

# Regular Council Agenda

9:00 AM - Friday, December 15, 2023  
Council Chambers  
[Zoom Meeting Registration](#)

Page

**1. Call to Order**

**2. Approval of Agenda**

- a) December 15, 2023

**Be It Resolved That** Council approves the Agenda dated December 15, 2023, as circulated.

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

**4. Business Profile**

None.

**5. Presentations**

None.

**6. Delegations**

None.

**7. Adoption of Minutes**

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

7 - 18

**Be It Resolved That** Council adopts the Minutes dated November 24, 2023, as circulated.

[November 24, 2023 - Regular Council Minutes](#)

**8. Business Arising Out of Minutes**

None.

**9. Communications**

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

19

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

[Communications of Interest - Pdf](#)

- b) Communications 'B' Section - Action Items

- B1. Request for Support re: Addington Highlands and MTO - Traffic Lights Highways 41 and 7 Intersection

20

**Be It Resolved That** Council receives for information an email dated

November 20, 2023 from Myles McDonnell, Resident, requesting Council support the Council of Addington Highlands regarding the installation of traffic lights at the intersection of Highway 41 and Highway 7;

**And That** Council instructs the Clerk to prepare a letter of support to the Township of Addington Highlands and the Ministry of Transportation to be signed by the Mayor supporting the installation of traffic lights at the intersection.

[B1](#)

B2. Lakelands Family Health Team re: Physician Incentives

21

**Be It Resolved That** Council receives for information an email dated December 3, 2023 from Lakelands Family Health Team requesting the Township of Addington Highlands and the Township of North Frontenac provide \$30,000 per year for five years as an incentive to future doctors with the first installment being paid the day the physician commences with the Lakelands Family Health Team;

**And That** Council previously entered into similar Agreements on two other occasions under By-law #123-10 and By-law #03-15;

**And That** Council approves \$15,000 per year for five years being provided as an incentive to a new physician at the Lakelands Family Health Team;

**And That** Council instructs the Treasurer to include the expense in the 2024 budget with partial funding from Medical Services (Doctor Recruitment) Reserve Fund;

**And That** upon recruitment of a physician, a Medical Service Agreement will be provided to Council for consideration.

[B2](#)

B3. Request for Support: Eastern Ontario Rail Trail Tourism Project

22 - 23

**Be It Resolved That** Council receives for information an email dated December 7, 2023 from the County of Frontenac requesting support for the Eastern Ontario Rail Trail Tourism Project by providing a letter of support for their application to the Tourism Growth Fund for funding support;

**And That** Council supports this initiative and instructs the Manager of Community Development to provide a letter of support.

[B3](#)

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

a) Clerk/Planning Manager: Appointment of Deputy Mayor

24 - 25

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Appointment of Deputy Mayor";

**And That** Council receives for information the presentation(s) from:

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**And That** Council appoints \_\_\_\_\_ as the Deputy Mayor for a one year term;

**And That** Council will consider an Appointing By-law later in the Meeting.

[Appointment of Deputy Mayor - Pdf](#)

- b) Clerk/Planning Manager: Delegated Authority for Undisputed Consents 26 - 47

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Delegated Authority for Undisputed Consents";

**And That** Council will consider a By-law to Delegate Authority for Undisputed Consents later in the meeting.

[Delegated Authority for Undisputed Consents - Pdf](#)

- c) Clerk/Planning Manager: Lot Road Allowance Closure for Approval in Principle - Ramsay 48 - 49

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

**And That** Council denies the Application to close, stop up and sell a portion of the 66' Road Allowance between Lots 30 and 31, Concession 2, geographic Township of Barrie;

**And That** Council instructs the Clerk to advise the Applicant of the denial of the application and advise the Applicant that Council would consider a Licence Agreement for the use of the Road Allowance if they wish to apply;

**And That** due to ongoing concerns with the use of Road Allowances for access for future development, Council instructs the Clerk to amend the Road Closing Policy to only permit the sale of Road Allowances, excluding Shore Road Allowances, to only consider sale in extenuating circumstances.

[Lot Road Allowance Closure for Approval in Principle - Ramsay - Pdf](#)

- d) Clerk/Planning Manager: Shore Road Allowance Closure and Sale By-law – Rothfels, Rothfels, Eustace and Sosnovsky 50 - 54

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Shore Road Allowance Closure and Sale By-law –Rothfels, Rothfels, Eustace and Sosnovsky";

**And That**, as required by By-law #20-23,

- **All Those Parts** of the Shoreline Road Allowance adjacent to Part Lot 13 and Part Lot 14, Concession 1, geographic Township of South Canonto, Township of North Frontenac, County of Frontenac being Parts 5 and 6 on Registered Plan 13R-23008 (Palmerston Lake);
- **All That Part** of the Road Allowance abutting Plevna (Sand) Lake, lying in front of Part of Lot 34, Concession 14, geographic Township of Clarendon, Township of North Frontenac, County of

Frontenac being Part 2 on Registered Plan 13R-23021 (Plevna (Sand) Lake);

- **All That Part** of the Shore Road Allowance adjoining Lot 26, South West Range, geographic Township of Clarendon, Township of North Frontenac, County of Frontenac being Part 1 on Registered Plan 13R-23032 (Mississippi River);

be declared as surplus and sold to the adjoining owners. Appraisals of the properties are not necessary as these are Shore Road Allowances;

**And That** Council will consider a By-law later in the meeting to Stop-up, Close and Sell a Portion of the Shore Road Allowance.

[Shore Road Allowance Closure and Sale By-law – Rothfels, Rothfels, Eustace and Sosnovsky - Pdf](#)

- e) Clerk/Planning Manager: Proposed Radiocommunications Facility - Municipal Statement of Concurrence - C8660 and C8661 55 - 95

**Be It Resolved That** Council receives for information the Clerk/Planning Manager and Manager of Community Development, County of Frontenac's Administrative Report entitled "Proposed Radiocommunications Facility - Municipal Statement of Concurrence - C8660 and C8661";

**And That** Council directs CRINS to include in Section 9 LUA Confirmation of Report and Conditions of the need to obtain an Entrance Permit, Civic Address and provide assurance that the Tower is accessible for emergency services.

**And That** Council directs the CAO to sign the Notice of Completion and Land Use Authority Recommendation Report for the radiocommunication facilities C8660 and C8661 and forward the documents to CRINS to be provided to the proponent and Innovation, Science and Economic Development Canada.

[Proposed Radiocommunications Facility - Municipal Statement of Concurrence - C8660 and C8661 - Pdf](#)

- f) Public Works Manager: Update to Waste Disposal By-law (#60-17) and Re-Use Centre By-law (#52-17) 96 - 97

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Update to Waste and Recycling By-law (#60-17) and Re-Use Centre By-law (#52-17)";

**And That** Council will consider a By-law later in the meeting to adopt the proposed amendments to the waste and recycling operation.

[Update to Waste Disposal By-law \(#60-17\) and Re-Use Centre By-law \(#52-17\) - Pdf](#)

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

- a) Minutes of a Meeting of the Committee of Adjustment/Planning Advisory Committee 98 - 105

**Be It Resolved That** Council receives for information the Minutes of the

Committee of Adjustment/Planning Advisory Committee dated September 25, 2023.

[September 25, 2023 - Committee of Adjustment Minutes](#)

- b) Minutes of the Joint Health and Safety Committee 106 - 119

**Be It Resolved That** Council receives for information the Minutes of the Joint Health and Safety Committee dated November 16, 2023.

[November 16, 2023 - JHSC Minutes](#)

- c) Notes of a Meeting of the Economic Development Task Force 120 - 132

**Be It Resolved That** Council receives for information the Notes of a Meeting of the Economic Development Task Force dated November 20, 2023.

[November 20, 2023 - EDTF Notes](#)

## 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 Portfolio Verbal Reports

- a) Each Council member has a portfolio for which they are responsible. The Councillor may provide a verbal report for information purposes. 133 - 134

[Council Portfolios 2022-2026](#)

## 15. Introduction and Reading of By-laws

- a) By-law(s) to be Considered: 135 - 158

**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:

- #2023-78 Appoint of Committee of Adjustment/Planning Advisory Committee Member
- #2023-79 To Appoint a Deputy Mayor
- #2023-80 To Establish a Waste Disposal By-law
- #2023-81 To Close, Stop up and Sell a Road Allowance
- #2023-82 To Delegate Approval for Undisputed Consents
- #2023-83 To Amend the Fees and Charges By-law

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

[Appointment of Committee of Adjustment Members - #2023-78](#)

[Deputy Mayor - #2023-79](#)

[Waste Disposal By-law - #2023-80](#)

[2023-81 - Road Closing - Rothfels, Eustace, Sosnovsky - Pdf](#)

[2023-82 - Delegated Authority for Site Plan and Consents - Pdf](#)

[Fees and Charges By-law #2023-83 \(Amending By-law NFPL Fees\)](#)

## 16. Public Forum

## 17. Closed Session

None.

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

## 19. Confirmatory By-law

- a) Confirming By-law #2023-84

159

**Be It Resolved That** By-law #2023-84, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held December 15, 2023 be read a first, second, and third time and finally passed.

[2023-84 - Confirming By-law - Pdf](#)

## 20. Adjournment

- a) Adjournment of Meeting

**Be It Resolved That** Council adjourns the Meeting at \_\_\_\_ .m. until January 12, 2024 or at the call of the Chair.



Minutes of a Regular Meeting of Council for  
The Corporation of the Township of North Frontenac  
Held November 24, 2023 in the Council Chambers, 6648 Road 506, Plevna, Ontario

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**Present:** Mayor Gerry Lichty; Councillor Wayne Good and Councillor Stephanie Regent - Ward 1; Councillor Roy Huetl and Councillor Vernon Hermer (Electronic Participation) - Ward 2; Deputy Mayor John Inglis and Councillor Fred Fowler - Ward 3

**Also Present:** Corey Klatt, Chief Administrative Officer (CAO); Kelly Watkins, Treasurer (CAO Back-up); Tara Mieske, Clerk/Planning Manager (CPM); Brooke Ross, Manager of Community Development (MCD); Darwyn Sproule, Public Works Manager (PWM); Sonya Bolton, Manager of Community Planning, County of Frontenac; and Jennie Kapusta, Community Planner, County of Frontenac

### 1. Call to Order

The Mayor called the meeting to order at 9:00 a.m.

### 2. Approval of Agenda

a) **November 24, 2023**

468-23

Moved by Councillor Roy Huetl

Seconded by Councillor Fred Fowler

**Be It Resolved That** Council approves the Agenda dated November 24, 2023, as circulated.

**Carried**

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

None declared.

### 4. Business Profile

None.

### 5. Presentations

None.

### 6. Delegations

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North Frontenac Regular Council Minutes

November 24, 2023

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- a) ***Bruce Rigby, MRI Committee Chair, Perth and Smiths Falls District Hospital Foundation: Managing Care Close to Home Campaign***

469-23

Moved by Councillor Fred Fowler

Seconded by Councillor Roy Huetl

**Be It Resolved That** Council receives the presentation from Bruce Rigby, Chair regarding Perth & Smiths Falls District Hospital Foundation's MRI Campaign; and thanks him for his time spent today;

**And That** Council will consider the \$5,000 multi-year commitment for 2024, 2025 and 2026 for a total of \$15,000 towards the Care Close to Home campaign during Budget deliberations in 2024.

**Carried**

## **7. Adoption of Minutes**

- a) ***Minutes of the Meeting(s) to be adopted by Council***

470-23

Moved by Councillor Roy Huetl

Seconded by Councillor Fred Fowler

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

1. A Special Meeting held October 27, 2023; and
2. A Regular Meeting held November 3, 2023.

**Carried**

## **8. Business Arising Out of Minutes**

None.

## **9. Communications**

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

471-23

Moved by Councillor Fred Fowler

Seconded by Councillor Roy Huetl

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

**Carried**

- b) ***Communications 'B' Section - Action Items***

- B1. *Municipality of Wawa: Request for Support - Bill C-310***

472-23

Moved by Councillor Roy Huetl

Seconded by Councillor Fred Fowler

**Be It Resolved That** Council receives for information a Resolution from the Municipality of Wawa calling upon the Government of Canada to support Bill C-310 and enact amendments to subsections 118.06 (2) and 118.07 (2) of the Income Tax Act in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000;  
**And That** Council supports this request; and instructs the Clerk to provide a copy of this resolution to Gord Johns, MP; Federal Minister of Finance; Scott Reid, MP; Association of Fire Chiefs of Ontario and the Association of Municipalities of Ontario.

**Carried**

**B2. *Town of Huntsville re: Request for Support - Floating Accommodations***

473-23

Moved by Councillor Fred Fowler  
Seconded by Councillor Roy Huetl

**Be It Resolved That** Council receives for information the Town of Huntsville's Resolution #222-23 supporting the Township of Lake of Bays Resolution #B(a)/04-12-22 and and the motions from the Township of Georgian Bay (C-2022-164 and C-2023-157) regarding Floating Accommodations;

**And That** the Township of North Frontenac supports the request for Transport Canada to address the issue of floating accommodations including growing concerns about the effect of floating accommodations on the environment, character, tranquility and overall enjoyment of local waterbodies;

**And That** Council instructs the Clerk to forward this Resolution including a supporting letter to the Federal Minister of Transportation; the Premier of Ontario; Scott Reid, MP; John Jordan, MPP; and the Association of Municipalities of Ontario (AMO).

**Carried**

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

**a) *Planning Report: Update on Official Plan Amendment Application #OP01/22 and Zoning By-law Amendment Application #Z08/22 – Ompah Palmerston Cottage Co-Operative Ltd.***

474-23

Moved by Councillor Roy Huetl  
Seconded by Councillor Fred Fowler

**Be It Resolved That** Council receives for information purposes the Planning Report from Jennie Kapusta, Community Planner, entitled "Update on Official Plan Amendment Application #OP01/22 and Zoning By-law Amendment Application #Z08/22 – Ompah Palmerston Cottage Co-Operative Ltd."

Carried

b) ***Clerk/Planning Manager: Planning Application - Proposed Site Visit Policy***

475-23

Moved by Councillor Fred Fowler  
Seconded by Councillor Roy Huetl

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Planning Application - Proposed Site Visit Policy".

**And That** the Clerk's Department will prepare a Site Visit Policy for Council and the Committee of Adjustment for consideration at a future meeting.

Carried

c) ***Clerk/Planning Manager: Agreement for Natural Heritage Consultants***

476-23

Moved by Councillor Roy Huetl  
Seconded by Councillor Fred Fowler

**Be It Resolved That** Council receives for information an Administrative Report from the Clerk/Planning Manager entitled "Agreement for Natural Heritage Consultants - Envision Consulting";

**And That** Council instructs the CAO to sign the Agreement with Envision Consulting to complete natural heritage reviews.

Carried

d) ***Clerk/Planning Manager: Road Allowance Closure By-law – Jackson & Stroobach and Witteveen & McClure***

477-23

Moved by Councillor Fred Fowler  
Seconded by Councillor Roy Huetl

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Road Allowance Closure By-law – Jackson & Stroobach and Witteveen & McClure";

**And That**, as required by By-law #20-23,

- **All Those Parts** of the Road Allowance between Lots 15 and 16, Concession 1, geographic Township of South Canonto, being Parts 1 and 2 on Registered Plan 13R-23001;

be declared as surplus and sold to the applicable adjoining property owners. Appraisal of the properties are not necessary as these are Road Allowances;

**And That** Council will consider a By-law later in the meeting to Stop-up, Close and Sell a Portion of the Road Allowance.

Carried

e) ***Clerk/Planning Manager: Shore Road Allowance Closure and Sale By-law - Hamilton and Jackson-Stroobach***

478-23

Moved by Councillor Roy Huetl

Seconded by Councillor Fred Fowler

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Shore Road Allowance Closure and Sale By-law – Hamilton and Jackson-Stroobach";

**And That**, as required by By-law #20-23,

- All That Part of the Shoreline Road Allowance around Kashwakamak Lake, lying in front of Part of Lot 9, Concession 6, geographic Township of Barrie, being Part 1 on Registered Plan 13R-22996 (Kashwakamak Lake);
- All That Part of the Shoreline Road Allowance lying in front of Part of Lot 15, Concession 1, geographic Township of Palmerston, being Part 1 on Registered Plan 13R-23001 (Palmerston Lake);

be declared as surplus and sold to the adjoining owner. Appraisal of the properties are not necessary as these are Shore Road Allowances;

**And That** Council will consider a By-law later in the meeting to Stop-up, Close and Sell a Portion of the Shore Road Allowance.

**Carried**

f) ***Clerk/Planning Manager: Attendance at the 2023 OEMC Conference (Sept. 6-8, 2023)***

479-23

Moved by Councillor Fred Fowler

Seconded by Councillor Roy Huetl

**Be it Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Attendance at the 2023 OEMC Conference (Sept. 6-8, 2023)".

**Carried**

g) ***Deputy Clerk/Assistant to the Planning Manager: 2023 Ontario Association of Committee of Adjustment & Consent Authorities (OACA) Seminar***

480-23

Moved by Councillor Roy Huetl

Seconded by Councillor Fred Fowler

**Be It Resolved That** Council receives for information an Administrative Report from the Deputy Clerk/Assistant to the Planning Manager entitled "2023 Ontario Association of Committee of Adjustment & Consent Authorities (OACA) Seminar".

**Carried**

h) **Deputy Mayor Inglis: AMO/LAS Municipal Energy Symposium November 2-3, 2023**

481-23

Moved by Councillor Stephanie Regent

Seconded by Councillor Wayne Good

**Be It Resolved That** Council receives for information the Deputy Mayor's Administrative Report entitled "AMO/LAS Municipal Energy Symposium November 2-3, 2023".

**Carried**

i) **Director of Emergency Services: Community Emergency Preparedness Grant (CEPG) 2023-2024**

482-23

Moved by Councillor Stephanie Regent

Seconded by Councillor Wayne Good

**Be It Resolved That** Council receives the Director of Emergency Services/Fire Chiefs (DESFC) Administrative Report entitled "Community Emergency Preparedness Grant (CEPG) 2023-2024." for information purposes;

**And That** Council directs the DESFC to proceed with the application for the Community Emergency Preparedness Grant for generators, a sand bagging machine/sandbags and Emergency Control Group training;

**And That** Council directs the CAO to sign the Application and enter into a funding Agreement upon the Township's successful Application.

**Carried**

j) **Manager of Community Development: Electric Vehicle Charging Stations**

483-23

Moved by Councillor Stephanie Regent

Seconded by Councillor Wayne Good

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "EV Funding Programs".

**And That** Council instructs the MCD to apply for the following funding opportunity in early 2024:

Charged for Change funded by Earth Day Canada (partnership with Aviva Canada Inc) for 100% funding for four (4) level two charging stations at the following locations:

- Snow Road Community Hall
- Ompah Community Hall
- Clar Mill Community Hall
- Barrie Community Hall

**And That** Council wishes to have the level 2 chargers free for public use;

**And That** Council directs the CAO to sign the Application and enter into a funding agreement with the Charged for Change funding program upon the Township's successful application;

**And That** Council directs the MCD to install the Electric Vehicle Charging Stations at the above locations if the Township is successful with its applications for funding.

**Carried**

484-23

Moved by Councillor Stephanie Regent

Seconded by Councillor Wayne Good

**Be It Resolved That** Council receives for information the Manager of Community Development's (MCD) Administrative Report entitled "EV Funding Programs".

**And That** Council instructs the MCD to apply for the following funding opportunities in early 2024: Electric Vehicle ChargeON Program (75%) stacked with Zero Emission Vehicle Infrastructure Program (ZEVIP) (15%) for two (2) level three charging stations at the Municipal Office with the Township paying for the remaining 10% of \$28,000 coming from the Infrastructure Sustainability Reserve Fund;

**And That** Council wishes to have the level 3 chargers pay for use at a cost determined by the MCD in consultation with the CAO and Treasurer;

**And That** Council directs the CAO to sign and enter into a funding agreement with the ChargeON Program (75%) stacked with Zero Emission Vehicle Infrastructure Program (ZEVIP) (15%) upon the Township's successful application;

**And That** Council directs the MCD to install the Electric Vehicle Charging Stations at the Municipal Office if the Township is successful with its applications for funding.

**Carried**

k) ***Manager of Community Development: Crown Land Stewardship Program (CLSP) Camping Fees***

485-23

Moved by Councillor Stephanie Regent

Seconded by Councillor Wayne Good

**Be It Resolved That** Council receives for information the Administrative Report from the Manager of Community Development entitled "Crown Land Stewardship Program (CLSP) Camping Fees;"

**And That** Council approves in principle the amendments to the Fees & Charges By-law Section 'D' , with the following: change the campsite per night fee from \$22.50 to \$25.00 (plus \$3.00 Administrative Fee) effective January 1, 2024;

**And That** Council instructs the Clerk to schedule a Public Meeting to amend the Fees & Charges By-law at an upcoming meeting and remove Schedule A of By-law #114-13.

Carried

l) **Public Works Manager: Kashwakamak Waste Site - Update Regarding Permits (Res #410-23)**

486-23

Moved by Councillor Stephanie Regent

Seconded by Councillor Wayne Good

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Kashwakamak Waste Site - Update Regarding Permits (Res #410-23)";

**And That** Council authorizes the Chief Administrative Office to sign the required Land Use Applications and Site Plans;

**And That** the Public Works Manager will report to Council regarding the status of approvals and proposed schedule for site work at a future meeting;

**And That** details regarding the additional funding required to complete the work will be brought forward for Council's consideration in 2024.

Carried

m) **Treasurer: 2024 WSIB Rate for Fire Volunteers**

487-23

Moved by Councillor Stephanie Regent

Seconded by Councillor Wayne Good

**Be It Resolved That** the Council of the Corporation of Township of North Frontenac receives the Treasurer's Administrative Report entitled "2024 WSIB Rate for Fire Volunteers" for information purposes;

**And That** Council of the Township of North Frontenac set Workplace Safety and Insurance Board (WSIB) at the maximum coverage for 2024, being \$112,500 for Volunteer Firefighter personnel in Wards 2 & 3;

**And That** the maximum number of members of the brigade shall not exceed 30 members per station, plus the Director of Emergency Services/Fire Chief and Assistant Fire Chief.

Carried

n) **Treasurer: Cost of Living Adjustment (COLA) for 2024**

488-23

Moved by Councillor Stephanie Regent

Seconded by Councillor Wayne Good

**Be It Resolved That** Council receives for information the Treasurer's Administrative Report entitled "Cost of Living Adjustment (COLA) for 2024";

**And That** Council approves an increase of 3.5% plus consideration for an additional increase at budget time.

Carried

**o) Treasurer: 2024 Draft Budget Proposed Meeting Dates**

489-23

Moved by Councillor Roy Huetl

Seconded by Councillor Fred Fowler

**Be It Resolved That** Council receives the Chief Administrative Officer and Managers' Administrative Report entitled "2024 Draft Budget Proposed Meeting Dates" for information purposes;

**And That** Council tentatively sets the 2024 Budget Meeting(s), for the following dates/purposes (subject to change, with advance notice given):

- Special Meeting - Tuesday, February 6, 2024 at 9:00 a.m. - Operating & Capital Budget
- Friday, February 23, 2024 at 9:00 a.m. - The 2024 draft final Budget will be presented for Council to consider the proposed Tax Rate By-law later in the meeting.

**Carried**

**p) CAO and Clerk Planning Manager - North Frontenac Township Agreement with Canadian Radiocommunications Information and Notification Services (CRINS-SINRC).**

490-23

Moved by Councillor Roy Huetl

Seconded by Councillor Fred Fowler

**Be It Resolved That** Council receives for information the Chief Administrative Officer and Clerk Planning Manager's Administrative Report entitled "North Frontenac Township Agreement with Canadian RadioCommunications Information and Notification Services (CRINS-SINRC)";

**And That** Council directs staff to provide notice to CRINS-SINRC that if the Township has not received the Land Use Authority Recommendation Reports prior to the end of day on November 29, 2023 that the Township is rescinding their authority to act on behalf of North Frontenac Township as the Land Use Authority effective November 30, 2023 and to stop work on all current applications within the jurisdiction of the municipality, and return said back to the municipality;

**And That** if CRINS-SINRC does not fulfill their obligation Council adopts Industry Canada's RadioCommunication and Broadcasting Antenna Systems (CPC-2-0-03) updated effective July 2022 as the process for reviewing and approving land use issues associated with Antenna Systems siting proposals.

**Carried**

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

None.

**12. Giving Notice of Motion (By a Member of Council to the Clerk for Council's**

**consideration for inclusion on the next Meeting Agenda)**

None.

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

None.

**14. Council Portfolio Verbal Reports**

- a) *Each Council member has a portfolio for which they are responsible and provided a verbal report for information purposes.*

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

- a) ***By-laws for Consideration***

491-23

Moved by Councillor Wayne Good

Seconded by Deputy Mayor John Inglis

**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:

- By-law #2023-75 - Shore Road Closing - Hamilton and Stroobach-Jackson;
- By-law #2023-76 - Road Closing - Stroobach-Jackson and Witteveen-McClure

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

**Carried**

**16. Public Forum**

**17. Closed Session**

- a) ***Closed Meeting of Council***

492-23

Moved by Councillor Roy Huetl

Seconded by Councillor Fred Fowler

**Be It Resolved That** Council retires to Closed Session at 11:13 a.m. to:

- a. Adopt Minutes of a Closed Meeting dated November 3, 2023;
- b. Consider a proposed or pending acquisition or disposition of land by the municipality or local board;
- c. Discuss personal matters about an identifiable individual, including municipal or local board employees; and
- d. Discuss litigation and potential litigation.

**Carried**

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

*The Mayor advised that, during Closed Session, Council:*

- a. *Adopted Minutes of a Closed Meeting dated November 3, 2023;*
- b. *Considered a proposed or pending acquisition or disposition of land by the municipality or local board;*
- c. *Discussed personal matters about an identifiable individual, including municipal or local board employees; and*
- d. *Discussed litigation and potential litigation.*

493-23

Moved by Councillor Fred Fowler

Seconded by Councillor Roy Huetl

**Be It Resolved That** Council accepts the resignation of Barb Sproule, Chair of the Committee of Adjustment/Planning Advisory Committee, and wishes to acknowledge her many years of service to the Township as a member of the Committee.

**Carried**

## 19. Confirmatory By-law

- a) **Confirming By-law**

494-23

Moved by Councillor Roy Huetl

Seconded by Councillor Fred Fowler

**Be It Resolved That** By-law #2023-77, being a By-law to confirm all actions and proceedings of Council for its Regular Meeting held November 24, 2023 be read a first, second, and third time and finally passed.

**Carried**

## 20. Adjournment

- a) **Adjournment of the Council Meeting**

495-23

Moved by Councillor Fred Fowler

Seconded by Councillor Roy Huetl

**Be It Resolved That** Council adjourns the Meeting at 11:43 a.m. until December 15, 2023 or at the call of the Chair.

**Carried**

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Mayor

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Clerk

**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
**Approved by:**  
**Date of Meeting:** 15 Dec 2023  
**Re:** Communications of Interest

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

1. Prince Edward County re: Request for Support re: Ministry of Environment Conservation and Parks (MECP)-Proposal to Expand the use of the Permit-by-rule;
2. Lakelands Family Health Team re: New Doctor Recruitment Video with Dr. Matt Dumas;
3. Municipality of South Bruce re: Request for Support - Ontario Association of Sewage Industry Services (OASIS);
4. Town of Orangeville re: Request for Support - Ontario Works Financial Assistance Rates;
5. Municipality of Shuniah re: Request for Support - Unnecessary Noise - Engine Brakes;
6. Lennox and Addington Hospital Foundation re: Newsletter and Request for Support;
7. Severance File #B12/23 - Creation of One New Lot - 15178 Road 509 - Notice of Decision;
8. File #B16/23 - Creation of One New Lot - 1160 Parsons Lane - Notice of Decision;
9. Severance Files #B17/23 & B18/23 - Creation of Two (2) New Lots - 1258 South Road - Notice of Decision;
10. Minor Variance File #A15/23 - 3763B Buckshot Lk Rd - Minor Variance & Request for Permission - Notice of Decision - Free;
11. Minor Variance File #A14/23 10960 Snyder Bay Lane - Notice of Hearing Hendriks;
12. Mississippi Valley Conservation Authority re: Revised Fee Schedule 2024;
13. Federation of Ontario Cottagers' Association re: November Elert;
14. Ombudsman Ontario re: November Newsletter;
15. Ombudsman Ontario re: Municipal Integrity Commissioners;
16. Township of Puslinch re: Request for Support - Illegal Land Use Enforcement;
17. Municipality of Tweed re: Request for Support - 1/3 Funding Grant Programs;
18. Lions Club of Land O'Lakes re; Request for a Letter of Support.

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

1. Request for Support re: Addington Highlands and MTO - Traffic Lights Highways 41 and 7 Intersection;
2. Lake Lands Family Health Team re: Physician Incentives;
3. County of Frontenac re: Request for Support- Eastern Ontario Rail Trail Tourism Project.

**From:** Tara Mieske  
**Sent:** November 20, 2023 10:20 AM  
**To:** Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Corey Klatt; Brooke Drechsler; Sonia McLuckie  
**Subject:** Communications - Request for Support re: Addington Highlands and MTO - Traffic Lights Highways 41 and 7 Intersection

Good Morning – For inclusion in the December 15, 2023, Council Agenda, Communications, B Section per Mayor Lichty. Thanks Tara

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

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**From:** Gerry Lichty  
**Sent:** November 20, 2023 9:57 AM  
**To:** Tara Mieske  
**Subject:** Fwd: Hi

Can you add this to section A for our next meeting? I will then move it forward onto the agenda.

Gerry

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**From:** Myles McDonell  
**Date:** November 20, 2023 at 9:49:31 AM EST  
**To:** Gerry Lichty  
**Subject:** Hi

Favour

Can North Frontenac Council or yourself send something to Addington Highlands Council that North Frontenac is 100% supporting them on getting the MTO to put traffic lights at 41 and 7 intersection.

Thanks  
Myles

**From:** Tara Mieske  
**Sent:** December 5, 2023 3:49 PM  
**To:** Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Corey Klatt; Brooke Drechsler; Sonia McLuckie  
**Subject:** Communications - Lake Lands Family Health Team re: Physician Incentives

Good Afternoon – For inclusion in the December 15, 2023, Council Agenda, Communications, B Section. Thanks Tara

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

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**From:** Janice Powell  
**Sent:** December 3, 2023 12:41 PM  
**To:** Corey Klatt  
**Subject:** Fwd: Physician incentives

Good morning:-

First, I would like to thank the Townships of Addington Highlands and North Frontenac on behalf of our Family Health Team for providing funds to assist us in hiring a physician recruiter. I am pleased to report that our recruiting efforts are going well.

The Ontario College of Physicians, in a recent news release, states that as of March 2022, approx. twenty-eight thousand residents in the Kingston, Frontenac, Lennox and Addington region have no family doctor, and this could double in three years.

There is a downward trend in family doctors choosing family medicine (less than 30%), and a recent survey of family doctors shows that 65 percent are planning to change or leave their practices.

It is imperative that we recruit another physician to our team, and to that end, I am requesting that the same incentives be given to future doctors as was given to two previous doctors: **\$30,000 per year** for five years, with the first instalment paid the day that the physician commences at the team.

The \$30,000 would be split between the Townships, Addington Highlands and North Frontenac, with the first payment in 2024. As you can see, I am very optimistic.

Looking forward to hearing from you,

Jan Powell  
Executive Director  
Lakelands Family Health Team  
Telephone: (613)336-3121  
Fax: (613)336-2819

**From:** Tara Mieske  
**Sent:** December 8, 2023 9:51 AM  
**To:** Stephanie Regent; Fred Fowler; Gerry Lichty; John Inglis; Roy Huetl; Vernon Hermer; Wayne Good  
**Cc:** Corey Klatt; Brooke Drechsler; Sonia McLuckie  
**Subject:** Communications - County of Frontenac re: Request for Support- Eastern Ontario Rail Trail Tourism Project

Good Morning – For inclusion in the December 15, 2023, Council Agenda, Communications, B Section. Thanks Tara

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

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**From:** Richard Allen  
**Sent:** December 7, 2023 10:08 AM  
**To:** Brooke Ross  
**Subject:** Request for Support: Eastern Ontario Rail Trail Tourism Project

Hello Brooke,

I hope you are well! Below is a brief overview of a project I am working on with our neighbours to elevate the K&P Trail as a tourism product. I'm mostly just looking for a letter of support at this stage, but am happy to loop you in if you'd like to be more involved. I need the letter of support at your earliest convenience, but I intend to submit my grant application by December 14 or 15.

The Eastern Ontario Rail Trail Tourism Project is a collaborative effort between Economic Development and Tourism staff from Frontenac, Lanark, Leeds & Grenville, Renfrew, and the Town of Smiths Falls, in partnership with Ontario's Highland's Tourism Organization. The primary aim of this project is to establish a world-class tourism attraction by developing a 350-kilometer off-road loop comprising the Algonquin, Ottawa Valley, Cataraqui, and K&P Trails.

The project aligns with the standards set by the Trans Canada Trail and incorporates the Trail Tourism Plan outlined in the Federal Government's Tourism Growth Strategy. By elevating these trails to meet "Tourism Ready" standards, we aim to increase visitor volumes to our region and distribute the economic benefits of tourism across the rural communities along the Eastern Ontario Rail Trail Loop.

The project is structured in three phases, scheduled to take place from 2024 to 2026:

1. **Assessment:** An experienced trails consultant, Jane McCullough, will evaluate the market readiness of the three trails and provide recommendations. This includes attracting key private investments such as accommodations, outfitters, and food and beverage providers.

2. **Action:** Implementation of the recommendations to ensure the trails meet a minimum standard of market readiness. Economic Development staff will facilitate the attraction of identified businesses, and communities will be encouraged to support the trails through cooperation and joint initiatives.
3. **Promotion:** Once the trail loop is at or near its minimum level of market readiness, we will launch campaigns to promote the product to relevant markets in North America and beyond, establishing it as a signature experience in Canada.

To move this initiative forward, we are submitting an application to the Tourism Growth Fund for funding support. We kindly request a letter of support from your organization to strengthen our application. Additionally, we welcome financial contributions, staff time, or other in-kind contributions if they align with your organization's objectives.

Your support is instrumental in realizing the full potential of this project and contributing to the economic development of our region. Please feel free to reach out if you require any further clarification or if you are open to discussing potential collaboration.

Thank you for considering our request, and we look forward to the possibility of working together to make the Eastern Ontario Rail Trail Tourism Project a resounding success.

Sincerely,

Richard

**Richard Allen (he/him)**  
Manager of Economic Development  
Planning and Economic Development  
County of Frontenac





**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 15 Dec 2023  
**Re:** Appointment of Deputy Mayor

**Recommendation:**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Appointment of Deputy Mayor”;

**And That** Council receives for information the presentation(s) from:

\_\_\_\_\_

\_\_\_\_\_

**And That** Council appoints \_\_\_\_\_ as the Deputy Mayor for a one year term;

**And That** Council will consider an Appointing By-law later in the Meeting.

**Background:**

Section 14.2 of the Township's Procedural Policy states:  
"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".

At the meeting on December 16, 2022, Council passed the following Resolution:

**Resolution #457-22 Moved by Councillor Huetl Seconded by Councillor Fowler**

**Whereas** Council deferred the nominations for Deputy Mayor at their Inaugural Meeting until the December 16, 2022 Meeting;

**Therefore Be It Resolved That** Council receives for information the presentation(s) from: Councillor John Inglis and Councillor Roy Huetl;

**And That** Council appoints Councillor John Inglis as the Deputy Mayor for a one year term;

**And That** Council will consider an Appointing By-law later in the Meeting.

**Carried**

**Researched By:**

Tara Mieske, Clerk/Planning Manager  
Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager

**Comments:**

Based on the Procedural Policy it is recommended any Member of Council who wishes to be considered for the Deputy Mayor position provide a presentation to Council at this time. Once the presentations are complete Council will vote to select the Deputy Mayor for 2024. If the Member chosen is not the incumbent, the Clerk's Department will arrange for updates to the Township's Website and the Members business cards, etc. The Treasurer will arrange for the Deputy Mayor to have signing authority for financial matters in the absence of the Mayor. The Community Emergency Management Coordinator will arrange for training with respect to the Emergency Plan.

**Financial Impact:**

No impact to budget.

**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 15 Dec 2023  
**Re:** Delegated Authority for Undisputed Consents

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Delegated Authority for Undisputed Consents";  
**And That** Council will consider a By-law to Delegate Authority for Undisputed Consents later in the meeting.

### Background:

At the meeting on September 7, 2023, Council passed the following Resolution:

**Resolution #378-23 Moved by Councillor Hermer Seconded by Councillor Fowler**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Proposal to Streamline the Planning Approval Process for Undisputed Consents";  
**And That** Council instructs the Clerk to prepare a By-law to Delegate Approval to the Clerk/Planning Manager for Undisputed Consents for Council's consideration at an upcoming meeting;

**And That** Council instructs the Clerk/Planning Manager to prepare a list of standard conditions for Council's consideration;

**And That** upon adoption of the By-law, Council instructs the Clerk/Planning Manager to report back to Council within 12-18 months of implementation on the effectiveness of the delegated approval process.

**Carried**

### Researched By:

Tara Mieske, Clerk/Planning Manager  
Brooke Drechsler, Deputy Clerk/Assistant to the Planning Manager  
Dmitry Kurylovich, Community Planner, County of Frontenac

### Comments:

Undisputed consent applications are severance applications that propose limited lot creation, lot enlargements, lot line adjustments, and creation of easements that meet all applicable planning policies and regulations and have not received any objections from technical agencies (i.e. Conservation Authorities) and/or members of the public.

The process under Delegated Approval will remain similar to the current process for severance applications considered by the Committee of Adjustment (Committee). Township staff will schedule a pre-consultation meeting with applicants to review the proposed development. If an application is submitted, a Notice of the completed application will be provided to the appropriate commenting

agencies (i.e. Conservation Authorities) and neighbouring property owners within 60 metres of the subject property, as per the Planning Act. A site inspection will be done by County Planning Staff or Township staff.

It is important to clarify that site visits are an important part of the planning team's due diligence when it comes to their professional recommendations. County planning staff visit most properties where applications are proposed to ensure that each lot contains a sufficient development envelope and to ensure there are no evident concerns that were not captured during the desktop review of the application. In addition to this, the site is also visited by staff from the Conservation Authority to ensure that the property proposed for severance and the retained parcel contain sufficient development envelopes that are located far enough away from any regulated natural hazards. Since there are usually multiple applications proposed at one time, County planning staff will schedule a batch of site visits on the same day to optimize staff resources. The current process results in a duplication of site visits from both the planner on file and a member of the Committee of Adjustment on routine applications with no policy or technical concerns. If County Planning staff do not attend the site, Township staff will attend the site prior to the application being considered.

Once the circulation is completed and comments provided, the Planners will prepare a planning analysis/memo (Attachment #1). Once the planning analysis is received Township planning staff will complete the Delegated Approval Checklist (Attachment #2). If there are not any outstanding concerns noted in the checklist, including any outstanding public or agency comments or technical concerns, the Clerk can approve the application.

If there are any outstanding public or agency comments or technical concerns, etc. identified on the Checklist the application will be provided to the Committee for consideration. It should be noted Members of Council, Members of the Committee, neighbouring property owners, County or Township staff, or other interested parties can request the application be elevated to the Committee per the Policy for Elevating Disputed Consents to the Committee of Adjustment (Attachment #3).

Whether the decision to grant the conditional consent is made by Township staff or the Committee the Notice of Decision including the applicable conditions will be circulated as per the Planning Act and will be subject to the 20 day appeal period. The applicant(s) will have two years to complete the conditions set out in the Notice of Decision. Staff have prepared a list of Standard Conditions that are applicable to most applications (Attachment #4). Where other conditions are required, based on comments from technical agencies or studies completed in support of the application, these will be included in the decision. If the applicant does not agree with the proposed conditions, then the application will be elevated to the Committee for a decision.

Township staff anticipate the Delegated Approval process will create a more efficient process. Applications can be processed in less time which will benefit the applicants. The time spent by the County Planners preparing reports and making presentations to the Committee on simple undisputed applications will be reduced which will reduce the contract costs for planning services. It will also reduce the workload on the Committee and length of Committee meetings allowing them to focus on more complex consent applications that are contentious or that have outstanding technical or policy issues, as well as Minor Variance/Request for Permission applications.

Changes to the Planning Act, Section 41(4.0.1) required Council to delegate authority to an officer, employee or agent of the municipality as an authorized person for the purpose of approving site plan applications. On June 30, 2022, Council passed By-law #45-22 delegating authority to the Clerk. It is recommended all delegated authority for planning applications be contained in one By-law. Therefore;

if Council approves delegated authority for undisputed consents, By-law #45-22 be repealed and incorporated into the new By-law.

**Attachments:**

[Attachment #1 Memo](#)

[Attachment #2 Checklist for Delegated Approval](#)

[Attachment #3 Procedure to Elevate Disputed Consents](#)

[Attachment #4 Standard Conditions](#)



## Planning Memo

**To:** Clerk/Planning Manager, Township of North Frontenac

**Prepared By:** [Redacted] Community Planner, County of Frontenac

**Reviewed By:** [Redacted] Manager, Community Planning, County of Frontenac

**Re:** Application for [Type of Application]

**Address:**

**Legal Description:**

**File Number:**

**Owner(s):**

**Applicant**

**Date Prepared:**

**Public Comment Deadline:**

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### Recommendation:

That the proposed application meets all relevant policies and provisions and that the Clerk/Planning Manager of the Township of North Frontenac, subject to the delegated authority provide by By-Law Number 2023-XX, approve this application for consent, subject to the conditions outlined in Appendix A of this report.

### Proposal:

[Description of proposal]

**Proposed Severed Lot:**

Information Category	Response
Area	
Road Frontage	
Waterfront	
Existing Development and Use	
Proposed Development or Use	

**Proposed Retained Lot:**

Information Category	Response
Area	
Road Frontage	
Waterfront	
Existing Development and Use	
Proposed Development or Use	

**Background Information**

**Existing Lot:**

	Response
Official Plan designation	
Zoning	
Current size (area) of subject property	
Existing road frontage and access	
Waterfrontage	

Information Category	Response
Natural heritage features	
Existing development	
Surrounding land uses	

### Pre-application Consultation:

The applicant consulted with Township and County staff prior to submitting these applications [and revised their initial proposals in accordance with feedback received].

### Public Notice

Notice of the application and decision date was given in accordance with the requirements of the Planning Act. A notice was mailed to all property owners within 60 metres of subject property on DATE. The applicant posted the notice on the property on DATE

Township staff confirmed that the application can be approved at the staff level on DATE.

## Comments

**[Name]** Conservation Authority

**[Insert comments]**

## Septic Review

**[Insert comments]**

**[Other Agencies/Municipal Departments providing comments]**

**[Insert comments]**

## Public Comments

**[Insert comments]**

## Conformity and Consistency with Policy Planning Documents

Applications for consent are required to be consistent with the Provincial Policy Statement, 2020 and conform to both the County of Frontenac Official Plan and the Township of North Frontenac Official Plan. It is the opinion of planning staff that the proposed consent is consistent with and conforms to the planning policies of all these documents.

## Planning Analysis and Considerations

This application was reviewed against the policies of the Provincial Policy Statement, the County of Frontenac Official Plan, and the Township of North Frontenac Official Plan. The checklist below summarizes all relevant policies by theme.

Planning Criteria	Yes	No	Not Applicable
Does the proposal have regard to the matters under Section 51(24) of the <i>Planning Act</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a plan of subdivision necessary for the proper and orderly development of the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do both the proposed and retained lots meet the minimum road frontage of the Zoning By-law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do both the proposed and retained lots meet the minimum waterfrontage required by the Zoning By-law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do both the proposed and retained lots meet the minimum lot size required by the Zoning By-law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Planning Criteria</b>	<b>Yes</b>	<b>No</b>	<b>Not Applicable</b>
Is the proposed right-of-way able to accommodate access by emergency vehicles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the application meet any minimum distance separation setbacks (livestock facilities, aggregate resources, landfills, industrial facilities)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a sufficient development envelope to support new development on both the retained and proposed lot that meet all required separation distances from natural heritage features (wetlands, waterbodies, streams)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the application conform to the natural heritage policies of the Township's Official Plan, County Official Plan, and the Provincial Policy Statement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a sufficient development envelope on both the proposed new and retained lots outside of any regulated natural hazards (floodplain, steep slopes, organic and unstable soils)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do any municipal services need to be expanded to accommodate the proposed new lot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do both the retained and proposed new lots have an area where a new entrance can be constructed without any conflicts with the Township Road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the application conform to the general character of the Township and nearby area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any outstanding issues raised by the public that have not been resolved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any outstanding issues raised by any technical agencies that have not been resolved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other policy issues that remain unresolved that have not been mentioned in the report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other outstanding issues that have not been resolved at the time of preparing this report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Conclusion**

Planning staff are of the opinion that a plan of subdivision is not required for the orderly development of the municipality in this instance, and that the proposed consent is consistent with and conforms to the required policies and provisions of the province, the County of Frontenac, and the Township of North Frontenac.

## **Attachments**

Appendix A: Draft Conditions of Approval

Attachment 1: Key Map

Attachment 2: Applicant Submitted Site Plans.

## Appendix A: Draft Conditions of Approval

**Note:** Conditions are a decision of the Committee of Adjustment; the conditions below are recommended. The final approved conditions will be included in the signed decision.

### Recommended Conditions for Consent Application BXX/XX

#### Expiry Period

1. Conditions imposed must be met within two years of the date of the Notice of Decision, as required by Section 53(41) of the Planning Act, RSO 1990, as amended. If conditions are not fulfilled as prescribed within two years, the application shall be deemed to be refused. Provided that all conditions are satisfied, the Certificate of Official is to be presented to the Secretary-Treasurer, Committee of Adjustment for certification under Section 53(42) of the Planning Act, R.S.O. 1990 as amended, within two years of mailing of the Notice of Decision.
2. The Certificate of Official must be registered within two years from the issuance of the Certificate as required under Section 53(43) of the Planning Act, R.S.O. 1990, as amended. A copy of the registered transfer certificate shall be provided to the Secretary-Treasurer, Committee of Adjustment to complete the file.

#### Severed Lands

3. The proposed lot will be approximately XX hectares (XX acres) in area with XX metres (XX feet) of frontage along [road].

#### Survey/Reference Plan or Registerable Description

4. An acceptable reference plan or legal description of the severed lands in duplicate [Registry Act, s.81, Land Titles Act, s. 150], the deed or instrument conveying the severed lands, and the Certificate of Official shall be submitted to the Secretary-Treasurer for review and consent endorsement within a period of two years [Planning Act, s. 53(41)] after the date of Decision [Planning Act, ss. 53(17) and 53(24)].
5. The applicant or his/her solicitor shall prepare and submit to The Corporation of the Township of North Frontenac, a transfer or such other required form of document necessary to implement the consent, including Form 1, Form 2, Form 3, or Form 4, as applicable, prescribed by Ontario Regulation 197-96, for endorsement by the Secretary-Treasurer of the Committee of Adjustments for the municipality. This transfer or other legal document shall be provided to the municipality within a period of two years after Notice of Decision was given under subsection 53(15) or 53(24) of the *Planning Act*.
6. The surveyor or owner shall submit the draft Reference Plan electronically, or in paper form, for review and approval by planning staff prior to depositing the Reference Plan with the Land Registry Office.

7. That the description of the parcel being severed, and the names of the Transferor and Transferee are included on the schedule attached to the deed of the land.

### **Municipal Requirements**

8. That the Township of North Frontenac receives a payment of the value of five percent of the land for parkland dedication, pursuant to Section 53(13) of the Planning Act, and in accordance with By-Law Number 34-19.
9. Payment of the balance of any outstanding taxes and local improvement charges shall be made to the Township Treasurer. This includes all taxes levied as of the date of the stamping of the deeds.
10. In the event that there are abandoned wells located on the property being severed, they be sealed in accordance with the requirements of the Ministry of the Environment, Conservation and Parks.
11. Where a violation of the Township of North Frontenac Zoning By-Law is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Municipality.
12. That confirmation is filed with each application file that conditions have been fulfilled to the municipality's satisfaction.



**Delegated Approval Checklist**

Name(s) of All Registered Property Owner(s)

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File #: \_\_\_\_\_

Assessment Roll Number: 1042 \_\_\_\_\_

Civic Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

<b>Submission</b>	<b>Yes</b>	<b>No</b>	<b>Not Required</b>
Complete site plan reviewed by planning staff			
Septic review comments received			
Conservation Authority comments received			
Other agency comments received			
Are all supporting technical studies submitted and peer reviewed?			
Are there any outstanding issues identified by the peer reviewers?			
Has a site visit been complete?			
Are there any issues associated with access to the lot?			
Does the application meet all Zoning provisions?			

Submission	Yes	No	Not Required
Are there any agency objections, concerns, or outstanding issues?			
Are there any outstanding concerns from neighbours?			
Does the planning analysis/memo identify any outstanding issues?			
Are any non-standard conditions required to support the application that the applicant has not agreed to? (e.g., major re-zoning, development agreements, etc.)			
Can this application proceed under the Delegated Approval By-law? If no, please explain reasons in the notes section below			

**Notes:**

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Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

## **Policy for Elevating Undisputed Consents to the Committee of Adjustment**

The purpose of this document is to serve as instructions and procedure for elevating disputed consents to the Committee of Adjustment for decision.

**Consent applications may be elevated to the Committee of Adjustment prior to the date of decision listed on the public notice for the following reasons:**

1. If there are outstanding land-use issues identified by members of the public that cannot be rectified by planning staff.
2. If the application appears to conflict with the provisions of the Township Zoning By-law, Township Official Plan, or other applicable policies and statues.
3. If the application requires a minor variance.
4. If there is a disagreement between staff, the applicant, and/or a third party about applicable provisions or policies that need to be interpreted by the Committee of Adjustment.
5. If the application requires a non-standard condition to be supported that the applicant does not agree to.
6. If there is a disagreement regarding the standard conditions imposed on the application that cannot be resolved by staff.

**Consent applications can be elevated by the following individuals:**

- The property owner, applicant, and their agent(s).
- Members of Township Council.
- Members of the Township Committee of Adjustment.
- Township CAO, Clerk, and Planning staff and their designates.
- Members of the public.
- Technical review agencies whose policies or provisions conflict with the proposal.

**The property owner, applicant, and their agent(s).**

The property owner, applicant, or their agents can request to elevate the application to the Committee of adjustment for any reason by contacting the Township Clerk/Planning Manager.

**Members of Township Council and Committee of Adjustment**

Members of Council or Committee of Adjustment shall contact the Township Clerk/Planning Manager and inform them of their intention. A reason shall be provided for elevating the application in writing to the Clerk/Planning Manager prior to the deadline listed on the public notice.

**Neighbours or other interested parties.**

The application shall be elevated to the Committee of Adjustment for decision if there are any objections or unresolved issues that have been identified by neighbours or other interested parties prior to the deadline listed on the public notice. Objections or

concerns with the application shall be provided to the Township Clerk/Planning manager.

## Standard Conditions for Undisputed Consent Applications:

All consent applications (lot creation, lot addition, creation of easement) are required to complete all associated conditions before final approval and a Certificate of Official can be issued. The Planning Act requires that all conditions be fulfilled within two years of the date of the Notice of Decision. If conditions are not fulfilled, the consent application will lapse, and a new application and fees will be required, as the Planning Act does not provide for extensions.

Below is a list of standard conditions that are commonly included with consent applications. The conditions attached to a particular decision will be listed in the Notice of Decision; please review the notice for specific conditions. If you are unsure how to complete a condition listed on your Notice of Decision and it is not listed here, please contact planning staff.

**Please Note:** You will require a surveyor and lawyer to fulfill the conditions and may require additional professional services such as an engineer. All costs associated with the fulfillment of conditions are the responsibility of the applicant and are in addition to the application fee submitted to the Township.

### Conditions for all applications:

Type	Condition Wording	Explanation
<b>Condition Fulfillment Timeline</b>	Conditions imposed must be met within two years of the date of the Notice of Decision, as required by Section 53(41) of the Planning Act, RSO 1990, as amended. If conditions are not fulfilled as prescribed within two years, the application shall be deemed to be refused.	All conditions must be completed within two years of the date of the Notice of Decision. The Planning Act does not provide for an extension of the timeline.
<b>Draft Reference Plan (Survey) for Township Review</b>	The surveyor or owner shall submit the draft Reference Plan electronically, or in paper form, for review and approval by planning staff prior to depositing the Reference Plan with the Land Registry Office.	The applicant shall submit the draft reference plan before it is registered. This ensures that the survey matches the approved consent.
<b>Final Reference Plan or Legal Description</b>	A plan of the land prepared by an Ontario land surveyor, to be known as a reference shall be deposited for the record in the	The applicant must submit the following: - two paper copies; or

Type	Condition Wording	Explanation
	land registry office or the land registrar orders it does not apply per Section 150 of the Land Titles Act, RSO 1990, as amended.	- a digital copy of the registered reference plan; or - an exemption obtained from the Land Registry Office waiving the need for a survey.
<b>Description of Severed Lands</b>	The proposed lot will be approximately XX hectares (XX acres) in area with XX metres (XX feet) of frontage along Road xxx.	Describes the land for the new lot.
<b>Description of Benefiting Lands (Only for lot additions)</b>	The lands to be severed are for the purpose of a lot addition to adjacent lands described as Property Identification Number XXXXX-XXXX (Insert Property Address	Describes the lands that will be removed from the property and the land it will be added to (benefitting lands).
<b>Description of Benefiting Lands (Only for easements/right-of-way parcels)</b>	This property benefiting from this application is XX hectares (XX acres) in area with approximately XXX metres (XXX feet) of waterfront. It is described as [Legal Description and Property Identification Number]	Describes the property (benefitting lands) that will receive the easement and/or right-of-way.
<b>Entrance Requirement (Properties on Provincial Highways and Township Roads)</b>	That the Applicant(s) shall ensure an entrance is installed from XX Road to the lot proposed through Consent Application BXX/XX, including obtaining the required entrance permit.	The applicant needs to apply for and receive an entrance permit and construct the entrance for the new lot.
<b>Order of Lot Creation (Applicable to the creation of more than one lot or a lot addition prior to a new lot)</b>	The consent proposed through consent application BXX/XX shall be finalized and registered with the Land Registry Office prior to the signing of the certificate of official for the creation of this lot.	The applicant needs to ensure the other approved lot/lot addition are completed to ensure a new lot is not inadvertently created

Type	Condition Wording	Explanation
		without completing the conditions.
<b>Entrance Requirement (Properties on Private Lanes)</b>	That the Applicant(s) shall ensure an entrance is installed from XX Lane to the lot proposed through Consent Application BXX/XX.	The applicant needs to construct an entrance for the new lot.
<b>Civic Sign Installation</b>	That the Applicant(s) shall apply for and purchase a civic address sign to be installed as per Municipal Requirements	The applicant is required to apply for a civic sign (address) for the new lot. This ensures that the lot is properly identified and emergency services can locate the property.
<b>Parkland Dedication (New Lot Only)</b>	That the Township of North Frontenac receives a payment for parkland dedication, pursuant to Section 53(13) of the Planning Act, and in accordance with By-Law Number 34-19.	The applicant is required to pay cash-in-lieu of land for all new lots. The fee is equivalent to 5% of the appraised value of the lot; or \$1,000, whichever is less.
<b>Road Widening (New Lot and Lot Additions)(Properties on Township Roads)</b>	<p>The surveyor who prepares the reference plan referred to in Condition Number X shall also determine by survey a widening of XX Road along the entire frontage of the proposed severed parcel. This right-of-way widening shall be measured 10 metres (33 feet) from the centreline of the existing travelled road (XXX Road). The owner shall dedicate to the Township land along the frontage of the severed lands, to the satisfaction of the Township, in the following manner:</p> <p>a. The land to be dedicated shall be described as a separate part on a Reference Plan of</p>	<p>The Ontario Planning Act and the Township Official Plan permit the Township to require a road widening along the frontage of the lot proposed to be created if the existing surveyed right-of-way is less than the required 20 metres (66 feet) in surveyed width.</p> <p>The road widening area must be surveyed and Transferred to the Township. The widening is generally determined by measuring 10 metres</p>

Type	Condition Wording	Explanation
	<p>Survey to be prepared and deposited at the Owner's expense and filed with the Secretary-Treasurer e;</p> <p>b. The Transfer/Deed from the Owner for the land to be dedicated shall be engrossed in the name of "The Corporation of the Township of North Frontenac", and shall include the following attached to the Transfer/Deed as a Schedule:</p> <p style="padding-left: 40px;">"The Transferor hereby transfers the lands to the municipality for the purpose of widening the adjacent highway pursuant to Section 31(6) of the Municipal Act, 2001, Chapter 25, as amended."</p> <p>c. In the event the road is a trespass road, the surveyor shall include a part to describe the existing extent of the forced road, in addition to the widening, and the applicant shall include that parcel in with the Transfer/Deed referred to in b. above.</p> <p>d. The duplicate registered Transfer/Deed for the land to be dedicated together with a letter of opinion of a solicitor qualified to practice law in the Province of Ontario addressed to the Secretary-Treasurer confirming that the municipality acquired good and marketable title to the land free and clear of all liens and encumbrances</p>	<p>(33 feet) from the centerline of the travelled road toward the new lot proposed to be created.</p> <p>If the surveyor determines that the road is a forced road, the property where the forced road is located will need to surveyed and included in the Transfer.</p> <p>The applicant's lawyer must declare that the Township is receiving the lands with a clear title. The applicant understands that they are responsible for all costs associated with this transfer and that they will not be compensated for the value of the lands added to the municipal road allowance.</p>

<b>Type</b>	<b>Condition Wording</b>	<b>Explanation</b>
	shall be delivered to the Secretary-Treasurer	
<b>Technical Zoning By-law Amendment Condition</b>	Prior to the signing of the Certificate of Official for the lot to be created through application BXX/XX, the new lot shall be rezoned from [Existing Zone] to [New Zone].	<p>This condition will require the applicant to apply for a zoning by-law amendment to re-zone either the subject or retained lands to adjust zoning.</p> <p>This condition is only to be used for technical amendments such as lot additions where the zone either needs to be extended or reduced to avoid unnecessary complications arising from split-zoned lands.</p>
<b>Violations of Zoning By-law</b>	Where a violation of the Township Zoning By-Law is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Municipality.	If a violation of the zoning by-law is discovered after provisional consent is granted, the applicant will need to fix the violation either through a minor variance or zoning by-law amendment to the satisfaction of the Municipality.
<b>Decommissioning of Abandoned Wells</b>	In the event that there are abandoned wells located on the property being severed, they be sealed in accordance with the requirements of the Ministry of the Environment, Conservation and Parks.	If any abandoned wells are located on the severed parcel, they must be sealed in accordance with the requirements of the Ministry of the Environment, Conservation and Parks

Type	Condition Wording	Explanation
		before the Certificate of Official is signed.
<b>Payment of Outstanding Balances</b>	Payment of the balance of any outstanding taxes and local improvement charges shall be made to the Township Treasurer. This includes all taxes levied as of the date of the stamping of the deeds.	Outstanding taxes must be paid on the property being severed.
<b>Confirmation of Meeting Conditions</b>	That confirmation is filed with each application file that conditions have been fulfilled to the municipality's satisfaction.	The Secretary will confirm that all conditions of the severance have been met
<b>Draft Transfer and Certification of Official Form Requirement</b>	The applicant or his/her solicitor shall prepare and submit, a transfer or such other required form of document necessary to implement the consent, including Form 1, Form 2, Form 3, or Form 4, as applicable, prescribed by Ontario Regulation 197-96, for endorsement by the Secretary-Treasurer of the Committee of Adjustments for the municipality.	The applicant's lawyer must prepare a Transfer and certificate of official using Form 1, Form 2, Form 3, or Form 4, as applicable, as required by Ontario Regulation 197/96.
<b>Certificate of Official Form Additional Requirement (Only for Lot Additions)</b>	The lands to be severed are for the purpose of a lot addition to adjacent lands described as Property Identification Number XXXXX-XXXX (Insert Property Address) and any subsequent transfer, charge or other conveyance of the lands to be severed is subject to Section 50(3) (or subsection 50(5) if in a plan of subdivision) of the Planning Act. Neither the lands to be severed nor the adjacent lands	

Type	Condition Wording	Explanation
	<p>are to be reconveyed without the other parcel unless a further consent is obtained. The owner shall cause the lands to be severed to be consolidated on title with the adjacent lands and for this condition to be entered into the parcel register as a restriction.</p>	

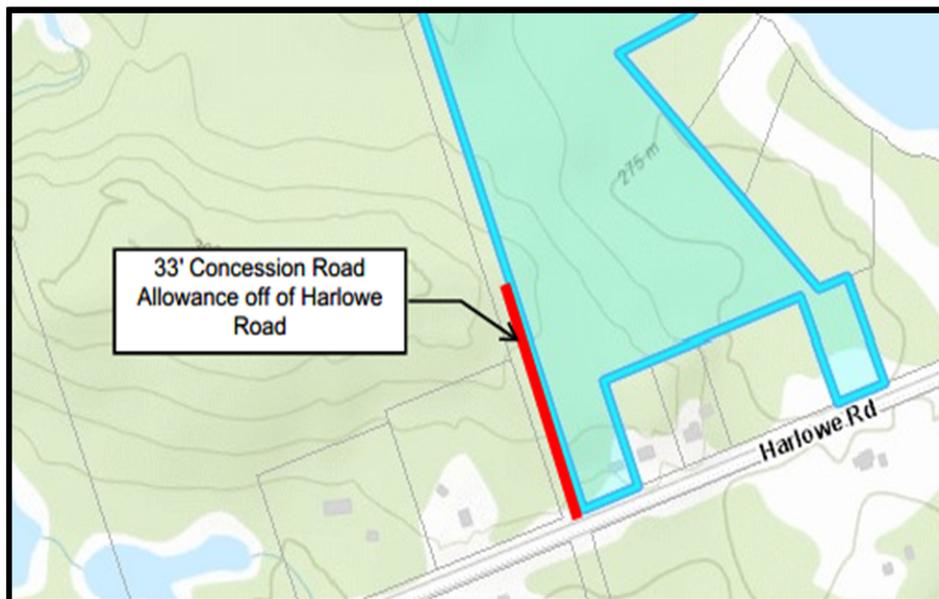
**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 15 Dec 2023  
**Re:** Lot Road Allowance Closure for Approval in Principle - Ramsay

**Recommendation:**

**Be It Resolved That** Council receives for information the Clerk/Planning Manager's Administrative Report entitled "Lot Road Allowance Closure for Approval in Principle – Ramsay";  
**And That** Council denies the Application to close, stop up and sell a portion of the 66' Road Allowance between Lots 30 and 31, Concession 2, geographic Township of Barrie;  
**And That** Council instructs the Clerk to advise the Applicant of the denial of the application and advise the Applicant that Council would consider a Licence Agreement for the use of the Road Allowance if they wish to apply;  
**And That** due to ongoing concerns with the use of Road Allowances for access for future development, Council instructs the Clerk to amend the Road Closing Policy to only permit the sale of Road Allowances, excluding Shore Road Allowances, to only consider sale in extenuating circumstances.

**Background:**

Christopher Ramsay submitted an Application on October 21, 2023 for Council's consideration to purchase a portion of the Road Allowance between Lots 30 and 31, Concession 2, geographic Township of Barrie.



## Researched By:

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

## Comments:

The Municipal Road Inspector completed an inspection on November 24, 2023. He noted this Road Allowance was a trail several years ago and may be used for future development. He advised he would recommend a Licence Agreement if the property owner would like to use it for access.

The Road Allowance in this application could potentially be used in the future to provide access for future development or result in a negative impact on the neighbouring property's future development. This was a concern with a previous application as well. The Road Closing Policy provides Council will only consider the sale of a portion of the Road Allowance under extenuating circumstances for Concession/Lot/Reserve/Forced Road Allowances that lead to water. To ensure the Township does not inadvertently cause future development issues it is recommended the Policy be amended to not permit the sale of Concession/Lot/Reserve/ Forced Road Allowances except in extenuating circumstances.

## Financial Impact:

In accordance with the Township Road Closing Policy #20-23 and Schedule 'N' for the Disposition of Land in the Fees and Charges By-law #36-23, the Administrative fee of \$1,200 plus HST was collected when the Application was submitted.

There will be minimal financial implications with the proposed amendment to the Policy. In 2022 the Township received 2 applications and one was denied. In 2023 the Township received 5 applications and 2 were denied. The average land costs for the sale of Concession/Lot/Reserve/Forced Road Allowances is \$500-\$600.

**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 15 Dec 2023  
**Re:** Shore Road Allowance Closure and Sale By-law – Rothfels, Rothfels, Eustace and Sosnovsky

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager’s Administrative Report entitled “Shore Road Allowance Closure and Sale By-law –Rothfels, Rothfels, Eustace and Sosnovsky”;

**And That**, as required by By-law #20-23,

- **All Those Parts** of the Shoreline Road Allowance adjacent to Part Lot 13 and Part Lot 14, Concession 1, geographic Township of South Canonto, Township of North Frontenac, County of Frontenac being Parts 5 and 6 on Registered Plan 13R-23008 (Palmerston Lake);
- **All That Part** of the Road Allowance abutting Plevna (Sand) Lake, lying in front of Part of Lot 34, Concession 14, geographic Township of Clarendon, Township of North Frontenac, County of Frontenac being Part 2 on Registered Plan 13R-23021 (Plevna (Sand) Lake);
- **All That Part** of the Shore Road Allowance adjoining Lot 26, South West Range, geographic Township of Clarendon, Township of North Frontenac, County of Frontenac being Part 1 on Registered Plan 13R-23032 (Mississippi River);

be declared as surplus and sold to the adjoining owners. Appraisals of the properties are not necessary as these are Shore Road Allowances;

**And That** Council will consider a By-law later in the meeting to Stop-up, Close and Sell a Portion of the Shore Road Allowance.

### Background:

#### Application #1 and #2

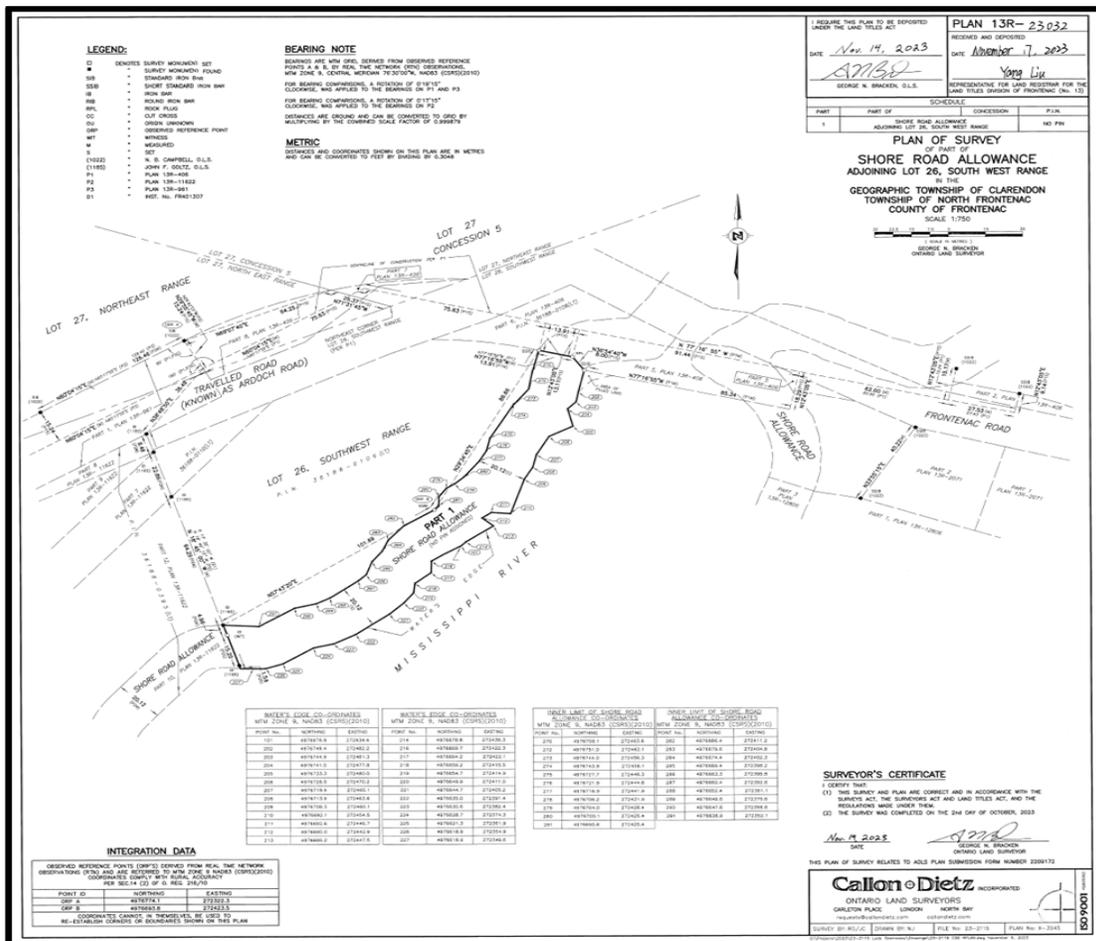
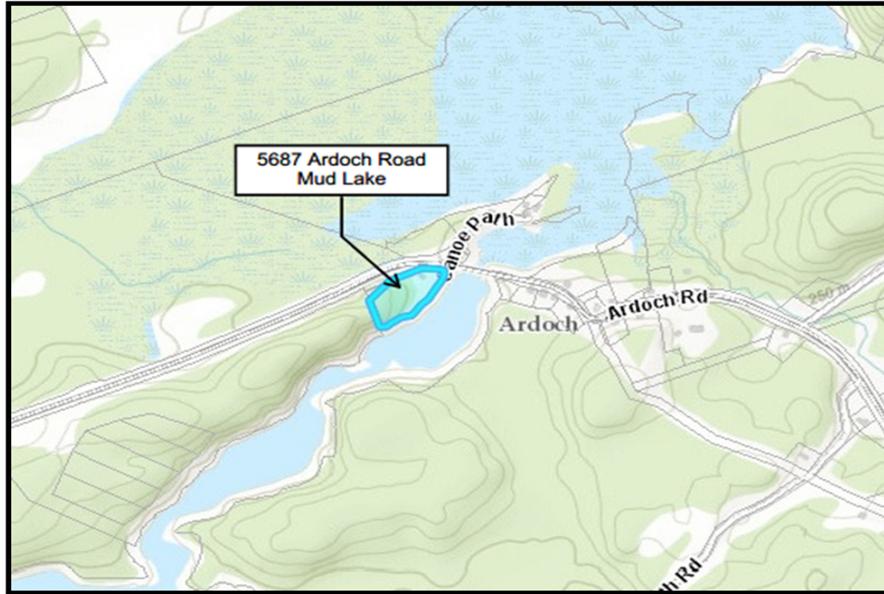
Two Applications were submitted by Mary Rothfels to purchase the Shore Road Allowance along the shore of Palmerston Lake, adjacent to Part Lot 13 and Part Lot 14, Concession 1, geographic Township of South Canonto, being Parts 5 and 6 on Registered Plan 13R-23008 (see below map and survey). Council passed Resolution #298-23 on June 29, 2023 approving in principal the above noted Shore Road Allowances. Notice was provided in accordance with Sale and Disposition of Land Policy (By-law #20-23).





# Application #4

An Application was submitted by Genady and Ludmila Sosnovsky to purchase the Shore Road Allowance adjoining Lot 26, South West Range, geographic Township of Clarendon, being Part 1 on Registered Plan 13R-23032 (see below map and survey). Council passed Resolution #341-23 on August 17, 2023 approving in principal the above noted Shore Road Allowance. Notice was provided in accordance with Sale and Disposition of Land Policy (By-law #20-23).



### Researched By:

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

### Comments:

None.

### Financial Impact:

Application #1 and #2 were submitted prior to the new Fees and Charges By-law being enacted.

Per By-law #75-22, the Shore Road Application process required an Administration fee of \$1,000 plus \$130 HST for a total of \$1,130. This fee has been collected from the Applicant for both Applications.

The Township will receive Land Costs for the sale of both Shore Road Allowance's in accordance with the Fees and Charges By-law #75-22.

Application #3 and #4 were submitted under the current Fees and Charges By-law.

Per By-law #20-23, the Shore Road Application process required the Administration fee of \$1,200 plus \$156 HST for total of \$1,356 be collected at the time of submitting the Application. This fee has been collected from each Applicant for their respective Application.

The Township will receive Land Costs for the sale of both Shore Road Allowances in accordance with Fees and Charges By-law #36-23.

**To:** Mayor and Members of Council  
**From:** Tara Mieske, Clerk/Planning Manager, Dipl.M.A. Dipl.M.M.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 15 Dec 2023  
**Re:** Proposed Radiocommunications Facility - Municipal Statement of Concurrence - C8660 and C8661

### Recommendation:

**Be It Resolved That** Council receives for information the Clerk/Planning Manager and Manager of Community Development, County of Frontenac's Administrative Report entitled "Proposed Radiocommunications Facility - Municipal Statement of Concurrence - C8660 and C8661";  
**And That** Council directs CRINS to include in Section 9 LUA Confirmation of Report and Conditions of the need to obtain an Entrance Permit, Civic Address and provide assurance that the Tower is accessible for emergency services.  
**And That** Council directs the CAO to sign the Notice of Completion and Land Use Authority Recommendation Report for the radiocommunication facilities C8660 and C8661 and forward the documents to CRINS to be provided to the proponent and Innovation, Science and Economic Development Canada.

### Background:

On April 27, 2015 Council passed By-Law #35-15 appointing the Canadian Radiocommunications and Information Notification Service / Service d'information et de notification en radiocommunications canadienne (CRINS) as the designated representative to receive and process applications for radiocommunication facilities on behalf of the Township of North Frontenac. The Bylaw also appointed the Chief Administrative Officer (CAO) and/or Clerk as the contact persons for the municipality for receiving reports from CRINS-SINRC; and appointed the CAO and Clerk signing authorities for letters of concurrence on behalf of the municipality, in consultation with the contract planner.

The Township of North Frontenac is not the approval authority for the review of proposals for radiocommunication facilities. While staff and members of Council have an important role to play in ensuring that the appropriate public consultation requirements are met and that members of the public can provide comments and participate in the process, the decision on whether to proceed with the proposed development rests with the federal government with Innovation, Science and Economic Development Canada (ISED), and subsequently the Federal Minister of Industry.

Rogers Communications is proposing to construct a cell tower on the property identified as PIN #36196-0059 (C8660); and on the property identified as PIN #36204-0039 (C8661).

### Researched By:

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

## Comments:

As per the agreement with CRINS, Township staff provided information to CRINS regarding:

- Zoning information for the subject properties;
- A mailing list for adjacent landowners within a radius of 385 metres from the tower centre C8660 at 45° 6' 37.770" N, 77° 5' 31.24" W on PIN 36196-0059(LT) and 275 metres from the tower centre C8661 at 45° 1'26.770" N 76° 44'44.77"W on PIN 36204-0039.
- Any comments the Township may have regarding community sensitive areas either on the subject property, or on the adjacent properties within the specified notification radius. Please note that a community sensitive location is defined as on or near a designated heritage property, located in an area of architectural significance, located in an area of archaeological significance, or in a natural conservation area.
- Prior to construction of the towers it is recommended that the Proponent obtain an Entrance Permit, Civic Address and ensure the access is suitable for emergency services.

### C8660

The subject property is designated as Rural in the Township of North Frontenac Official Plan and is zoned Rural (R) in Zoning By-Law Number 55-19. Section 3.36 of the Zoning By-Law permits public service uses such as communication facilities in all zones, subject to the provisions for the principal use in the zone within which the use is to be located. The Rural Zone permits a variety of residential and commercial uses, as well as some light industrial uses.

As the subject property was not in or located adjacent to a community sensitive area as defined above, no circulation to any applicable external agencies (i.e. Conservation Authority) was undertaken.

CRINS provided the Land Use Authority (LUA) Recommendations Report (Attachment #1). This report is a deliverable resulting from the Township's adoption of the CRINS-SINRC Reference Protocol, Issue 5 (2020), which applies to any proponent planning to install a new or modify an existing radiocommunications facility regardless of the type of installation or service.

The LUA Recommendations Report details CRINS-SINRC's technical review of the proposal, as well as the public consultation that was undertaken. The report acknowledges that Rogers has addressed all relevant concerns of the public. The LUA Recommendations Report outlines the recommendations of the LUA with respect to the construction and operations of the subject site, and outlines any conditions attached to the LUA's concurrence of the proposed facility.

The position with respect to the proposal is based on the following conditions being met:

1. *Confirmation by CRINS-SINRC that the Proponent has addressed all relevant concerns of the public according to the Protocol and that the above conditions have been met such that a Notice of Completion is warranted.*
2. *Submission of "as-built" drawings to CRINS-SINRC no later than 30 days after the completion of construction.*
3. *Receipt of the Safety Code 6 report by a Professional Engineer licensed in the Province which confirms compliance with Safety Code 6 prior to the commissioning of the tower.*
4. *Receipt of an attestation or stamped drawings by a Professional Engineer licensed in the Province which confirms compliance with the National Building Code and CSA S37-XX Standard prior to construction.*

### C8661

The subject property is designated as Rural in the Township of North Frontenac Official Plan and is zoned Limited Service Rural (LSR) in Zoning By-Law Number 55-19. Section 3.36 of the Zoning By-Law permits public service uses such as communication facilities in all zones, subject to the provisions for the principal use in the zone within which the use is to be located. The Limited Service Rural Zone permits a variety of residential and commercial uses, as well as some light industrial uses.

As the subject property was not in or located adjacent to a community sensitive area as defined above, no circulation to any applicable external agencies (i.e. Conservation Authority) was undertaken.

CRINS provided the Land Use Authority (LUA) Recommendation Reports (Attachment #2). This report is a deliverable resulting from the Township's adoption of the CRINS-SINRC Reference Protocol, Issue 5 (2020), which applies to any proponent planning to install a new or modify an existing radiocommunications facility regardless of the type of installation or service.

The LUA Recommendations Report details CRINS-SINRC's technical review of the proposal, as well as the public consultation that was undertaken. The report acknowledges that Rogers has addressed all relevant concerns of the public. The LUA Recommendations Report outlines the recommendations of the LUA with respect to the construction and operations of the subject site, and outlines any conditions attached to the LUA's concurrence of the proposed facility.

The position with respect to the proposal is based on the following conditions being met:

1. *Confirmation by CRINS-SINRC that the Proponent has addressed all relevant concerns of the public according to the Protocol and that the above conditions have been met such that a Notice of Completion is warranted.*
2. *Submission of "as-built" drawings to CRINS-SINRC no later than 30 days after the completion of construction.*
3. *Receipt of the Safety Code 6 report by a Professional Engineer licensed in the Province which confirms compliance with Safety Code 6 prior to the commissioning of the tower.*
4. *Receipt of an attestation or stamped drawings by a Professional Engineer licensed in the Province which confirms compliance with the National Building Code and CSA S37-XX Standard prior to construction.*

#### **Financial Impact:**

The \$750.00 fee for each file will be collected by CRINS-SINRC on behalf of the Township to cover the costs for the Contract Planners and Township staff time to review the proposal.

#### **Attachments:**

[C8660 Matawatchan Rd @ Wilson LUA Recommendations Report](#)

[C8661 SUNDAY LAKE DRIVE and CRUISE ROAD LUA Recommendations Report](#)



## Municipality of North Frontenac

Land Use Authority Recommendation Report  
For

**Rogers Communications, Inc.  
C8660-"Matawatchan Rd @ Wilson"**

November 15, 2023

**CRINS-SINRC# 2302-2703-2458**

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## 1. Introduction

The purpose of the *Land Use Authority Recommendation Report* is to detail the review process conducted for an application submitted through CRINS-SINRC to a participating Land Use Authority (LUA) for the siting and construction of an antenna system, as well as defining the participating LUA's expectations relating to the location and design of radiocommunications facilities.

This report is a deliverable resulting from the LUA's adoption of the CRINS-SINRC Reference Protocol, Issue 5 (2020) which applies to any proponent planning to install a new or modify an existing radiocommunications facility regardless of the type of installation or service. This includes, but not limited to:

- Personal Communications Services (PCS);
- Cellular operators;
- Fixed wireless operators;
- Broadcasting operators;
- Land-mobile operators;
- License-exempt operators; and,
- Amateur radio operators.

All new radiocommunications facilities are expected to follow this process to obtain either a Notice of Facility Exemption or a Notice of Completion relating to the consultation and the corresponding Land Use Authority (LUA) Recommendations Report.

## 2. Subject Property

The proposed installation is located at coordinates  $45^{\circ} 6' 37.770''$  N,  $77^{\circ} 5' 31.24''$  W on parcel [PIN 36196-0059 (LT)] ( 2261 Matawatchan Rd , North Frontenac ) and is designed as a 91.5m Guyed Tower structure, with Ground Cabinet to house the Proponents equipment.

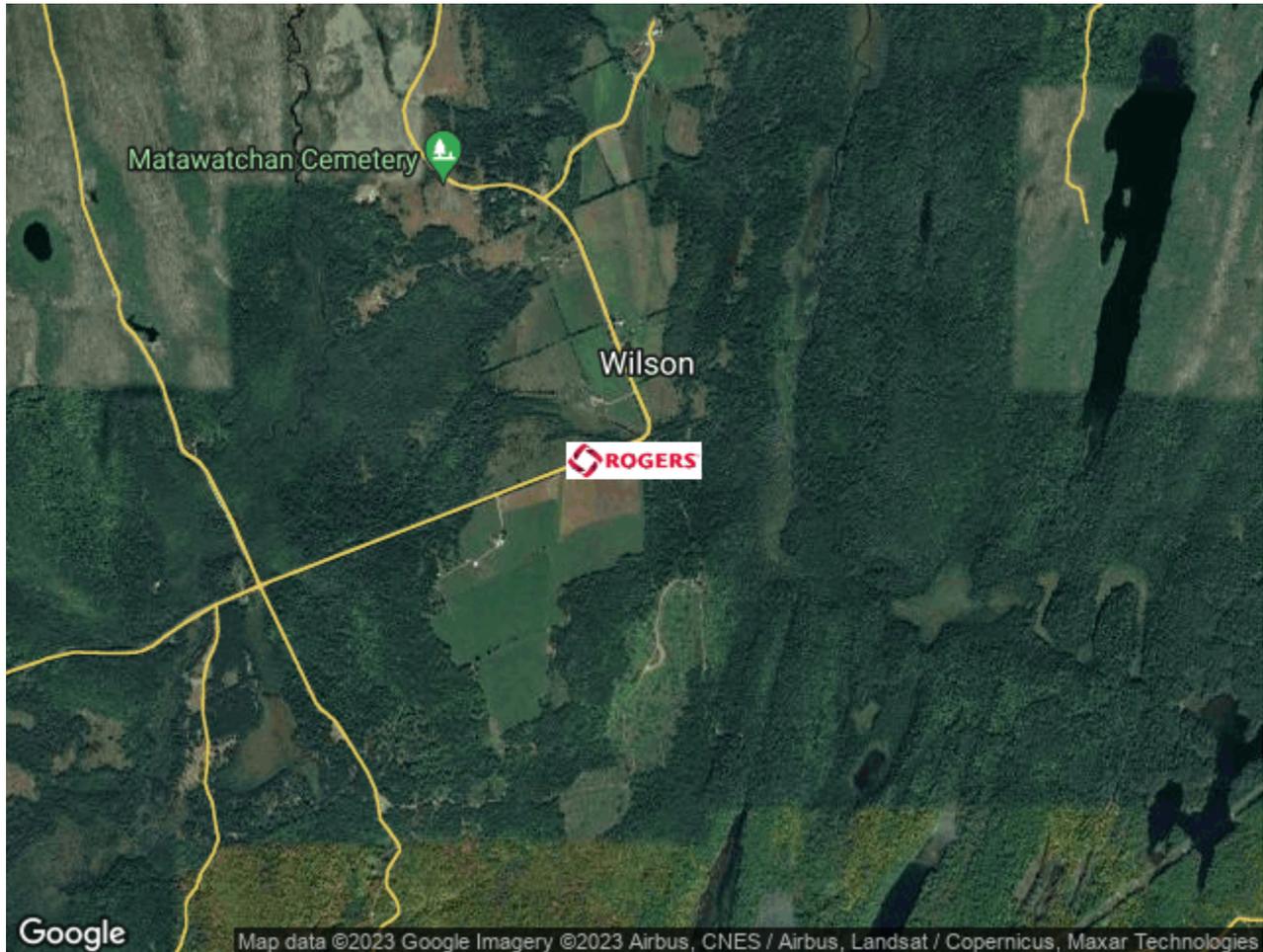


Figure 1 - Location Overview

### 2.1. Justification Statement by Proponent

The site is a joint venture between Rogers and Eastern Ontario Region Network (EORN) initiative to improve the quality of wireless communication services in the community.



Figure 2- Example of Knock Down Guyed Tower (Type G)

The Proponent is seeking a Notice of Completion for the installation.

### 3. Statement on Land Use

The LUA considers all proposals in the context of its existing Land Use Plans, as well as its mandate for ensuring the safety and security of persons and property which may be affected by a proposed development. The proposed radiocommunications site has been reviewed and the following sections represent the LUA's assessment of the proposed site relative to existing land use practices.

#### 3.1. Community Sensitive Locations

While antenna systems have become common infrastructure in the public realm, some areas of a municipality may contain cultural, natural or historical assets which may be diminished by the introduction of antenna systems. ISEDC provides for exclusions from consultation for proposals which are deemed low impact in nature, or related to maintenance of existing structures. While in general terms, such exclusions are reasonable, there exists individual instances where such exclusions may have a disproportionate negative impact on the public realms.

The LUA will generally recognize an exclusion provided that the site is not located in a **Community Sensitive Location**.

If a proposed site is located in a *Community Sensitive Location*, the Proponent may be asked to proceed with a Public Consultation due to the sensitive nature of the site, even though it may otherwise qualify for exempt status. The LUA will advise both the Proponent, as well as Innovation, Science and Economic Development Canada, as to its concerns in these situations.

If a proposed site is a non-exempt facility and is located in a Community Sensitive Location, public consultation will be required in all cases, and the proponent should expect that a community sensitive location will invoke a "High" degree of visual change under ASDF Criteria.

A **Community Sensitive Location** is defined as being:

- 1) on or near a designated *Heritage Property*;
- 2) located in an *area of Architectural Significance*;
- 3) located in an *area of Archeological Significance*; or,
- 4) in a *Natural Conservation Area*.

In the case of the current proposal, we advise the Minister that the proposed antenna system:

	is not believed to have any adverse effects on a <i>Community Sensitive Location</i> according to the Protocol.	
	may impact an area deemed to be architecturally significant whether or not each of the individual properties/assets have received a federal, provincial or municipal Designation.	
	may impact properties that have received a federal, provincial or municipal Designation(s), and are registered in the <i>Canadian Register of Historic Places</i> .	
	may impact an area deemed to be a Natural Conservation area or park.	

### 3.2. Zoning and Compatibility with Existing Plans

Based on the allowable uses and in reference to the current proposal we advise the Minister that the proposed antenna system:

	is proposed in an area in which the current zoning by-laws of the Land Use Authority allow for industrial or commercial enterprises which have the potential for light, noise or other emissions. As such, an antenna system is consistent in nature with the allowable uses of the zone – even if not explicitly declared.	
	is proposed in a commercial, or other zoned area that does not include any residential uses.	
	is proposed in a mixed-use area with both commercial and residential uses.	
	is proposed within a residential, environmentally protected, or nature area.	

### 3.3. Fire Routing and Access – National Fire Code

We advise the Minister that the site layout for the proposed antenna system, per the submitted site plan:

	satisfies the needs of the Land Use Authority to provide emergency services to the site, including the protection of adjacent structures on the same property, or any adjacent properties.	
	requires modification to the site design to conform to the requirements of the Land Use Authority to be able to provide emergency services to adjacent structures on the same property, or adjacent properties	
	does not allow for the provision of emergency services including the protection of adjacent structures or properties.	

### 3.4. Health Canada Safety Code 6

All radiocommunication facilities, irrespective of the nature of the antenna system, or physical form is required to operate within the limits specified in the Health Canada guidelines for electromagnetic radiation emissions – Safety Code 6 - which has been adopted by Innovation, Science and Economic Development Canada for use with all radiocommunications facilities.

To that end, a Proponent is required to provide a statement attesting to the Proponent’s understanding and commitment to operate within the limits of Safety Code 6, and to identify a Professional Engineer who, either as a employee of the Proponent or as a service provider under contract to the Proponent, has agree to take responsibility for ensuring compliance of the antenna system.

With respect to the current proposal, we advise the Minister that:

	the Proponent provided an attestation from a Professional Engineer licensed in the province in which the site is proposed affirming that the antenna system will operate below the thresholds specified in Health Canada Safety Code 6.	
	the Proponent has provided a Statement of Liability and Insurance in the form required by CRINS and the Land Use Authority in lieu of an attestation.	
	the agent of the Proponent provided an attestation that the proposed antenna system will operate below the thresholds specified in Health Canada Safety Code 6. As the agent is not a Professional Engineer licensed in the province in which the antenna system is proposed, the Land Use Authority's concurrence with the proposal is subject to the Proponent engaging a Professional Engineer who is licensed to practice within the Province to confirm compliance with Safety Code 6 prior to construction.	
	the Proponent has made no attestation that the proposed antenna system is compliant with Safety Code 6.	

### 3.5. Structural Review – National Building Code

Radiocommunications facilities are constructed under the authority of the *Minister of Innovation, Science and Economic Development*. As such, these structures are deemed a *federal undertaking*, requiring Proponents to uphold the standards which apply to the construction of buildings and other infrastructure as if it were being constructed on behalf of the Government of Canada.

As such, the *Minister of Labour* has adopted the *National Building Code (NBC)* amongst many other federal standards in relation to any structure built under enabling federal legislation.

Part II of the *Canada Labour Code* (<http://laws-lois.justice.gc.ca/eng/acts/L-2/>) and the regulations made there under, set out the rules that apply to all federal undertakings, or workers enabled as a result of their work on such undertakings, including, but not limited to broadcasters and telecommunication carriers.

The obligations include ensuring that all permanent and temporary buildings and structures meet the prescribed standards in the *Canada Occupational Health and Safety Regulations* which apply to any federal undertaking. Section 2.2 (1) of the aforementioned regulations, reference the *National Building Code* as the applicable code to be used as the reference.

Also included is the requirement for broadcasters and telecommunication carriers, when constructing towers, to follow the *Canada Occupational Health and Safety Regulations, Division II, Section 2.19*, which refers to the Canadian Standards Association (CSA) Standard CAN/CSA-S37-94, entitled “*Antennas, Towers, and Antenna-Supporting Structures*”.

Legislation under *HRSDC (Human Resources and Skills Development Canada)* enforced by the *Minister of Labour* (who is one of the Ministers under the HRSDC portfolio) is responsible to enforce the provisions of the NBC and the CSA Standard, along with provincial legislation relating to the practice of professional engineering in each province.

In reference to the current proposal, we advise the Minister that:

	<p>the Proponent provided an attestation from a Professional Engineer licensed in the province in which the site is proposed affirming that the antenna system will be constructed according to the National Building Code, and CAN/CSA S37-18 as amended from time-to-time.</p>	
	<p>the Proponent has provided a Statement of Liability and Insurance in the form required by CRINS and the Land Use Authority in lieu of an attestation.</p>	
	<p>the agent of the Proponent provided an attestation that the proposed antenna system will be constructed according to the National Building Code, and CAN/CSA S37-18 as amended from time-to-time. As the agent is not a Professional Engineer licensed in the province in which the antenna system is proposed, the Land Use Authority's concurrence with the proposal is subject to the Proponent engaging a licensed Professional Engineer to confirm compliance with the National Building Code and CAN/CSA S37-18 prior to construction.</p>	
	<p>the Proponent has made no attestation that the proposed antenna system is compliant with the National Building Code, or CAN/CSA S37-18</p>	

#### 4. Antenna Siting Design Framework (ASDF) Review

The Antenna Siting Design Framework (ASDF) is a quantitative scoring mechanism which assesses proposed installations by considering their design relative to the surrounding visual landscape.

This results in 3 specific metrics:

- A **Visibility Score** which provides a measurement of how visible the site is within the surrounding landscape (scored out of a possible 24 points).
- A **Design Compatibility percentage** which scores the proposed site design in terms of its visual elements (structure type, antenna mounts, equipment shelters, antennas and cables) relative to the surrounding landscape.
- A **Degree of Visual Change** calculation which assesses the visual effect of the site on the surrounding landscape.

The Degree of Visual Change is utilized to assess the level of public consultation required for Non-Exempt facilities.

For Exempt facilities, the Degree of Visual Change along with the design recommendations of the ASDF tool are provided to assist the Proponent to consider design choices which will improve the site’s compatibility with the surrounding landscape and uses.

For the current proposal, the following score has been assigned to this site design:

Design Compatibility/ Site Visibility	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24
76 - 100%	Low	Low	Low	Medium	Medium
51 - 75%	Low	Low	Medium	Medium	High
26 - 50%	Low	Low	Medium	High	High
0 - 25%	Low	Medium	High	High	High

<b>Visibility</b>	<b>14</b>
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<b>Compatibility (%)</b>	<b>85.2</b>	<b>Low</b>
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## 4.1. Design Targets

The following table outlines the relevant design targets for the proposed site. Key design targets are highlighted below:

	 Poles and Towers	 Antenna Mounts	 Equipment Cabins	 Antennas and Cables
<b>Land Use</b>				
<b>Agricultural</b>	Select poles or towers that respond to the Topographic and Built form recommendations.	Respond to agricultural context in relation to antenna mount construction. Limit use of head frames or complex configurations	Co-locate with other agricultural infrastructure. Match the colour and materiality to reduce visual effect.	Maintain uniform antennas positions that respond to the construction of the pole or antenna mount. Develop consistent cable connections and shroud cables.
<b>Topography</b>				
<b>Undulating</b>	Locate poles and towers in areas where the greatest topographic variations occur. Use topographic variations to offset height of pole relative to surrounding landscape.	Develop simple support structures that respond to the landscape character.	Avoid elevated areas. Locate units on level low lying ground ensuring that the foundation pad design is level with minimal stepping.	Maintain regular antennas and cables positions.
<b>Built form</b>				
<b>Small scale / Low density</b>	Select narrow profile poles and avoid lattice towers to limit the vertical visual effect. Pole or tower height should respond to single storey built form (10 to 15m) or a ratio of 1:1.3-1.5.	Use simple support structures and avoid complex cross bracing support configurations. Mounts and panels should be flush mounted or shrouded to achieve a uniform profile.	Capitalise on the existing utility areas and service lanes for cabin locations. Ensure that concrete foundation pads respond to the small-scale built form (avoid steps in the pad in excess of 150 to 200mm).	Antennas should be proportional to the built form, not exceeding a ratio of 1: 1.3 of the building height. Increase set back of antenna to allow for increased antenna height. Cable trays should be located to the rear or side facades.
<b>Sky lining</b>				
<b>Uniform</b>	Reduce the vertical profile of poles and towers to reduce the impact on the skyline. Select monopoles and avoid lattice towers with tension cables to limit both the vertical and horizontal effects.	Develop a consistent rectangular antenna mount and headframe design. Avoided angled cross bracing. Maintain uniform structural member sizes, connections and positions that do not contrast the uniform skyline.	Locate cabins with adequate setbacks to avoid any skylining in relation to prominent facades and viewpoints. Consider co-locations with more visible rooftop equipment or develop ground based site.	Uniformly position antennas to reduce the visual impact and establish a consistent alignment and height. Avoid significant vertical projections. Ensure a consistent alignment for cables, connections and cable trays.

<b>Containment</b>				
<b>Fragmented boundaries</b>	Capitalise on the existing containment or consider increased setbacks to provide additional screening of the pole or tower. Avoid major view corridors. Maintain a consistent vertical profile to reduce the visual complexity of the tower.	Capitalise on the existing containment to provide additional screening or back screening. Avoid highly visible or open areas where containment is limited.	Design and locate outdoor base units that respond to the existing containment. Develop a compatible form, scale and materiality in relation to the surrounding enclosure.	Limit the impact of cables on the surrounding containment. Align cable runs and avoid complex directional changes. Locate with other service runs and ensure that cables do not project over the edge of the containment and/or building parapet.

<b>Vegetation</b>				
<b>Tree groups</b>	Assess the tree height and design responses relative to the canopy of the trees. Avoid vertical extensions that exceed a ration of 1:1.2 relative to the adjacent trees.	Select locations that capitalise on tree screening.	Use screening from tree groups. Avoid locations that impact on the tree canopy, structure or root plate.	Locate antennas, cables and cable runs to capitalise on screening potential of surrounding trees.

<b>Existing Telcom-equipment (adjacent to site)</b>				
<b>Isolated items</b>	Respond to existing height of infrastructure. Avoid significant variation in form and height. Select pole or tower with reference to the ASDF recommendations.	Maintain a consistent height and form in relation to existing infrastructure.	Establish a consistent location and positional relationship with existing equipment cabins.	Cluster and position antennas as well as align and co-location cables with reference to existing infrastructure.

<b>Colour</b>				
<b>Mixed (complimentary)</b>	Identify prominent colours, colour match or select neutral colours to minimise of visual effect.	Identify prominent colours of roofscape or surrounding area and colour match or select neutral colours to maintain consistency in relation surrounding built form.	Colour match through applied paint finishes all surfaces in response to dominant colours of adjacent land use.	Colour match to surrounding landscape and built form. Select neutral colours if antennas or cables are elevated or sky lining.

## 4.2. Design Recommendations

Based on the design targets outlined above, the **Municipality of North Frontenac** requests that **Rogers Communications, Inc.** consider the following design recommendations prior to construction:

No recommendations.

## 5. Compliance with General Design Requirements

With respect to the current proposal, we advise the Minister that:

	the design of the proposed site is compliant with the general design requirements as outlined in the CRINS-SINRC Reference Protocol as amended.	
	the design of the proposed site demonstrates some deviation(s) from the general design requirements as outlined in the CRINS-SINRC Reference Protocol. However, the deviation(s) are deemed reasonable based on the specifics of the proposal and under the circumstances.	
	the design of the proposed site demonstrates some deviation(s) from the general design requirements as outlined in the CRINS-SINRC Reference Protocol. The Proponent has been asked to bring their proposal into compliance.	
	the design of the proposed site demonstrates substantive deviation(s) from the general design requirements as outlined in the CRINS-SINRC Reference Protocol. These deviations are not deemed reasonable by the Land Use Authority, and concurrence shall be withheld on that basis pending re-design by the Proponent.	

## 6. Siting of Facility Relative to Existing Use

The following requirements apply to antenna systems seeking concurrence:

*The placement of any parking space or any component of an antenna system shall not create or cause a situation of non-compliance with any LUA Zoning By-law for any other use, building, or structure on the host or adjacent properties.*

In the case of the current proposal, we advise the Minister that:

	The design of the proposed site does not create a situation of non-compliance with any LUA zoning by-law for any other use, building, or structure on the host and adjacent properties.	
	The design of the proposed site causes a situation of non-compliance with one or more LUA zoning by-laws for the current uses, buildings, or structures on the host property.	
	The design of the proposed site causes a situation of non-compliance with one or more LUA zoning by-laws for the current and or future uses, buildings, or structures on an adjacent property.	

## 7. Statement of Concurrence

The **Municipality of North Frontenac** requests that the Proponent – **Rogers Communications, Inc.** – comply with the design targets where possible as presented in Section 4.

*No further Development or Planning approvals are required however the Proponent is required to comply with any and all conditions outlined in Section 9 as a requirement of obtaining and maintaining concurrence from the Land Use Authority. Failure to comply with the conditions as outlined in Section 9 shall render concurrence with the proposal null and void.*

Where an undertaking from the proponent is required as part of the concurrence conditions, no work on the structure shall begin until the undertaking is received by CRINS-SINRC and the Land Use Authority.

Overall, the Land Use Authority position with regards to the proposal is that:

	The Land Use Authority concurs with the proposed antenna system, subject to any conditions outlined in Section 9.	
	The Land Use Authority requests an extension to the consultation period due to unresolved concerns after 120 days, as outlined in Section 8.5	
	The Land Use Authority requests the Minister instruct the Proponent to undergo a public consultation, even though the proposed antenna system is excluded from consultation under Section 6 of CPC 2-0-03, as it is our opinion that the proposed antenna system may damage the public realm, or is contrary to the public good and requires further review.	
	The Land Use Authority rejects (non-concurrence) the proposed antenna system as presented, for the reasons outlined in Section 8.5.	

## 8. Public Consultation

### 8.1 Consultation Participation Summary

Category	#	%
Total number of adjacent landowners notified:	9	100
Total number of adjacent landowners who had no comments after receiving the consultation information:	9	
Total number of responses received:	0	0
Total number of adjacent landowners who provided comments:	0	0
Total number of public responses (if applicable):	0	100

## 8.2 Public Comments Summary

In addition to the questions posed in the survey, both priority stakeholders and the general public were provided an opportunity to provide free form comments. The following summarizes the themes that were represented in the comments:

No additional comments received. Transport Canada verified that no lighting will be required.

### 8.3 CRINS-SINRC Reporting Statement

CRINS-SINRC reviews each application for a proposed antenna system according to the guidelines set out by the Minister of Innovation, Science, and Economic Development (ISED) and identifies matters which the Minister has identified as relevant to the federal purpose pursuant to S. 5(1)(f) of the *Radiocommunications Act*. As the designated representative of the Land Use Authority, overseeing the consultation process, CRINS-SINRC presents the opinions of both the public and/or elected body as well as the evidence-based land use guidance of the planning and development staff in each Land Use Authority, as provided for in the procedures set out in the *Client Procedures Circulars (CPCs)* to inform the decision of the Minister.

Where there is non-concurrence between the public opinion and/or the elected body of a Land Use Authority regarding a proposed antenna system and the satisfactory compliance of a proponent proposal with the technical, planning and procedural requirements set out by the Minister, CRINS-SINRC maintains a fiduciary role to provide any information which ISEDC may request such that the Minister may make a final determination regarding a proposal taking into regard the objectives of the Canadian telecommunications policy set out in Section 7 of the *Telecommunications Act*.

Where a proposal receives a non-concurrence statement, CRINS-SINRC shall identify for the Minister the matters which resulted in the statement of non-concurrence, and may provide independent narrative on those matters according to the criteria which the Minister has articulated in the policies and procedures which flow from the implementation of the *Act(s)*.

Where such narrative is required, CRINS-SINRC shall issue a Reporting Statement for the Minister's consideration which, when provided, shall be attached to this report as Schedule 'A'.

	CRINS-SINRC has not deemed it necessary to include a Reporting Statement for the Minister's review.	
	CRINS-SINRC <b>has included</b> a Reporting Statement as Schedule 'A' for the Minister's consideration.	

### 8.4 Statement by Council

Notwithstanding the technical and planning review by CRINS and LUA staff requested by the Minister, Council may deem it appropriate to issue a statement for the Minister's consideration which, when provided, shall be attached to this report as Schedule 'B'.

	Council has not deemed it necessary to include a statement for the Minister's consideration.	
	Council has <b>provided</b> a statement as Schedule 'B' for the Minister's consideration.	

## 8.5 Justification for Concurrence Statement

The Proponent has addressed all relevant concerns of the public, and the Land Use Authority has no further concerns about the proposal, subject to the Proponent's compliance with all conditions as may be set forth in Section 9.

## 9. LUA Confirmation of Report and Conditions

We hereby advise that the attached report accurately reflects the position of the **Municipality of North Frontenac** with respect to the radiocommunications facility proposed by **Rogers Communications, Inc.**, designated **C8660-"Matawatchan Rd @ Wilson" (CRINS-SINRC # 2302-2703-2458)**.

Our position with respect to the proposal is based on the following conditions being met:

- 1) *Confirmation by CRINS-SINRC that the Proponent has addressed all relevant concerns of the public according to the Protocol and that the above conditions have been met such that a Notice of Completion is warranted.*
- 2) *Submission of "as-built" drawings to CRINS-SINRC no later than 30 days after the completion of construction.*
- 3) *Receipt of the Safety Code 6 report by a Professional Engineer licensed in the Province which confirms compliance with Safety Code 6 prior to the commissioning of the tower.*
- 4) *Receipt of an attestation or stamped drawings by a Professional Engineer licensed in the Province which confirms compliance with the National Building Code and CSA S37-XX Standard prior to construction.*

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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**Corey Klatt**  
Chief Administrative Officer  
Municipality of North Frontenac



## **Municipality of North Frontenac**

Land Use Authority Recommendation Report  
For

### **Rogers Communications, Inc. C8661-"SUNDAY LAKE DRIVE & CRUISE ROAD"**

November 15, 2023

**CRINS-SINRC# 2302-0902-0155**

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## 1. Introduction

The purpose of the *Land Use Authority Recommendation Report* is to detail the review process conducted for an application submitted through CRINS-SINRC to a participating Land Use Authority (LUA) for the siting and construction of an antenna system, as well as defining the participating LUA's expectations relating to the location and design of radiocommunications facilities.

This report is a deliverable resulting from the LUA's adoption of the CRINS-SINRC Reference Protocol, Issue 5 (2020) which applies to any proponent planning to install a new or modify an existing radiocommunications facility regardless of the type of installation or service. This includes, but not limited to:

- Personal Communications Services (PCS);
- Cellular operators;
- Fixed wireless operators;
- Broadcasting operators;
- Land-mobile operators;
- License-exempt operators; and,
- Amateur radio operators.

All new radiocommunications facilities are expected to follow this process to obtain either a Notice of Facility Exemption or a Notice of Completion relating to the consultation and the corresponding Land Use Authority (LUA) Recommendations Report.

## 2. Subject Property

The proposed installation is located at coordinates  $45^{\circ} 1' 26.770''$  N,  $76^{\circ} 44' 44.77''$  W on parcel [PIN 36204-0039 (LT)] ( 1120 Donaldson Rd , Ompah ) and is designed as a 91.5m Guyed Tower structure, with Ground Building to house the Proponents equipment.



Figure 1 - Location Overview

### 2.1. Justification Statement by Proponent

The site is a joint venture between Rogers and Eastern Ontario Region Network (EORN) initiative to improve the quality of wireless communication services in the community.



Figure 2- Example of Knock Down Guyed Tower (Type G)

The Proponent is seeking a Notice of Completion for the installation.

### 3. Statement on Land Use

The LUA considers all proposals in the context of its existing Land Use Plans, as well as its mandate for ensuring the safety and security of persons and property which may be affected by a proposed development. The proposed radiocommunications site has been reviewed and the following sections represent the LUA's assessment of the proposed site relative to existing land use practices.

#### 3.1. Community Sensitive Locations

While antenna systems have become common infrastructure in the public realm, some areas of a municipality may contain cultural, natural or historical assets which may be diminished by the introduction of antenna systems. ISEDC provides for exclusions from consultation for proposals which are deemed low impact in nature, or related to maintenance of existing structures. While in general terms, such exclusions are reasonable, there exists individual instances where such exclusions may have a disproportionate negative impact on the public realms.

The LUA will generally recognize an exclusion provided that the site is not located in a **Community Sensitive Location**.

If a proposed site is located in a *Community Sensitive Location*, the Proponent may be asked to proceed with a Public Consultation due to the sensitive nature of the site, even though it may otherwise qualify for exempt status. The LUA will advise both the Proponent, as well as Innovation, Science and Economic Development Canada, as to its concerns in these situations.

If a proposed site is a non-exempt facility and is located in a Community Sensitive Location, public consultation will be required in all cases, and the proponent should expect that a community sensitive location will invoke a "High" degree of visual change under ASDF Criteria.

A **Community Sensitive Location** is defined as being:

- 1) on or near a designated *Heritage Property*;
- 2) located in an *area of Architectural Significance*;
- 3) located in an *area of Archeological Significance*; or,
- 4) in a *Natural Conservation Area*.

In the case of the current proposal, we advise the Minister that the proposed antenna system:

	is not believed to have any adverse effects on a <i>Community Sensitive Location</i> according to the Protocol.	
	may impact an area deemed to be architecturally significant whether or not each of the individual properties/assets have received a federal, provincial or municipal Designation.	
	may impact properties that have received a federal, provincial or municipal Designation(s), and are registered in the <i>Canadian Register of Historic Places</i> .	
	may impact an area deemed to be a Natural Conservation area or park.	

### 3.2. Zoning and Compatibility with Existing Plans

Based on the allowable uses and in reference to the current proposal we advise the Minister that the proposed antenna system:

	is proposed in an area in which the current zoning by-laws of the Land Use Authority allow for industrial or commercial enterprises which have the potential for light, noise or other emissions. As such, an antenna system is consistent in nature with the allowable uses of the zone – even if not explicitly declared.	
	is proposed in a commercial, or other zoned area that does not include any residential uses.	
	is proposed in a mixed-use area with both commercial and residential uses.	
	is proposed within a residential, environmentally protected, or nature area.	

### 3.3. Fire Routing and Access – National Fire Code

We advise the Minister that the site layout for the proposed antenna system, per the submitted site plan:

	satisfies the needs of the Land Use Authority to provide emergency services to the site, including the protection of adjacent structures on the same property, or any adjacent properties.	
	requires modification to the site design to conform to the requirements of the Land Use Authority to be able to provide emergency services to adjacent structures on the same property, or adjacent properties	
	does not allow for the provision of emergency services including the protection of adjacent structures or properties.	

### 3.4. Health Canada Safety Code 6

All radiocommunication facilities, irrespective of the nature of the antenna system, or physical form is required to operate within the limits specified in the Health Canada guidelines for electromagnetic radiation emissions – Safety Code 6 - which has been adopted by Innovation, Science and Economic Development Canada for use with all radiocommunications facilities.

To that end, a Proponent is required to provide a statement attesting to the Proponent’s understanding and commitment to operate within the limits of Safety Code 6, and to identify a Professional Engineer who, either as a employee of the Proponent or as a service provider under contract to the Proponent, has agree to take responsibility for ensuring compliance of the antenna system.

With respect to the current proposal, we advise the Minister that:

	the Proponent provided an attestation from a Professional Engineer licensed in the province in which the site is proposed affirming that the antenna system will operate below the thresholds specified in Health Canada Safety Code 6.	
	the Proponent has provided a Statement of Liability and Insurance in the form required by CRINS and the Land Use Authority in lieu of an attestation.	
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	the Proponent has made no attestation that the proposed antenna system is compliant with Safety Code 6.	

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Radiocommunications facilities are constructed under the authority of the *Minister of Innovation, Science and Economic Development*. As such, these structures are deemed a *federal undertaking*, requiring Proponents to uphold the standards which apply to the construction of buildings and other infrastructure as if it were being constructed on behalf of the Government of Canada.

As such, the *Minister of Labour* has adopted the *National Building Code (NBC)* amongst many other federal standards in relation to any structure built under enabling federal legislation.

Part II of the *Canada Labour Code* (<http://laws-lois.justice.gc.ca/eng/acts/L-2/>) and the regulations made there under, set out the rules that apply to all federal undertakings, or workers enabled as a result of their work on such undertakings, including, but not limited to broadcasters and telecommunication carriers.

The obligations include ensuring that all permanent and temporary buildings and structures meet the prescribed standards in the *Canada Occupational Health and Safety Regulations* which apply to any federal undertaking. Section 2.2 (1) of the aforementioned regulations, reference the *National Building Code* as the applicable code to be used as the reference.

Also included is the requirement for broadcasters and telecommunication carriers, when constructing towers, to follow the *Canada Occupational Health and Safety Regulations, Division II, Section 2.19*, which refers to the Canadian Standards Association (CSA) Standard CAN/CSA-S37-94, entitled “*Antennas, Towers, and Antenna-Supporting Structures*”.

Legislation under *HRSDC (Human Resources and Skills Development Canada)* enforced by the *Minister of Labour* (who is one of the Ministers under the HRSDC portfolio) is responsible to enforce the provisions of the NBC and the CSA Standard, along with provincial legislation relating to the practice of professional engineering in each province.

In reference to the current proposal, we advise the Minister that:

	<p>the Proponent provided an attestation from a Professional Engineer licensed in the province in which the site is proposed affirming that the antenna system will be constructed according to the National Building Code, and CAN/CSA S37-18 as amended from time-to-time.</p>	
	<p>the Proponent has provided a Statement of Liability and Insurance in the form required by CRINS and the Land Use Authority in lieu of an attestation.</p>	
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The Antenna Siting Design Framework (ASDF) is a quantitative scoring mechanism which assesses proposed installations by considering their design relative to the surrounding visual landscape.

This results in 3 specific metrics:

- A **Visibility Score** which provides a measurement of how visible the site is within the surrounding landscape (scored out of a possible 24 points).
- A **Design Compatibility percentage** which scores the proposed site design in terms of its visual elements (structure type, antenna mounts, equipment shelters, antennas and cables) relative to the surrounding landscape.
- A **Degree of Visual Change** calculation which assesses the visual effect of the site on the surrounding landscape.

The Degree of Visual Change is utilized to assess the level of public consultation required for Non-Exempt facilities.

For Exempt facilities, the Degree of Visual Change along with the design recommendations of the ASDF tool are provided to assist the Proponent to consider design choices which will improve the site's compatibility with the surrounding landscape and uses.

For the current proposal, the following score has been assigned to this site design:

Design Compatibility/ Site Visibility	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24
76 - 100%	Low	Low	Low	Medium	Medium
51 - 75%	Low	Low	Medium	Medium	High
26 - 50%	Low	Low	Medium	High	High
0 - 25%	Low	Medium	High	High	High

<b>Visibility</b>	<b>15</b>
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<b>Compatibility (%)</b>	<b>90.6</b>
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**Low**

## 4.1. Design Targets

The following table outlines the relevant design targets for the proposed site. Key design targets are highlighted below:

	 Poles and Towers	 Antenna Mounts	 Equipment Cabins	 Antennas and Cables
<b>Land Use</b>				
<b>Natural</b>	Select poles with a uniform vertical profile. Limit visual contrast by eliminating horizontal elements.	Respond to pole design as required. Avoid head frames or complex configurations.	Located in close proximity to pole to reduce the impact and development footprint on the surrounding landscape.	Maintain uniform antenna panels positions. Conceal all cables.
<b>Topography</b>				
<b>Undulating</b>	Locate poles and towers in areas where the greatest topographic variations occur. Use topographic variations to offset height of pole relative to surrounding landscape.	Develop simple support structures that respond to the landscape character.	Avoid elevated areas. Locate units on level low lying ground ensuring that the foundation pad design is level with minimal stepping.	Maintain regular antennas and cables positions.
<b>Built form</b>				
<b>Small scale / Low density</b>	Select narrow profile poles and avoid lattice towers to limit the vertical visual effect. Pole or tower height should respond to single storey built form (10 to 15m) or a ratio of 1:1.3-1.5.	Use simple support structures and avoid complex cross bracing support configurations. Mounts and panels should be flush mounted or shrouded to achieve a uniform profile.	Capitalise on the existing utility areas and service lanes for cabin locations. Ensure that concrete foundation pads respond to the small-scale built form (avoid steps in the pad in excess of 150 to 200mm).	Antennas should be proportional to the built form, not exceeding a ratio of 1: 1.3 of the building height. Increase set back of antenna to allow for increased antenna height. Cable trays should be located to the rear or side facades.
<b>Sky lining</b>				
<b>Uniform</b>	Reduce the vertical profile of poles and towers to reduce the impact on the skyline. Select monopoles and avoid lattice towers with tension cables to limit both the vertical and horizontal effects.	Develop a consistent rectangular antenna mount and headframe design. Avoided angled cross bracing. Maintain uniform structural member sizes, connections and positions that do not contrast the uniform skyline.	Locate cabins with adequate setbacks to avoid any skylining in relation to prominent facades and viewpoints. Consider co-locations with more visible rooftop equipment or develop ground based site.	Uniformly position antennas to reduce the visual impact and establish a consistent alignment and height. Avoid significant vertical projections. Ensure a consistent alignment for cables, connections and cable trays.

<b>Containment</b>				
<b>Enclosed</b>	Develop a uniform profile for the pole or tower in response to contained visual character. Avoid visual clutter or contrast with surrounding containment. Minimise visual complexity of the pole or tower.	Develop simple support structures and avoid cross bracing or complex support configurations. Antennas should be flush mounted or shrouded to minimise the visual effect on surrounding enclosure.	Design and locate equipment cabins that respond to the existing containment. Develop a compatible form, scale and materiality in relation to the surrounding enclosure.	Avoid impact of cables on the surrounding containment. Locate with other service runs and ensure that cables do not project over the edge of the containment and/or building parapet.

<b>Vegetation</b>				
<b>Woodlands and Forests</b>	Limit vertical projections in excess of 1:1.2 - 1.3 above the woodland canopy (consider increasing the setback of the pole or tower from the woodland edge to enable greater height while maintaining tree screening potential).	Select locations that capitalise on tree screening.	Locate within the woodland to provide maximum screening from publicly accessible areas. Avoid direct impact on adjacent trees, branches and root plates.	Locate antennas, cables cable runs to capitalise on screening potential of surrounding trees.

<b>Existing Telcom-equipment (adjacent to site)</b>				
<b>Isolated items</b>	Respond to existing height of infrastructure. Avoid significant variation in form and height. Select pole or tower with reference to the ASDF recommendations.	Maintain a consistent height and form in relation to existing infrastructure.	Establish a consistent location and positional relationship with existing equipment cabins.	Cluster and position antennas as well as align and co-location cables with reference to existing infrastructure.

<b>Colour</b>				
<b>Mixed (complimentary)</b>	Identify prominent colours, colour match or select neutral colours to minimise of visual effect.	Identify prominent colours of roofscape or surrounding area and colour match or select neutral colours to maintain consistency in relation surrounding built form.	Colour match through applied paint finishes all surfaces in response to dominant colours of adjacent land use.	Colour match to surrounding landscape and built form. Select neutral colours if antennas or cables are elevated or sky lining.

## 4.2. Design Recommendations

Based on the design targets outlined above, the **Municipality of North Frontenac** requests that **Rogers Communications, Inc.** consider the following design recommendations prior to construction:

No recommendations.

## 5. Compliance with General Design Requirements

With respect to the current proposal, we advise the Minister that:

	the design of the proposed site is compliant with the general design requirements as outlined in the CRINS-SINRC Reference Protocol as amended.	
	the design of the proposed site demonstrates some deviation(s) from the general design requirements as outlined in the CRINS-SINRC Reference Protocol. However, the deviation(s) are deemed reasonable based on the specifics of the proposal and under the circumstances.	
	the design of the proposed site demonstrates some deviation(s) from the general design requirements as outlined in the CRINS-SINRC Reference Protocol. The Proponent has been asked to bring their proposal into compliance.	
	the design of the proposed site demonstrates substantive deviation(s) from the general design requirements as outlined in the CRINS-SINRC Reference Protocol. These deviations are not deemed reasonable by the Land Use Authority, and concurrence shall be withheld on that basis pending re-design by the Proponent.	

## 6. Siting of Facility Relative to Existing Use

The following requirements apply to antenna systems seeking concurrence:

*The placement of any parking space or any component of an antenna system shall not create or cause a situation of non-compliance with any LUA Zoning By-law for any other use, building, or structure on the host or adjacent properties.*

In the case of the current proposal, we advise the Minister that:

	The design of the proposed site does not create a situation of non-compliance with any LUA zoning by-law for any other use, building, or structure on the host and adjacent properties.	
	The design of the proposed site causes a situation of non-compliance with one or more LUA zoning by-laws for the current uses, buildings, or structures on the host property.	
	The design of the proposed site causes a situation of non-compliance with one or more LUA zoning by-laws for the current and or future uses, buildings, or structures on an adjacent property.	

## 7. Statement of Concurrence

The **Municipality of North Frontenac** requests that the Proponent – **Rogers Communications, Inc.** – comply with the design targets where possible as presented in Section 4.

*No further Development or Planning approvals are required however the Proponent is required to comply with any and all conditions outlined in Section 9 as a requirement of obtaining and maintaining concurrence from the Land Use Authority. Failure to comply with the conditions as outlined in Section 9 shall render concurrence with the proposal null and void.*

Where an undertaking from the proponent is required as part of the concurrence conditions, no work on the structure shall begin until the undertaking is received by CRINS-SINRC and the Land Use Authority.

Overall, the Land Use Authority position with regards to the proposal is that:

	The Land Use Authority concurs with the proposed antenna system, subject to any conditions outlined in Section 9.	
	The Land Use Authority requests an extension to the consultation period due to unresolved concerns after 120 days, as outlined in Section 8.5	
	The Land Use Authority requests the Minister instruct the Proponent to undergo a public consultation, even though the proposed antenna system is excluded from consultation under Section 6 of CPC 2-0-03, as it is our opinion that the proposed antenna system may damage the public realm, or is contrary to the public good and requires further review.	
	The Land Use Authority rejects (non-concurrence) the proposed antenna system as presented, for the reasons outlined in Section 8.5.	

## 8. Public Consultation

### 8.1 Consultation Participation Summary

Category	#	%
Total number of adjacent landowners notified:	3	100
Total number of adjacent landowners who had no comments after receiving the consultation information:	3	
Total number of responses received:	0	0
Total number of adjacent landowners who provided comments:	0	0
Total number of public responses (if applicable):	0	100

## 8.2 Public Comments Summary

In addition to the questions posed in the survey, both priority stakeholders and the general public were provided an opportunity to provide free form comments. The following summarizes the themes that were represented in the comments:

No further comments received.

### 8.3 CRINS-SINRC Reporting Statement

CRINS-SINRC reviews each application for a proposed antenna system according to the guidelines set out by the Minister of Innovation, Science, and Economic Development (ISED) and identifies matters which the Minister has identified as relevant to the federal purpose pursuant to S. 5(1)(f) of the *Radiocommunications Act*. As the designated representative of the Land Use Authority, overseeing the consultation process, CRINS-SINRC presents the opinions of both the public and/or elected body as well as the evidence-based land use guidance of the planning and development staff in each Land Use Authority, as provided for in the procedures set out in the *Client Procedures Circulars (CPCs)* to inform the decision of the Minister.

Where there is non-concurrence between the public opinion and/or the elected body of a Land Use Authority regarding a proposed antenna system and the satisfactory compliance of a proponent proposal with the technical, planning and procedural requirements set out by the Minister, CRINS-SINRC maintains a fiduciary role to provide any information which ISEDC may request such that the Minister may make a final determination regarding a proposal taking into regard to the objectives of the Canadian telecommunications policy set out in Section 7 of the *Telecommunications Act*.

Where a proposal receives a non-concurrence statement, CRINS-SINRC shall identify for the Minister the matters which resulted in the statement of non-concurrence, and may provide independent narrative on those matters according to the criteria which the Minister has articulated in the policies and procedures which flow from the implementation of the *Act(s)*.

Where such narrative is required, CRINS-SINRC shall issue a Reporting Statement for the Minister's consideration which, when provided, shall be attached to this report as Schedule 'A'.

	CRINS-SINRC has not deemed it necessary to include a Reporting Statement for the Minister's review.	
	CRINS-SINRC <b>has included</b> a Reporting Statement as Schedule 'A' for the Minister's consideration.	

### 8.4 Statement by Council

Notwithstanding the technical and planning review by CRINS and LUA staff requested by the Minister, Council may deem it appropriate to issue a statement for the Minister's consideration which, when provided, shall be attached to this report as Schedule 'B'.

	Council has not deemed it necessary to include a statement for the Minister's consideration.	
	Council has <b>provided</b> a statement as Schedule 'B' for the Minister's consideration.	

## 8.5 Justification for Concurrence Statement

The Proponent has addressed all relevant concerns of the public, and the Land Use Authority has no further concerns about the proposal, subject to the Proponent's compliance with all conditions as may be set forth in Section 9.

## 9. LUA Confirmation of Report and Conditions

We hereby advise that the attached report accurately reflects the position of the **Municipality of North Frontenac** with respect to the radiocommunications facility proposed by **Rogers Communications, Inc.**, designated **C8661-"SUNDAY LAKE DRIVE & CRUISE ROAD"** (CRINS-SINRC # 2302-0902-0155).

Our position with respect to the proposal is based on the following conditions being met:

- 1) *Confirmation by CRINS-SINRC that the Proponent has addressed all relevant concerns of the public according to the Protocol and that the above conditions have been met such that a Notice of Completion is warranted.*
- 2) *Submission of "as-built" drawings to CRINS-SINRC no later than 30 days after the completion of construction.*
- 3) *Receipt of the Safety Code 6 report by a Professional Engineer licensed in the Province which confirms compliance with Safety Code 6 prior to the commissioning of the tower.*
- 4) *Receipt of an attestation or stamped drawings by a Professional Engineer licensed in the Province which confirms compliance with the National Building Code and CSA S37-XX Standard prior to construction.*

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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**Corey Klatt**  
Chief Administrative Officer  
Municipality of North Frontenac

**To:** Mayor and Members of Council  
**From:** Darwyn Sproule, Public Works Manager, P. Eng.  
**Approved by:** Corey Klatt, Chief Administrative Officer  
**Date of Meeting:** 15 Dec 2023  
**Re:** Update to Waste Disposal By-law (#60-17) and Re-Use Centre By-law (#52-17)

### Recommendation:

**Be It Resolved That** Council receives for information the Public Works Manager's Administrative Report entitled "Update to Waste and Recycling By-law (#60-17) and Re-Use Centre By-law (#52-17)";

**And That** Council will consider a By-law later in the meeting to adopt the proposed amendments to the waste and recycling operation.

### Background:

The Waste Disposal By-law establishes, maintains and regulates a system for the disposal of Municipal Waste, recyclables and other refuse. The By-law reflects the provisions of the provincial legislation and protects the ecological well-being of the Municipality.

The recent transition to producer Responsibility for recyclables and changes to the Township's operations have necessitated updating of the By-law.

### Researched By:

Darwyn Sproule P.Eng., Public Works Manager  
Laura Manion, Public Works Administrative Assistant

### Comments:

The proposed By-law updates are related to housekeeping items, current industry practices and operational changes previously approved by Council.

As a result of changes within the industry and lack of an available market, soft plastics, heavy plastic wrap, polystyrene and styrofoam are no longer recyclable. The By-law has been revised to address how these items need to be packaged and prepared for disposal as waste.

The Township is registered as a collector for light car and truck tires. By-law revisions include the elimination of a tipping fee for tires and the acceptance of tires on rims per the new Tire Regulation.

With the introduction of the new two stream process for blue box recyclables, glass can now be placed with cans and plastic containers, corrugated cardboard can be placed with paper. The wording in the By-law now reflects this change.

Previously there were two by-laws, one for waste and recycling and a second by-law for the Re-use Centre. Waste, recycling and the Re-use Centre are now addressed in the single revised by-law.

Previously the Re-use Centre was staffed by volunteers. The revised By-law confirms that a Township Staff member operates the facility, with the assistance of volunteers.

The Penalty and Enforcement Section has been revised to comply with standard provisions for set fines per the Provincial Offenses Act. There has been no change to the fines previously established.

### **Financial Impact:**

There are no financial implications associated with this update.



**Be It Resolved That** the Committee adopts the Minutes dated August 28, 2023 as circulated.

**Carried**

**6. Business Arising from the Minutes**

**a) Resolution #46-23 - Minor Variance File #A10/23 - 9489C Road 509 (Poulin)**

Joseph Poulin, applicant, was present for the meeting.

Jennie Kapusta, Community Planner, provided an overview of the Minor Variance application to permit a reduced setback from the licenced boundary of an aggregate pit. She advised the conditions in the planning report include recommended mitigation measures (i.e. height limit of the building, placement of windows), noise barriers and fencing to provide a buffer between the properties.

Kapusta advised Mississippi Valley Conservation Authority (MVCA) was not circulated as there were no natural heritage features identified on the property. She noted an application for a septic system had been submitted to South Frontenac, but had not been approved at this time.

Kapusta advised the comments provided in the peer review of the D Series study concur with the procedures and guidelines used for evaluation. She noted any mitigation measures on the pit property would require the consent/agreement of the owner of the pit. Kapusta advised the concerns of the Committee appear to have been addressed and recommended approval of the application subject to the conditions included in the planning report.

Wood noted there is a steep slope at the front of the property, which limits the options for a building envelope. He asked Kapusta to clarify comments regarding Mr. Sproule's suggestion regarding issuance of an occupancy permit after mitigation measures are in place. Kapusta advised the mitigation measures are in place to ensure the health and safety of the occupant and protect pit operations. She noted as an occupancy permit allows for habitation, having the mitigation measures in place at that time makes sense.

Ogilvie asked if ongoing maintenance of the fence would be included as a condition or included in the Development Agreement. Kapusta advised there is nothing in the recommendations to include maintenance as a condition or in the Agreement; however, she noted it is in the best interest of the property owner to maintain the fence as a barrier to noise/sound. Ogilvie advised he has no issue with the requirement for the construction of the fence prior to the issuance of the occupancy permit.

Tooley advised after reviewing the planning report and study, he is satisfied the home owner is responsible for the mitigation measures. He noted the pit owner can operate within the parametres of the licence, with no financial obligations with respect to the mitigation measures.

Mr. Poulin advised he has begun preparing the ground for the installation of the fence.











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Chair

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Secretary-Treasurer

Minutes of a Meeting of the Joint Health and Safety Committee (JHSC) of the Township of North Frontenac, held Thursday November 16, 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 and Sonia McLuckie, Administrative Assistant/Secretary.

## 1. Call to Order

Korhonen called the meeting to order at 9:04 a.m. as presiding Chair Person.

## 2. Adoption of Minutes

### a) Minutes of the JHSC Meeting dated August 14, 2023

The JHSC Meeting Minutes dated August 14, 2023 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 September 7, 2023 (Resolution #387-23).

## 3. Business Arising From Minutes

### a) Terms of Reference

The amended Terms of Reference were reviewed by the Committee Members who had no further comments. Furthermore, approved by the JHSC and CAO and will be added to all Joint Health and Safety Program binders at workplace locations.

### b) Update re: Recommendations brought forward to CAO re: Main entrance of the Municipal Complex as an identified Safety Hazard, and potential measures to control and deflect the subsequent water runoff be considered

The CAO provided email correspondence (attached) in regard to the Recommendation that was originally provided on February 21, 2023.

Eavestrough is to be installed this fall. As we are approaching the winter months, Occupational Health and Safety Coordinator (OH&SC)/Co-Chair, Eric Korhonen, will follow-up with the CAO in regard to a timeframe for completion.

Update will be provided to the Committee at the next JHSC meeting.

### c) Review of Workplace Inspection Forms

A Worker Representative requested that the JHSC monthly inspection forms be amended to include specific information pertaining to each workplace location, rather than being a general document for all workplace locations.

The OH&SC agreed. The Committee during the meeting thoroughly edited one (1) of the Workplace Inspection Forms in detail. The following forms will be amended over time by the Worker Representatives and the OH&SC.

All forms, once completed, will be provided to the CAO for suggestions and approval. If approved, each monthly inspection form will be added to the Joint Health & Safety

Program and will be added to each workplace location's Joint Health & Safety Program binder.

#### 4. New Business

##### a) JHSC Draft Meeting Date Schedule for 2024

Provided for information purposes, no amendments required at this time. To be posted on all JHSC Safety Boards throughout the Municipality upon approval of the Minutes from Council at their December 15, 2023 meeting of Council. (attached)

##### b) WSPS re: Guidelines for JHSC Certification 1 and 2

One (1) Worker Representative completed JHSC Certification-One on June 1, 2022. Upon investigation to register for Certification-Two, we discovered that Certification-Two must be completed within twelve (12) months of completing Certification-One. The Worker Representative was over a year, therefore could not register to take Certification-Two.

Workplace Safety & Prevention Services (WSPS) was contacted in regards to the Certification-One being over a year old. WSPS advised that the Township would have to reach out to the Ministry of Labour (MOL), who is the approval authority, to advise if the Worker Representative could be permitted to take Certification-Two, even though their Certification-One is past the twelve (12) month deadline.

The 2023 budget approved one (1) Worker Representative to register and partake in the JHSC Certification-One. This Worker Representative will be registered to take this Certification in December 2023.

The OH&SC will budget for three (3) members to participate in Certifications in 2024. However, if the MOL permits the Worker Representative to take Certification-Two, we will register accordingly. (One (1) member to take Certification-Two and the other two (2) members to register for Certification-One).

*Next Steps: OH&SC to add three Worker Representatives to the Proposed 2024 Budget for Council's consideration to complete their JHSC Certification PART 1 and PART 2 to become fully certified.*

#### 5. Communications

##### a) Workplace General Monthly Inspection Discrepancies – Pending Complete

Provided to the JHSC for information purposes.

##### b) Workplace General Monthly Inspection Discrepancies – Pending

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#### Pending for Follow-Up:

##### Municipal Complex:

Staff concern re: Ice build-up at the main entrance of Municipal Complex:

Email dated March 8, 2023 from Corey Klatt, Chief Administrative Officer stating, *"The Managers met today and we will complete extra sanding, salting, and attempt to keep the bank at the side of the building down, etc.... to help avoid this issue in the short term. We will look into options throughout the spring/summer to have this corrected (ie, redirect the water from the roof, etc....) prior to next winter (this winter is almost over). We will also be advising*

staff at the next staff meeting that there is a bucket of salt at the entrance way and it is the responsibility of all employees to place salt if icy from the bucket and to notify their manager if the salt appears to be getting low in the bucket.”

**Clar-Mill Fire Station:**

Outdoor light above exit towards gas pumps is not functioning:

Email dated September 7, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *“An electrician will be replacing the interior wall lights at the Snow Road Fire Hall and will replace the exterior light above the man door on the east side of the Clarendon Miller Fire Hall (facing gas pumps).”*

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**Follow-Up:**

**Municipal Complex:**

Staff concern re: Ice build-up at the main entrance of Municipal Complex:

Email dated October 31, 2023 from Corey Klatt, Chief Administrative Officer stating, *“The plan is to install eaves trough on the front of the building to prevent dipping causing ice build-up, this fall.”*

**Clar-Mill Fire Station:**

Outdoor light above exit towards gas pumps is not functioning:

Email dated October 31, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *“Clancy Electric has attended the fire hall and has ordered the replacement light. We are awaiting installation.”*

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**c) Workplace General Monthly Inspection Discrepancies from August 1, 2023 – October 31, 2023.**

The JHSC Committee received for information purposes the discrepancies list for monthly inspections completed for **August 2023**. The following discrepancies were noted and completed:

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**Community Hall(s):**

**Snow Road:**

AED Pads out of date June 22, 2023:

Email dated September 7, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *“the following deficiencies have been addressed as identified during the August 14, 2023 Monthly Work Place Inspections: The AED pads and batteries have been replaced at the Snow Road Community Hall.”*

**Barrie:**

AED Pads out of date June 22, 2023:

Email dated September 7, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *“the following deficiencies have been addressed as identified during the August 14, 2023 Monthly Work Place Inspections: The AED pads and batteries have been replaced at the Barrie Community Hall.”*

**Harlowe:**AED Pads out of date June 22, 2023:

Email dated September 7, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *"the following deficiencies have been addressed as identified during the August 14, 2023 Monthly Work Place Inspections: The AED pads and batteries have been replaced at the Harlowe Community Hall."*

**Clar-Mill:**AED missing razors and scissors:

Email dated September 7, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *"A Razor and scissors have been supplied at the Clarendon Miller Community Hall for the AED supplies."*

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**Fire Stations**

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**Snow Road:**Lighting fixture near TV still out:

Email dated September 28, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *"The wall lights have been replaced with LED lighting. The mid-rail has been installed at the Snow Road Fire Hall as required by the OHSA."*

Handrail for upstairs missing mid-rail and toe-rail:

Email dated September 28, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *"After review of the OHSA, I find we are required to install an intermediate rail. The Toe Board is in place as required. The OHSA provides that a guardrail, intermediate rail and toe board shall be used under Part 2 of the Act, Section 26, which defines the parameters and requirements for a guardrail to protect a worker who may be exposed to a falling hazard. The requirements for an intermediate rail have not been satisfied for the mezzanine edge in the Snow Road Fire Hall.*

- *The mezzanine floor in the Snow Road Fire Hall has a (steel) hand rail and a wooden Toe Board, but does not have the required intermediate rail which would provide worker protection as identified in OHSA Part 2 Section 26.*
- *The stairs leading to the mezzanine floor have a hand rail as required under the OBC (Ontario Building Code) as required.*

*Until an intermediate rail has been installed a "Do Not Enter" sign has been placed at the entrance to the mezzanine. A chain intermediate rail will be installed to meet the requirements of the Act."*

**Barrie:**Front foyer has one bulb out:

Email dated August 17, 2023 from Casey Cuddy, Kaladar/Barrie Fire Chief, stating, *"The Foyer light has new bulbs in it and working fine now."*

Light out in office:

Email dated August 17, 2023 from Casey Cuddy, Kaladar/Barrie Fire Chief, stating, *"The radio room (office) lights that are out will require an electrician as it is not the bulbs. I will contact Keith and have him add it to his list as he is going to be tying the radio and water treatment into the generator panel for us when he gets time. There is still adequate lighting in that room for what it is currently being used for."*

### **Clar-Mill:**

Outdoor light above exit towards gas pumps is not functioning:

Email dated October 31, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *"The electrician has visited the fire hall and has ordered the light. We are awaiting the electricians return."*

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### **Public Works Garage(s)**

#### **Ward 1 and 3 Garage:**

Info holders for JHSC board are not attached / Pedestal grinder tool rest should be closer to the wheel / Door to fuel tanks deadbolt needs to be tightened / Emergency lights to

Ambulance room not working:

Email dated Corey Klatt, Chief Administrative Officer stating, *"Darwyn had previously advised the emergency lights to ambulance room were repaired. All other deficiencies were corrected except as mentioned he is having a repair company come in to correct the deadbolt to the door."*

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The JHSC Committee received for information purposes the discrepancies list for monthly inspections completed for **October 2023**. The following discrepancies were noted and completed:

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### **Waste Facility**

#### **Plevna:**

The fire extinguisher is not mounted or secured in a visible, accessible location:

Email dated October 13, 2023 from Gary Thompson, Waste and Recycling Lead Hand stating, *"The Fire Extinguisher at the Plevna Waste Site has been secured to the inside wall."*

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### **Community Hall(s)**

#### **Snow Road:**

Snow Road Community Hall smoke alarm (hardwired would not turn off after testing):

Email dated October 13, 2023 from Brooke Ross, Manager of Community Development stating, *"Hardwired Fire Alarms have been replaced at Snow Road Fire Hall."*

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### **Public Works Garage(s)**

#### **Ward 3 Garage:**

Smoke alarm is not installed – disassembled. Exit door bolt is loose making exit door operation difficult, Occupational Health and Safety Board missing folders and required legislated documents:

Email dated October 31, 2023 from Darwyn Sproule, Public Works Manager stating, *"Smoke alarm repaired asap – done. Exit door repaired – made arrangements with Whytes Maintenance to repair – pending. Occupational Health and Safety Board updated at the Ward 3 Garage – I understand the required documents are there. The plastic pouches on the board have failed – will display documents in some manner asap."*

Email dated November 1, 2023 from Darwyn Sproule, Public Works Manager stating, *"the doors at the Ompah Shop have been fixed."*

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**Pending for Follow-Up:****Municipal Complex:**

Staff concern re: Ice build-up at the main entrance of Municipal Complex:

Email dated October 31, 2023 from Corey Klatt, Chief Administrative Officer stating, *“The plan is to install eaves trough on the front of the building to prevent dipping causing ice build-up, this fall.”*

**Clar-Mill Fire Station:**

Outdoor light above exit towards gas pumps is not functioning:

Email dated October 31, 2023 from Eric Korhonen, Director of Emergency Services / Fire Chief stating, *“Clancy Electric has attended the fire hall and has ordered the replacement light. We are awaiting installation.”*

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**6. Other Business / Round Table**

- a) Annual Inspections will take place on December 4, 2023 by both JHSC Co-Chairs.
- b) Naloxone Kits in workplaces will be switched out with units that have new packaging.

**7. Next JHSC Meeting Date**

February 6, 2024 @ 9:00a.m. in the main office meeting room.

**8. Adjournment**

The Meeting was adjourned by Eric Korhonen, Occupational Health and Safety Coordinator/Co-Chair at 10:10 a.m. until Tuesday February 6, 2024 at 9:00 a.m.; to be chaired by Katelyn Ronfeld, Co-Chair, or at the call of the Co-Chairs.

**Attachments:**

1. Municipal Complex – Follow-up;
2. Memo – 2024 Meeting Dates.

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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: December 15, 2023

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## TERMS OF REFERENCE JOINT HEALTH AND SAFETY COMMITTEE (JHSC)

### **Name of Committee**

The Committee shall be known as the North Frontenac Township Joint Health & Safety Committee (JHSC).

### **Purpose**

A JHSC is comprised of worker and employer representatives who work together to promote and support a safe and healthy working environment, with focus on prevention. The JHSC identify potential health and safety issues through monthly and annual workplace inspections, concerns reported by Employees, incident investigation, job hazard analysis, studies and statistics, then bring them forward to the employer's attention to rectify in a timely manner.

### **Areas Represented**

The Committee shall represent all Employees and workplaces of the Township of North Frontenac. The Committee shall ensure all Departments are represented.

### **Functions of Committee**

The Committee will meet its obligations under the *Occupational Health and Safety Act* by:

- a. Identify situations that may be a source of danger or hazard to workers;
- b. Make recommendations to the employer and the workers for the improvement of the health and safety of workers;
- c. Recommend to the employer and the workers the establishment, maintenance and monitoring of programs, measures and procedures respecting the health or safety of workers;
- d. Obtain information from the employer respecting,
  - i. the identification of potential or existing hazards of materials, processes or equipment, and
  - ii. health and safety experience and work practices and standards in similar or other industries of which the employer has knowledge;
- e. Obtain information from the employer concerning the conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety; and
- f. Be consulted about, and have a designated member representing workers be present at the beginning of any health and safety related testing in the workplace.

ISSUE DATE: September 7, 2023	APPROVED BY: Council	REVISION DATE: November 16, 2023	APPROVED BY: _____ CAO
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**Composition of the Committee**

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The Committee shall have members of Management, Employee co-Chairpersons and Worker Representatives with the minimum number of members determined by the Occupational Health & Safety Act (OHSA) where:

- a. At least half of the Committee must be Worker Representatives;
- b. The Committee should consist of five (5) members in total, two (2) Employer Representatives (Manager/Supervisor) and three (3) Worker Representatives (non-Management/Supervisor), who are representative of the departments and areas covered by the Committee.
- c. At least one (1) Worker Representative, and one (1) Employee Representative (appointed by the CAO) must be certified.
- d. A Secretary for the Committee shall be provided by the Employer and may be a Committee member.
- e. The Employer co-Chair shall be assigned by the CAO. The Worker co-Chair shall be elected by the members who represent the workers;
- f. If the workers do not select members, after being given the opportunity, the employer must seek out and assign persons to act as Worker Representatives.

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**Duties of Members**

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All members of the Committee shall:

- a. Attend Committee meeting when present in the workplace.
- b. Participate in Committee business, inspection and investigations, as/if required:
- c. Be abreast of Committee business including communications, training requirements/opportunities, etc.
- d. Ensure the completion of monthly and annual Workplace Inspections:
  - i. Worker Representatives shall effectively complete all monthly Workplace Inspections. If a Worker Representative is unable to complete the inspection, the Committee shall designate an employee of the workplace to complete the monthly inspection.
  - ii. Co-Chairs comprising of the Occupational Health and Safety Coordinator (OH&SC) and one (1) elected Worker Representative shall complete all annual Workplace Inspections.
- e. Completed investigations where a person is injured at a workplace from any cause, a health and safety representative may inspect the place where the accident occurred and any machine or device or thing and shall report his or her findings in writing to the Occupational Health & Safety Committee (OH&SC);
- f. Act immediately to resolve hazards by notifying the area Supervisor, the Employer, a Co-Chair and/or Committee Member
- g. Raise awareness of health and safety in the workplace, and identify situations that may be unhealthy or unsafe for workers;
- h. Develop written recommendations for the CAO that address health and safety risks, improve policies, and training and awareness programs;

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- i. Monitor the effectiveness of recommendations;
- j. Work together with JHSC Worker Representative, Employer Representatives, OH&SC and the CAO on changes that affect workplace health and safety;
- k. Ensure that workplace inspections and accident investigations meet regulation requirements;
- l. Identify all potential and hazards in the workplace in a timely manner;
- m. Be consulted about and having a Member representing the Workers present at the beginning of any health and safety related testing in the workplace;
- n. When appropriate, request information from the CAO about:
  - i. Known or reasonably foreseeable health and safety hazards to which workers in the workplace are likely to be exposed;
  - ii. Health and safety experience, practices, and standards in similar industries.
- o. Perform any other specific or implied duties assigned by the Occupational Health and Safety Act or the Committee.

The Committee Secretary shall have the following duties:

- a. Keep all pertinent Committee records including meeting agendas, minutes and recommendations provided to the CAO;
- b. Report on the status of Committee recommendations;
- c. Prepare and draft the Agenda for approval by the Co-Chairs;
- d. Provide the Agenda to all Committee Members;
- e. Prepare the Minutes for approval by the Co-Chairs and the CAO;
- f. Provide Minutes after approval to Council for information purposes;
- g. Disseminate information to Committee Members, as required; and
- h. Assist the Chairperson, as required.

**The presiding Chairperson’s duties shall include:**

- a. Schedule meetings;
- b. Invite specialists or other guests, as required;
- c. Preside over the Meeting and guide it as per the Agenda;
- d. Ensure a decision is reached on all Agenda items;
- e. Review and approve the Minutes, in conjunction with the co-Chairs; and
- f. Ensure the Committee carries out its functions and meets its obligations.

**Employer’s duties shall include:**

- a. An employer who receives written recommendations from a Committee or co-Chair shall respond in writing within twenty-one (21) days.

**Meetings**

- a. The Committee shall meet every three (3) months, during working hours as agreed upon by the Committee annually.

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- b. Each meeting shall have a quorum. A quorum shall be the majority of the Members present with at least half of those members being Worker Representatives.
- c. Additional or special meetings may be convened by either Chairperson.
- d. Chairpersons shall alternately chair meetings on a rotation agreed upon by the Committee

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**Minutes and Agendas**

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The Committee Secretary, under direction of the co-Chairperson(s) shall:

- a. Prepare an Agenda prior to each meeting;
- b. All Agendas shall include the following sections:
  - 1. Call to Order;
  - 2. Adoption of Meeting Minutes;
  - 3. Business Arising from Minutes;
  - 4. New Business;
  - 5. Communications (General Annual and/or Monthly Inspection reporting discrepancies);
  - 6. Other Business/Round Table;
  - 7. Next JHSC Meeting Date;
  - 8. Adjournment;
- c. Circulate and finalize the Agenda prior to each meeting and make the time and place of the meeting known to the Committee Members and Employer Management at least one week prior to the meeting; and
- d. Retain and make available Minutes of each meeting on the Township S: drive;
- e. Provide to the Clerk to be circulated in Council Agendas for Councils information.

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**Terms and Replacement of Members**

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- a. A Committee Member may step down from their position as a Worker Representative by providing, in writing, a letter advising of their resignation to a co-Chair at any time;
- a. Should a vacant Worker Representative position become available, the Committee shall hold an election for nominations to fill the vacant position.
- b. The term of both co-chairs and committee members will be staggered to allow continuity;
- c. A replacement member for a worker representative of the committee unable to complete a term of office will be selected by the workers, and for employer representatives by the employer.

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**Entitlement to be paid**

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Committee Members shall be paid for time spent performing duties related to Committee business and attending meetings at their regular rate of pay

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**Review**

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A review of these Terms of Reference and applicable policies will be undertaken every two (2) years or more frequently if deemed necessary by the Committee.

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**Joint Health and Safety Committee**  
**NOTICE OF RECOMMENDATION**

8	<b>Submitted to:</b> Corey Klatt CAO
	<b>Date submitted:</b> Wednesday February 22, 2023
	<b>Department:</b> Municipal Complex
<b>Re:</b> Staff concern re: Ice build up at the main entrance of Municipal Complex	
<b>We recommend:</b> Safety Hazard at the Municipal Complex – Employees have identified the frequent Ice accumulation on the ground in front of the main entrance, due to snow melt on the roof(s) and subsequent runoff.	
<b>Reason(s) for recommendation(s):</b> To eliminate an identified hazard.	

Signed

Worker Co-Chair

Management Co-Chair

**From:** Corey Klatt  
**Sent:** October 31, 2023 10:42 AM  
**To:** Sonia McLuckie  
**Cc:** Eric Korhonen; Katelyn Ronfeld; Darwyn Sproule; Brooke Ross  
**Subject:** RE: JHSC Meeting February 21, 2023 re: Recommendation #8

Hi Sonia.

The plan is to install eavestrough on the front of the building to prevent dipping causing ice build-up, this fall.

Have a great day.

Corey.

**Corey Klatt, Dipl.M.A**  
Chief Administrative Officer  
**Township of North Frontenac**

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**From:** Sonia McLuckie  
**Sent:** October 31, 2023 10:26 AM  
**To:** Corey Klatt  
**Cc:** Eric Korhonen; Katelyn Ronfeld; Darwyn Sproule; Brooke Ross  
**Subject:** RE: JHSC Meeting February 21, 2023 re: Recommendation #8  
**Importance:** High

Hi Corey,

Is there anything further to include in the JHSC Agenda for November 14, 2023 regarding the below recommendation?

Thanks,  
Sonia

**Sonia McLuckie, Dipl.M.A.**  
Administrative Assistant to the Clerk/Planning Manager  
and Fire Chief  
**Township of North Frontenac**

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**From:** Corey Klatt  
**Sent:** March 8, 2023 2:58 PM  
**To:** Sonia McLuckie  
**Cc:** Eric Korhonen; Katelyn Ronfeld; Darwyn Sproule; Brooke Hawley  
**Subject:** FW: JHSC Meeting February 21, 2023 re: Recommendation #8

Hi Sonia.

The Managers met today and we will complete extra sanding, salting, attempt to keep the bank at the side of the building down, etc... to help avoid this issue in the short term. We will look into options throughout the spring/summer to have this corrected (ie, redirect the water from the roof, etc...) prior to next winter (this winter is almost over). We will also be advising staff at the next staff meeting that there is a bucket of salt at the entrance way and it is the responsibility of all employees to place salt if icy from the bucket and to notify their manager if the salt appears to be getting low in the bucket. Have a great day.

Corey.

**Corey Klatt, Dipl.M.A**

Chief Administrative Officer

**Township of North Frontenac**

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**From:** Sonia McLuckie

**Sent:** February 22, 2023 9:29 AM

**To:** Corey Klatt

**Cc:** Eric Korhonen; Katelyn Ronfeld

**Subject:** JHSC Meeting February 21, 2023 re: Recommendation #8

Hi Corey,

Please be advised that at a meeting held by the Joint Health and Safety Committee (JHSC) on Tuesday February 21, 2023 the attached Recommendation #8 is being requested by the Committee.

As stated in the Ontario Occupational Health and Safety Act and Regulations under Section 8(12), "*A constructor or employer who receives written recommendations from a health and safety representative shall respond in writing within twenty-one days.*" Please provide a response on or before March 14, 2023.

Thank you,  
Sonia

**Sonia McLuckie**

Administrative Assistant to the Clerk/Planning Manager  
and Fire Chief

**Township of North Frontenac**



## Memo

To: All Employees of the Township of North Frontenac

From: Eric Korhonen, Occupational Health & Safety Coordinator (OH&SC)

Date: November 14, 2023

Re: Joint Health and Safety Committee (JHSC) Member Information & Meeting Dates, 2024

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Current Members of the JHSC, positions/departments are as follows:

- Employer Representative – Eric Korhonen, Director of Emergency Services/Fire Chief/OH&SC – JHSC Chair
- Employer Representative – Gary Thompson, Waste and Recycling Lead Hand
- Worker Representative – Katelyn Ronfeld, Chief Administrative Officer Executive Assistant – JHSC Chair
- Worker Representative – Geoff Culp, Volunteer Firefighter
- Worker Representative – Alex Surra, Volunteer Firefighter
- Sonia McLuckie, Admin Assistant, JHSC Secretary

### **2024 JHSC Meeting Dates – Municipal Office Council Chambers**

- Tuesday, February 6 at 9:00 a.m.
- Tuesday, May 7 at 9:00 a.m.
- Monday, August 12 at 9:00 a.m.
- Tuesday, November 12 at 9:00 a.m.

Thank you for your co-operation!

The Occupational Health and Safety Coordinator will post this Memo in all Workplace Locations.

**Notes of the Economic Development Task Force (EDTF) Meeting Held on Monday, November 20, 2023 at 9:00 AM at the Municipal Council Chambers.**

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

Absent with Regrets: Cyndy Bonello and Councillor Roy Huetl.

**1. Call to Order:**

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

**2. Disclosures of Pecuniary Interest & General Nature Thereof:**

None.

**3. Delegations:**

None.

**4. Economic Development Task Force Notes:**

Notes of the October 16, 2023 EDTF Meeting as approved via email and were received for information at the November 3, 2023 Regular Meeting of Council.

**5. Business Arising:**

**a) Resolution #459-23: Appointment of Derrick Lancaster, Welcome.**

The EDTF welcomed new member Derrick Lancaster to the EDTF and thanked him for volunteering to be part of the EDTF.

**b) Research feasibility of a Municipal Campground (Vaillancourt, B.Hunter, Bonello, Kecso)**

The Municipal Campground working group provided a report regarding their research into the feasibility of a Municipal Campground (EDTF Report attached).

The EDTF requested that the MCD and EDO work on drafting an Administrative Report to bring back to the December EDTF meeting for consideration before submitting for Council consideration.

**c) North Frontenac Information booth/kiosk (Councillor Regent, Thiel & Kecso)**

The North Frontenac Information booth/kiosk working group presented a project plan for Information Sign Boards for discussion (EDTF Report attached).

The MCD and EDO will work on an Administrative Report, in consultation with the Public Works Manager and will bring back to a future EDTF meeting for consideration before submitting for Council consideration.

**d) Business Profiles (Councillor Huetl, Thiel)**

Paul Thiel will complete the next Business Profile.

**e) Summer Event – Update from November 3<sup>rd</sup> Council Meeting**

The MCD reported that Council approved \$6,000 for the 2024 Summer Fest, coming from the Economic Development Reserve Fund.

The Summer Event sub-committee discussed ideas for the second annual North Frontenac Summer Event during 2024 and the scheduling that is necessary to do immediately in order for the Summer Fest to be a success. The sub-committee will continue to report back to the EDTF.

**6. Communications:**

None.

**7. New Business:**

None.

**8. Adjournment:**

Meeting adjourned at 10:26 a.m.

**NOTE : The next meeting of the EDTF will take place on Monday, December 18, 2023 at 9:00 a.m. at the Municipal Council Chambers located at 6648 Road 506, Plevna.**

**Recommendations to Council**

**Be It Resolved That** Council receives for information the November 20, 2023 Notes of the Economic Development Task Force (EDTF).

Received by Council on December 15, 2023.

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

# A Proposition: North Frontenac Municipal Campground

## **Purpose:**

The purpose of the North Frontenac Municipal campground is to generate revenue through high-quality outdoor recreation experiences while preserving and protecting the extraordinary biological diversity and valued natural and cultural resources.

North Frontenac's stunning breadth of mountains, lakes and forested lands offers easy access to outdoor recreation. However, there is a shortage of available campgrounds in this region. Studies through the Economic Development Task Force have shown that our region's private campgrounds operate at 98% capacity all season long (May to October). The number of camping sites currently available in this part of Ontario is simply inadequate to meet the demand. And the demand is growing. Stats Canada reported the annual camping revenue growth from 2022 to 2023 was 11.4%. The projected revenue growth for Canada is \$470 million (2023-2027).

## **Description:**

The proposed size of the campground should be at least 15 acres to accommodate 100 sites. I recommend half the sites be seasonal, to guarantee a revenue for the season. The other sites will therefore be transient, to encourage tourism and visitors to the region.

The campground can accommodate tents and recreation vehicle, providing 50/30 amp outlets, water and sewer services, where needed. A store should be included on the premises for additional revenue and can offer a variety of products for camping needs (basic provisions, maintenance and repair, rentals, laundry facilities, etc.). The campground may also provide charging facilities for electric vehicles; a novelty in remote places where other charging options are very limited.

Bathroom and shower facilities are recommended to include toilets and showers. Outhouses distributed throughout the campground are convenient though not required. It is also recommended to include recreational facilities like playgrounds, horseshoe pits, and a small beach or splash pad.

## **Revenue:**

A typical camping season in Ontario is 168 days from May 1<sup>st</sup> to October 15<sup>th</sup> with the greatest demands during the months of June, July, August, and September. Typical campground seasonal fees for the North Frontenac region average \$2000 - \$4000. Transient site fees average \$57 - \$75 nightly. Therefore, the estimated yearly revenue for 50 seasonal sites is \$100,000-200,000 and the estimated yearly revenue for 50 transient sites (depending on volume of bookings) is \$478,000-\$630,000.

Revenue can also be generated through sales at the store, rentals, campfire wood, and visitor fees.

Additional revenue is possible if this municipal campground included winter campground. This is a novel and unique service, currently non-existent in North Frontenac. Current organizations seeking winter camping experiences include snowmobile associations, Boys and Girls Scout, Church Camps and Camps for Special Needs, just to name a few.

**North Frontenac Economic Benefits:**

In addition to the annual revenue, a campground of this size could employ 5-8 full time staff. Visitors to North Frontenac will likely spend additional revenue in the region which could include gas, groceries, alcohol, trailer repairs and maintenance, restaurants, local shops, rentals, etc.

**Estimated Cost to Build:**

According to "Own a KOA" website, the startup cost of a new campground can cost \$15,000 to \$50,000 per site, depending on several variables. These variables can include topography, zoning and code requirements and the cost to purchase the land. The cost increases as amenities are included. Playgrounds, a hall, recreational facilities, a store, bathrooms, laundry facilities, concrete pads for each site, paved roads, gravel roads, sewage, electric, gated access, and water hook ups are some things to consider.

**Examples of Current Listings Available in North Frontenac:**

*1971 Gull Lake Estates Lane*

-\$324,900

-14 acres

-Waterfront on Quebec Lake

-Hydro on property

*1268A South Road*

-\$399,900

-54 acres

-Frontage on 2 lakes

*1160 Wilderness Lane*

-\$224,900

-12 acres

-Hydro, well, septic on site

*1070 Perry Lane*

-\$499,000

-65 acres

-Waterfront on Marble Lake

-925 square foot building

-Hydro, well, septic on site

*Lavant Road*

-\$425,000

-183 acres

-Waterfront on Sunday Lake

-Township maintained road

# Information Kiosk

Ideas

Paul Thiel

Stephanie Regent

Danielle Thornton-Kecso

Assisted by Darwyn Sproule

November 16, 2023

## Introduction

### **\*\*\* This is a self funded Project \*\*\***

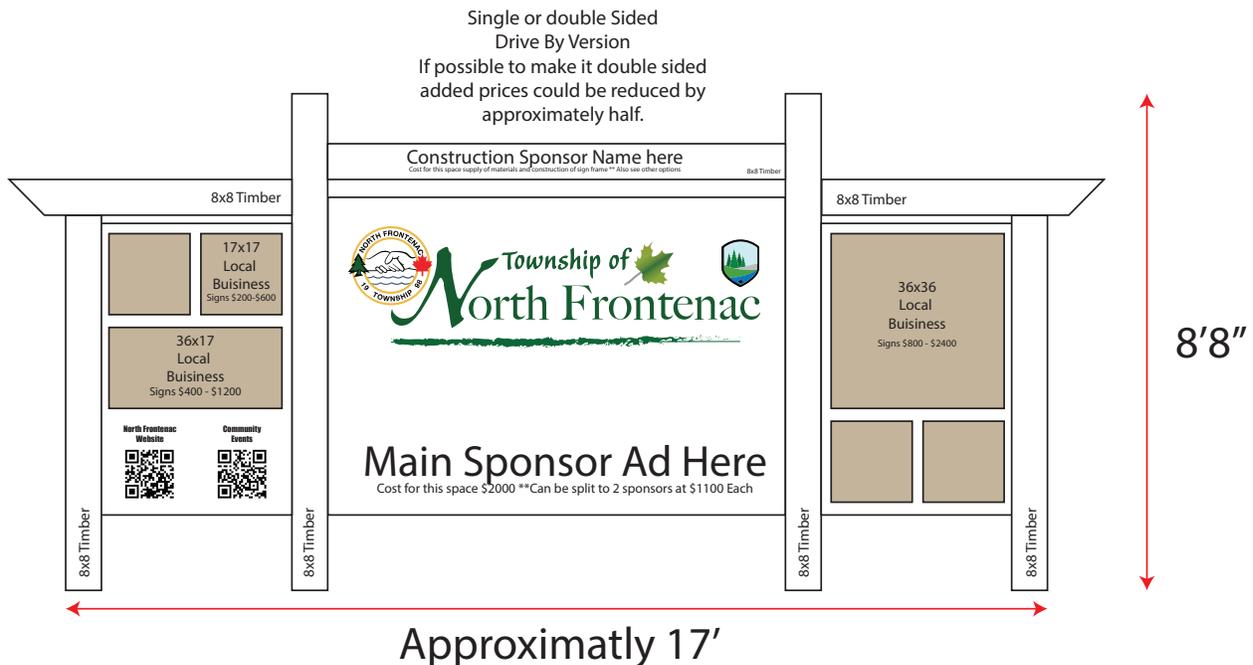
Through our talks together we believe there are a few areas with in our township that would benefit from information kiosks. Information within this community seems to be very scattered, unreliable, under utilized and in many cases “ugly”. Through this task force our goal is to organize, manage, utilize and beautify, along with offer inexpensive options for locals to advertise and post their businesses and events. Focussing on the fact that when many travellers enter our community they lose contact with the outside world (no cell signal). These information kiosks/sign bulletin boards should be place in key location throughout the community, they should be standardized to promote beauty and uniformity. The same way road direct signs direct travellers to service these information kiosks will help both locals and visitors find all that North Frontenac has to offer.

## Information Sign Boards

### Remove, Redesign and UPGRADE

We propose that we remove the current information kiosks, redesign and replace with sign board that can be created and installed in many different road side location, including the current locations.

All though some may argue that these areas are two different projects, we believe that brining a note of similarity and uniformity to the community will help to remove some of the current “ugliness” and create a community that shows it can work together to offer visually appealing yet easily access information for both locals and visitors alike.



These information sign boards would offer, site specific information including township name, maps, tourist information, historical points of interest, on the upper or central locations. As well as an area for weatherproof signage that can be offered at a low cost to local businesses. Removing the need for square signs nailed to trees all over the township. These Information Sign boards would cost somewhere between \$5,000 and \$10,000 each depending on final size and foundation requirements per location. *(To be offset 100% by community sponsors, See sponsorship options below.)* Maintenance would be limited to checking to make sure each of the signs are holding up to the weather each year and re-staining or replacing as needed. *(Maintenance and replacement plan to be covered by yearly fees, see Maintenance Plan below.)*

*We also propose that as a less expensive options the township offer directional signage like provided in Lanark County (See Supporting Documentation) These*

would be designed to match the information sign boards and priced similar to Lanark Counties pricing.

## Maintenance Plan

A refinishing schedule should also be put in place to make sure the information sign board stays looking their best. Most exterior stains need to be refinished a year after install then every 3 to 5 years depending on location, sun and weather. We would recommend this is planed for every second year and deferred to the next year and so on, if they still look good. A small yearly fee will be charged to each sponsor (see price below) We recommend this money be held in a special account to cover the costs of refinishing and replacing signs as needed. We also recommend that space holder signs be created so that in the even a business goes out of business the sign board is not empty in one spot or inaccurate until the space is filled by a community sponsor. We propose this be handled by Public Works.

# Sponsorship Packages

## Main Sponsor

**Main Sponsor** - This package would be for 1 sign board. Suggested Price \$2000 for a single side. *\*\*\* This price will be adjusted based on final price sign board. A small yearly fee of \$125 will be collect from each sponsor and held in a maintenance account to cover repairs, maintenance and replacement. Yearly fee to cover two important tasks, one - cover the costs associate with the sign board and two - confirm the business still exists and if not opening up the space to business that are still in operation.*

## Construction Sponsor

**Construction Sponsor** - This package would be for 1 sign board. The construction sponsor would be responsible for constructing the wood portions of the sign board at the sponsors expense. A detailed set of plans will be provided to the sponsor, including but not limited to exact timber sizes, wood types and stain colour. The construction sponsor would be designated a spot a semi-permanent\* spot on the wood portion of the sign for there company name. (*\*The sponsor will only loss this spot if/when the entire sign needs to be replaced. There will be no yearly fee for this sponsor*)

## Local Sponsors

**Local Sponsor (Single Spot)** - Approximate size 17"x17" - Price range \$200 to \$600. \*\*\* *This price will be adjusted based on final price sign board. A small yearly fee of \$25 will be collect from each sponsor and held in a maintenance account to cover repairs, maintenance and replacement. Yearly fee to provide two important tasks, one - cover the costs associate with the sign board and two - confirm the business still exists and if not opening up the space to businesses that are still in operation.*

**Local Sponsor (Double Spot)** - Approximate size 36"x17" or 17"x36" - Price range \$400 to \$1200. \*\*\* *This price will be adjusted based on final price of sign board. A small yearly fee of \$50 will be collect from each sponsor and held in a maintenance account to cover repairs, maintenance and replacement. Yearly fee to provide two important tasks, one - cover the costs associate with the sign board and two - confirm the business still exists and if not opening up the space to businesses that are still in operation.*

**Local Sponsor (Quadruple Spot)** - Approximate size 36"x36" - Price range \$800 to \$2400. \*\*\* *This price will be adjusted based on final price of sign board. A small yearly fee of \$100 will be collect from each sponsor and held in a maintenance account to cover repairs, maintenance and replacement. Yearly fee to provide two important tasks, one - cover the costs associate with the sign board and two - confirm the business still exists and if not opening up the space to businesses that are still in operation.*

## Potential Locations

We propose that we start with Hwy 41 and 506 locations. Once all sponsorship spots are sold we choose the next priority location and start sales of those ones. (See possible future locations list below.)

- Hwy 41 and 506 - Start up Sign. Darwyn Sproule has informed us that:  
*"I reviewed our records for Rd 506 and the right of way width at Hwy 41. The total width is 150 feet with 75 feet both sides of centreline. This is identified on road plans provided by MTO and we have the survey for the property on the north side of 506 at the intersection, and it reflects this same limit. Likely need to measure this width on site to get a sense if this will accommodate the new entrance / gateway signage. I think it will and it could also include a good widened shoulder or lane to accommodate some short term parking if there were maps or something to look at."*  
He recommends the sign be on the right hand side of the road as you enter the township.

### **Possible Future Locations:**

- Clair-Mill Hall, Star Gazing Pad , Ompah Rest Stop information kiosk - Current Information kiosks to be replaced as soon as possible.
- Cloyne Pioneer Museum
- Hwy 41 and Harlow Rd
- Hwy 41 and Skootamatta Lake Road
- Hwy 41 and Head Rd,
- South Lavant & Wilbur Rd
- Elphin-Maberly Rd, North/East End
- 509 Entrance
- Ardoch Rd, South Entrance
- Henderson Rd, South End
- Buckshot Lake Rd North End

Directional signage location to be added as needed.

# Supporting Documents

## Similar Signage in Lanark County

### Tac and Commercial Signs in the Township Right Of Way

With the proposed new sign by-law, the Public Works Department looked into how other municipalities manage the amount of signs posted in right of way.

We found that Lanark County seemed to have the most straight forward policy on limiting the amount of business signs and to reduce clutter along the road way. Their Public Works Department supplies, puts up and maintains the signs on the County road allowance. The applicant/business owner will apply for this sign with an application fee, there is a fee for the sign dependence on what size and if the sign is single or double sided. There is also an annual maintenance fee.

Signs are restricted to how much information is on them and they are used for directional information to the business as opposed to advertisement for the business.

Lanark County offers four types of signs with according fees for each type of sign. They also have an application fee and annual maintenance fee for each sign. They are as follows:

Application	\$25
Annual Maintenance	\$30/sign
Type A – One or Two lines of text, single sided sign (48 x 16")	\$372
Type B – One or Two lines of text, double sided sign (48 x 16")	\$384
Type C – Three lines of text, single sided sign (48 x 24")	\$382
Type D – Three lines of text, double sided sign (48 x 24")	\$422

Examples of Lanark County Signs:





## 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>
<b>Portfolio:</b> Seniors And Law Enforcement Together (SALT)	<b>Responsibility:</b> <ul style="list-style-type: none"><li>• Provide updates to Council</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 # 2023-78

### Being a By-law to Amend By-law #80-22 to Appoint Committee of Adjustment/Planning Advisory Committee Members; and to Repeal By-law #16-23 To Appoint a Committee of Adjustment/Planning Advisory Committee Alternate Member

**Whereas** Section 8 (2) of the *Planning Act* R.S.O. 1991, states the council of a lower-tier municipality may appoint a planning advisory committee in accordance with this section; and Section 8(4) of the Act provides the members of a planning advisory committee shall be chosen by the council and shall include at least one resident of the municipality who is neither a member of council nor an employee of the municipality;

**And Whereas** Section 44 (1) of the Planning Act provides if a municipality has passed a by-law under section 34 or a predecessor of such section, the council of the municipality may by by-law constitute and appoint a committee of adjustment for the municipality composed of such persons, not fewer than three, as the council considers advisable; and Section 44 (3) provides the members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them;

**And Whereas** Section 54 (1) of the Planning Act provides a council of a county may by by-law delegate to a municipal planning authority the authority to give consents under Section 53 in respect of land in a municipal planning area; and Section 54(2) provides a council may delegate the authority to a committee of council;

**And Whereas** the Council of the Township of North Frontenac adopted By-law #80-22 appointing Barbara Sproule, Carl Tooley and Garry Wood as members of the Committee of Adjustment/Planning Advisory Committee; and that Council adopted By-law #16-23 appointing Jim Ogilvie as the Alternate Member of the Committee of Adjustment/Planning Advisory Committee;

**Now Therefore** the Council for The Corporation of the Township of North Frontenac repeals By-law #16-23 which appointed Jim Ogilvie as the Alternate Member; and amends Section 1 of By-law #80-22 as follows:

1. **That** Carl Tooley, Garry Wood and Jim Ogilvie be hereby appointed to serve as the Member on the Committee of Adjustment/Planning Advisory Committee;

**And That** this By-law shall come into force and effect on the day of its final passing.

**Read** a first and second time **December 15, 2023**.

**Read** a third time and finally passed this **December 15, 2023**.

Original Signed By

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**Gerry Lichty, Mayor**

Original Signed By

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**Tara Mieske, Clerk**

# The Corporation of the Township of North Frontenac

## By-law # 2023-79

### Being a By-law to Appoint a Deputy Mayor for the Township of North Frontenac

**Whereas** Section 14.2 of By-law #26-23 being the Procedural Policy for Members of Council and Committees provides that the Deputy Mayor position will be open for nomination on an annual basis every December;

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

1. **That** Council appoints John Inglis as the Deputy Mayor of the Township of North Frontenac for a period of one year.
2. **That** this appointment shall remain in effect until the next Deputy Mayor is appointed.
3. **That** all resolutions, by-laws or parts of by-laws passed which are contrary to or inconsistent with this by-law are hereby repealed.
4. **That** this by-law shall come into full force and effect from and after its passing.

**Read** a first and second time **December 15, 2023**.

**Read** a third time and finally passed this **December 15, 2023**.

Original Signed By

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**Gerry Lichty, Mayor**

Original Signed By

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**Tara Mieske, Clerk**

# The Corporation of the Township of North Frontenac

## By-law # 2023-80

### Being a By-law to Establish, Maintain and Regulate a System for the Disposal of Municipal Waste, Recyclables and other Refuse; and Repeal By-laws #52-17 and #60-17

**Whereas** the *Municipal Act S.O 2001*, Chapter 25, Section 11(3) authorizes the Council of a local municipality to pass by-laws for establishing, maintaining and operating a waste management system;

**And Whereas** the *Municipal Act S.O 2001*, Chapter 25, Section 127 authorizes the Council of a local municipality to pass by-laws prohibiting the throwing, placing or depositing of refuse or debris on private property or on property of the municipality or any local board thereof without authority from the owner or occupant of such property;

**Now Therefore Be It Resolved That** the Council of the Corporation of the Township of North Frontenac deems it expedient to enact a by-law that reflects the provisions of the current provincial legislation and protects the ecological well-being of the Municipality as follows:

#### **Section 1. Title, Scope and Definitions**

##### **1.1 Title and Application:**

This By-law may be cited as the "**Waste Disposal By-law**" of the Corporation of the Township of North Frontenac.

The Addendums attached shall form part of the By-law.

##### **1.2 Scope:**

1.2.1 The provisions of this By-law shall apply to all persons, lands, structures and uses within the boundaries of the Township of North Frontenac.

1.2.2 No person shall dispose of, or cause to be disposed, any waste, refuse, garbage or recyclables except in conformity with the provisions of this by-law and Addendums annexed hereto.

1.2.3 This by-law shall not be effective to relieve, reduce or mitigate any person from compliance with any provision of the Public Health Act or Environmental Protection Act or any regulation or order prescribed by the Medical Officer of Health or the Minister of the Environment, Conservation and Parks.

##### **1.3 Definitions**

For the purpose of this By-law:

"Bag tag" means the tag that shall be clearly affixed to the exterior of a bag or other acceptable container containing household garbage being deposited at a waste disposal site.

"Bag tag fee" means the fee payable for a single tag as set out in the provisions of the Fees and Charges By-law.

"Blue Box Recyclables" means acceptable cans, plastics, glass, newspaper and corrugated cardboard.

"Bulky Rigid Plastics" includes plastic buckets and pails – all sizes (metal handles removed), plastic crates and trays (milk/soda/bread), laundry baskets (HDPE & PP), plastic lawn furniture, pet carriers (HDPE & PP), plastic pots (PP & PE), large plastic

toys, playhouses, totes and tool cases (HDPE & PP) (Metal Axles Removed), plastic garbage cans and recycling bins (HDPE & PP) (metal axles removed) and plastic HMW drums (no oil drums).

“CAO” means the Chief Administrative Officer for The Corporation of the Township of North Frontenac.

“CBO” means the Chief Building Official for The Corporation of the Township of North Frontenac.

“Clean” in reference to lumber shall refer to lumber which has not been painted, stained or treated with preservatives which will prevent the burning of said lumber due to the environmental impact of the smoke and toxic gases. The lumber may contain nails.

“Clean” in reference to Blue Box recyclables such as cans, plastic and glass shall mean items have been rinsed and are free of food, beverage residues and/or other waste.

“Commercial Hauler” means a person engaged in the collecting, transporting or disposing of waste materials for profit or gain and includes persons collecting, transporting or disposing of waste generated or originating from and incidental to a residence that is not the principal residence of that person.

"Construction Waste" means non-hazardous waste, refuse and litter generated from and incidental to lawful construction activities and shall be separated and shall include such items as: drywall, scrap lumber and wood products, fiberglass insulation (bagged), SM Styrofoam (bagged or tied), windows, doors, fiberglass tub surrounds, shingles, etc.

"Council" means the Council of The Corporation of the Township of North Frontenac.

“Demolition Waste” means non-hazardous waste, refuse and litter generated from and incidental to lawful demolition activities, those being the complete destruction of buildings or other structures, and shall be separated and shall include such separated items as: drywall, burnable wood and non-burnable wood; scrap steel; shingles, etc. Masonry (brick, block and stone) is not considered “Demolition Waste” and shall not be accepted.

"Landfill Area" means that operative area of a municipal waste disposal site which is designated as an area for the disposal of approved waste and the subsequent covering by earth fill.

“MHSW” aka Municipal Hazardous & Special Waste / Household Hazardous Waste means those wastes generated by ratepayers not appropriate for landfill disposal and is designated as ‘hazardous’ by the Ministry of the Environment, Conservation and Parks; and listed in the Certificate of Approval for each of the three Waste Disposal Sites that accept such waste at their MHSW Depots.

“Mixed Waste” is a combination of Waste and/or Recyclable Waste and/or Household Hazardous Waste (and **is not acceptable** at any waste disposal site or transfer station).

"Official" means an officer, servant or employee duly appointed by Council.

"Person" means any human being, association, firm, partnership, incorporated company, corporation, agent or trustee and any heirs, executors, successors, assigns or other legal representative of a person to whom a contract can apply accordingly to law.

“PWM” means the Public Works Manager for the Township of North Frontenac.

“Recyclable Waste” means those clean, washed materials and items which are accepted at the Waste Disposal Sites for collection, transfer and processing at a

recycling centre or third party re-user and as may be further defined in the Addendum(s) annexed to this By-law.

"Re-Use Exchange Facility" means a facility where North Frontenac Residents can drop off their unwanted items for other community members to take, free trade, and no cash involved. This facility will be operated by the Township of North Frontenac; will be strictly overlooked by staff and/or volunteers; and only open during waste site open hours as set out by the Public Works Department.

"Scavenging" includes to sort through and collect materials from recyclable materials, leaf and yard materials, household hazardous waste, bulky items, tires, WEEE, white goods, scrap metal or garbage that has been deposited at a Waste Disposal Site.

"Tipping Fee" shall mean the charge per tonne or unit or cu. yd. or item levied by the Township of North Frontenac at the Waste Disposal Site for disposable waste under the terms of this By-law;

"User" includes a Township of North Frontenac Taxpayer or Taxpayers utilizing any waste disposal facilities or services in the Township of North Frontenac, including in particular, depositing waste at any Waste Disposal Site.

"Waste" means garbage, refuse and other waste materials generated from domestic household sources, commercial sources and similar uses from the Taxpayers of The Corporation of the Township of North Frontenac, approved for disposal, by the Ministry of Environment, Conservation and Parks and Council, at the Waste Disposal Sites and shall for the purpose of this definition include construction waste and demolition waste but shall not include recyclable waste, hazardous waste or industrial waste.

"Waste Electrical Equipment & Electronics (WEEE)" means those specific "intact" items accepted through the Resource Productivity and Recovery Authority for recycling. A complete up-to-date list of acceptable items can be found in the annual Waste & Recycling Welcome package.

"Waste and Recycling Lead Hand (WRLH)" means an official duly appointed by the CAO (in consultation with the PWM) responsible for supervision and operation of both the waste sites and attendants, under the discretion of Council, for the administration of this By-Law for the Corporation of the Township of North Frontenac.

"Waste Disposal Site" means a waste disposal site designated and operated by the Township of North Frontenac for the disposal or transfer of waste (Transfer Station) in accordance with the provisions of this By-law and with the guidelines of the Ministry of the Environment, Conservation and Parks.

"Waste Site Attendant" means an official duly appointed by Council responsible for the supervision and operation, under the direction of Council, of a Waste Disposal Site and for the administration of this By-law.

"White Goods or White Metal" are one and the same material and such terms are used interchangeably throughout this By-law. White Goods or White Metal means refrigerators, freezers, stoves, ovens, hot water heaters, water tanks, washing machines, clothes dryers and similar such items, goods and materials.

## **Section 2. Waste Disposal Sites and Transfer Stations**

**2.1** The following is a list of the designated Waste Disposal Sites and Transfer Stations:

- Ward 1 - Cloyne Waste Site (Transfer Station); 506 Waste Site; and Kashwakamak Waste Site
- Ward 2 - Plevna Waste Site
- Ward 3 - Mississippi Waste Site; and Ompah Waste Site (Transfer Station)

**2.2** No person shall use any lands within the Township of North Frontenac for a Waste Disposal Site except lands designated for such use by By-law.

**2.3** Notwithstanding any other penalty or remedy of law available to the Township, the owner, occupant, lessee or person using any structure or lands within the boundaries of the municipality for the dumping or disposing of garbage, refuse, industrial waste, hazardous materials or waste of any kind where such lands or structures are not designated as a Waste Disposal Site, shall upon written notice served by the Township cease using such lands or structures for such purposes and to remove or cover such garbage, refuse, industrial waste, hazardous materials or other waste in the manner as may be prescribed by the Township or the Public Health Act or the Environmental Protection Act or any provision or order prescribed by the Medical Officer of Health or the Minister of Environment, Conservation and Parks.

**2.4** The Waste Disposal Sites shall be operated and maintained by the Township of North Frontenac in accordance with the provisions of this By-law and the requirements of the Ministry of Environment, Conservation and Parks.

### **2.5 Hours of Operation of Waste Disposal Sites**

2.5.1 The Waste Disposal Sites shall be open for the disposal of waste and other permitted materials in accordance with the times prescribed by Council and subsequently advertised in a newspaper and on the Township's website, which in the opinion of Council, is sufficient general circulation to give users reasonable public notice.

2.5.2 No person shall enter the Waste Disposal Sites after the hours of operation when a Waste Site Attendant is not on duty.

2.5.3 No person shall trespass on the Waste Disposal Sites unless authorized to transfer material to the site in accordance with this By-law.

**2.6** The Re-Use Exchange Facility shall be operated by the Township of North Frontenac and maintained by Township Staff and/or Volunteers appointed by the Public Works Manager in accordance with the provisions in Addendum E, this By-Law and the requirements of the Environmental Compliance Approval (ECA) issued by the Ministry of Environment, Conservation and Parks.

## **Section 3. General Provisions**

**3.1** No person shall dispose of, or cause to be disposed, waste at the Waste Disposal Sites that originates or is generated from a location or use outside of the municipal boundaries of the Township of North Frontenac with the following exception:

3.1.1 Taxpayers of the Township of Addington Highlands are authorized users of the Cloyne Transfer Station, which is jointly owned by the Townships of Addington Highlands and North Frontenac and administered by the Township of North Frontenac. Authorized persons may dispose of, or cause to be disposed, household waste, commercial waste and Blue Box recyclables only at this site from a location or use within the municipal boundaries of the Townships of Addington Highlands and North Frontenac.

3.1.2 An exception will also be made for persons with written permission from the CAO, PWM or their designate.

3.1.3 The Waste Site Attendant shall be and is hereby authorized to ask residents to present a Waste Site Permit Card issued by the Township. Residents will not be permitted to deposit waste and recycling if unable to present the permit.

**3.2** Township of North Frontenac Taxpayers shall dispose of "acceptable waste/recycling materials" as set out in Addendum B to the By-law, at the Waste Disposal Sites as set out in Addendum A to this By-law in accordance with the

directions of the Waste Site Attendant and in accordance with the provisions of this By-law.

**3.3** All household waste and recyclable material to be disposed of at the Waste Disposal Sites shall be in a clear/transparent bag or other acceptable container in such a way to prevent scattering on the site. Wastes and recyclable material contained in a solid coloured (i.e., black) bag shall be refused by the Waste Site Attendant.

**3.4** Every person shall ensure that waste being transported to a Waste Disposal Site is contained so as not to be blown or scattered from the transport vehicle or to leave deposits along road allowances and abutting lands.

**3.5** No person shall deposit or cause to be deposited waste of any kind on any lane, street, watercourse, private or public property.

**3.6** No person shall dispose of, or cause to be disposed of in a landfill area at a Waste Disposal Site any prohibited waste material as listed on Addendum B to this By-law.

**3.7** No person shall dispose of, or cause to be disposed of in the Waste Disposal Site any strictly prohibited waste material as listed on Addendum B to this By-law.

**3.8** Waste and recycling materials such as household and commercial waste, brush, construction waste, white goods, tires, hazardous waste including propane tanks shall only be deposited in specific sites as set out in Addendum A to this By-law.

**3.9** No person shall dispose of waste or recycling that is not in a clear/transparent bag or other acceptable container except for large or bulky items and loose construction waste.

**3.10** The Waste Site Attendant shall be and is hereby authorized to refuse access to a Waste Disposal Site by any person who is in contravention of any provision of this By-law, as may be reasonably determined by the Waste Site Attendant. All persons refused access to or use of a Waste Disposal Site shall be referred to the CAO's Office by the Waste Site Attendant by providing them with the CAO's business card.

**3.11** The Waste Site Attendant shall be and is hereby authorized to open bags or containers of waste to confirm compliance with this By-law. Non-compliance shall result in waste being refused.

**3.12** No person shall remove/scavenge materials from Waste Disposal Sites without authorization, except for items found in the Re-Use Exchange Facility. In accordance with Agreements, non-profit organizations may collect and remove liquor bottles and cans.

**3.13** No persons shall dispose of permitted waste at the Waste Disposal Sites in any area except those designated for the specific type of waste which is being deposited. Non-compliance shall result in waste being refused.

Persons depositing waste in areas outside of the Waste Disposal Sites, including the access area to these sites, will be deemed to be contravening this By-law and shall be subject to the penalties stated herein.

#### **Section 4. Special Provisions**

**4.1** Bagged wastes for disposal at Waste Disposal Sites in the Township of North Frontenac shall be securely contained within a clear/transparent bag that permit inspection for prohibited wastes as listed in Addendum B to this By-law. Each clear/transparent bag may contain one opaque privacy bag of no more than 1 cubic foot (1'x1'x1') capacity. Bagged wastes containing prohibited waste materials as set in Addendum A to this By-law shall not be accepted at the Waste Disposal Sites.

**4.2** No person shall dispose of construction waste generated outside of the boundaries of the Township of North Frontenac at a Waste Disposal Site in the Township of North Frontenac. Persons disposing of construction waste may be required to present proof that the waste originated from within the Township, to the Waste Site Attendant at the time of disposal. Such proof may be a valid building permit issued by the Township; a letter of authorization issued by the CBO for the construction site from which such construction waste originated; a letter or an affidavit from the property owner indicating that the waste originated from that owner's property. The Contractor and/or property owner must complete the contractor's form.

**4.3** No person shall dispose of demolition waste at a Waste Disposal Site that is not properly separated.

**4.4** Recyclable waste shall be those clean, washed items listed in Addendum C to this By-law and may be deposited in the recycling containers at a designated site and shall be deposited in accordance with the directions of the Waste Site Attendant and the provisions of this By-law and the Fees and Charges By-law. No person shall dispose of recyclable wastes in a landfill area of a Waste Disposal Site.

**4.5** Scrap metal and all white goods/white metal, except for units containing Freon or any Ozone depleting refrigerant such as refrigerators, freezers, air conditioners, shall be separated from other waste to be disposed of in the designated area at a designated site as set out in Addendum A to this By-law and in accordance with the directions of the Waste Site Attendant. Doors must be removed from white goods.

**4.6** White goods containing Freon or any Ozone depleting refrigerant such as refrigerators, freezers, air conditioners or any other unit containing this substance shall not be deposited until the required tipping fee, as set out in the Fees and Charges By-law is paid to the Waste Site Attendant, who will in turn issue a receipt for payment.

**4.7** Brush and clean, untreated lumber shall be deposited at a designated site as set out in Addendum A to this By-law and in accordance with the directions of the Waste Site Attendant. Material may be subject to a tipping fee as set out in the Fees and Charges By-Law.

**4.8** Tires may be disposed of at a designated site as set out in Addendum A to this By-law in a designated area as determined by the Waste Site Attendant. No fee shall be charged to dispose of passenger car or light truck tires.

**4.9** Burning operations at a Waste Disposal Site shall be in conformity with the requirements of the Ministry of Environment, Conservation and Parks, as well as the provisions of this By-law as set out in Addendum D.

**4.10** No person shall dispose of waste, white goods/white metal or scrap metal that contains residue of gasoline, toxic chemicals, P.C.B. or other such hazardous materials in the landfill area at any Waste Disposal Site in the Township of North Frontenac.

**4.11** Taxpayers of the Township of North Frontenac shall dispose of MHSW at the Hazardous Waste Depots located within designated Waste Disposal Sites as set out in Addendum A to this By-law, during the times prescribed by Council. Hazardous Wastes are collected by the Municipality for proper transfer and processing by a third party re-user.

Taxpayers of the Township of Addington Highlands may dispose of MHSW at the Hazardous Waste Depot located within the 506 Waste Disposal Site in the Township of North Frontenac, during the times prescribed by Council.

**4.12** Commercial haulers shall only be permitted to dispose of waste that has originated within the boundaries of the Township of North Frontenac. The Waste Site Attendant shall report any suspected contravention of this clause to the Waste & Recycling Lead Hand (WRLH), who will report same in writing to the CAO and PWM.

**4.13** No person shall dispose of mixed waste as defined in Section 1 of this By-law, at any Waste Disposal Site or Transfer Station in the Township of North Frontenac.

**4.14** Wastes properly disposed of at Waste Disposal Sites in the Township of North Frontenac are subject to fees as defined in the Fees and Charges By-law.

**4.15** The Waste Site Attendant shall supervise all operations at the Waste Disposal Site under the direction of the Waste & Recycling Lead Hand (WRLH).

### **Section 5. Penalties and Enforcement**

**5.1** This By-law shall be administered by the CAO and enforced by the By-law Enforcement Officer or any other person appointed by Council.

**5.2** Any person who fails to comply with an order issued under this By-law is guilty of an offence

**5.3** Every person who contravenes any provision of this bylaw is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended

**5.4** Any person who obstructs or hinders a Municipal By-law Enforcement Officer in the performance of his or her duties under this By-law is guilty of an offence.

**5.5** If this By-law is contravened and a conviction is entered, the court in which the conviction was entered or any Court of competent jurisdiction may, in addition to any other remedy and to any other penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

**5.6** Set fines may be established for certain offences contained in this By-law. Such set fines shall be established pursuant to the Provincial Offences Act and shall become effective upon the approval of same by the Chief Judge of the Provincial Offences Court.

**5.7** Where a person fails or defaults to carry out any direction or action required by the Township of North Frontenac as authorized by this By-law, upon reasonable and written notice, the Township of North Frontenac may proceed to do such things or carry out such actions as directed, at the expense of the person and such expense may be recovered by the Township of North Frontenac in a like manner as taxes in accordance with the provisions of the *Municipal Act 2001* Chapter 25, Section 398 (1) and amendments thereto.

### **Section 6. Administration**

**6.1** Any section, subsection or part thereof of this By-law 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.

**6.2** Where there is a conflict between any provisions in this By-law and any By-law, Legislation or Regulation, the most restrictive shall prevail.

**6.3** This By-law shall come into force and take effect immediately upon the date of passing.

**6.4** By-law #52-17 and #60-17 are hereby repealed.

**Read a first and second time December 15, 2023.**

**Read a third time and finally passed this December 15, 2023.**

Original Signed By

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**Gerry Lichty, Mayor**

Original Signed By

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**Tara Mieske, Clerk**

**Schedule "A"**

**Designated Sites where Specific Wastes and Recyclables may be Deposited**

	Cloyne Ward 1	506 Ward 1	Kashwakamak Ward 1	Plevna Ward 2	Ompah Ward 3	Mississippi Ward 3
Household Waste	Yes	Yes	Yes	Yes	Yes	Yes
Commercial Waste	No	Yes	No	Yes	No	Yes
Brush/Construction Waste	No	Yes	No	Yes	No	Yes
Blue Box Recyclable (see Addendum C)	Yes	Yes	Yes	Yes	Yes	Yes
Bulky Rigid Plastics	No	Yes	No	Yes	No	Yes
Electrical and Electronic Equipment (WEEE)	No	Yes	No	Yes	No	No
Hazardous (MHSW) including Propane Tanks	No	Yes	No	Yes	No	Yes
Scrap Metal	No	Yes	No	Yes	No	Yes
Tires	No	Yes	No	Yes	No	Yes
White Goods - with Freon* or without *fee applicable	No	Yes	No	Yes	No	Yes

## Schedule “B”

### Prohibited Waste Materials

Disposal of the following items shall be strictly prohibited in any of the Waste Disposal Sites and/or Transfer Stations in the Township of North Frontenac:

- Asphalt pavement
- Biological or pathological waste
- Boats, Canoes and other Marine Units
- Bricks
- Motor Vehicle bodies
- Cement
- Cement Blocks
- Dead Animals
- Farm Machinery
- Human Sewage
- Industrial or Manufacturers Waste
- Masonry
- Mixed Waste
- Motor vehicle parts
- Petroleum soaked rags or explosives or any other highly combustible material
- Plaster
- Railroad Ties
- Stumps

### Acceptable Waste/Recycling Materials

#### \*At appropriate Waste Sites

- Appliances and White Goods/White Metal
- Brush and/or Yard waste
- Clean, untreated lumber/wood
- Bulky Rigid Plastics
- Construction Waste – separated (i.e. clean lumber separated from contaminated lumber; glass separated from metal, etc.)
- Demolition Wastes – toilets, shingles, lumber, etc.(separated)
- Recyclable materials as set out in Addendum C to this by-law
- Fiberglass Insulation and SM Styrofoam (bagged or tied using clear bags only)
- MHSW (Hazardous Waste) including empty propane tanks
- Household & Commercial garbage in clear bags only
- Household Furniture – i.e. beds, mattresses, couches, chairs, etc.
- Scrap metal – i.e. Bar-B-Q,
- Styrofoam bagged or tied using clear bags only; and in compliance with the directions of the Waste Disposal Attendant. (i.e. packing material from appliances, etc.)

#### **Note: Styrofoam peanuts/nuggets are not accepted**

- Tires
- Waste Electrical Equipment & Electronics WEEE – i.e. televisions, radios, computers, monitors, etc.

## Schedule “C”

### Recycling Policy

All recycling items shall be placed within the applicable compartment of the recycling bin located at designated Waste Disposal Sites as indicated on Addendum A to this By-law and/or as directed by the Waste Site Attendant.

1. The following items shall be accepted for recycling at the waste transfer area of designated Waste Disposal Sites **for free** provided they meet the acceptance criteria as noted:
  - Steel and aluminum food and beverage cans, plastic bottles, jugs and lids, hard plastic food containers, “gable top” containers, “tetra pak” boxes, marked “1 to 7” P.E.T.; empty aerosol cans; aluminum foil and foil containers; empty paint cans; (All items shall be clean – absolutely no food residue);
  - Glass food and beverage jars and bottles (clear and coloured); (All items shall be clean – absolutely no food residue, lids removed);
  - Newspapers and inserts, magazines, catalogues and telephone directories, office waste paper - bond (white) paper; clean paper cups and plates; greeting cards; brown paper bags; boxboard (from cereal, tissue, shoes, detergent, egg cartons etc.);\*
  - Corrugated cardboard\* free from tape, grease, oil and paint and all other residues, shall be flattened, cut to size 24” x 24” x 8” or smaller and tied before being deposited in the corrugated cardboard container.

\*These materials are not eligible for a free bag tag but are also **not** subject to a bag tag fee.

The following may be placed in the same bin:

- Bin 1: Glass food and beverage jars and bottles (clear and coloured); steel and aluminum food and beverage cans, plastic bottles, jugs and lids, hard plastic food containers, “gable top” containers, “tetra pak” boxes;
- Bin 2: Acceptable paper products and corrugated cardboard free from tape, grease, oil and paint and all other residues.

2. Brush and/or clean lumber for burning shall be accepted at designated Waste Disposal Sites as indicated in Addendum A to this by-law, in accordance with the provisions of this By-law and in compliance with the direction of the Waste Site Attendant.

3. Scrap Metal / White Metal / White Goods (fridge, stove, dishwasher, washer, dryer) shall be placed in designated Waste Disposal Sites as indicated in Addendum ‘A’ to this By-Law. Appliances with refrigerant are subject to a fee as specific in the Fees and Charges By-Law.

4. Tires shall be accepted at designated Waste Disposal Sites as indicated on Addendum A to this by-law, in accordance with the provisions of this By-law and in compliance with the direction of the Waste Site Attendant.

5. MHSW and empty propane tanks shall be accepted at designated Waste Disposal Sites as indicated in Addendum A to this By-law, in accordance with the provisions of this By-law and in compliance with the directions of the MHSW Depot Attendant to ensure safe and secure handling and storage of the hazardous waste material.

6. Glass window panes, household drinking glasses, vases, mirrors, dishes, etc., are **not** recyclable.

7. Bulky Rigid Plastics – Acceptable bulky rigid plastics (i.e., buckets, pails, crates, trays, lawn furniture, pots, large toys, totes, tool cases, recycling bins etc.) shall be disposed of at Waste Disposal Sites as noted on Addendum A to this by-law. Related metal handles and axles shall be removed and placed in the scrap metal pile.

8. Electronic Waste – Acceptable waste electrical and electronic equipment (WEEE) shall be disposed of **FREE** at Waste Disposal Sites as noted on Addendum A to this by-law. No physically broken (i.e., broken screen) items shall be accepted.

## **Bag Tag Policy**

### **Free Tag Incentive**

Users shall be given a free bag tag to be used for household waste being disposed of at the Waste Disposal Site in exchange for each bag or other acceptable container of sorted recyclable materials (excluding those materials as indicated in Section 1 on Addendum "C") deposited at the site's recycling depot. Bag tags shall only be used for the disposal of household waste. The "free tag program" shall be operated on an equality basis at the Waste Site Attendant's discretion. (i.e., amount of recyclable materials = amount of garbage to be deposited) For example, users shall not receive a free bag tag for a large or oversize bag of garbage in exchange for a small bag of recyclable materials.

## **Schedule “D”**

### **Burning at Waste Disposal Sites Policy**

1. Burning will be carried out only in the designated burning area when prevailing weather conditions are suitable and according to the Waste Disposal Site's Certificate of Approval. (i.e., no high winds and the operation should be supervised).
2. An annual controlled burn may be carried out at each of the following sites:
  - 506 Waste Site
  - Plevna Waste Site
  - Mississippi Waste Site
3. Prior to burning, tires, plastics or wet materials which may cause smoke or other undesirable emissions must be segregated and not burned.
4. The Waste and Recycling Lead Hand shall notify the Public Works Department of the intent to carry out a controlled burn and the Public Works Manager shall coordinate each controlled burn and notify the CAO, Public Works Foreman, the Fire Chief of the specific Ward, front line municipal office staff and the Ministry of Natural Resources and Forestry, if deemed necessary, of a controlled burn.
5. The area of burning must be restricted in order to enable the Public Works Equipment Operator to extinguish the fire immediately if necessary due to a change in weather or other conditions or if so ordered by the Ministry of Natural Resources and Forestry, a designated official of a Municipal Fire Department, or the Ministry of Environment, Conservation and Parks.
6. Access to the burn area by the public and/or other unauthorized personnel shall be controlled when burning is carried out.
7. Complaints from local residents regarding smoke or odour emissions will be referred to the CAO's office.
8. Burning operations can only be carried out by authorized personnel.
9. A minimum of two authorized personnel shall be present for the controlled burn.



## **Addendum 'E'**

### **North Frontenac Re-Use Exchange Facility Operational Policy**

The Re-Use Exchange Facility is operated by Township Staff and/or volunteers appointed by the Public Works Manager (PWM) who are dedicated to the diversion of re-useable items from the landfill.

The group receives donated re-useable goods from residents of North Frontenac Township. Township Staff and/or volunteers sort and store the re-useable items and give them away free to members of the community who can make use of them.

At this time, residents who do not reside in North Frontenac Township are not permitted to leave items at the Re-Use Exchange Facility, but are more than welcome to shop at the center.

The Re-Use Exchange Facility goals are:

1. To divert as many re-usable goods as possible from the landfill in order to extend the life of Township waste sites;
2. To serve as many people as possible who can make use of re-used goods
3. To promote the practice of the 'three Rs': Reduce, Re-use, Recycle.

#### **In support of these goals, we ask that people observe the following rules:**

- Township Staff and/or volunteers reserve the right to limit the quantities taken from the Re-Use Exchange Facility. Please do not take more than you need for your personal use.
- Please note that, as space is limited, Township Staff and/or volunteers have the right to limit quantities and/or types of donations.
- In order to record the volume of goods diverted from the landfill, donated items must be sorted and processed by the Re-Use volunteers before being placed in the Re-Use Exchange Facility.
- Any customer in violation of the rules within this By-Law will be subject to being banned from the North Frontenac Re-Use Exchange Facility for an appropriate amount of time reflective of the violation and to be determined by the PWM in consultation with the Chief Administrative Officer (CAO).

# The Corporation of the Township of North Frontenac

## By-law # 2023-81

### To Close, Stop up and Sell a Part of the 66' Original Road Allowance

**Whereas** it is deemed expedient in the interest of The Corporation of the Township of North Frontenac, hereinafter called 'The Corporation', that part of the 66' original road allowance described in Schedule "A" attached hereto be permanently closed, and the land sold to the adjoining owner(s) as they may direct;

**And Whereas** notice of this By-law has been posted at least ten days prior to the meeting, at the Municipal Office; on the Township Website; and on the said road allowance;

**And Whereas** Council for The Corporation has heard in person, all persons claiming that their land will be prejudicially affected and who applied to be heard;

**Now Therefore** the Council of The Corporation enacts as follows:

1. Those parts of the 66' original road allowance described in Schedule "A" be and the same are hereby permanently closed.
2. Those parts of the said 66' original road allowances shall be sold to the adjoining owner(s) as follows:
  - a. **Part 5 on Registered Plan 13R-23008** as a lot addition to the lands described as PIN 36202-0090(LT) for the purchase price of \$1,881.92 plus \$244.65 HST for a total of \$2,126.57 (Palmerston Lake);
  - b. **Part 6 on Registered Plan 13R-23008** as a lot addition to the lands described as PIN 36202-0072(LT) and 36202-0047(LT) for the purchase price of \$7,810.15 plus \$1,015.32 HST for a total of \$8,825.47 (Palmerston Lake);
  - c. **Part 2 on Registered Plan 13R-23021** as a lot addition to the lands described as PIN 36183-0664(LT) for the purchase price of \$4,497.68 plus \$584.70 HST for a total of \$5,082.38 (Plevna (Sand) Lake);
  - d. **Part 1 on Registered Plan 13R-23032** as a lot addition to the lands described as PIN 36188-0108(LT) for the purchase price of \$25,151.50 plus \$3,269.70 HST for a total of \$28,421.20 (Mississippi River).
3. The Mayor or Deputy Mayor and the Clerk or Deputy Clerk of The Corporation are hereby authorized to sign or execute such deeds or other documents as may be necessary to effect conveyance of that part of the said 66' original road allowance described in Schedule "A".
4. The Clerk shall cause a certified copy of this By-law to be registered on the title to that part of the 66' original road allowance hereby permanently closed.
5. This By-law shall come into force and take effect upon registration of a certified copy of this By-law pursuant to the Municipal Act Section 34, Subsection 1.

**Read** a first and second time **December 15, 2023**.

**Read** a third time and finally passed this **December 15, 2023**.

Original Signed By

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**Gerry Lichty, Mayor**

Original Signed By

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**Tara Mieske, Clerk**

## Schedule "A"

**All That Part** of the Shoreline Road Allowance adjacent to Part Lot 13, Concession 1, geographic Township of South Canonto, Township of North Frontenac, County of Frontenac being Part 5 on Registered Plan 13R-23008 (Palmerston Lake);

**All That Part** of the Shoreline Road Allowance adjacent to Part Lot 13 and 14, Concession 1, geographic Township of South Canonto, Township of North Frontenac, County of Frontenac being Part 6 on Registered Plan 13R-23008 (Palmerston Lake);

**All That Part** of the Road Allowance abutting Plevna (Sand) Lake, lying in front of Part of Lot 34, Concession 14, geographic Township of Clarendon, Township of North Frontenac, County of Frontenac being Part 2 on Registered Plan 13R-23021 (Plevna (Sand) Lake);

**All That Part** of the Shore Road Allowance adjoining Lot 26, South West Range, geographic Township of Clarendon, Township of North Frontenac, County of Frontenac being Part 1 on Registered Plan 13R-23032 (Mississippi River).

# The Corporation of the Township of North Frontenac

## By-law # 2023-82

### Being a By-Law to Delegate Various Planning Approvals to the Clerk and Adopt Procedures for the Processing of these Applications Subject to Delegated Authority

**Whereas** Section 23.1 of the *Municipal Act, 2001, S.O. 2001, c. 25*, authorizes Council to delegate its powers and duties under any Act, subject to certain restrictions;

**And Whereas** Section 41(4.0.1) of the *Planning Act, R.S.O. 1990, c. P. 13* ('the Planning Act') requires that where Council has passed a Site Plan Control By-law, Council shall appoint an officer, employee, or agent of the Municipality as an authorized person for the purpose of approving Site Plan applications;

**And Whereas** the Council of The Corporation of the Township of North Frontenac passed By-law #45-22 to delegate to Staff Council's power under Section 41 of the Planning Act;

**And Whereas** Section 54(2) of the Planning Act empowers the Council of a municipality to delegate the authority to grant consents to a Committee of Council or to an appointed officer identified in the by-law by name or position occupied;

**And Whereas** the Council of The Corporation of the Township of North Frontenac deems it appropriate to extend the approval authority to staff for routine and minor types of development applications, specifically undisputed consents; as well as other matters of an Administrative nature in order to streamline the overall development approval process;

**And Whereas** the Council of The Corporation of the Township of North Frontenac deems it necessary to consolidate all delegate authority respecting planning application into a single By-law;

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

#### 1. Definitions

In this By-Law:

"Clerk" means the person appointed by Council as the Clerk of the Township of North Frontenac.

"Designate" means the person appointed by Council as the Deputy Clerk of the Township of North Frontenac.

#### 2. General Provisions

2.1 The Clerk or, in the absence of the Clerk, their Designate, has in lieu of the Council of The Corporation of the Township of North Frontenac, all powers and rights in respect of the authority hereby delegated, and the Clerk or, in the absence of the Clerk, their Designate, shall be responsible for all matters pertaining thereto, subject always to the terms and limitations of any applicable Act or By-Law.

2.2 That the Clerk or, in the absence of the Clerk, their Designate, is authorized to do all acts necessary to carry out the authority vested in the Clerk, or their Designate, pursuant to this By-Law, including affixing his/her signature as required to all documents and plans.

#### 3. Site Plan Control

3.1 The power and authority with respect to all matters provided for by Section 41 of the Planning Act, R.S.O. 1990, c. P. 13 as amended, except the authority to define the class or classes of development that may be undertaken without the approval of plans and drawings otherwise required, is hereby delegated to the Clerk or their Designate.

3.2 The authority under Section 41(7)(c) of the *Planning Act* to require a property owner to enter into an Agreement with The Corporation of the Township of North Frontenac and the authority to approve the form of the Agreement is hereby delegated to the Clerk, and they are hereby authorized to recommend the execution of any Agreement or amendments thereto that may be required pursuant to the provisions of this By-Law.

3.3 The Mayor and the Clerk are hereby authorized to execute on behalf of The Corporation of the Township of North Frontenac under corporate seal an Agreement that may be required pursuant to the provisions of this By-Law upon the written recommendation of the Clerk.

3.4 Any Agreement or amendment thereto entered into in accordance with this By-Law shall be registered against the title of the land to which it applies.

#### **4. Consent Application**

4.1 The authority to grant undisputed consents as defined under this By-law, under Section 53 of the Planning Act, R.S.O. 1990, c. P. 13 as amended, is hereby delegated to the Clerk or their designate, along with the authority to:

- (a) Refuse to accept or further consider an application for consent until the prescribed information and material and the required fees are received pursuant to Section 53(4) of the Planning Act.
- (b) Grant a provisional consent, in accordance with the Planning Act and regulations thereof, where the application is not in dispute or where any dispute is resolved without a hearing.
- (c) Refer the matter to the Committee of Adjustment where a disputed application cannot be resolved without a hearing.
- (d) Refer an application for consent that is submitted concurrently with an application for minor variance to the Committee of Adjustment which shall consider both applications.
- (e) Change the conditions of a staff approved provisional consent as per Subsection 53(23) of the Planning Act at any time before a consent is given, and to determine if a change to conditions is minor or not as per Subsection 53(26) of the Planning Act, for the purpose of giving notice.
- (f) Refuse an application which has remained inactive for more than one year, but only after the applicant has been given written notification that the Application will be refused, and given 60 days to respond.
- (g) Enter into negotiations/dispute resolution with the parties involved in an objection to a Consent.

4.2 For the purposes of this Section, a "Consent" means:

- An application for the creation of a new lot;
- An application to create or extend a Right-of-Way or easement;
- An application to adjust a lot boundary or facilitate a lot addition;
- An application along a common party wall of an existing building provided no minor variances are required;
- An application for consent to a power of sale or mortgage;
- An application for consent to a lease in excess of 21 years;
- An application for validation of title.

4.3 An "undisputed consent" is a consent application that satisfies the following:

- Is consistent with the Provincial Policy Statement (Section 3(5) of the Planning Act)
- Does not require a Plan of Subdivision for proper and orderly development (Section 53(1) of the Planning Act)
- Conforms with criteria set out under Section 51(24) of the Planning Act

- Conforms with the County of Frontenac's Official Plan
- Conforms with the Township of North Frontenac's Official Plan
- Complies with the Township of North Frontenac's Comprehensive Zoning By-law; or will comply subject to a standard condition of rezoning
- Has no unresolved objections/concerns received from any department or technical agency or a member of the public
- Has not been elevated to the Committee of Adjustments in accordance with the Policy for Elevating Undisputed Consents as set out Addendum A attached hereto and forming part of this By-law

4.4 The authority to change the conditions of undisputed consents as per subsection 53(23) of the Planning Act at any time before a consent is given and to determine if a change to conditions is minor or not as per subsection 53(26) of the Planning Act for the purpose of giving notice is hereby delegated to the Clerk.

## **5. Application**

5.1 That this by-law shall come into force and take effect as of December 31, 2023.

5.2 That By-law #45-22 is hereby repealed.

5.3 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 **December 15, 2023**.

**Read** a third time and finally passed this **December 15, 2023**.

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**

## **Addendum “A”**

### **Policy for Elevating Undisputed Consents to the Committee of Adjustment**

The purpose of this document is to serve as instructions and procedure for elevating disputed consents to the Committee of Adjustment for decision.

#### **Consent applications may be elevated to the Committee of Adjustment prior to the date of decision listed on the public notice for the following reasons:**

1. If there are outstanding land-use issues identified by members of the public that cannot be rectified by planning staff.
2. If the application appears to conflict with the provisions of the Township Zoning By-law, Township Official Plan, or other applicable policies and statutes.
3. If the application requires a minor variance.
4. If there is a disagreement between staff, the applicant, and/or a third party about applicable provisions or policies that need to be interpreted by the Committee of Adjustment.
5. If the application requires a non-standard condition to be supported that the applicant does not agree to.
6. If there is a disagreement regarding the standard conditions imposed on the application that cannot be resolved by staff.

#### **Consent applications can be elevated by the following individuals:**

- The property owner, applicant, and their agent(s).
- Members of Township Council.
- Members of the Township Committee of Adjustment.
- Township CAO, Clerk, and Planning staff and their designates.
- Members of the public.
- Technical review agencies whose policies or provisions conflict with the proposal.

#### **The property owner, applicant, and their agent(s).**

The property owner, applicant, or their agents can request to elevate the application to the Committee of adjustment for any reason by contacting the Township Clerk/Planning Manager.

#### **Members of Township Council and Committee of Adjustment**

Members of Council or Committee of Adjustment shall contact the Township Clerk/Planning Manager and inform them of their intention. A reason shall be provided for elevating the application in writing to the Clerk/Planning Manager prior to the deadline listed on the public notice.

#### **Neighbours or other interested parties.**

The application shall be elevated to the Committee of Adjustment for decision if there are any objections or unresolved issues that have been identified by neighbours or other interested parties prior to the deadline listed on the public notice. Objections or concerns with the application shall be provided to the Township Clerk/Planning Manager.

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

**By-law # 2023-83**

**Being a By-law to Amend By-law #63-23 To Impose Current Fees and Charges for Various Services Provided by the Township of North Frontenac**

**Whereas** Council passed By-law #63-23 on , September 22, 2023 to establish a Fees and Charges By-law for the Township of North Frontenac;

**Now Therefore** the Council of the Corporation of the Township of North Frontenac hereby enacts that By-law #63-23 Schedule 'D' Crown Land Camping' be amended to change the campsite per night fee from \$22.50 to \$25.00 (plus \$3.00 Administrative Fee);

**And That** this By-law shall come into force and take effect January 1, 2024.

**Read** a first and second time **December 15, 2023**.

**Read** a third time and finally passed this **December 15, 2023**.

Original Signed By

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**Gerry Lichty, Mayor**

Original Signed By

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**Tara Mieske, Clerk**

## Schedule "D"

### By-law #83-23 to Amend By-law #63-23 Crown Land Stewardship Program

#### Campsite

- Campsite per night \$25.00
- 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.

# The Corporation of the Township of North Frontenac

## By-law # 2023-84

**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 December 15, 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 October 27, 2023 Special 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 December 15, 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 December 15, 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 December 15, 2023.**

**Read a third time and finally passed this December 15, 2023.**

Original Signed By

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**Gerry Lichty, Mayor**

Original Signed By

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**Tara Mieske, Clerk**