicle(s)**

**Recreational Vehicle(s)**

Annual License Fee as per provisions set out the Recreational Vehicle By-law

- Fee – \$300.00 (\$25.00 per month)

Application Fee (non-refundable deposit) – Review Application, Initial Location Inspection and Placement Inspection

- Fee – \$80.00

Removal Inspection

- Fee - \$40.00

Administrative Fee for Recreational Vehicle Placed without a Licence

- Fee - \$300.00

Stored Recreational Vehicle (as defined in the Recreational Vehicle Licence By-law)

- Fee – No Charge

**Township of North Frontenac  
By-law #28-23**

**Schedule 'N' – Disposition of Land**

**Disposition of Land**

Administrative Fee (Non-Refundable)

- Fee – \$1,200 + applicable taxes

Application Re-activation (after the passing of the By-law)

- Fee – \$250 + applicable taxes

Land Costs for Shore Road Allowance

- Fee – \$0.55 per square foot

Land Costs for Concession, Lot, Reserve, Forced Road Application (not leading to water)

- Fee – \$500.00 flat fee for first linear 500 feet (or less) + \$5.00 per linear foot thereafter (based on 33 foot width)

Land Costs for Concession, Lot, Reserve, Forced Road Application (leading to water)

- Fee – \$0.55 per square foot for 66 feet abutting water + \$500.00 flat fee for first linear 500 feet (or less) + \$5.00 per linear foot thereafter (based on 33 foot width)

**Note:** The Applicant is entirely responsible for any expenditure incurred such as survey costs and legal fees, whether the process is completed or not.

**Township of North Frontenac  
By-law #28-23**

**Schedule 'O' – Tariff of Fees for Fence-Viewings under the Line Fences Act**

**Fence-Viewing**

Request for a Fence-viewers Site Visit (3 Fence-viewers plus Administrative Services)

- Fee – \$500.00

This fee shall be submitted to the Township Office with the completed Request for Fence-viewers (Form 1). These fees will cover the initial notice; inspection; and the preparation and notice of the award.

**Additional Charges**

- Additional Fence-viewing (per visit)
  - Fee – \$300.00
- Additional Administrative Fees (Clerk's and or Fence-viewers time per hour)
  - Fee – \$75.00
- Additional Photocopies (per page)
  - Fee – As set out in the Fees and Charges By-law
- Additional Registered Mail
  - Fee – At the Current Rate
- Ontario Land Surveyor Deposit
  - Fee – As set out in the estimate from the Ontario Land Surveyor
- Ontario Land Surveyor Fee
  - Fee – As set out in the invoice from the Ontario Land Surveyor
  - If the Fence-viewers determine an Ontario Land Surveyor should be hired to describe the location of a fence in metes and bounds then the costs of the surveyor shall be paid by the property owner(s) involved at the same apportionment as set out in the Fence-viewers Award for the costs of the fence.
- Legal Fees
  - Fee – As set out in the invoice from the Solicitor
  - If the Fence-viewers and/or the Clerk require a legal opinion with respect to a Request for Fence-viewers these fees shall be paid by the property owner(s) involved at the same apportionment as set out in the Fence-viewers' Award.
- Appeal to Referee
  - Fee – As established by the Line Fences Act

**Township of North Frontenac  
By-law #28-23**

**Schedule 'P' – Tariff of Fees for Licence Agreements**

**Tariff of Fees for Licence Agreements**

Application

- Fee – \$130.00

Annual Administration

- Fee – \$75.00

**Township of North Frontenac  
By-law #28-23**

**Schedule 'Q' – Part 8 - On-site Sewage Systems**

**Part 8 - On-site Sewage Systems**

- Construction or alteration of a Class 2, 3, 4, or 5 sewage system other than a Class A sewage system
  - Fee – \$978.00 per sewage system
- Construction or alteration of a Class A sewage system. \*(Class A system represents flows greater than 4500 litres)
  - Fee – \$1080.00 per sewage system
- Installation or replacement of septic tank only
  - Fee – \$772.00 per sewage system
- Plans Review to confirm location only of existing sewage system
  - Fee – \$103.00 per sewage system
- On-Site Review to confirm location only of existing sewage system
  - Fee – \$257.00 per sewage system
- Review of Performance Level of Existing On-Site Sewage System
  - Fee – \$515.00 per sewage system
- Certificate of Approval renewal
  - Fee – \$154.00 per sewage system
- Review for new lots in a subdivision, condominium, severance or lot addition
  - Fee – \$515.00 per lot
- Review for Minor Variance application or Zoning By-Law amendment
  - Fee – \$463.00 per sewage system
- Review for Minor Variance in combination with a Review of Performance Level
  - Fee – \$720.00 per sewage system
- Review for Minor Variance in combination with a new Class 2, 3, 4, or 5 sewage system other than a Class A sewage system
  - Fee – \$1183.00 per sewage system
- Additional Inspections
  - Fee – \$94.00 per repeat inspection of same stage of construction, at the Chief Building Official's Discretion
- Renewal of Permit
  - Fee – \$71.00 per deferral of revocation of permit that may be revoked in accordance with the Building Code
- Review of Revised Permit Documents
  - Fee – \$71.00 per hour
- Transfer of Permit to New Property Owner
  - Fee – \$71.00 per permit
- Third Party Review or Consultation
  - Fee – Where determined by the Chief Building Official that peer review and/or consultation by a third party consultant is required, the Applicant or Permit Holder shall reimburse the municipality all fees and expenses of the consultant, in addition to the fees noted in this schedule.

### **Payment of Fees**

1. All fees set out in Schedule "Q" are payable to the Township of South Frontenac.

### **Annual Adjustment of Fees**

1. The Fees set out in Schedule 'Q' shall be adjusted annually on and effective the 1<sup>st</sup> of February based upon the 3<sup>rd</sup> quarter Statistics Canada Non-Residential Cost Index: Ottawa; where such index indicates negative growth, the fees shall remain at the level established for the prior year. The Treasurer shall update Schedule 'Q' as of February each year, rounding the fees up to the next dollar, however no amendment to the by-law shall be required to give effect to the fee changes.

### **Refund of Permit Fees**

1. General Provisions
  - (1) Refunds of fees collected under Schedule "Q" shall be provided in accordance with provisions of this Part, where the:
    - Permits have been issued, but no construction has commenced;
    - Permits have not been revoked; and
    - Permits have not expired.
2. Refund Provisions for Permit Fees found in Schedule "Q":
  - (1) Requests for refunds must be submitted to the Township of South Frontenac's Chief Building Official in writing who will determine the amount of Permit Fees, who will determine the amount of Permit Fees, if any, that may be refunded.
  - (2) Except as provided in sentence (3) , the amount of fees refundable shall be calculated based on the total of all permit fees collected under the authority of Schedule "Q" as follows:
    - 75 percent refundable if applicant cancels application prior to release of permit for issuance;
    - 50 percent refundable if the Chief Building Official has released the permit for issuance.
  - (3) Notwithstanding sentence (2), no refund shall be made of an amount less than \$35.50.

**Township of North Frontenac  
By-law #28-23**

**Schedule 'R' – Tariff of Fees for Refreshment Vehicle Licence**

**Tariff of Fees for Refreshment Vehicle Licence**

Application

- Fee – \$150.00 (Non-refundable)

Annual Administration

- Fee - \$150.00

Removal of Refreshment Vehicle

- Fee – \$40.00

**Township of North Frontenac  
By-law #28-23**

**Schedule 'S' – Tariff of Fees for Licence for a Shipping Container**

**Tariff of Fees for Licence for a Shipping Container**

Administrative/Licence for a Shipping Container 15 square metres or less

- No Fee

Administrative/ Licence for a Shipping Container exceeding 15 square metres

- Fee - \$150.00

Administrative/ Licence for a Shipping Container placed without a Licence

- Fee – \$300.00

**Township of North Frontenac  
By-law #28-23**

**Schedule 'T' – Tariff of Fees for Use of Township Equipment**

**Fees for Use of Township Equipment**

- Township Equipment and Vehicles – In Accordance with Ministry of Transportation Rates
- Township Employees - \$35.00 per hour

The Corporation of the Township of North Frontenac

**By-law #29-23**

**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 6, 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 6, 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 6, 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 6, 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 6<sup>th</sup> day of April, 2023

**Read** a third time and passed this 6<sup>th</sup> day of April, 2023

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk